



**Cypress College**

# 2011-2012 Catalog

**(714) 484-7000**  
**<http://www.CypressCollege.edu>**

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

# Welcome to Cypress College!



It is my pleasure to welcome you to Cypress College. You will find the campus to be beautiful, where you will have an opportunity for a rewarding collegiate experience, one that promotes student success.

This catalog contains extensive information on our courses and the wide range of educational programs offered. Together, these educational programs and our support services will help you become well-prepared and strategically positioned to transfer to a four-year university or compete for a career in your chosen profession. Whether your goals include achieving an Associate of Arts or Associate of Science degree, transfer to a four-year institution, or to obtain an occupational certificate, there are hundreds of academic and vocational opportunities to help you meet your goals and enrich your life.

We also offer a broad range of student support services, such as counseling, tutoring, financial aid, health services, and study skill classes to name a few. You are encouraged to participate in special-interest clubs, athletics, fine arts productions, and student government activities, all of which provide excellent opportunities for additional learning experiences.

After reading this catalog if you have questions or need additional information you are encouraged to connect with our dedicated faculty and staff who are here to help you. With their help, your initiative, and the information in this catalog, you have tools to open doors toward upward mobility and success in your chosen vocation.

I look forward to seeing you on campus and wish you success in realizing your educational goals.

A handwritten signature in black ink, appearing to read "Michael J. Kasler". The signature is fluid and cursive.

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  
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Molly McClanahan  
Donna Miller  
M. Tony Ontiveros*

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Chris Sanchez - Fullerton College*

*Chancellor  
Ned Doffoney, Ed.D.*



# ***CYPRESS COLLEGE***

## ***Catalog***

### ***2011 - 2012***

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

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

Photo credits: Marc S. Posner

# Table of Contents

<b>Academic Calendar</b> .....	<b>3</b>
<b>About Cypress College</b> .....	<b>4</b>
<b>Admissions</b> .....	<b>5</b>
<b>Registration Procedures</b> .....	<b>7</b>
<b>Academic Policies</b> .....	<b>9</b>
<b>Distance Education Program</b> .....	<b>22</b>
<b>Instructional Support Services</b> .....	<b>23</b>
<b>Special Programs</b> .....	<b>24</b>
<b>Student Support Services</b> .....	<b>30</b>
<b>Campus Life</b> .....	<b>36</b>
<b>Administrative Procedures</b> .....	<b>39</b>
<b>Programs of Study</b> .....	<b>46</b>
<b>Graduation/Educational Options</b> .....	<b>49</b>
<b>Programs/Course Descriptions</b> .....	<b>65</b>
<b>Faculty</b> .....	<b>312</b>
<b>Administration/Organizational Structure</b> .....	<b>313</b>
<b>Quick Guide to Help You</b> .....	<b>329</b>
<b>Index</b> .....	<b>331</b>
<b>Campus Map</b> .....	<b>Inside Back Cover</b>

# \*Academic Calendar 2011-2012

## 2011 Fall Semester - August 15 - December 16, 2011

August 15	.....	First Day of Instruction
September 5	.....	Legal Holiday - Labor Day
November 11	.....	Legal Holiday - Veterans' Day
November 24, 25, 26, 27	.....	Legal Holiday - Thanksgiving Recess
December 8 - 16	.....	Final Examinations
December 16	.....	End of Fall Semester
December 17, 2011 - January 21, 2012	.....	Academic Recess between Semesters

## 2012 Spring Semester - January 23 - May 30, 2012

January 3, 2012 - January 22, 2012 (tentative)	.....	Winter Intersession
January 16	.....	Martin Luther King Holiday
January 23	.....	First Day of Instruction
February 17	.....	Legal Holiday - Lincoln's Birthday (No classes Saturday 18th or Sunday 19th)
February 20	.....	Legal Holiday - Presidents' Day
April 2 - April 6	.....	Spring Recess (No classes Saturday 7rd or Sunday 8th)
May 21-30	.....	Final Examinations
May 29 (tentative)	.....	Commencement
May 28	.....	Observed Legal Holiday - Memorial Day
May 30	.....	End of Spring Semester

## 2012 Summer Session - to be announced

\*Dates and deadlines are subject to change.

# July 2011 - June 2012

2011

JULY						
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2012

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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 community recognized for supporting student success and enriching society.

## MISSION STATEMENT

Cypress College enriches students' lives by providing high-quality education for transfer to four-year institutions, associate degrees, career technical education, 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, and contributing to both the economic and social development of the surrounding community.

## 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 colleges' Educational Services 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 15,000.

## 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 and accessible instruction to promote academic excellence and student learning.
- Direction 2 — Student and Academic Support Services  
Developing and providing comprehensive student and academic support services to foster a positive and effective learning environment.
- Direction 3 — Campus Support and Infrastructure  
Ensuring that campus support services and resources are provided in an effective and efficient manner.
- Direction 4 — Climate, Involvement, and Communication  
Promoting a campus climate that embraces diversity and supports excellence, integrity, collegiality, and inclusiveness, by supporting communication and involvement throughout the college.
- Direction 5 — Collaborative Relations and Marketing  
Improving marketing efforts and 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

**STUDENT LEARNING OUTCOMES (SLOs) & PROGRAM LEARNING OUTCOMES (PLOs)**

Student learning outcomes or SLOs and Program Learning Outcomes or PLOs are statements that specify what students will know, be able to do or be able to demonstrate when they have completed a course or program of study. Outcomes are usually expressed as knowledge, skills, attitudes or values. Developing SLOs for courses and PLOs for programs is one of the requirements of accreditation. The SLO dialogue began in 2002, the Institutional Learning Outcomes were approved in 2004, and the development of course SLOs started in 2005. As of Spring 2010, nearly 80% of the courses had developed SLOs. The course SLOs, where available, can be found in the syllabus for each respective course. The Program Learning Outcomes (PLO), where available, appear in this college catalog. All courses and programs will have SLOs and PLOs developed by 2012. Cypress College is committed to developing SLOs and PLOs and integrating them in the assessment and program review processes.

# 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 high school proficiency certificate OR
- Any person 18 years of age or older who may benefit from instruction OR
- Any K-12 student who qualifies for the Special Admit Program. (Refer to the Special Admit section of this Catalog)

## NEW AND RETURNING (FORMER) STUDENTS

**WHO** must apply?

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

**HOW** to apply?

Applications are submitted by accessing the college website, [www.CypressCollege.edu](http://www.CypressCollege.edu), and electronically applying using the online system CCCApply.

**WHEN** to apply?

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

**AFTER** you apply...

Assessment may be required for new students who plan to enroll in Math, English, Reading or ESL courses or those courses that have prerequisites. If you have taken prior college work at another institution it is recommended that you submit an official transcript to the Admissions and Records Office. Obtain a Class Schedule and review the information regarding registration, available class offerings 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 commencing with Section 68000 of the California Education Code, and Regulations of the Board of Governors of the California Community Colleges in Chapter 5 of Division 6 of Title 5 of the California Code of Regulations (commencing with Section 54000).

The Admissions and Record Office determines the resident status of all new and returning students. Responses to the Application for Admission, and, if necessary, other evidence furnished by the student, are used in making this determination.

**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 adequate evidence to establish 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 is usually 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. 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 and high school transcripts 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 2, Division 6, Title 5 of the California Administrative Code, commencing with Section 51006.

# 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 for the Admissions and Records Office 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 submitted. All new and returning students must file an online Application for Admission before they may register for classes.
- 2. Assessment** - Bring Basic Skills placement results from other colleges 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 sent to new, returning and continuing students before registration begins. This email will be the only mode of correspondence received regarding the registration appointment.

## Class Registration

Registration starts several weeks prior to the beginning of a semester. Attempting to add classes after a semester begins can be difficult due to limited class availability. Students are encouraged to register early for a better opportunity in obtaining desired classes; however, enrollment is not guaranteed into any class.

Registration is not complete until all fees – including enrollment, material, lab, health, and when appropriate, non resident tuition fees, have been paid.

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.

Refer to the Class Schedule for more specific information regarding registration and its required procedures.

## 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, P, NP 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 online Application for Admission is submitted.

## 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 Application for Admission is received.

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

# 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 Center, or call (714) 484-7198.

**ENROLLMENT FEES**

All students, residents and non-residents must pay the enrollment fee of \$36.00 per unit (\$18.00 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 \$16.00 per semester (\$13.00 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 \$208 per unit (Includes \$25.00 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 permit 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 material 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.

**SERVICE CHARGE**

There is a \$25.00 service charge on all checks returned by your bank, and your enrollment at the College, as well as your credit, may be affected.

Cypress College participates in the COTOP program (Chancellor's Office Tax Offset Program) and will be charging the administrative fee if your account is sent to COTOP for collection. To avoid these additional charges, please pay all debts owed to the college in a timely manner. This includes registration fees, checks returned by your bank, and any other fees due on your student account.

**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/STUDENT STATUS**

Beginning Fall 2006, Cypress College authorized the National Student Clearinghouse (NSC) to provide degree and enrollment verifications on behalf of the College. NSC provides free, self-service enrollment certificates to students and adheres to the privacy mandates of FERPA (Family Education Rights and Privacy Act). To conveniently serve the student population, NSC is available 24 hours a day, 7 days a week.

Students can request NSC enrollment verification certificates ten business days after the beginning of a term. Log onto CypressCollege.edu and sign into myGateway. Click on **Student Records** and select Cypress College Enrollment Verification via National Student Clearing House. Enter the information requested.

# Academic Policies

## ACADEMIC FREEDOM

(This represents Board Policy AP4030, adopted 2/12/08)

The Association of American Colleges and the American Association of University Professors have long recognized that membership in the academic profession carries with it special responsibilities. The protections provided under this section are correlative with certain duties. Academic freedom must be balanced with the obligation of the District to protect the right of students to learn in an environment characterized by civility, open inquiry, and rigorous attention to the search for the truth, free of unlawful discrimination.

It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. The District affirms the use of a variety of teaching methodologies to fulfill its obligation to raise difficult and meaningful questions in the educational development of students in curricular and co-curricular settings. Faculty members are entitled to freely discuss issues germane to their subject matter as measured by professional standards set by the community of scholars. This freedom involves the right to introduce controversial topics, as long as the manner of presentation involves objective reasoning and rational discussion.

There shall be no curtailment of faculty presentation of factual or theoretical material relating to all points of view.

Faculty are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline. However, when doing so, they should apply the best standards of their professions and make every effort to indicate they are not speaking for the institution.

The District will consult with discipline faculty chosen by the Academic/Faculty Senate with respect to contemporary practices and professional standards for course content and delivery when evaluating issues of academic freedom.

## 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 textual 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 cumulative grade point average between 3.3 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 cumulative 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. Courses used in awarding an Associate Degree or transfer certification cannot be alleviated.

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 Cypress College may be disregarded, not units taken from other college(s). No more than 24 units of substandard grades (D, F, NC and NP) 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 and annotated to show Academic Renewal.

## ADVANCED PLACEMENT CREDIT

An Advanced Placement (AP) score of "3" is accepted by Cypress College in order for a student to receive subject credit. Transfer colleges or universities may require a minimum score of "4" or "5" in order to receive subject credit. It is strongly recommended that students discuss the applicability of AP credit with a Cypress College counselor before submitting the AP application. The application for AP credit may be obtained from the Admissions and Records Office or the Admissions and Records link on the college website. In order for the application to be accepted, the official AP scores must be on file in the Admissions and Records Office or submitted at the time of application. Information regarding which subjects can receive local AP credit can be obtained from the Admissions and Records Office and is also noted in the catalog under each specific degree or certificate program for which subject credit applies.

AP transfer credit awarded for admission and major requirements is determined by the CSU and UC. The UC policy for AP credit as it applies toward a student's major is located in the *Quick Reference for Counselors* guide, available for your reference in Counseling Offices, the Transfer Center and also online at <http://www.universityofcalifornia.edu/educators/counselors/resources/materials/QR.pdf>. Individual CSU campuses list the AP credit for major-specific requirements on the campus web sites.

Information on AP exam acceptance toward specific categories of IGETC for CSU or UC, CSU GE, and CCC GE requirements and the number of units awarded for each category is listed on the following page. You are advised to consult with a counselor for more information.

*Attention Students: You should not take classes for which you have earned AP credit unless a specific university requires a higher score and/or your university major requires it. Talk to your counselor if you are uncertain whether or not your university major requires a course that you have already received AP credit to determine if you have earned the appropriate score, or need to take the course. Students must file a petition in the Office of Admissions & Records to have AP credit reflected on their transcript.*



**AP (Advanced Placement) Scores Applied to General Education**

A student earning a score of 3 or higher on an AP exam meets the following GE areas. The Cypress College transcript will show the AP exam credit applicable to the AA/AS G.E. as detailed below. Admissions and Records evaluators will adjust AP exam credit as applicable when a student applies for CSU G.E. or IGETC certification. \*Students should not repeat classes for which they have earned AP credit unless a specific university requires it for their major.

AP Exam	IGETC <sup>1</sup> List Approved Spring 2008	CSU GE List Approved Summer 2008	CCC GE List Approved Spring 2009
Art History	3A or 3B <sup>2</sup>	C1 or C2	C1 or C2
Biology	5B with lab <sup>3</sup>	B2 + B3	B1
Calculus AB	2A	B4 <sup>4</sup>	B2
Calculus BC	2A	B4 <sup>4</sup>	B2
Calculus BC/AB Subscore	2A	B4 <sup>4</sup>	N/A
Chemistry	5A with lab <sup>3</sup>	B1 + B3	B1
Chinese Language & Culture	3B and 6A	C2	C2
Computer Science A	n/a	n/a <sup>4</sup>	n/a
Computer Science AB	n/a	n/a <sup>4</sup>	n/a
Macroeconomics	4B	D2	D
Microeconomics	4B	D2	D
English Language	1A	A2	A1
English Literature	1A or 3B <sup>2</sup>	A2 + C2	A1 or C2
Environmental Science	5A with lab <sup>3</sup>	B2 + B3 (prior to F'09 only) or B1 + B3	B1
European History	3B or 4F <sup>2</sup>	C2 or D6	D
French Language	3B and 6A	C2	C2
French Literature	3B and 6A	C2 (prior to F'09 only)	C2
German Language	3B and 6A	C2	C2
Comparative Government & Politics	4H	D8	D
U.S. Government & Politics	4H (and US2)	D8 & US-2	D
Human Geography	4E	D5	D
Italian Language & Culture	3B and 6A	C2 (prior to F'10 only)	C2
Japanese Language & Culture	3B and 6A	C2	C2
Latin Literature	3B and 6A	C2 (prior to F'09 only)	C2
Latin: Vergil	3B and 6A	C2	C2
Music Theory	n/a	C1 (prior to F'09 only)	n/a
Physics B	5A with lab <sup>3</sup>	B1 + B3 <sup>5</sup>	B1
Physics C Mechanics	5A with lab <sup>3</sup>	B1 + B3 <sup>5</sup>	B1
Physics C Electricity/Magnetism	5A with lab <sup>3</sup>	B1 + B3 <sup>5</sup>	B1
Psychology	4I	D9	D
Spanish Language	3B and 6A	C2	C2
Spanish Literature	3B and 6A	C2	C2
Statistics	2A	B4	B2
Studio Art	n/a	n/a	n/a
U.S. History	3B or 4F <sup>2</sup> (and US1)	(C2 or D6) & US-1	D
World History	3B or 4F <sup>2</sup>	C2 or D6	D

<sup>1</sup> There is no equivalent AP exam for the Area 1B, Critical Thinking/Composition, requirement.

<sup>2</sup> AP Exams may be used in either area regardless of where the certifying CCC's discipline is located.

<sup>3</sup> AP exams in Biology, Chemistry, or Physics B earn 4 semester or 5 quarter units toward IGETC certification. For Environmental Science, Physics C: Mechanics and Physics C: Electricity/Magnetism, 3 semester or 4 quarter units are applied for IGETC certification.

<sup>4</sup> If a student passes more than one AP exam in calculus or computer science, only one examination may be applied toward the CSU baccalaureate degree.

<sup>5</sup> If a student passes more than one AP Exam in physics, only 6 units of credit may be applied to the baccalaureate, and only 4 units of credit may be applied to a certification in GE Breadth.

**Note:** Actual AP transfer credit awarded for admission and major requirements is determined by the CSU and UC.



## 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 drop the student according to the drop deadline dates.
- 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 course site 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 course site." 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 course site" could be grounds 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" or "NP" 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 myGateway during its operating hours, access the Registration Tools and drop the class. Failure to officially withdraw from a class may result in a grade of "F" or "NP" 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 with the Admissions and Records Office. Auditing is available for students who have successfully completed the class for credit and taken the course the maximum times allowed at Cypress College. The petition must be submitted during the second week of the class. Upon consultation with the instructor and the dean of the division involved, Admissions and Records will review the petition for approval or denial. Once the request has been approved, students will not be permitted to change from an audit to a credit status. For required fees and additional information, contact the Admissions and Records Office.

## CATALOG RIGHTS

Cypress College issues a new catalog each year. The information published in the catalog is in effect for the academic year beginning with the fall semester and concluding with the summer session.

The courses required for a specific degree or certificate, or general education may change from one catalog to the next and, therefore, may change during the period of time that a student attends the college. Catalog rights, established when a student first takes classes at the college, protect the student from being held for additional requirements that may be added to a later catalog.

For the purposes of meeting graduation or certificate requirements, students may elect to meet the requirement of either

- (1) The catalog that was in effect at the time they began taking courses at Cypress College, or
- (2) Any catalog that is or has been in effect during the time that they have maintained continuous enrollment before graduation, or
- (3) The catalog that is in effect at the time they file an application for a degree or certificate.

Students maintain catalog rights by maintaining **continuous enrollment** at Cypress College – that is, by receiving a grade of "A", "B", "C", "D", "F", "CR", "P", "NC", "NP", "RD", "W", or "I" on their transcripts for at least one course per academic year. Documented military or medical leave or attendance at another regionally accredited institution of higher learning will not be considered an interruption of enrollment. This policy supersedes all previous catalog rights provisions and applies only to programs 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 the Matriculation 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

Students who wish to change their name on official college records must submit the Change of Name form to the Admissions and Records Office. Proof of a legal name change and picture identification will be required to complete the process. It is recommended that a new student I.D. card be obtained. The fee for a new card is \$2.50. Mailing and e-mail addresses can be updated by accessing the "Personal Information" channel on myGateway.

### 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 and up through the 14th week for semester length classes, provided both instructors approve. The class must be of like duration, i.e., exactly the same length. Consult the Admissions and Records Office for information on the required class transfer process and deadlines for classes that meet less than the full length of the semester.

### CLEP EXAMINATION CREDIT

A student earning a score of 50 or above on a CLEP (College Level Examination Program) meets the following general education category credit for the vocational/occupational associate degrees only.

CLEP Examination	CCC GE Areas	Passing Score	Minimum Units
American Government	D	50	3
American Literature	C2	50	3
Analyzing and Interpreting Literature	C2	50	3
Biology	B1	50	3
Calculus	B2	50	3
Chemistry	B1	50	3
College Composition	A1	50	3
College Algebra	B2	50	3
College Algebra – Trigonometry	B2	50	3
English Literature	C2	50	3
French Level II	C2	59	3
German Level II	C2	60	3
History, United States I	D	50	3
History, United States II	D	50	3
Human Growth and Development	D	50	3
Introductory Psychology	D	50	3
Introductory Sociology	D	50	3
Natural Sciences	B1	50	3
Pre-Calculus	B2	50	3
Principles of Macroeconomics	D	50	3
Principles of Microeconomics	D	50	3
Spanish Level II	C2	63	3
Trigonometry	B2	50	3
Western Civilization I	C2 or D	50	3
Western Civilization II	C2 or D	50	3

Credit is not granted on a course-by-course basis. CLEP scores may not be used for IGETC or CSU GE Certification.

## 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

See Catalog Rights.

## 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 (including Honors courses) have been certified by Cypress College as being of baccalaureate level for the current 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 initially received a "D" or "F" grade at Cypress College, the original grade will be excluded from the grade point average upon request by the student. If the student opts to repeat the course a second time, the last grade received will be the only grade included in the student's grade point average. A remaining substandard grade for the same course will not be excluded from the student's grade point average except by an approved Academic Renewal. The exception to Academic Renewal is if the student has used the remaining substandard grade for the completion of an associate degree or transfer certification.

A course repeat adjustment card can be obtained in the Admissions and Records Office, and must be submitted by the student. 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

- Students may repeat no more than two times the same course in which substandard grades or W's were assigned at Cypress and Fullerton Colleges. Substandard grades are considered to be D, F, NC, or NP.
- The college shall exclude the first two substandard grades a student has earned in a course offered at a college within the District in computing the overall GPA if the student repeats the course two times.
- Students may petition to have a substandard grade, grade points, and units excluded from the computation of the student's grade point average in accord with college procedures.
- An assignment of MW in accord with provisions related to military service shall not count toward the college computation or exclusion related to probation or dismissal.
- An assignment of MW shall not count toward the maximum allowable number of repetitions to which the student would otherwise be entitled.
- Students who have previously earned a grade of C or better in a course offered at the colleges within the District shall be allowed to repeat the course under certain conditions:
- In accord with a determination that such repetition is required as a disability-related accommodation for a particular student, repetition in a special class for students with disabilities shall be allowed.
- When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. (NOCCCD BP4225 — effective March 8, 2011)

## 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 ninth week of the semester to initiate the process with a Credit by Examination petition. Students may take the Examination if their petition is approved.

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 *Pass/No Pass* 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 Pass (P) grade and the unit value will appear with a notation indicating the credit was obtained by Credit by Examination.

Some of the courses challenged by examination may be taken for a letter grade. These will not count toward the twelve residency units required by Cypress College 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 *Pass/No Pass* grading option. Many transfer institutions will not accept *Credit/No Credit* or *Pass/No Pass* 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:

ATC 191 C Airline Reservations: APOLLO	Health Science Courses See Division Dean
AVIA 190 C Flight Training - Private Pilot	MATH 130 C Survey of Calculus
AVIA 191 C Flight Training - Instrument Rating	MATH 150AC Calculus and Analytic Geometry
AVIA 192 C Flight Training-Commercial Pilot	MATH 150BC Calculus and Analytic Geometry
AVIA 193 C Flight Training - Flight Instructor	MATH 250AC Intermediate Calculus
AVIA 196 C - Ground Trainer Laboratory - Instrument Flight	MATH 250BC Intermediate Calculus
AVIA 232 C Instrument Rating (for first credit only)	Mortuary Science Courses See Department Program Director
Court Reporting Courses See Business Division Dean	Nursing Courses See Department Program Director
Computer Info Systems See Business Division Dean	PE 234 C Contemporary Personal Health
Dental Assistant Courses See Dept. Program Director	Psychiatric Tech Courses See Department Program Director
Dental Hygiene Courses See Dept. Program Director	Radiologic Tech Courses See Department Program Director
Health Info Tech Courses See Dept. Program Director	

## PASS/NO PASS GRADING (formerly Credit/No Credit Grading)

Students may choose to enroll in up to 6 units each semester on a *Pass/No Pass* 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. P/NP is not the same as auditing and students who plan to transfer to a four-year institution should **not** choose the *Pass/No Pass* grading option. Many transfer institutions will not accept *Pass/No Pass* 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 Pass/No Pass grading at Cypress College:*

- A maximum of 12 units of *Pass/No Pass* courses, excluding COUN 140 C and work experience, will be allowed at Cypress College.
- All units earned as *Pass/No Pass* shall be disregarded in determining a student's GPA at Cypress College.
- The units earned on a *Pass/No Pass* 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 *Pass/No Pass Request* to advise the instructor that they wish to take the course as *Pass/No Pass*. The deadline for submitting this request to the instructor is the end of the sixth 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 *Pass/No Pass*.
- Students may not change grading systems after the submission deadline.
- A *Pass (P)* grade will reflect performance equivalent to a *C* or better under the letter grade system. Performance not equivalent to a *C* or better will receive a *No Pass (NP)* grade.

## 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. The final examination schedule is published in the class schedule. 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. 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 myGateway. Grades are generally available approximately 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 grade point average (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 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 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 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 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 advisable.

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

**I** Incomplete — (no grade points, no units attempted): Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" 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 grade points, no units attempted): If a student making satisfactory progress in an open entry course has not finished a course at the end of a semester, the student shall be given an "IP", which indicates the student is in progress of completing the course. The student must re-enroll in the course if the student wishes to continue working in that course. Failure to do so will result in an assignment of a grade by the instructor in place of the "IP". "IP" shall not be used in calculating grade point averages.

**P** Pass (formerly Credit) — (no grade points, no units attempted, but counts for units completed): Pass 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.

**NP** No Pass (formerly No Credit) — (no grade points, no units, no units completed): No Pass means that neither units nor grade points have been earned. Units for which NP is given are not to be used in calculating grade point averages.

**RD** Report Delayed — (no grade points, no units completed): 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 grade point average.

**W** Withdrawal — (no grade points, no units attempted, no units completed): A "W" grade indicates that 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)

**MW** Military Withdrawal — (no grade points, no units completed): A "MW" means the student is a member of an active or reserve United States military service and was forced to withdraw because of military orders. Students shall be permitted to withdraw upon verification of such orders. Students must submit a copy of their orders to the Admissions and Records Office. Military withdrawal shall not be counted in progress probation or dismissal calculations.

## IB (INTERNATIONAL BACCALAUREATE) EXAMINATION CREDIT

A student earning a score of 5, 6, or 7 on IB (International Baccalaureate) Higher Level examinations meets the following general education categories. Students should not repeat classes for which they have earned IB credit unless a specific university requires it for their major.

IB Examination	IGETC	CSU GE Breadth	CCC GE Area	Minimum Units
IB Biology HL	5B (without lab)	B2	B1	3
IB Chemistry HL	5A (without lab)	B1	B1	3
IB Economics HL	4B	D2	D	3
IB Geography HL	4E	D5	D	3
IB History (any region) HL	3B or 4F*	C2 OR D6	D	3
IB Language A1 (any language, except English) HL	3B and 6A	n/a	C2	3
IB Language A2 (any language, except English) HL	3B and 6A	n/a	C2	3
IB Language A1 (any language) HL	3B	C2*	C2	3
IB Language A2 (any language) HL	3B	C2*	C2	3
IB Language B (any language) HL	6A	n/a	C2	3
IB Mathematics HL	2A	B4*	B2	3
IB Physics HL	5A (without lab)	B1	B1	3
IB Psychology HL	4I	D9	D	3
IB Theatre HL	3A	C1*	C1	3

\* A score of 4 earns credit for these CSU GE areas.

## 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:

CHEM 060 C Chemistry Review	ESL 066 C Advanced ESL Reading
CIS 050 C Intro-Comp & Software Concepts	ESL 080 C Low Intermediate ESL 1
COUN 040 C Academic Success and College Survival	ESL 081 C Low Intermediate ESL 2
COUN 071 C Career Preparation & Life Management	ESL 082 C Intermediate ESL 1
COUN 072 C Learning Disabilities Assessment	ESL 083 C Intermediate ESL 2
DMS 060 C Introduction to Sonography	HS 030 C Calculations for Medications
ENGL 027 C Basic Study Skills	HS 070 C Health Care Communication
ENGL 057 C Reading & Writing I	MATH 010 C Basic Mathematics
ENGL 058 C Reading & Writing II	MATH 015 C Pre-Algebra
ENGL 060 C College Writing Preparation	MATH 020 C Elementary 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	

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 ensure 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 at the college shall be placed on *academic probation* if the student has earned a cumulative grade point average below 2.0 in all units taken at the college.

**Progress Probation** - A student who has enrolled in a total of at least 12 semester units at the college shall be placed on *progress probation* when the student receives grades of "W", "I", "NC" or "NP" in 50% or more of all units for which the student has enrolled at the college.

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 in all units completed at the college is 2.0 or higher.

**Progress Probation** - A student shall be removed from progress probation when the percentage of "W", "I", "NC" or "NP" units drops below 50% 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 each of two consecutive semesters.

**Progress Dismissal** - A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units for which entries of "W", "I", "NC" or "NP" reaches or exceeds 50% for two consecutive semesters.

Consecutive semesters shall be excluded from the Summer session.

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. After the petition is reviewed, the student will be notified by email of the decision.
- Students readmitted after academic dismissal will remain on academic probation until they achieve a cumulative grade point average of 2.0 or higher.
- Students readmitted after progress dismissal will remain on progress probation until the cumulative percentage of "W", "NC", "I" and "NP" grades is less than 50% of all units attempted.
- Failure to maintain the required academic and/or probation criteria to remain enrolled may result in a subsequent dismissal.

## 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 by the Reading Department. 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 once each semester. Students should contact the Reading Department for dates and times.

### 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. The Mathematics Proficiency Examination is given only once a semester (usually the sixth week) and can only be taken once (pass or fail). Both a MATH 020 C and a MATH 040 C Proficiency Exam will be administered. Students are advised to check with a counselor to see which test they need in order to meet the graduation requirement.

### 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 intermediate 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.

## SKILL PERFORMANCE AND ACTIVITY COURSES

A student may enroll more than once in an activity, performance or skills course. These 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 Admissions and Records Office. 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 Admissions and Records Office 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 Admissions and Records Office.



## PRIVACY RELEASE

Pursuant to the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, the North Orange County Community College District has established Board Policy 5040 – Student Records Privacy, which covers the release of student records. The College may make public, without prior student consent, only certain directory information. This information will consist of the student's name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public or private school attended, by the student, and any other information authorized in writing by the student.

Students who wish to have this directory information further restricted may do so on the online College Application for Admission or by making the request in the Admissions and Records Office.

No other student information will be disclosed without prior student consent except to college officials and employees of the District with legitimate educational interests unless pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

A copy of the District policy is available on the District website, [www.nocccd.edu](http://www.nocccd.edu).

## 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;  $\frac{3}{4}$  time: 9 units per semester;  $\frac{1}{2}$  time: 6 units per semester.

*Social Security Benefits* — 12 units per semester.

*Veterans Benefits* — Full-Time: 12 units per semester;  $\frac{3}{4}$  time: 9 units per semester;  $\frac{1}{2}$  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)) and 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 full signature. Instructions for special handling should be included. Send requests to Cypress College, Admissions and Records/Transcripts, 9200 Valley View St., Cypress CA 90630. 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. 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.** Requests will not be processed if the student has holds or outstanding financial obligations to the college.



Cypress College provides students the capability of sending transcripts electronically to other California colleges and universities. This web-based exchange system is secure and provides instantaneous delivery versus that of postal mail. Access the Main Menu in myGateway/Webstar for more information and the list of the participating institutions that can be sent an electronic transcript.

## VERIFICATION OF STUDENT STATUS

Beginning Fall 2006, Cypress College authorized the National Student Clearinghouse (NSC) to provide degree and enrollment verifications on behalf of the College. NSC provides free, self-service enrollment certificates to students and adheres to the privacy mandates of FERPA (Family Education Rights and Privacy Act). To conveniently serve the student population, NSC is available 24 hours a day, 7 days a week.

Students can request NSC enrollment verification certificates ten business days after the beginning of a term. Access NSC by logging into myGateway. Click on **Student Records** and select Cypress College Enrollment Verification via National Student Clearinghouse. Enter the information requested.

## 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 "NP" (formerly "NC") being assigned. Effective May 2009, many of the processes for course withdrawal have changed for California Community Colleges. In order to comply with the recent revisions of Title 5, students are advised to see an academic counselor prior to withdrawing from a course.

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 Petition 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. Contact the Admissions and Records Office or see the deadlines printed under the CRN in the class schedule.

### 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. A "W" shall be recorded on the student's academic record. Contact the Admissions and Records Office or see the deadlines printed under the CRN in the class schedule for specific courses.

### 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 Petition 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 Petition 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 or see the deadlines printed under the CRN in the class schedule.

### Open-Entry Courses

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

# Distance Education Program

Distance education is college instruction in which the instructor and student are separated by distance and with the assistance of communication technology. These courses provide the same quality of Cypress College instruction, teach the same material, are transferable to most four-year baccalaureate institutions, and require the same fees as our traditional in-person classes.

To take a distance education course, students need access to a computer with an internet connection and have a functioning email address. Distance education students must, at a minimum, be able to:

- Send and receive email with attachments
- Receive private email with attachments (no shared email accounts)
- Use a word processing program
- Save documents
- Navigate and search the Internet
- Install new software applications

## Online Courses

Online courses allow students to attend class and complete the majority of course requirements using a computer connected to the Internet. Some online courses are taught entirely online while others have required in-person meetings for orientations and/or exams. Online students interact with instructors and other students in person or by using a variety of technologies suited for distance education.

## Hybrid Courses

Hybrid courses combine online and in-person instruction. Hybrid students meet regularly in-person and online. Meeting dates and times can be found in the current Schedule of Classes.

## Course Offerings

The Cypress College Class Schedule includes detailed information regarding the distance education courses being offered each academic term, including prerequisites, fees, or other program requirements.

To enroll in a distance education course, students must follow the standard campus registration procedures for any Cypress College course.

Visit the Distance Education Program web site for answers to Asked Questions (FAQ), specific hardware and software requirements, tips for student's success and more: <http://www.cypress-college.edu/academics/DistanceEducation>

# 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 computers with a wide range of business application software. The Business and Computer Information Systems Lab (B-202) 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 9:00am - 9:00pm

## 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.ccllrc.info>

### First Floor Instructional Support: Learning Resource Center (LRC)

The Learning Resource Center Open Lab offers students 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 also use a broad variety of academic support media placed in the LRC by instructors. Some assistance using computers and applications is provided. Electrical power, data and wireless connectivity is also available for students with personal laptop computers. Visit us on the web at <http://lrc.ccllrc.info>

#### NORMAL HOURS OF OPERATION:

MON - THU	8:00am - 9:00pm
FRI	8:00am - 5:00pm
SAT, SUN & HOLIDAYS	CLOSED

Individual Tutoring is available in the LRC at no cost to CC students. To schedule an appointment with a tutor, call (714) 484-7183. Visit us on the web at <http://tutors.ccllrc.info>. Normal hours of operation vary depending on tutor availability.

#### TUTORS ARE AVAILABLE:

MON - THU	9:00am - 7:00pm
FRI	9:00am - 4:00pm
SAT, SUN & HOLIDAYS	CLOSED

### Math Learning Center Room 127 (MLC)

The MLC 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 from math faculty or peer tutors on a first-come, first-served basis. For more information call (714) 484-7193 or visit us on the web at <http://mlc.ccllrc.info>

#### NORMAL HOURS OF OPERATION:

MON - THU	8:00am - 9:00pm
FRI	8:00am - 2:00pm
SAT, SUN & HOLIDAYS	CLOSED

### Second Floor Instructional Support: Library

Library Website: [www.cypresscollege.edu/library](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.

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 reference desk 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 - 1:00pm
SAT, SUN & HOLIDAYS	CLOSED

## SUPPLEMENTAL INSTRUCTION

The Supplemental Instruction (**SI**) Program provides opportunities for students to voluntarily participate in study group sessions for 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**, call (714) 484-7323.

## 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.

For more details visit [www.CypressCollege.edu](http://www.CypressCollege.edu) and click on Clubs/Programs for more information.

## 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.

## 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 began 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
ANTH 101HC	Honors Biological Anthropology	3
ANTH 102HC	Honors Cultural Anthropology	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 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 102HC	Honors Introduction to Literature	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 234HC	Honors Shakespeare	3
ETHS 100HC	Honors American Ethnic Studies	3
GEOG 100HC	Honors World Geography	3
GEOL 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
MUS 118HC	Honors Introduction to Opera	3
NURS 105HC	Honors Cardiopulmonary Nursing	½
PHIL 100HC	Honors Introduction to Philosophy	3
POSC 100HC	Honors U.S. Government	3
PSY 101HC	Honors General Psychology	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
THEA 107HC	Honors Diversity in American Theater	3

## Requirements for Entrance

- Minimum 3.25 GPA in high school course work or a minimum of 3.0 GPA in 6 units of college course work, verified by transcripts.
- Eligibility for ENGL 100 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 Seminar.
- 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 Transfer Center or online at [www.CypressCollege.edu/academics/specialprograms/honors](http://www.CypressCollege.edu/academics/specialprograms/honors)
- 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  
 Located in the Student Center  
 (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 under Federal law to enroll non-immigrant alien 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. The applicant must offer evidence of financial responsibility.
  4. The applicant has 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.
- F-1 visa students are 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 employment 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 may only engage in study that is avocational or recreational in nature.

## LEGACY PROGRAM: CELEBRATING THE BLACK EXPERIENCE

Established in 2000, the Cypress College Legacy Program is the first community college program in Orange County to concentrate on Black Studies. Set in a positive academic environment, students create a close bond with both peers and their professors as they participate in a variety of events both on and off campus. By offering interesting and rewarding curriculum that focuses on the Black experience, students that complete the program are prepared to transfer and excel in university level work. The program consists of three academic components and sponsors a number of extra-curricular activities designed to enhance the college experience for its members.

**ENGLISH** – Legacy members take English 060 C, English 100 C and English 104 C. These classes work to improve students' basic written language skills, enhance their research methods, and develop critical thinking. Legacy Program members will become more confident writers as they explore African American culture and literature.

**COUNSELING** – Counseling is a vital component of the program and to the success of its members. A counselor is available to students each semester. Students are required to work closely with their counselor to explore career options, develop an academic education plan, identify lifetime goals, and discuss personal concerns. Counseling 150 C is linked with English 060 C during the first semester of the program.

**ETHNIC STUDIES** – While taking English 100 C and English 104 C, students will be concurrently enrolled in Ethnic Studies 129 C: Introduction to African-American Studies and Ethnic Studies 130 C: African-American History I. These classes “share” curriculum so that students will be able to take material they learn from both classes to improve their knowledge, appreciation and understanding of African American culture.

**EVENTS AND EXCURSIONS** – The Legacy Program sponsors a number of events and trips throughout the year that provide cultural enrichment for all students. Members visit museums, see plays and films, and attend cultural events that relate to the Black experience. Students also visit UC campuses and are exposed to the opportunities that await them as they prepare to transfer.

The Legacy Program is an excellent opportunity for students to learn about African American culture while at the same time developing the skills necessary to be a successful college student. Students completing the program earn 13 transferable general education units to the UC system and 15 to the Cal State system. Contact Joseph Melodia at [jmelodia@cypresscollege.edu](mailto:jmelodia@cypresscollege.edu) or Renee Ssensalo at [rssensalo@cypresscollege.edu](mailto:rssensalo@cypresscollege.edu) for information on how to become a member of this special program.

## 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

Puente (Spanish for “bridge”) is a national award-winning program that helps students reach their dreams of college success. For more than 25 years, the Puente Program has improved the college-going rate of tens of thousands of California’s educationally underrepresented students. Established in 1996 at Cypress College, the mission of the Puente Program is to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn college degrees, and return to the community as mentors and leaders to future generations. Co-sponsored by the University of California and the California Community Colleges, Puente is open to all students eligible for English 060 C and COUN 150 C.

Puente’s interdisciplinary approach combines writing, counseling, and mentoring in a two-semester program.

**ENGLISH** – Puente students take two consecutive writing classes, **English 060 C and English 100 C**, to improve their written language skills, enhance their research methods, and develop critical thinking while exploring Latino issues in a supportive and stimulating environment.

**COUNSELING** – Puente students take two consecutive counseling classes, **Counseling 150 C and Counseling 160 C**, to improve their study skills, explore career options, develop an academic educational plan, and identify lifetime goals.

**MENTORING** – Puente students are matched with a Mentor from the business or professional community who shares her/his personal, academic, and career experiences to provide a window into “real life” work environments. Puente students also work with Peer Mentors, Puente Program graduates, who offer tutoring, guidance, support, and encouragement.

**SPECIAL ACTIVITIES** – Puente students participate in a number of events on and off-campus, including dinners, a graduation banquet, and guest speakers; field trips to the theater, museums, and bookstores; tours of universities and botanical gardens, and student-organized beach bonfires. These special activities are designed to enrich students’ educational, cultural, and social opportunities.

For more information on joining this award-winning program, please contact Dr. Randa B. Wahbe, Puente English Instructor at [rwahbe@CypressCollege.edu](mailto:rwahbe@CypressCollege.edu) or Dr. Therese Mosqueda-Ponce, Puente Counselor at (714) 484-7180.

## 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](mailto:ksonne@CypressCollege.edu)  
 Service Learning Office is located in the Transfer Center  
 Located in the Student Center  
 (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 while concurrently enrolled at another school.

To be eligible for the Special Admit Program during the Summer, Fall or Spring semesters, students must complete the Special Admit Form obtaining required recommendations 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 meet all college admission requirements, attend assessment/orientation and meet course prerequisites. Special approval is required for full time enrollment, persons under age 18 who are/are not enrolled in school and home school students. Enrollment into specific courses where content is deemed not appropriate for minors by the department may also require special approval. Students on F-1 or F-2 visas are not eligible to enroll as Special Admit Students.

Enrollment fees are waived for California resident Special Admit Students in grades 9-12 who are enrolled in ½-11 units. Per Education Code 76300 Special Admit Students registered in more than 11 units per semester are required to pay enrollment fees for all enrolled units. Special Admit Students who are in grades K-8 are required to pay the enrollment fees for all enrolled units. Students who do not pay the required fees may be dropped from courses for non payment. All Special Admit Students are responsible for all other college fees including lab, health, parking, books, materials and other required fees.

To change enrollment status at the college, Special Admit students graduating from high school prior to the next college semester must bring to the Admissions and Records Office their diploma or high school transcript indicating their graduation date.

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 first 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.

Students wishing to enroll under the Special Admit Program can download the Special Admit Recommendation forms from the college website or obtain them from the Admissions and Records Office. 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. Students must also file the online College Application for Admission by accessing the college website and applying on CCCApply.

All 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 consent.***

## 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.

Classes offered will be Cypress or Fullerton College 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 Fine Arts Division. For further information, call (714) 484-7139.

## 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 opportunities to serve in the "Educational Ambassadors" program. 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.

## 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.

## 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.

## 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.

## INFORMATION

For specific academic advisement at Cypress College, see your Teacher Preparation Counselor, Velia Lawson (714) 484-7015, 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/).

\*\* 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)



### What is the University Transfer Achievement Program (UTAP)?

UTAP, a year-long learning community, provides a support system that enables students to succeed in the college environment. Students in UTAP explore interdisciplinary connections through integrated assignments and projects. They also participate in co-curricular activities and field trips that enrich these interdisciplinary connections. UTAP teaches students how to maximize their use of campus services, such as those offered at the Tutoring, Financial Aid, Career, Transfer, and Counseling Centers, to enhance their academic success. UTAP encourages students to engage in the full scope of the college experience in preparation for their transfer to four-year colleges and universities.

### Eligibility requirements:

- Qualifying assessment scores for English 60
- Commitment to the full scope of the learning community experience
- Desire to transfer to a four-year college or university

### Benefits of joining UTAP:

- **GUARANTEED CLASSES** that meet general education and transfer requirements
- Improved verbal and written communication skills
- Interdisciplinary curriculum
- Enhanced research and study skills
- Introduction to financial aid and scholarship information
- Introduction to student services and campus resources
- Individualized personal, academic, and career counseling
- Career research and preparation
- Transfer research and preparation
- Faculty dedicated to student success
- Increased personal growth
- Supportive community of friends
- Field trips and social activities

Mary Forman, UTAP Coordinator  
 Telephone: (714) 484-7156  
 E-mail: [mforman@cypresscollege.edu](mailto:mforman@cypresscollege.edu)  
 Office: Humanities Bldg., room H-248

# 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 first floor of the Student Center. For information, call (714) 484-7346.

### NORMAL HOURS OF OPERATION:

MON - THU	8:00am - 6:00pm
FRI	8:00am - 12:00pm

## 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, workshops, resources and referrals. The Adult Re-entry Program is located in the Career Planning Center on the second floor of the Student Center. For information call (714) 484-7120 or visit our website at:

[CypressCollege.edu/services/counseling/adultreentryprogram.aspx](http://CypressCollege.edu/services/counseling/adultreentryprogram.aspx)

### NORMAL HOURS OF OPERATION:

MON - THU	8:00am - 6:00pm
FRI	8:00am - 12:00pm

## 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 available on a walk-in basis. The Assessment Center is located on the second floor of the Student Center. For information call (714) 484-7223.

### NORMAL HOURS OF OPERATION:

MON - THU	8:30am - 5:00pm
FRI	8:30am - 12:00pm

## 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 rent, purchase textbooks and e-books online at: [www.cypresscollegebookstore.com](http://www.cypresscollegebookstore.com).

### NORMAL HOURS OF OPERATION:

MON - THU	7:45am - 6:00pm
FRI	7:45am - 12:00pm

For your convenience the bookstore is open the first Saturday at the start of the Fall and Spring Semesters. Hours for the Summer session and holidays will be posted outside the bookstore as necessary. For additional information call (714) 484-7336.

## 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 - 5:00pm
FRI	8:30am - 12:00pm

## 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 Student Center. For information, call (714) 484-7317.

### NORMAL HOURS OF OPERATION:

MON - THU	8:00am - 5:00pm
FRI	8:00am - 12:00pm



## 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 on the Business Building, first floor adjacent to parking lot 1. 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 permit 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 permit 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 permit 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 to 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, career-related software programs and much more. The Career Planning Center is located on the second floor of the Student Center. For information call (714) 484-7120 or visit our website at: [www.CypressCollege.edu/services/cpc](http://www.CypressCollege.edu/services/cpc).

### NORMAL HOURS OF OPERATION:

MON - THU	8:00am - 6:00pm
FRI	8:00am - 12:00pm

## 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**

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* 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 (DSPS)**

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
- Sign Language Interpreters
- Alternate media

Special classes:

- Adapted Physical Education
- Wheelchair Basketball

Special equipment: (located in our High Tech Center)

- JAWS
- Braille printer
- CCTV
- Large screen computers

Please call for appointments.

Phone (714) 484-7104

TDD (714) 761-0961

FAX (714) 826-4042

**NORMAL HOURS OF OPERATION:**

MON, TUE, THU	8:00am - 5:00pm
WED	8:00am - 6:00pm
FRI	8:00am - 12:00pm

**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 colleges, increase retention, and/or transfer to four-year universities and colleges.

These services include:

- Outreach, Recruitment and Specialized Orientation
- Enhanced Tutoring
- State-of-the-Art Computer Lab with Internet Access
- Specialized Counseling and Advisement
- Priority Registration
- Textbook Service
- Educational Supplies and Materials
- University Application Fee Waivers

**COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE) PROGRAMS & SERVICES**

The CARE (Cooperative Agencies Resources for Education) program provides additional services and grants to eligible EOPS single parents who are on public assistance.

Through CARE, eligible EOPS students receive supplemental educational support services, such as counseling and advisement; group support; peer networking; help from peer advisors; information and referrals to campus and community-based services or agencies; networking activities specifically designed for low-income single parents; and workshops, including self-esteem, parenting, study skills, and time management. Grants and allowances for child care, bus passes, textbooks and school supplies; transportation costs and other educational support; personal computer access; on-campus meal tickets are provided to enhance the retention, persistence, graduation and transfer rates of these highly motivated students.

If you are a single parent and interested in receiving benefits available to you, contact Kelly Grimes, CARE Coordinator at (714) 484-7237. The office is located in the Cypress College Complex on the second floor in room 201.

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

To find out more about us visit our website at: <http://cypresscollege.edu/services/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	8:00am - 6:00pm
FRI	8:00am - 12:00pm

**CalWORKS**

The CalWORKS (California Work Opportunity and Responsibility to Kids) program provides services to Cypress College students who are receiving Temporary Aid to Needy Families (TANF).

Through the CalWORKS program, students may be eligible for paid work study opportunities; child care; academic guidance and counseling; ancillary funds for books and supplies; work activity progress report form completion; communication assistance with the Department of Social Services; workshops to enhance living skills; and networking activities.

Staff is not employed by the Social Services Agency (SSA). They are employed by the North Orange County Community College District as advocates of self-sufficiency through education for our students. If you are attending Cypress College and receiving TANF, please contact the CalWORKS office at (714) 484-7237. The office is located in the Cypress College Complex on the second floor in room 201.

**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 on-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 - THU	8:00am - 6:00pm
FRI	8:00am - 12:00pm

**FOOD SERVICES — CAMPUS DINING**

There are two areas of food services available on campus during day and/or evening hours. At the Student Center location a variety of foods will be available such as pizza, grilled foods, Asian food and daily specials. Seating is both indoor and outdoor. At the "Bookstore Express" location a variety of sandwiches, salads, snack foods, and cold/hot drinks is available for grab 'n' go.

**STUDENT CENTER CAMPUS DINING****NORMAL HOURS OF OPERATION:**

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

**BOOKSTORE CONVENIENCE FOODS****NORMAL HOURS OF OPERATION:**

MON - THU	7:45am - 6:00pm
FRI	7:45am - 2:00pm

**FOUNDATION**

The Cypress College Foundation supports the work of Cypress College by raising funds and distributing them 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*, composed 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

**GUARDIAN SCHOLARS**

Guardian Scholars is a program committed to supporting ambitious college-bound students exiting the Orange County foster care system. Program benefits include assistance in completing college entrance forms; Financial Aid application assistance, mentoring opportunities, friendship and support. Our program collaborates with Orangewood Children's Foundation to serve former Orange County foster youth. Additional funding may be available to support transfer costs.

If you are an emancipated or former foster youth and interested in receiving benefits available to you, contact Kelly Grimes at (714) 484-7240. Her office is located in the Cypress College Complex on the second floor in the EOPS Office. The Guardian Scholar application period is between January and May 31st each year.

**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-THU 8:00am - 6:00pm  
FRI 8:00am - 12:00pm

**LOST AND FOUND**

Lost items that have been turned in may be claimed at the Security and Information Office, located on the Business Building, first floor adjacent to parking lot 1.

**NORMAL HOURS OF OPERATION:**

MON - FRI 7:30am - 5:00pm

**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.CypressCollege.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 in 1975 to encourage community participation in the college's fine arts programs and exhibits, foster cultural, visual, and performing arts activities at the college, and to raise funds to provide scholarships to talented students in the fields of Art (including ACG – Art Computer Graphics), Dance, Journalism, Music, Photography, and Theater. Please contact the Cypress College Patrons of the Arts at patrons@cypresscollege.edu or (714) 484-7000 ext. 48203 for further information.

#### **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 Center. For questions, call (714) 484-7198.

#### **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 on the second floor of the Student Center, or call (714) 484-7129.

#### **NORMAL HOURS OF OPERATION:**

MON - THU	8:00am - 6:00pm
FRI	8:00am - 12:00pm

## **VETERANS AND SERVICE MEMBERS**

### **Veterans Military Service Connected Benefit Programs**

Cypress College is approved as a degree-granting institution for the attendance of veterans under Title 38, United States Code. This includes the programs covered in Chapters 30, 31, 32, 33, 35, 1606 and 1607. The College is also approved for the attendance of California veterans' dependents under the State Fee Waiver program.

Veterans who plan to enroll in the College and need assistance with their education benefits are urged to contact the Coordinator of Veterans Affairs in the new Veterans Resource Center located on the second floor of the Cypress College Complex.

Student veterans and dependents who plan on using their benefits, or need information regarding priority registration must have all required documents into the Veterans Coordinator by the following dates so the necessary arrangements may be made with the Veterans Administration or the California Department of Veterans Affairs.

<b>SUMMER</b>	<b>April 15</b>
<b>FALL</b>	<b>June 10</b>
<b>SPRING</b>	<b>October 21</b>

The Veteran Resource Center works closely with Admissions and Records, Academic Counseling, the Student Employment/Financial Aid Office, the Student Educational Development Center, and various veterans agencies to provide the veteran with services contributing to a successful educational experience.

#### **Contact us at:**

Phone: 714-484-7150

Email: cadavis@cypresscollege.edu

#### **Hours Of Operation For FALL/SPRING**

MON - THU	11:00am - 5:30pm
FRI	8:00am - 12:00pm

#### **HOURS OF OPERATION FOR SUMMER:**

MON - THU	11:00am - 5:30pm
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**Disabled Veterans**

Veterans who qualify for educational benefits as disabled veterans may be entitled to special educational benefits. Veterans should contact:

VA Regional Office  
Federal Building  
11000 Wilshire Blvd.  
Los Angeles, CA 90024-3602  
800-827-1000  
FAX (310) 235-6640

Veterans with disabilities are encouraged to pursue services offered through Disability Support Programs and Services (DSPS), located on the 1st floor of the Cypress College Complex. Call 714-484-7104 for assistance.

**Veteran Dependent Exemption**

Children and spouses of U.S. Veterans with service connected disabilities may be eligible for waiver of college fees and/or Survivors' and Dependents' Educational Assistance (CH 35). For more information visit the Veterans Resource Center located on the second floor of the Cypress College Complex. Call 714-484-7150 for assistance.

**Liability**

The veteran assumes full liability for any over payment of veteran's benefits.

All persons receiving educational benefits must see the veteran's academic counselor and complete a veteran enrollment form (VEF) every **semester** to continue their benefits. In addition, a Student Education Plan (SEP) must be on file by the end of the first semester; otherwise, certification of VA benefits will be delayed for the second semester. This plan must be developed and reviewed by an academic counselor.

**Number of Units Required**

The following number of units is required each semester to qualify for educational benefits for educational and training allowance:

12 units or more	full allowance
9 – 11½ units	¾ allowance
6 – 8½ units	½ allowance
2 – 5½ units	¼ allowance**

**\*\*Chapters 32 and 1606 only**

Short-term and summer session courses are computed proportionately for payment purposes.

**Withdrawal/Change of Classes**

Veterans are required to notify the Veterans Resource Center when they stop attending class, withdraw from the college, or add or drop a class. Such changes should be reported immediately after completing the add/drop procedure through MyGateway. Failure to comply with this regulation may result in an overpayment of benefits.

**Veterans Academic Progress**

A veteran student whose GPA falls below a 2.0 for one semester will be placed on academic probation and must submit a progress report to the Veterans Resource Center. If the veteran student continues to have a GPA below a 2.0 for two consecutive semesters they will no longer be able to receive educational benefits until a marked improvement has occurred. Please contact the Veterans Resource Center for more information.

**Repeated Classes**

Veterans may not receive benefits for a repeat of a course in which a grade of "A," "B," "C," "D," or "P" has already been earned. Although District policy allows a student to repeat a course in which a "D" grade has been received, the course may be certified for benefits only if this catalog states that a grade of "C" or better in that course is required to earn a degree or meet a prerequisite.

**Transcripts**

All official transcripts of prior college work and military schools, including copies of form DD214 or DD295 covering all periods of military service, must be on file in the Admissions and Records Office by the end of the first semester of attendance at this college. Certification for benefits for the second semester may be withheld if transcripts are not received. Visit the Veterans Resource Center for necessary forms, located on the second floor of the Cypress College Complex. Call 714-484-7150 for additional information.

# 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  
Aquarium Club  
Biology Club  
Black Student Union  
Campus Christians  
Charger Chronicle  
Court Reporting Club  
C.C. Flying Team (Alpha Eta Rho)  
C.C. Veteran's Organization  
Chemistry Club  
Creative Arts Guild  
Cypress Nursing Student Association (CNSA)  
Dental Assisting Club  
Engineering and Physics Club  
Explorer's Club  
Film Club  
Flight Attendants  
Forensics  
Friends of Diversity  
Future Business and Economics Club  
G.A.L.A.  
L.E.A.D.  
Global Association of Culture and Peace  
Honors Club  
Hospitality and Travel Club  
House on Campus  
Human Services  
Invisible Student Union

Korean Christian Fellowship  
 Korean Student Association  
 Later-Day Saints Student Association  
 Math Club  
 M.E.Ch.A.  
 Mortuary Science Club  
 Muslim Student Association  
 Native American Club  
 Outreach Ministries  
 Pharmacy Club  
 Philosophy Club  
 Political Science Club  
 Pre-Med Club  
 Progressive Students for Change  
 Psychiatric Technology  
 Psychology Circle  
 Radiologic Technology  
 Recording and Entertainment Club  
 S.A.D.H.A. (Dental Hygiene)  
 Society of Future Engineers  
 Society of Physics Club  
 Sociology on Demand  
 Spanish Club  
 Spirit Club (Pep)  
 S.T.A.N.D.  
 Travel Club  
 UTAP Club  
 Veteran's Club  
 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 in shared 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 - THU	8:00am - 5:00pm
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 11:30 a.m. and are open to anyone who would like to attend.

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

The most current Administrative Procedures and Board Policies for the North Orange County Community College District can be found at <http://www.nocccd.edu/Policies/PoliciesAndProcedures.htm#BoardPolicies>.

## 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 extra-curricular 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. Romneya 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. Romneya 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, 2004, 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, 24% attained a certificate, degree or became "transfer prepared" during a three-year period (fall, 2004, to spring, 2007). Students who are "transfer-prepared" have completed 56 transferable units with a GPA of 2.0 or better

Based upon the cohort defined above, 50% 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, 2005 to spring, 2007).

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 FERPA at a Glance

### The Family Educational Rights and Privacy Act

#### What is FERPA?

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements regarding the privacy of student records. FERPA governs: (1) release of these records (known as education records) maintained by an educational institution and (2) access to these records. This law applies to K-12 as well as postsecondary education.

#### Who must comply with FERPA?

Any educational institution (school or other entity that provides educational services and is attended by students) and educational agency (entity that administers schools directly linked to it) that receives funds under any program administered by the U.S. Secretary of Education.

#### What does FERPA require for educational institutions to be in compliance?

- Notify students annually. Schools must notify students of their rights on an annual basis. There is no specific method that schools must use to notify students; it is up to the institution. Notice must take a form that is "reasonably likely" to notify students. Recommended and most frequently used ways include:
  - Student bulletin, handbook, or catalog
  - School or local newspaper
  - Student registration packet
- Protect students' rights to inspect and review their education records.
- Protect students' rights to request to amend their education records.
- Protect students' rights to limit disclosure of personally identifiable information contained in education records.
- Ensure that third parties do not redisclose personally identifiable information (except under a few circumstances).
- Keep records of requests for and disclosures of student education records in limited situations.

**Who has FERPA rights at the postsecondary level?**

A student “in attendance” (regardless of age) and former students.

- *Student* applies to all students attending — including continuing education students, students auditing a class, distance education students, and high school students enrolled in college.
- In *attendance* applies to and is determined by the institution. If the institution has not defined when a student is “in attendance” that date becomes the day the student first attends a class at the institution.

**What rights does FERPA provide for students?**

- Right to inspect and review their education records.
- Right to request to amend their education records.
- Right to limit disclosure of some “personally identifiable information” (information that would directly identify the student or make the student’s identity easily traceable) known as *directory information*.

**What is considered Directory Information?**

Student’s name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the student. (NOCCCD BP 5040 effective April 2009).

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

### 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.

### HOW TO EARN A VOCATIONAL CERTIFICATE

Certificates do not require general education course work. Requirements for Vocational Certificate Programs for the 2010-2011 Catalog Year include:

- Submission of an Application for Certificate in the Admissions and 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.



Students may submit an application for multiple majors per term providing requirements are met. A catalog academic year must be specified on the application. The catalog year will be used to determine if all certificate requirements have been met. **NOTE:** Specific course requirements for Vocational Certificates are listed in applicable sections of the catalog.

#### **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  
Motorcycle Performance Technician  
Performance and Driveability Specialist  
Toyota Specialist  
Transmission Specialist

#### **AVIATION**

Advanced Pilot  
Commercial Pilot  
Instrument Pilot  
Private Pilot  
Professional Pilot

#### **BUSINESS**

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

#### **COMPUTER INFORMATION SYSTEMS**

Advanced Networking  
Advanced Web Page Design  
Cisco Networking  
Computer and Office Applications  
Computer Applications  
Computer Forensics  
Computer Hardware Support  
Computer Information Systems  
Computer Programming  
Computer Software and Application  
Game Programming  
Internet and Data Communications  
Internet Marketing  
Microsoft Networking

Oracle Database Administration  
PC/Network Hardware Support  
Project Management  
Technology Management  
Visual Basic Programming  
Visual C Programming  
Web Networking Technology  
Web Page Design

#### **COURT REPORTING**

Captioning – Court Reporting  
CART\* (Communication Access Realtime Translation)  
Computer Editor (Scopist)  
Court and Agency Services  
Court Reporting  
Hearing Reporter  
Legal Administrative Assistant  
Proofreading  
Realtime Writing

#### **DANCE**

Dance Teaching

#### **DENTAL**

Dental Assisting  
\*Dental Hygiene

#### **DIAGNOSTIC MEDICAL SONOGRAPHY**

Diagnostic Medical Sonography

#### **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  
Hotel Operations  
Restaurant/Lodging Entrepreneur  
Rooms Operation  
Special Event Management

#### **HUMAN SERVICES**

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

#### **MANAGEMENT**

Business Economics  
Call Center Operations  
Commercial Music – Management  
Health Care Management and Supervision  
Leadership  
Management  
Project Management  
Retail Management  
Small Business Management  
Sports Management

#### **MARKETING**

Automotive Sales and Service  
Geographic Information Systems/Marketing  
Marketing  
Recording Arts

**MUSIC**

Commercial Music Management  
Recording Arts

**PHOTOGRAPHY**

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

**PHYSICAL EDUCATION**

Aerobic Instructor  
Aquatic Specialist  
Athletic Coach  
Sports Management

**PSYCHIATRIC TECHNOLOGY**

Psychiatric Technology

**RADIOLOGY**

Darkroom Technician/Assistant  
\*Radiology Technology

**THEATER**

Costume/Makeup Design  
Lighting/Audio 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 by the deadline, the student must submit another application and will receive the certificate at a later date. There is no fee for the certificate application. It is the student's responsibility to provide the Cypress College Records Office with official copies of all transcripts from other colleges that will be used to meet requirements for 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.

Applications for a Certificate are available in the Admissions and Records office and online at [www.cypresscollege.edu](http://www.cypresscollege.edu) Applications are due:

Semester	Date
Fall	October 1st
Spring	March 1st
Summer	July 1st

**ASSOCIATE DEGREES**

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. 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.

**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, Title 5 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:

**1. Scholarship Requirement**

A cumulative grade-point average of 2.00 ("C") in all coursework attempted.

**2. Residence Requirement**

**Complete the last 12 units, or a total of at least 24 units, at Cypress College.**

**3. Major/Area of Emphasis Requirement**

A student must achieve a grade of "C" or better in each course attempted that is counted for the major or area of emphasis. Effective Fall 2008, C- (minus) grades do not satisfy these requirements. At least 50% of the major course work must be completed at Cypress College. (The Liberal Arts Areas of Emphasis in Arts & Humanities, Human Communication, Social & Behavioral Sciences, and Math & Science and the AA-T and AS-T are excluded from the 50% policy). Each area of emphasis requires a minimum of 18 units. Liberal Arts Area of Emphasis: California community college courses taken to fulfill CSU GE/IGETC requirements may be used to satisfy a Cypress College Area of Emphasis Courses taken at other regionally accredited colleges and universities may also be considered to meet Liberal Arts Area of Emphasis requirements if they are deemed comparable to CSU GE/IGETC-approved courses.

#### 4. General Education Requirements

All students are required to complete general education.

Cypress College has three general education patterns:

- Cypress College general education pattern of 25 units.
- CSU General Education Breadth pattern of 39 units; or
- IGETC (Intersegmental General Education Transfer Curriculum) pattern of 37-39 units.

The appropriate pattern of general education for a specific degree is listed with the major requirements.

#### 5. Elective courses

A student may complete additional degree-applicable classes for a total of 60 units (see Non-Degree Credit Courses for description of classes that are non-degree applicable).

### Application for an Associate Degree

Although a student may have completed all requirements, an Associate Degree is not automatic. Students who intend to graduate must file an application with the Admissions and Records Office. Courses taken at other regionally accredited colleges and universities to fulfill General Education requirements may be used to satisfy Cypress College General Education requirements if they are comparable to Cypress College General Education courses or are used in the same category at the sending institution, and are degree applicable at Cypress College. (This policy supersedes all previous catalogs.) All official transcripts from other colleges are required at the time of application and become the property of the Admissions and Records Office and will not be released. Diplomas will be mailed approximately three to four months after the last day of the semester to the most recent address on file in the Admissions and Records Office at Cypress College. Applications for an Associate Degree are available in the Admissions and Records office and online at [www.cypresscollege.edu](http://www.cypresscollege.edu). Applications are due:

Semester	Date
Fall	October 1st
Spring	March 1st
Summer	July 1st

### Occupational Degree

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

#### Requirements for the Occupational Degree include:

- Completion of 25 units of general education;
- Three (3) units of Cultural Diversity. These units must be chosen from the Cultural Diversity list;
- Completion of Reading Proficiency requirement;
- 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-applicable classes for a total of 60 units (see Non-Degree Credit Courses for description of classes that are non-degree applicable).
- A 2.0 (C) overall GPA.

#### 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 and Office Applications  
 Computer Information Systems  
 Computer Programming  
 Court Reporting  
 Culinary Arts  
 Dance  
 Dental Hygiene  
 Diagnostic Medical Sonography  
 Drafting Engineering Technology  
 Flight Attendant  
 Food Service Management  
 General Studies  
 Health Information Technology  
 Hotel Management  
 Human Services  
 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  
 Small Business Management  
 Theater Arts  
 Travel/Tourism

### General Studies Degree with an Area of Emphasis

The General Studies Degree with an Area of Emphasis provides students with the opportunity to earn an Associate in Arts allowing them to understand the intellectual relationships between various disciplines in either the Arts or the Sciences. This degree option may include transfer and/or non-transfer course work (see Course Numbering section for description of transfer and non-transfer course work). **Please consult with a counselor for more information.**

**General Studies Area of Emphasis offered by  
Cypress College:  
Emphasis in Fine Arts A.A. Degree Program  
Code:1A18452**

The Associate of Art Degree in Fine Arts provides students with a scope of knowledge and broad overview for attaining the communication skills, practical knowledge, and training necessary for a variety of careers in the Fine Arts area. Students completing this degree will develop a basic understanding of the arts and how they interrelate. The Associate of Arts Degree in Fine Arts empowers the student to see Humanities, Math, Science, Engineering, Business and Career Technology through the prism of the arts. Key concepts in general education are reinforced by their connection to the arts. Bridging the wisdom of the ages with contemporary innovations, this program offers a well rounded education with insight to opportunities in our modern world.

**Requirements for the General Studies Degree with  
Area of Emphasis in Fine Arts include:**

- Completion of 25 units of general education;
- Three (3) units of Cultural Diversity. These units must be chosen from the Cultural Diversity list;
- Completion of Reading Proficiency requirement;
- Completion of at least 18 units in an Area of Emphasis. (Note: Where appropriate, courses in the Area of Emphasis may also be counted for a GE area). At least 50% of all Area of Emphasis course work must be completed at Cypress College;
- Completion of additional degree-applicable classes for a total of 60 units (see Non-Degree Credit Courses for description of classes that are non-degree applicable);
- A 2.0 (C) overall GPA and a 2.0 (C) in all courses taken in the Area of Emphasis.

**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 degree applicable 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 100 C	College Writing	3
ENGL 100HC	Honors College Writing	3

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

COMM 050 C	Effective Oral Communication	3
COMM 100 C	Human Communication	3
COMM 100HC	Honors Human Communication	3
COMM 135 C	Essentials of Argumentation	3
CIS 111 C	Computer Information Systems	3
ENGL 103 C	Critical Reasoning and Writing	3
ENGL 104 C	Critical Analysis & Literature	4
ENGL 104HC	Honors Critical Analysis & Literature	4
ENGL 106 C	Critical Thinking	3
ENGL 135 C	Advanced Grammar and Usage	3
PHIL 170 C	Logic and Critical Thinking	3
PHIL 172 C	Critical Thinking/Writing	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 101HC	Honors 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 & World Food Issues	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 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 104 C	Physical Science for Teachers	4
CHEM 107 C	Foundations of Chemistry	5
CHEM 111AC	General Chemistry	5
CHEM 111BC	General Chemistry	5
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 - Lec	3
GEOL 101 C	Physical Geology - Lab	1
or		
GEOL 115 C	Physical Geology Field Lab	1



GEOL 103 C	Historical Geology	4
GEOL 105 C	Earth Science for Teachers	4
GEOL 120 C	Geology of California	3
GEOL 125 C	Natural Disasters	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	4
PHYS 130 C	Elementary Physics	4
PHYS 201 C	College Physics I	4
PHYS 210 C	Physics for Life Sciences I	4
PHYS 211 C	Physics for Life Sciences II	4
PHYS 221 C	General Physics I	4

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

MATH 030 C	Plane Geometry	4
MATH 038 C	Practical Mathematics	4
MATH 040 C	Intermediate Algebra	4
MATH 100 C	Liberal Arts Mathematics	3
MATH 110 C	Real Numbers for Teachers	4
MATH 115 C	Finite Mathematics	3
MATH 120 C	Intro Probability & Statistics	4
MATH 130 C	Survey of Calculus	4
MATH 141 C	College Algebra	4
MATH 142 C	Trigonometry	4
MATH 150AC	Calculus I	4
MATH 150BC	Calculus II	4
MATH 250AC	Multivariable Calculus	4
MATH 250BC	Linear Algebra/Differential Equations	4
PSY 161 C	Probability & Stats – Social Sci.	4
SOC 161 C	Probability & Stats – Social Sci.	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 - ARTS 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 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 185 C	Life Drawing	3
ART 189 C	Fundamentals of Painting	3
ART 216 C	Latin American Art	3

**Dance**

DANC 100 C	Intro to Dance Appreciation	3
DANC 101 C	Multicultural Dance in the U. S.	3
DANC 105 C	Ballet	1-2, 1-2
DANC 106 C	Classical Dance	1-2, 1-2
DANC 107 C	Modern Dance	1-2, 1-2
DANC 108 C	Free Form Dance	1½, 1½
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

**Literature**

ENGL 125 C	The Film	3
ENGL 125HC	Honors Film	3

**Music**

MUS 101 C	Music Fundamentals	3
MUS 103AC	Theory and Musicianship I	4
MUS 113 C	Jazz History	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 127 C	Music in Film	3
MUS 135 C	Beginning Piano	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 Choral	1, 1, 1
MUS 291 C	Musical Theater Techniques	3

**Photography**

PHOT 101 C	Introduction to Photography	3
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**Theater Arts**

THEA 100 C	Introduction to the Theater	3
THEA 107 C	Diversity in American Theater	3
THEA 107HC	Honors Diversity in American Theater	3
THEA 108 C	Stage and Screenwriting	3
THEA 120 C	Acting I	3
THEA 126 C	Musical Theater Techniques	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**

**Foreign Language**

CHIN 100 C	Beginning Spoken Chinese	3
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
JAPN 100 C	Spoken Japanese for Beginners	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 I	5
SPAN 202 C	Spanish for Spanish Speakers II	0-5
SPAN 203 C	Intermediate Spanish III	4
SPAN 204 C	Intermediate Spanish IV	4

**Interdisciplinary Studies**

COMM 220 C	The Rhetoric of the City	3
COMM 220HC	Honors Rhetoric of the City	3
INDS 100 C	Humanities: Ancient and Medieval	3
INDS 101 C	Humanities: Renaissance - Present	3
JOUR 110 C	Global Media	3

<b>Literature</b>					
ENGL 097 C	Multicultural Literature	3	HIST 162AC	History of the Americas I	3
ENGL 102 C	Introduction to Literature	3	HIST 162BC	History of the Americas II	3
ENGL 102HC	Honors Introduction to Literature	3	HIST 163 C	History of Mexico	3
ENGL 110 C	Humanities: Ancient & Medieval	3	HIST 165 C	Middle Eastern History	3
ENGL 111 C	Humanities: Renaissance - Present	3	HIST 170 C	History of the U.S. I	3
ENGL 126 C	Screenwriting	3	HIST 170HC	Honors History of the U.S. I	3
ENGL 208 C	Asian-American Literature	3	HIST 171 C	History of the U.S. II	3
ENGL 211 C	English Literature to 1760	3	HIST 171HC	Honors History of the U. S. II	3
ENGL 212 C	English Literature since 1760	3	HIST 270 C	Women in United States History	3
ENGL 221 C	American Literature to 1865	3	HS 277 C	Cultural Awareness & Health Care	3
ENGL 222 C	American Literature since 1865	3	HUSR 250 C	Sociology of Aging	3
ENGL 234 C	Shakespeare	3	HUSR 255 C	Psychology of Aging	3
ENGL 234HC	Honors Shakespeare	3	MGT 161 C	Introduction to Business	3
ENGL 239 C	Survey - Children's Literature	3	MGT 266 C	Human Relations in Business	3
ENGL 247 C	Multicultural Literature	3	POSC 100 C	United States Government	3
ENGL 255 C	African-American Literature I	3	POSC100HC	Honors U.S. Government	3
ENGL 256 C	African-American Literature II	3	POSC 101 C	Gender and American Politics	3
			POSC 120 C	Political Theory	3
			POSC 200 C	Intro to Political Science	3
<b>Philosophy</b>			POSC 210 C	Contemporary Political Issues	3
PHIL 100 C	Introduction to Philosophy	3	POSC 215 C	Comparative Politics	3
PHIL 100HC	Honors Intro to Philosophy	3	POSC 230 C	International Relations	3
PHIL 101 C	Intro to Religious Studies	3	PSY 101 C	General Psychology	3
PHIL 110 C	Religions of the East	3	PSY 101HC	Honors General Psychology	3
PHIL 120 C	Religions of the West	3	PSY 120 C	Human Sexuality	3
PHIL 160 C	Introduction to Ethics	3	PSY 145 C	Child Psychology	3
PHIL 201 C	History of Philosophy: Ancient & Medieval	3	PSY 240 C	Child Development & Education	3
PHIL 202 C	History of Philosophy: Modern & Contemporary	3	PSY 251 C	Social Psychology	3
PHIL 230 C	Philosophy of Religion	3	PSY 255 C	Psychology of Aging	3
			SOC 101 C	Introduction to Sociology	3
<b>CATEGORY D - SOCIAL SCIENCE (6 Units)</b>			SOC 101HC	Honors Intro to Sociology	3
ANTH 102 C	Cultural Anthropology	3	SOC 102 C	Social Problems	3
ANTH 102HC	Honors Cultural Anthropology	3	SOC 120 C	Human Sexuality	3
ANTH 106 C	World Prehistory	3	SOC 250 C	Sociology of Aging	3
ANTH 203 C	Introduction to Archaeology	3	SOC 275 C	Marriage and Family	3
COMM 220 C	The Rhetoric of the City	3			
COMM 220HC	Honors Rhetoric of the City	3	<b>CATEGORY E - PHYSICAL ACTIVITY AND HEALTH (1 Unit)</b>		
ECON 100 C	Principles of Economics-Macro	3	HRC 100 C	Nutrition	3
ECON 100HC	Honors Principles of Economics	3	PE 083 C - through - PE 222 C	Physical Education Activity Classes	½-2
ECON 105 C	Principles of Economics-Micro	3	PE 234 C	Contemporary Personal Health	3
ECON 105HC	Honors Principles of Economics	3	PE 244 C	Human Performance	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 150 C	Intro to Chicana/o Studies	3			
ETHS 151 C	Chicana/o History I	3			
ETHS 152 C	Chicana/o History II	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 160 C	Asian Civilizations I	3			
HIST 161 C	Asian Civilizations II	3			

**NOTE:** General Education courses taken at either Fullerton or Cypress College will satisfy Associate Degree General Education Graduation requirements regardless of the college within the District from which he/she graduates.

## 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:

ATC 182 C	Cultural Tourism	3
ANTH 121 C	Native North America	3
COMM 120 C	Intercultural Communication	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 208 C	Asian-American 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 150 C	Intro to Chicana/o Studies	3
ETHS 151 C	Chicana/o History I	3
ETHS 152 C	Chicana/o History II	3
ETHS 153 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
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 & United States Society	3
POSC 209 C	Urban Politics	3
PSY 237 C	Cross-Cultural Relationships	3
SOC 237 C	Cross-Cultural Relationships	3
THEA 107 C	Diversity in American Theater	3
THEA 107HC	Honors Diversity in American Theater	3

#### Cultural Diversity Approved Programs:

Nursing

## Reading Proficiency

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

- ENGL 096 C College Reading Strategies
- ENGL 102 C Introduction to Literature
- ENGL 102HC Honors 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 100 C or equivalent.**
- California State University (CSU) general education certification.
- IGETC certification.
- Bachelor’s degree from a regionally accredited institution.

## 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.

## HOW TO TRANSFER TO A FOUR-YEAR COLLEGE

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.

## Liberal Arts Degree with Area of Emphasis

The Liberal Arts degree with Area of Emphasis provides students with the opportunity to earn a degree within a broad liberal arts education, allowing them to understand the intellectual relationships between various disciplines in a broader Area of Emphasis. Earning an Associate Degree may or may not be the most effective path to fulfilling transfer requirements. The courses listed for each Area of Emphasis in the Cypress College catalog do not reflect major preparation requirements at any specific university, but some may be used to fulfill local university requirements. **Please consult with a counselor and the Transfer Center for information regarding selection of an appropriate general education pattern and pertinent classes, as well as your intended major at the specific colleges/universities of choice.**

**Requirements for the Liberal Arts Degree with Area of Emphasis include:**

- Completion of the California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC).
- Completion of at least 18 units in one Area of Emphasis from those outlined below. (Note: Where appropriate, courses in the Area of Emphasis may also be counted for a GE area).
- A 2.0 (C) overall GPA and a 2.0 (C) in all courses taken in the Area of Emphasis.
- Fulfillment of all graduation requirements, to include one (1) unit of physical education and three (3) units of Cultural Diversity for a total of 60 transferable units.

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

**Liberal Arts AA Degree: ARTS & HUMANITIES emphasis**

The Arts & Humanities degree is an ideal choice for students planning on transferring to the California State University (CSU) or University of California (UC). Students are able to satisfy both their transfer institutions general education requirements, plus focus on transfer major preparation course work required by the four-year university. The Area of Emphasis listed below includes courses that transfer to CSU and/or UC. Courses in BOLD are transferable to UC. Refer to [www.ASSIST.org](http://www.ASSIST.org) for further details. This degree emphasizes the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

**SELECT 18 OR MORE UNITS FROM AT LEAST 2 DISCIPLINE AREAS:**

ART **100 C, 110 C, 111 C, 112 C, (112HC), 114 C, 120 C, 150 C, 151 C, 182 C, 189 C, 216 C**  
 CHIN **101 C, 102 C**  
 COMM 220 C, (220HC)  
 DANC 100 C (pending), **101 C, 120 C, 139 C (pending)**  
 ENGL **102 C, 102HC (pending), 110 C, 111 C, 125 C, (125HC), 208 C, 211 C, 212 C, 221 C, 222 C, 234 C, (234HC), 239 C, 247 C, 255 C, 256 C**  
 ETHS **130 C, 131 C, 151 C (formerly 141 C), 152 C, 160 C, 171 C**  
 FREN **101 C, 102 C, 200 C, 203 C, 204 C**  
 HIST **110 C, (110HC), 111 C, (111HC), 112 C, (112HC), 113 C, (113HC), 160 C (formerly 160AC), 161 C (formerly 160BC), 163 C, 165 C, 275 C**  
 INDS **100 C, 101 C**  
 JAPN **101 C, 102 C, 125 C, 200 C, 203 C, 204 C**  
 MUS **101 C, 103AC, 113 C, 116 C, 117 C, 118 C, (118HC), 119 C, 120 C, 122 C, 126 C, 127 C (pending), 130C, 135 C, 143 C, 146 C, 282 C**  
 PHOT **101 C**  
 PHIL **100 C, (100HC), 101 C, 110 C, 120 C, 135 C, 160 C, 165 C, 201 C, 202 C, 225 C, 230 C**  
 PORT **101 C, 102 C**  
 SPAN **101 C, (101HC), 102 C, (102HC), 200 C, 201 C, 202 C (pending), 203 C, 204 C**  
 THEA **100 C, 107 C, (107HC), 120 C, 121 C, 126 C, 129 C, 132 C, 133 C, 145 C, 149 C**

**Liberal Arts AA Degree: HUMAN COMMUNICATION emphasis**

The Communication and Critical Thinking degree is an ideal choice for students planning on transferring to the California State University (CSU) or University of California (UC). Students are able to satisfy both their transfer institution's general education requirements, plus focus on transfer major preparation course work required by the four-year university. The Area of Emphasis listed below includes courses that transfer to CSU and/or UC. Courses in BOLD are transferable to UC. Refer to [www.ASSIST.org](http://www.ASSIST.org) for further details. This degree emphasizes the content of communication as well as the form and should provide an understanding of the psychological basis and social significance of communication. Students will be able to assess communication as the process of human symbolic interaction. Students will also develop skills in the areas of reasoning and advocacy, organization, accuracy, reading and listening effectively. Students will be able to integrate important concepts of critical thinking as related to the development of analysis, critical evaluation, to reason inductively and deductively that will enable them to make important decisions regarding their own lives and society at large.

**SELECT 18 OR MORE UNITS FROM AT LEAST 2 DISCIPLINE AREAS:**

COMM **100 C, (100HC), 135 C, 138 C, 238 C**  
 ENGL **100 C, (100HC), 103 C, 104 C, (104HC), 106 C**  
 PHIL **170 C, 172 C, 175 C**

**Liberal Arts AA Degree: SOCIAL & BEHAVIORAL SCIENCES emphasis**

The Social & Behavioral Sciences degree is an ideal choice for students planning on transferring to the California State University (CSU) or University of California (UC). Students are able to satisfy both their transfer institution's general education requirements, plus focus on transfer major preparation course work required by the four-year university. The Area of Emphasis listed below includes courses that transfer to CSU and/or UC. Courses in BOLD are transferable to UC. Refer to [www.ASSIST.org](http://www.ASSIST.org) for further details. This degree emphasizes the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.



**SELECT 18 OR MORE UNITS FROM AT LEAST 2 DISCIPLINE AREAS:**

ANTH 102 C, (102HC), 104 C, 105 C, 106 C, 107 C, 121 C, 203 C, 225 C (pending)

COMM 120 C

ECON 100 C, (100HC), 105 C, (105HC), 110 C, 260 C

ETHS 100 C, (100HC), 129 C, 130 C, 131 C, 150 C (formerly 140 C), 151 C (formerly 141 C), 152 C, 153 C, 160 C, 170 C, 171 C, 235 C

GEOG 100 C, (100HC), 130 C, 140 C, 160 C, 260 C

HS 277 C

HIST 110 C, (110HC), 111 C, (111HC), 112 C, (112HC), 113 C, (113HC), 135 C, 142 C, 143 C, 151 C, 152 C, 160 C, 161 C, 162AC, 162BC, 163 C, 165 C, 170 C, (170HC), 171 C, (171HC), 270 C, 275 C

HUSR 200 C, 250 C, 255 C, 292 C

JOUR 110 C, 118 C

MGT 161 C

POSC 100 C, (100HC), 101 C, 120 C, 130 C, 200 C, 209 C, 210 C, 215 C, 216 C, 230 C

PSY 101 C, (101HC), 110 C, 120 C, 139 C, 145 C, 202 C, 221 C, 222 C, 237 C, 240 C, 251 C, 255 C

SOC 101 C, (101HC), 102 C, 120 C, 225 C, 237 C, 250 C, 271 C, 275 C, 277 C, 292 C

**Liberal Arts AA Degree: MATH & SCIENCE emphasis**

The Math & Science degree is an ideal choice for students planning on transferring to the California State University (CSU) or University of California (UC). Students are able to satisfy both their transfer institution's general education requirements, plus focus on transfer major preparation course work required by the four-year university. The Area of Emphasis listed below includes courses that transfer to CSU and/or UC. Courses in **BOLD** are transferable to UC. Refer to [www.ASSIST.org](http://www.ASSIST.org) for further details. This degree emphasizes the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

**SELECT 18 OR MORE UNITS FROM AT LEAST 2 DISCIPLINE AREAS (ONE COURSE MUST BE IN MATH AND ONE COURSE MUST BE IN SCIENCE):**

ANTH 101 C, (101HC), 101LC

ASTR 116 C, (116HC), 117 C, (117HC)

BIOL 101 C, (101HC), 102 C, 103 C, 111 C, 112 C, 113 C, 114 C, 122 C, 210 C, 230 C, 231 C, 241 C

CHEM 100 C, 101 C, 103 C, 104 C, 107 C, 111AC, 111BC

CSCI 205 C

GEOG 102 C, 102LC

GEOL 100 C, (100HC), 101 C, 103 C, 105 C, 115 C, 120 C, 125 C, 130 C, 131 C, 190 C

MATH 100 C, 120 C, 130 C, 141 C, 142 C, 150AC, 150BC, 250AC, 250BC

PHSC 104 C

PHYS 130 C, 201 C, 202 C, 210 C, 211 C, 221 C, 222 C, 223 C

PSY 161 C

SOC 161 C

**Liberal Arts Degree with a Specified Department/Area Major**

The Liberal Arts degree with Departmental/Area Major provides students with the opportunity to earn a degree within a broad liberal arts education, allowing them to understand the intellectual relationships between various disciplines with a more specific focus in a Departmental/Area Major. Earning an Associate Degree may or may not be the most effective path to fulfilling

transfer requirements. The courses listed for each Departmental/Area Major in the Cypress College catalog do not reflect major preparation requirements at any specific university, but some may be used to fulfill local university requirements. Students pursuing more than one specified departmental major may double count a maximum of 7 units to fulfill major requirements. **Please consult with a counselor and the Transfer Center for information regarding selection of an appropriate general education pattern and pertinent classes, as well as your intended major at the specific colleges/universities of choice.**

**Requirements for the Liberal Arts Degree with a Specified Departmental/Area 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 at least 18 units in one Departmental/Area Major from those outlined below. (Note: Where appropriate, courses in the Departmental/Area Major may also be counted for a GE area). At least 50% of all major course work must be completed at Cypress College;
- A 2.0 (C) overall GPA and a 2.0 (C) in all courses taken in the Departmental/Area Major;
- Fulfillment of all graduation requirements, to include one (1) unit of physical education and three (3) units of Cultural Diversity for a total of 60 transferable units.

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

This degree includes only transfer-level coursework; however, students who select a Departmental/Area 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. Completion of major preparation requirements as determined by the receiving UC or CSU campus are officially listed on the Assist website at [www.ASSIST.org](http://www.ASSIST.org). **NOTE:** Specific course requirements for Departmental/Area Majors are listed in applicable sections of the catalog.

**Departmental/Area Majors Offered by Cypress College are:**

African American Studies (see Ethnic Studies)  
 Anthropology  
 Business Administration  
 Chicana/o Studies (see Ethnic Studies)  
 General Business  
 Geography  
 Ethnic Studies  
 Philosophy  
 Psychology

## Associate in Arts/Associate in Science Degree for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

### Requirements for the Associate in Arts (AA-T)/ Associate in Science (AS-T) Degree for Transfer

- Completion of the California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC).
- Completion of at least 18 units in one AA-T or AS-T Major from those outlined below. (Note: Where appropriate, courses in the AA-T or AS-T Major may also be counted for a GE area).
- A 2.0 (C) overall GPA and a 2.0 (C) in all courses taken in the AA-T or AS-T Major.
- Completion of a minimum of 60 units of CSU transferable coursework.

This degree includes only transfer-level coursework; however, students who select an AA-T or AS-T 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. Completion of major preparation requirements as determined by the receiving UC or CSU campus are officially listed on the Assist website at [www.ASSIST.org](http://www.ASSIST.org).

**NOTE:** Specific course requirements for the AA-T and AS-T Majors are listed in applicable sections of the catalog.

### AA-T or AS-T Majors Offered by Cypress College are:

Communication Studies  
Sociology

## 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. Students 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 also 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.

Students 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. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

(9 Unit minimum)

**REQUIREMENT: MUST INCLUDE COMM 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.**

<b>A1</b>	COMM 100 C	Human Communication	3
	COMM 100HC	Honors Human Communication	3
<b>A2</b>	ENGL 100 C	College Writing	3
	ENGL 100HC	Honors College Writing	3
<b>A3</b>	COMM 135 C	Essentials of Argumentation	3
	COMM 138 C	Forensics	1-2
	COMM 238 C	Forensics	1-2
	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
	PHIL 170 C	Logic and Critical Thinking	3
	PHIL 172 C	Critical Thinking/Writing	3
	PHIL 175 C	Symbolic Logic	3

**B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING****(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 Lab	3
ASTR 117HC	Honors Astronomy Lab	3
CHEM 100 C	Chemistry for Daily Life	4
CHEM 101 C	Introduction to Chemistry	5
CHEM 104 C	Physical Science for Teachers	4
CHEM 107 C	Foundations of Chemistry	5
CHEM 111AC	General Chemistry	5
CHEM 111BC	General Chemistry	5
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 - Lec	3
GEOL 101 C	Physical Geology - Lab	1
GEOL 103 C	Historical Geology	4
GEOL 105 C	Earth Science for Teachers	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	4
PHYS 130 C	Elementary Physics	4
PHYS 201 C	College Physics	4
PHYS 202 C	College Physics	4
PHYS 210 C	Physics for Life Sciences I	4
PHYS 211 C	Physics for Life Sciences II	4
PHYS 221 C	General Physics I	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 101HC	Honors 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 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

**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
GEOG 102 C	Physical Geography	3
GEOL 100 C	Physical Geology	3
GEOL 100HC	Honors Physical Geology - Lec	3
GEOL 120 C	Geology of California	3
GEOL 125 C	Natural Disasters	3
GEOL 130 C	Introduction to Oceanography	3
GEOL 190 C	Environmental Geology	3

**B2 LIFE SCIENCES (NO LAB)**

ANTH 101 C	Biological Anthropology	3
ANTH 101HC	Honors Biological Anthropology (pending)	3
BIOL 102 C	Human Biology	3
BIOL 103 C	Environmental Science	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 205 C	FORTRAN Programming	3
MATH 100 C	Liberal Arts Mathematics	3
MATH 115 C	Finite Mathematics	3
MATH 120 C	Intro to Probability & Statistics	4
MATH 130 C	Survey of Calculus	4
MATH 141 C	College Algebra	4
MATH 142 C	Trigonometry	4
MATH 150AC	Calculus I	4
PSY 161 C	Probability & Stats-Social Sci.	4
SOC161 C	Probability & Stats-Social Sci.	4

**C. ARTS AND HUMANITIES (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
ART 216 C	Latin American Art	3
DANC 100 C	Intro to Dance Appreciation (pending)	3
DANC 101 C	Multicultural Dance in the U. S.	3
DANC 105 C	Ballet (pending)(end F11)	1-2
DANC 106 C	Classical Dance (pending) (end F11)	1-2
DANC 107 C	Modern Dance (pending) (end F11)	1-2
DANC 108 C	Free Form Dance (pending) (end F11)	1½
DANC 109 C	Dance Improvisation (pending) (end F11)	1
DANC 111 C	Jazz Dance(pending) (end F11)	1-2
DANC 112 C	Intermediate Jazz Dance (pending)(end F11)	1-2
DANC 120 C	Dance History	3
ENGL 125 C	The Film	3
ENGL 125HC	Honors Film	3
MUS 101 C	Music Fundamentals	3
MUS 103AC	Theory & Musicianship I	4
MUS 113 C	Jazz History	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 127 C	Music in Film (pending)	3
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 282 C	Cypress <i>Masterworks</i> Chorale	1, 1, 1, 1
MUS 291 C	Musical Theater Techniques	3
PHOT 101 C	Introduction to Photography	3
THEA 100 C	Introduction to the Theater	3
THEA 107 C	Diversity in American Theater	3
THEA 107HC	Honors Diversity in American Theater	3
THEA 120 C	Acting I	3
THEA 121 C	Dynamic Movement for the Stage	2
THEA 126 C	Musical Theater Techniques	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	3,3
THEA 149 C	Stage Crew Activity	2-3

**C2 HUMANITIES (Literature, Philosophy, Foreign Language)**

CHIN 101 C	Elementary Chinese-Mandarin I	5
CHIN 102 C	Elementary Chinese-Mandarin II	5
COMM 220 C	Rhetoric of the City	3
COMM 220HC	Honors Rhetoric of the City	3
ENGL 102 C	Introduction to Literature	3
ENGL 102HC	Honors Introduction to Literature (pending)	3
ENGL 110 C	Humanities: Ancient & Medieval	3
ENGL 111 C	Humanities: Renaissance - Present	3
ENGL 125 C	The Film	3
ENGL 125HC	Honors Film	3
ENGL 208 C	Asian-American Literature	3
ENGL 211 C	English Literature to 1760	3
ENGL 212 C	English Literature since 1760	3
ENGL 221 C	American Literature to 1865	3
ENGL 222 C	American Literature since 1865	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 151 C	Chicana/o History I	3
ETHS 152 C	Chicana/o History II	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
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 160 C	Asian Civilization I	3
HIST 161 C	Asian Civilization II	3
HIST 163 C	History of Mexico	3
HIST 165 C	Middle Eastern History	3
HIST 275 C	History of California	3
INDS 100 C	Humanities: Ancient & Medieval	3
INDS 101 C	Humanities: Renaissance - Present	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 135 C	Social & Political Philosophy	3
PHIL 160 C	Introduction to Ethics	3
PHIL 165 C	Business & Professional Ethics	3
PHIL 201 C	History of Philosophy: Ancient & Medieval	3
PHIL 202 C	History of Philosophy: Modern & Contemporary	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
SPAN 102 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 I	5
SPAN 202 C	Spanish for Spanish Speakers II	0-5
SPAN 203 C	Intermediate Spanish III	4
SPAN 204 C	Intermediate Spanish IV	4

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

One course is to be taken from Group A, and one course from Group B.  
 Group A: POSC 100 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 SCIENCES****(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 102HC	Honors 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	Native North America	3
ANTH 203 C	Introduction to Archaeology	3
ANTH 225 C	Cultures of Mesoamerica (pending)	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	3
GEOG 260 C	Economic Geography	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 150 C	Intro to Chicana/o Studies	3
ETHS 151 C	Chicana/o History I	3
ETHS 152 C	Chicana/o History II	3
ETHS 153 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	3
SOC 237 C	Cross-Cultural Relationships	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	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	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 150 C	Introduction to Chicana/o Studies	3
ETHS 151 C	Chicana/o History I	3
ETHS 152 C	Chicana/o History II	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 I	3
HIST 152 C	Survey of British History II	3
HIST 160 C	Asian Civilization I	3
HIST 161 C	Asian Civilization II	3
HIST 162AC	History of the Americas I	3
HIST 162BC	History of the Americas II	3
HIST 163 C	History of Mexico	3
HIST 165 C	Middle Eastern History	3
HIST 170 C	History of the U.S. I	3
HIST 170HC	Honors History of the U.S. I	3
HIST 171 C	History of the U.S. II	3
HIST 171HC	Honors History of the U. S. II	3
HIST 270 C	Women in United States History	3
HIST 275 C	History of California	3

**D7 INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE**

COMM 120 C	Intercultural Communication	3
ETHS 235 C	The Civil Rights Movement	3
HUSR 200 C	Introduction to Human Services	3
JOUR 110 C	Global Media	3
JOUR 118 C	Introduction to Broadcasting	3
MGT 161 C	Introduction to Business	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 216 C	Politics of the Middle East	3
POSC 230 C	International Relations	3

**D9 PSYCHOLOGY**

HUSR 255 C	Psychology of Aging	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	3

**D10 SOCIOLOGY AND CRIMINOLOGY**

HUSR 250 C	Sociology of Aging	3
HUSR 292 C	Introduction to Criminology	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	3
SOC 275 C	Marriage and Family	3
SOC 277 C	Sociology of Religion	3
SOC 292 C	Introduction to Criminology	3

**E. LIFELONG LEARNING AND SELF-DEVELOPMENT (3 Unit minimum)**

CIS 111 C	Computer Information Systems	3
COMM 105 C	Interpersonal Communication	3
COUN 105 C	Stress Management	1
COUN 141 C	Career Exploration	1
COUN 144 C	Women and Careers	2
COUN 145 C	Changing Careers	2
COUN 146 C	Decision Making	1
COUN 150 C	Academic and Life Success	3
COUN 151 C	Career and Life Planning	3
DANC 105 C	Ballet (pending)	1-2
DANC 106 C	Classical Dance (pending)	1-2
DANC 107 C	Modern Dance (pending)	1-2
DANC 108 C	Free Form Dance (pending)	1½
DANC 109 C	Dance Improvisation (pending)	1
DANC 111 C	Jazz Dance (pending)	1-2
DANC 112 C	Intermediate Jazz Dance (pending)	1-2
DANC 139 C	Ballroom I	1
HRC 100 C	Nutrition	3
HUSR 250 C	Sociology of Aging	3
HUSR 255 C	Psychology of Aging	3
PE 100 C	Physical Ed Activity Classes	
through	One (1) Unit limit	
PE 222 C	CSU Certification	1
PE 231 C	Elementary School Movement-PE	3
PE 234 C	Contemporary Personal Health	3
PE 235 C	First Aid, CPR & Emergencies	3
PE 237 C	Lifesaving	1
PE 242 C	Wheelchair Athletics	2
PE 244 C	Human Performance	3
PSY 120 C	Human Sexuality	3
PSY 145 C	Child Psychology	3
PSY 240 C	Child Development & Education	3
PSY 255 C	Psychology of Aging	3
SOC 120 C	Human Sexuality	3
SOC 250 C	Sociology of Aging	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. Students approaching readiness for transfer who are unable to complete one or two IGETC courses that are not required for admission to the university may request to complete IGETC after transferring. See a counselor for more information.

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.

See your counselor for more information.

Students must apply for IGETC certification (full or partial) 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.

While IGETC is popular with transfer students, it may not be the best choice for you. Depending on your major, it may best to follow the UC campus GE pattern. The UC Transfer Preparation Paths at [UCTransfer.org](http://UCTransfer.org) and ASSIST Exploring Majors feature at [www2.assist.org](http://www2.assist.org) include information about the specific UC majors that do not recommend IGETC. 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 & Literature	4
+ ENGL 104HC	Honors Critical Analysis & Literature	4
ENGL 106 C	Critical Thinking (pending)	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)

+ COMM 100 C	Human Communication	3
+ COMM 100HC	Honors Human Communication	3

#### AREA 2 MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING

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

MATH 115 C	Finite Mathematics	3
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##### MATH (Code = 2A)

MATH 100 C	Liberal Arts Mathematics	3
+ MATH 120 C	Intro Probability & Statistics	4
+ MATH 130 C	Survey of Calculus	4
MATH 141C	College Algebra	4
+ MATH 150AC	Calculus I	4
+ MATH 150BC	Calculus II	4
MATH 250AC	Multivariable Calculus	4
MATH 250BC	Linear Algebra/Differential Eq	4
+ PSY 161 C	Probability & Stats-Social Sci	4
+ SOC 161 C	Probability & Stats-Social Sci	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
ART 216 C	Latin American Art	3
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 Film	3
MUS 103AC	Theory & Musicianship I	4
MUS 113 C	Jazz History	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 107 C	Diversity in American Theater	3
+ THEA 107HC	Honors Diversity in American Theater	3

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

ENGL 102 C	Introduction to Literature	3
+ ENGL 110 C	Humanities: Ancient & Medieval	3
+ ENGL 111 C	Humanities: Renaissance - Present	3
ENGL 208 C	Asian-American Literature	3
ENGL 211 C	English Literature to 1760	3
ENGL 212 C	English Literature since 1760	3
ENGL 221 C	American Literature to 1865	3
ENGL 222 C	American Literature since 1865	3
+ ENGL 234 C	Shakespeare	3
+ ENGL 234HC	Honors Shakespeare	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 130 C	African-American History I	3
ETHS 131 C	African-American History II	3
* ETHS 151 C	Chicana/o History I	3
ETHS 152 C	Chicana/o History II	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 160 C	Asian Civilizations I	3
HIST 161 C	Asian Civilizations II	3
* HIST 163 C	History of Mexico	3
* HIST 165 C	Middle Eastern History	3
HIST 275 C	History of California	3
+ INDS 100 C	Humanities: Ancient & Medieval	3
+ INDS 101 C	Humanities: Renaissance - Present	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 135 C	Social & Political Philosophy	3
PHIL 160 C	Introduction to Ethics	3
PHIL 201 C	History of Phil: Ancient & Medieval	3
PHIL 202 C	History of Phil: Modern & Contemporary	3
PHIL 225 C	Jesus and His Interpreters	3
PHIL 230 C	Philosophy of Religion	3
SPAN 202 C	Spanish for Spanish Speakers II (pending)	0-5
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 102HC	Honors 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	Native North America	3
ANTH 203 C	Introduction to Archaeology	3
ANTH 225 C	Cultures of Mesoamerica (pending)	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	3
+ GEOG 260 C	Economic Geography	3

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

COMM 120 C	Intercultural Communication	3
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 150 C	Intro to Chicana/o Studies	3
ETHS 151 C	Chicana/o History I	3
ETHS 152 C	Chicana/o History II	3
ETHS 153 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	3
+ SOC 237 C	Cross-Cultural Relationships	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	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	3

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

* ETHS 130 C	African-American History I	3
ETHS 131 C	African-American History II	3
ETHS 151 C	Chicana/o History I	3
ETHS 152 C	Chicana/o History II	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 160 C	Asian Civilization I	3
* HIST 161 C	Asian Civilization 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
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 216 C	Politics of the Middle East	3
POSC 230 C	International Relations	3

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

+ HUSR 255 C	Psychology of Aging	3
+ PSY 101 C	General Psychology	3
+ PSY 101HC	Honors General Psychology	3
PSY 120 C	Human Sexuality	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	3
PSY 251 C	Social Psychology	3
+ PSY 255 C	Psychology of Aging	3
SOC 120 C	Human Sexuality	3
+ SOC 237 C	Cross-Cultural Relationships	3

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

+ HUSR 250 C	Sociology of Aging	3
+ HUSR 292 C	Introduction to Criminology	3
PSY 237 C	Cross-Cultural Relationships	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 237 C	Cross-Cultural Relationships	3
+ SOC 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

**AREA 5 PHYSICAL AND BIOLOGICAL SCIENCES**

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

**PHYSICAL SCIENCES (Code = 5A)**

+ ASTR 116 C	Introduction to Astronomy	3
+ ASTR 116HC	Honors Intro to Astronomy	3
+ <b>ASTR 117 C</b>	<b>Astronomy Lab</b>	<b>1</b>
+ <b>ASTR 117HC</b>	<b>Honors Astronomy Lab</b>	<b>1</b>
+ <b>CHEM 100 C</b>	<b>Chemistry for Daily Life</b>	<b>4</b>
+ <b>CHEM 101 C</b>	<b>Introduction to Chemistry</b>	<b>5</b>
+ CHEM 103 C	Chemistry in a Changing World	3
+ CHEM 103HC	Honors Chem in a Changing World	3
+ <b>CHEM 107 C</b>	<b>Foundations of Chemistry</b>	<b>5</b>
+ <b>CHEM 111AC</b>	<b>General Chemistry I</b>	<b>5</b>
+ <b>CHEM 111BC</b>	<b>General Chemistry II</b>	<b>5</b>
GEOG 102 C	Physical Geography - Lec	3
<b>GEOG 102LC</b>	<b>Physical Geography - Lab</b>	<b>1</b>
+ GEOL 100 C	Physical Geology	3
+ GEOL 100HC	Honors Physical Geology	3
+ <b>GEOL 101 C</b>	<b>Physical Geology - Lab</b>	<b>1</b>
+ <b>GEOL 103 C</b>	<b>Historical Geology</b>	<b>4</b>
+ <b>GEOL 115 C</b>	<b>Physical Geology Field/Lab</b>	<b>1</b>
GEOL 120 C	Geology of California	3
GEOL 125 C	Natural Disasters	3
GEOL 130 C	Intro to Oceanography	3
<b>GEOL 131 C</b>	<b>Intro to Oceanography - Lab</b>	<b>1</b>
+ GEOL 190 C	Environmental Geology	3
+ <b>PHYS 130 C</b>	<b>Elementary Physics</b>	<b>4</b>
+ <b>PHYS 201 C</b>	<b>College Physics I</b>	<b>4</b>
+ <b>PHYS 202 C</b>	<b>College Physics II</b>	<b>4</b>
+ <b>PHYS 210 C</b>	<b>Physics for Life Sciences I</b>	<b>4</b>
+ <b>PHYS 211 C</b>	<b>Physics for Life Sciences II</b>	<b>4</b>
+ <b>PHYS 221 C</b>	<b>General Physics I</b>	<b>4</b>
+ <b>PHYS 222 C</b>	<b>General Physics II</b>	<b>4</b>
+ <b>PHYS 223 C</b>	<b>General Physics III</b>	<b>4</b>

**BIOLOGICAL SCIENCES (Code 5B)**

ANTH 101 C	Biological Anthropology	3
ANTH 101HC	Honors Biological Anthropology	3
<b>ANTH 101LC</b>	<b>Biological Anthropology Lab</b>	<b>1</b>
+ <b>BIOL 101 C</b>	<b>General Biology</b>	<b>5</b>
+ <b>BIOL 101HC</b>	<b>Honors General Biology</b>	<b>5</b>
BIOL 102 C	Human Biology	3
BIOL 103 C	Environmental Science	3
+ BIOL 111 C	Principles of Biology 1	3
+ <b>BIOL 112 C</b>	<b>Principles of Biology 1 Lab</b>	<b>2</b>
+ BIOL 113 C	Principles of Biology 2	3
+ <b>BIOL 114 C</b>	<b>Principles of Biology 2 Lab</b>	<b>2</b>
BIOL 122 C	Marine Biology	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

**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 C (102HC) in a Foreign Language at Cypress College or equivalent courses at another college or university.
5. Completion with "C" grade or better of 2 years of formal schooling at the 6th grade level or higher at an institution where the language of instruction is not English.
6. Earn a score of 5 or higher on the International Baccalaureate Higher Level Examination in a language other than English.
7. Earn an A, B, or C on LOTE "O" level exam.

8. Earn a score of 5, 6, or 7 on LOTE International "A" level exam.
9. California Community College faculty (See counselor for approved CCC faculty list).
10. A higher level foreign language course can be used to meet language proficiency. Students completing such courses will satisfy both the 3B area and validate the proficiency level requirement. Example SPAN 203 C is a higher level course that satisfies LOTE.

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

CHIN 102 C	Elementary Chinese-Mandarin I	5
FREN 102 C	Elementary French 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 I	5
+ SPAN 101 C and 102 C combined	are equivalent to SPAN 201 C	
SPAN 202 C	Spanish for Spanish Speakers II (pending)	0-5

**CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS** - Not part of IGETC; may be completed prior to transfer; 6 units, one course from Group 1 and one course from Group 2. CSU campuses have the discretion whether to allow courses used to satisfy this American Institutions graduation requirement for CSU to double-count in Area 3B or 4F. See a counselor for more information.

**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	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	3
* HIST 162AC	History of the Americas I	3
* HIST 162BC	History of the Americas II	3
* HIST 170 C	History of the U.S. I	3
* HIST 170HC	Honors History of the U.S. I	3
* HIST 171 C	History of the U.S. II	3
* HIST 171HC	Honors History of the U.S. II	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 Student Center Building - 2nd 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 or online at [www.cypresscollege.edu](http://www.cypresscollege.edu) 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.

## 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.

**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.

## 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.

Note: All Honors classes offered at Cypress College are transferable to any campus of the California State University system

## GENERAL EDUCATION AND BASIC SKILLS PROGRAM LEARNING OUTCOMES

The General Education and Basic Skills Program is considered as one complete program. The General Education and Basic Skills Student Learning Outcomes are broad categories that include courses approved for the Cypress College AA/AS Degree General Education, the California State University General Education, and the Intersegmental General Education Transfer Curriculum (IGETC) pathways, and the prerequisite basic skills courses. The Cypress College Institutional Learning Outcomes adopted in Spring 2004 were reviewed and written as statements rather than topics in four major areas or competencies. Portions of Cabrillo College's General Education and Basic Skills SLOs were used with permission.

### I. Breadth of Knowledge and Experiences

Students will possess a breadth of knowledge and experiences from the following areas:

- A. Humanities and the Arts
  1. Aesthetic Awareness: Examine the visual arts, dance, music, and/or literature of diverse cultures.
  2. Critical Analysis: Assess the methods used to create art and interpret its literal and/or symbolic meaning.
  3. Creativity: Engage in artistic creative endeavors.
- B. Natural Sciences and Mathematics
  1. Scientific Principles: Demonstrate an understanding of scientific principles that govern the natural and mathematical universe.
  2. The Scientific Method: Apply scientific processes to solve problems and measure and observe natural phenomena, including the design, performance, and analysis of experiments.
  3. Mathematical Systems: Demonstrate an understanding of mathematics as a symbolic, universal language.
- C. Social Sciences
  1. Cultural Competence: Demonstrate knowledge and understanding of the feelings, opinions, and/or values of other people and cultures
  2. Global Perspective: Recognize important economic, political, social, and historical issues and values in one's own community, state, country, and/or the world.
  3. Human Experience: Use qualitative and/or quantitative methods to study the human aspects of the world.
- D. Physical Education
  1. Fitness: Understand the development, care, and exercise of the human body through movement.
  2. Health and Nutrition: Understand and apply the principles of nutrition, hygiene, and safety to develop mental and physical well-being.
  3. Movement Competence: Perform learned skills competently.

### II. Communication

Students will communicate effectively, which means the ability to

- A. Read:
  1. Comprehend, interpret, and/or evaluate various written information.

- B. Write:
  1. Communicate thoughts, ideas, information, and messages in writing.
  2. Compose and create documents with correct grammar, spelling, punctuation, and appropriate language, style, and format.
  3. Check, edit, and revise written work for correct information, appropriate emphasis, form, style, and grammar.
- C. Listen:
  1. Sense and appropriately perceive and respond to verbal and/or nonverbal messages.
- D. Communicate:
  1. Organize ideas and communicate verbal and/or non-verbal messages appropriate to the audience and the situation.
  2. Communicate clearly and ask relevant questions in conversations, discussions, group activities, and/or public speaking.

### III. Critical Thinking and Information Competency

Students will think critically, which is characterized by the ability to

- A. Analyze:
  1. Recognize and apply rules and principles to new situations.
  2. Use logic (induction and deduction) to draw conclusions from information given.
  3. Differentiate between facts, inferences, assumptions, and/or conclusions.
- B. Compute:
  1. Use basic numerical concepts, such as whole numbers, percentages, and estimates of math without a calculator.
  2. Use tables, graphs, charts, and diagrams to explain concepts or ideas.
  3. Use basic geometrical shapes, such as lines, angles, shapes, and space.
- C. Research:
  1. Effectively and ethically acquire, organize, analyze, synthesize, evaluate and communicate information.
  2. Determine which technology resources will produce the desired results
- D. Solve Problems:
  1. Define a problem and identify its components.
  2. Create a plan of action to resolve the issue.
  3. Execute and evaluate the effectiveness of the plan.

### IV. Self Development

Students will develop self-awareness and responsibility by means of the following:

- A. Self Integration
  1. Understand the person as an integrated physiological, social, and psychological being.
- B. Personal Responsibility
  1. Develop skills and identify values for personal growth and life-long learning.
- C. Global Citizenship
  1. Understand the interconnection between current events, ethics, and personal and societal choices within our world.



***Programs***  
***Course Descriptions***





# 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 *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, ASTR 116 C is required for ASTR 117 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 on the first day of class.

## 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.

## 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, 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 *Pass*, or *C*, or better was earned; *D*, *F*, or *No Pass* 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 on the first day of class.

## 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.

# 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.

**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.

# 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.

Note: All Honors classes offered at Cypress College are transferable to any campus of the California State University system

# Accounting

## Division of Business and Computer Information Systems

Division Dean – Dave Wassenaar

### Faculty

Jeanne Miller

### Counselor

Robert Grantham

## PROGRAM LEARNING OUTCOMES (PLOs)

### Accounting

A student who completes the Accounting field of study will be able to:

- Acquire problem analysis skills including analyzing transactions, performing break even analysis, and utilizing accounting software to design suitable solutions
- Enhance his/her employment opportunity in the specific area of accounting

## 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 percent 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>

\* A score of 3 or higher on the Advanced Placement (AP) Economics (micro) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

## ACCOUNTING

### CERTIFICATE

**Program Code: 1C21094**

The primary emphasis of this program is to prepare the student for occupational competency.

To earn a certificate, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 percent 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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\* A score of 3 or higher on the Advanced Placement (AP) Economics (macro) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

\*\* A score of 3 or higher on the Advanced Placement (AP) Economics (micro) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**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 Materials 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 Materials Fee – PAYABLE AT REGISTRATION.*

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

*Five hours lecture per week.*

*Credit by Examination*

*UC/CSU*

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 theory and principles, including classification of accounts, recording of financial transactions, presentation and analysis 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*

*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 Materials 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 Materials 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 Materials 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.**Pass/No Pass/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 Career Technical Education and Economic Development****Division Dean – Steve Donley**Counselor  
Jane Jepson*

## Administration of Justice (AJ)

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

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*

*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 Career Technical Education and Economic Development****Division Dean – Steve Donley**Faculty**Richard Hock  
Douglas Sallade  
Carlos Urquidi**Counselor**Jane Jepson***Program Learning Outcomes (PLOs)**

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

**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 percent 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.

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
AC/R 100 C	Refrig. Principles & Practice	8
AC/R 105 C	Electricity for A/C & Refrig.	8
AC/R 110 C	Air Conditioning I	4
AC/R 201 C	A/C & Refrig Systems Advanced	4
AC/R 202 C	A/C & Refrig Advanced-Lec/Lab	5
AC/R 203 C	Refrigeration Layout & Design	2
AC/R 211 C	Air Conditioning Heat Load	4
AC/R 212 C	Mechanic Codes/Mec Cost Estim	5
AC/R 213 C	Air Conditioning Layout/Design	2
*PHYS 130 C	Principles of Physics	4

<b>Electives</b>		<b>Units</b>
ELEC 051 C	Basic Electricity	2
ENGT 101 C	Technical Drawing	3
MATH 040 C	Intermediate Algebra	4
**ENGL 100 C	College Writing	3
CIS 101 C	Intro to Keyboarding/MS Word	1 - 3
CIS 111 C	Computer Information Systems	3
<b>Total Units</b>		<b>46</b>

\* A score of 3 or higher on the Advanced Placement (AP) Physics – B or C exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

\*\* A score of 3 or higher on the Advanced Placement (AP) English Language and Comp. or English Lit. and Comp. exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**AIR CONDITIONING AND REFRIGERATION****CERTIFICATE****Program Code: 1C21108**

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

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
AC/R 100 C	Prin. of Therm. Dyn.& Heat Tra	3
AC/R 110 C	Air Conditioning I	3
AC/R 120 C	Piping Practice,Tools & Safety	2
AC/R 036 C	Refrigerants, Charging & Recov	1
AC/R 037 C	Blueprints & Dim. Analysis	2
AC/R 105 C	Electricity for A/C & Refrig I	3
AC/R 115 C	Gas Heating & Carbon Monoxide	3
AC/R 145 C	Load Calcs for Heat & Cool	2
AC/R 106 C	Electricity for A/C &Refrig II	3
AC/R 210 C	Commercial Refrigeration	3
AC/R 220 C	A/C Controls & energy manag.	2
AC/R 230 C	Heat Pumps	2
AC/R 205 C	Commercial Air Conditioning	3
AC/R 215 C	Codes & Estimating for HVACR	3
AC/R 035 C	Building Commissioning	2
AC/R 055 C	Technician Customer Relations	2
AC/R 050 C	HVAC/R Special Projects	$\frac{1}{2} - 1$
<b>Total Units</b>		<b>39½ - 41</b>

**AIR CONDITIONING BUILDING COMMISSIONING****CERTIFICATE****(Pending State Approval)**

The Building Commissioning Certificate provides students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career in building commissioning certification. Students completing this certificate will develop an advanced understanding of the building commissioning process. To earn this certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all major course work must be completed at Cypress College.

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
AC/R 100 C	Prin. of Therm. Dyn.& Heat Tra	3
AC/R 110 C	Air Conditioning I	3
AC/R 120 C	Piping Practice,Tools & Safety	2
AC/R 036 C	Refrigerants, Charging & Recov	1
AC/R 037 C	Blueprints & Dim. Analysis	2
AC/R 105 C	Electricity for A/C & Refrig I	3
AC/R 115 C	Gas Heating & Carbon Monoxide	3
AC/R 125 C	Boiler & Hydronic Heating	2
AC/R 135 C	Solar Energy for Heat & Cool	2
AC/R 145 C	Load Calcs for Heat & Cool	2
AC/R 035 C	Building Commissioning	2
<b>Total Units</b>		<b>25</b>

**AIR CONDITIONING CODES AND ESTIMATING****CERTIFICATE****(Pending State Approval)**

The Codes and Estimating Certificate provides students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career in building codes and cost estimating. Students completing this certificate will develop an advanced understanding of building codes and cost estimating. To earn this certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all major course work must be completed at Cypress College.

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
AC/R 037 C	Blueprints & Dim. Analysis	2
AC/R 036 C	Refrigerants, Charging & Recov	1
AC/R 100 C	Prin. of Therm. Dyn.& Heat Tra	3
AC/R 110 C	Air Conditioning I	3
AC/R 105 C	Electricity for A/C & Refrig I	3
AC/R 115 C	Gas Heating & Carbon Monoxide	3
AC/R 125 C	Boiler & Hydronic Heating	2
AC/R 135 C	Solar Energy for Heat & Cool	2
AC/R 145 C	Load Calcs for Heat & Cool	2
AC/R 215 C	Codes & Estimating for HVACR	3
<b>Total Units</b>		<b>24</b>

**AIR CONDITIONING COMMERCIAL AIR  
CONDITIONING****CERTIFICATE (Pending State Approval)**

The Commercial Air Conditioning Certificate provides students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career in commercial building air conditioning. Students completing this certificate will develop an advanced understanding of commercial building air conditioning. To earn this certificate, complete the required courses as listed 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 suggested sequence:		Units
AC/R 100 C	Prin. of Therm. Dyn.& Heat Tra	3
AC/R 110 C	Air Conditioning I	3
AC/R 120 C	Piping Practice,Tools & Safety	2
AC/R 036 C	Refrigerants, Charging & Recov	1
AC/R 037 C	Blueprints & Dim. Analysis	2
AC/R 105 C	Electricity for A/C & Refrig I	3
AC/R 115 C	Gas Heating & Carbon Monoxide	3
AC/R 125 C	Boiler & Hydronic Heating	2
AC/R 135 C	Solar Energy for Heat & Cool	2
AC/R 145 C	Load Calcs for Heat & Cool	2
AC/R 205 C	Commercial Air Conditioning	3
<b>Total Units</b>		<b>26</b>

**COMMERCIAL  
REFRIGERATION****CERTIFICATE (Pending State Approval)**

The Commercial Refrigeration Certificate provides students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career in Commercial Refrigeration. Students completing this certificate will develop an advanced understanding of commercial refrigeration. To earn this certificate, complete the required courses as listed 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 suggested sequence:		Units
AC/R 100 C	Prin. of Therm. Dyn.& Heat Tra	3
AC/R 120 C	Piping Practice,Tools & Safety	2
AC/R 036 C	Refrigerants, Charging & Recov	1
AC/R 037 C	Blueprints & Dim. Analysis	2
AC/R 050 C	HVAC/R Special Projects	½ - 1
AC/R 105 C	Electricity for A/C & Refrig I	3
AC/R 106 C	Electricity for A/C & Refrig II	3
AC/R 135 C	Solar Energy for Heat & Cool	2
AC/R 145 C	Load Calcs for Heat & Cool	2
AC/R 210 C	Commercial Refrigeration	3
<b>Total Units</b>		<b>21½ - 22</b>

**AIR CONDITIONING CONTROLS & ENERGY  
MANAGEMENT****CERTIFICATE (Pending State Approval)**

The Controls and Energy Management Certificate provides students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career in controls and energy management. Students completing this certificate will develop an advanced understanding of building controls and energy management. To earn this certificate, complete the required courses as listed 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 suggested sequence:		Units
AC/R 100 C	Prin. of Therm. Dyn.& Heat Tra	3
AC/R 110 C	Air Conditioning I	3
AC/R 036 C	Refrigerants, Charging & Recov	1
AC/R 037 C	Blueprints & Dim. Analysis	2
AC/R 050 C	HVAC/R Special Projects	½ - 1
AC/R 105 C	Electricity for A/C & Refrig I	3
AC/R 106 C	Electricity for A/C & Refrig II	3
AC/R 115 C	Gas Heating & Carbon Monoxide	3
AC/R 125 C	Boiler & Hydronic Heating	2
AC/R 135 C	Solar Energy for Heat & Cool	2
AC/R 145 C	Load Calcs for Heat & Cool	2
AC/R 220 C	A/C Controls & Energy Mgt.	2
<b>Total Units</b>		<b>26½ - 27</b>

**AIR CONDITIONING CUSTOMER  
SERVICE****CERTIFICATE (Pending State Approval)**

The Customer Service Certificate provides students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career in customer service. Students completing this certificate will develop an advanced understanding of personal inter-relations of customer service. To earn this certificate, complete the required courses as listed 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 suggested sequence:		Units
AC/R 100 C	Prin. of Therm. Dyn.& Heat Tra	3
AC/R 110 C	Air Conditioning I	3
AC/R 120 C	Piping Practice,Tools & Safety	2
AC/R 036 C	Refrigerants, Charging & Recov	1
AC/R 037 C	Blueprints & Dim. Analysis	2
AC/R 105 C	Electricity for A/C & Refrig I	3
AC/R 115 C	Gas Heating & Carbon Monoxide	3
AC/R 125 C	Boiler & Hydronic Heating	2
AC/R 135 C	Solar Energy for Heat & Cool	2
AC/R 145 C	Load Calcs for Heat & Cool	2
AC/R 055 C	Technician Customer Relations	2
<b>Total Units</b>		<b>25</b>

**GREEN  
REFRIGERATION****CERTIFICATE (Pending State Approval)**

The Green Refrigeration Certificate provides students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career in Green Refrigeration. Students completing this certificate will develop an advanced understanding of green refrigeration. To earn this certificate, complete the required courses as listed 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 suggested sequence:		Units
AC/R 100 C	Prin. of Therm. Dyn.& Heat Tra	3
AC/R 110 C	Air Conditioning I	3
AC/R 120 C	Piping Practice,Tools & Safety	2
AC/R 036 C	Refrigerants, Charging & Recov	1
AC/R 037 C	Blueprints & Dim. Analysis	2
AC/R 050 C	HVAC/R Special Projects	½ - 1
AC/R 105 C	Electricity for A/C & Refrig I	3
AC/R 115 C	Gas Heating & Carbon Monoxide	3
AC/R 125 C	Boiler & Hydronic Heating	2
AC/R 135 C	Solar Energy for Heat & Cool	2
AC/R 145 C	Load Calcs for Heat & Cool	2
AC/R 240 C	Green Refrig & Auditing	2
<b>Total Units</b>		<b>25½ - 26</b>

**AIR CONDITIONING  
HEAT PUMP****CERTIFICATE (Pending State Approval)**

The Heat Pump Certificate provides students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career in Heat Pump Technical Servicing. Students completing this certificate will develop an advanced understanding of heat pump systems. To earn this certificate, complete the required courses as listed 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 suggested sequence:		Units
AC/R 100 C	Prin. of Therm. Dyn.& Heat Tra	3
AC/R 110 C	Air Conditioning I	3
AC/R 120 C	Piping Practice, Tools & Safety	2
AC/R 036 C	Refrigerants, Charging & Recov	1
AC/R 037 C	Blueprints & Dim. Analysis	2
AC/R 105 C	Electricity for A/C & Refrig I	3
AC/R 115 C	Gas Heating & Carbon Monoxide	3
AC/R 125 C	Boiler & Hydronic Heating	2
AC/R 135 C	Solar Energy for Heat & Cool	2
AC/R 145 C	Load Calcs for Heat & Cool	2
AC/R 230 C	Heat Pumps	2
	<b>Total Units</b>	<b>25</b>

**AIR CONDITIONING  
GREEN AIR CONDITIONING****CERTIFICATE (Pending State Approval)**

The Green Air Conditioning Certificate provides students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career in Green Air Conditioning. Students completing this certificate will develop an advanced understanding of the Green Air Conditioning process. To earn this certificate, complete the required courses as listed 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 suggested sequence:		Units
AC/R 100 C	Prin. of Therm. Dyn.& Heat Tra	3
AC/R 110 C	Air Conditioning I	3
AC/R 120 C	Piping Practice, Tools & Safety	2
AC/R 036 C	Refrigerants, Charging & Recov	1
AC/R 037 C	Blueprints & Dim. Analysis	2
AC/R 105 C	Electricity for A/C & Refrig I	3
AC/R 115 C	Gas Heating & Carbon Monoxide	3
AC/R 125 C	Boiler & Hydronic Heating	2
AC/R 135 C	Solar Energy for Heat & Cool	2
AC/R 145 C	Load Calcs for Heat & Cool	2
AC/R 225 C	Green A/C & Auditing	2
	<b>Total Units</b>	<b>25</b>

**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 035 C BUILDING COMMISSIONING  
2 Units**

*One and one-half hour lecture and*

*One and one-half hour laboratory per week.*

*Advisory: Completion AC/R 105 C.* This course is designed to instruct the student in the verification of new construction, that all the subsystems for HVAC, Plumbing, Electrical, Building Envelopes, Interior Systems (example laboratory units), cogeneration, utility plants, sustainable systems, Lighting, Controls and provide sustainable life cost energy savings.

**AC/R 036 C REFRIGERANTS, CHARGING AND RECOVERY  
1 Unit**

*One-half hour lecture and one and one-half hour laboratory per week.*

This course examines refrigerant classification, physical and chemical properties, lubricants, proper and safe handling, refrigerant systems evacuation, charging and recovery with classroom lecture, demonstration and laboratory exercises. Students may take an optional EPA refrigerant and R-410A certification exam.

**AC/R 037 C BLUEPRINTS AND DIMENSIONAL ANALYSIS  
2 Units**

*One and one-half hour lecture and one and one-half hour laboratory per week.*

This course covers the application of engineering calculations and elements of blueprint reading as encountered by the air conditioning and refrigeration field technician, project manager and design engineer. Course includes practical application of numbers to the topics of problem solving, dimension conversion and mathematical verification, proportions and ratios, length measurements with field application and exercises, area calculations, duct and sheet metal calculations, equivalent units of temperature measurement, discounting and field cost estimation.

**AC/R 050 C HVAC/R - SPECIAL PROJECTS**

*½ - 1 Unit (Variable Unit Class)*

*(May be taken for credit 3 times)*

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

This course is designed for students who have demonstrated interest and competencies for increased knowledge and experience in air conditioning and refrigeration technologies and applications not ordinarily covered in the curriculum. Students will participate in independent study and/or research on selected or assigned projects.

**AC/R 055 C TECHNICIAN CUSTOMER RELATIONS  
2 Units**

*One and one-half hour lecture and*

*One and one-half hour laboratory per week.*

This course provides guidelines and best practices for providing excellent field service customer relations that will enable front-line technicians and service staff in back-up and support roles to build, maintain, and increase a loyal customer base



**AC/R 100 C PRINCIPLES OF THERMODYNAMICS AND HEAT TRANSFER****3 Units**

*One and one-half hour lecture and  
Four and one-half hours laboratory per week.*  
CSU

*Advisory: AC/R 120 C.* This course is a basic study of the theory of thermodynamics and heat transfer as applied to mechanical vapor compression refrigeration cycle and system components. Classes include lectures with practical demonstrations and hands-on experience including laboratory projects demonstrate heat transfer theories and vapor compression mechanical system cycle components and accessories.

**AC/R 105 C ELECTRICITY FOR AIR CONDITIONING AND REFRIGERATION I****3 Units**

*One and one-half hour lecture and  
Four and one-half hours laboratory per week.*  
CSU

This course includes the basic electrical theory, concepts and principles as applied to air conditioning and refrigeration. Schematic reading and drawing, with laboratory project applications involving circuit wiring, the measurement of electrical quantities with electrical meters and electrical safety, will be presented.

**AC/R 106 C ELECTRICITY FOR AIR CONDITIONING AND REFRIGERATION II****3 Units**

*One and one-half hour lecture and  
Four and one-half hours laboratory per week.*  
CSU

*Prerequisite: AC/R 105 C with a minimum grade of "C".* This course is a continuation of Electricity for Air Conditioning and Refrigeration which builds upon the principles learned and applied. Course includes single phase, three phase electric motors and ECM motors, circuit board troubleshooting, overloads, pressure controls, time clocks and autotransformers with a lecture and laboratory practice exercises.

**AC/R 110 C AIR CONDITIONING I****3 Units**

*One and one-half hour lecture and  
Four and one-half hours laboratory per week.*  
CSU

This course is an introduction into comfort cooling and air conditioning applications with a study of the behavior of air vapor mixtures as applied to the psychrometric chart and related to the design of duct systems, emphasizing duct sizing, air distribution, fans and sheet metal techniques, as it relates to indoor air quality.

**AC/R 115 C GAS HEATING AND CARBON MONOXIDE****3 Units**

*One and one-half hour lecture and  
Four and one-half hours laboratory per week.*  
CSU

This course is a basic study of gas heating systems which include the principles of fuel combustion, combustion analysis and forced warmer air heat. Carbon monoxide and the effects of incomplete combustion will be studied and analyzed.

**AC/R 120 C PIPING PRACTICE, TOOLS AND SAFETY****2 Units**

*One and one-half hour lecture and  
One and one-half hours laboratory per week.*  
CSU

*Advisory: AC/R 100 C.* This course includes laboratory projects and demonstrations involving design and construction of system piping, including techniques of shaping, forming, soldering, welding and the tools and safe practices required to design and construct refrigerant piping systems.

**AC/R 125 C BOILER AND HYDRONIC HEATING****2 Units**

*One and one-half hour lecture and  
One and one-half hours laboratory per week.*  
CSU

This course includes lectures and laboratory projects involving the design, assembly, and operation of hot water boilers, hot water piping distribution (hydronic), and associated controls and control valves. Included in the course content is the proper use of the related tools and safety.

**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 135 C SOLAR ENERGY FOR HEAT AND COOLING****2 Units**

*One and one-half hour lecture and  
One and one-half hours laboratory per week.*  
CSU

This course includes lectures and laboratory projects and demonstrations involving design, assembly and operation of solar energy systems. Included in this course content is theory and application of passive solar heating and cooling, solar energy systems using photo-voltaic arrays, thermal heating arrays, and new, cutting edge solar technologies. Also included is a thorough discussion of the various tools and safe practices associated with solar energy systems.

**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 145 C LOAD CALCULATION FOR HEATING AND COOLING****2 Units**

*One and one-half hour lecture and  
One and one-half hours laboratory per week.*  
CSU

This is an advanced air conditioning class in which the student will learn how to calculate the heating and cooling load of a building. The student will also create a computer spreadsheet to calculate the heat and cooling load. This course will also introduce the student to industry standards computer software that will calculate the heating and cooling load.

**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 205 C COMMERCIAL AIR CONDITIONING****3 Units**

*One and one-half hour lecture and  
Four and one-half hours laboratory per week.*  
CSU

*Advisory: AC/R 105 C.* This is an advanced course with emphasis on the air conditioning cycle. Pipe sizing, absorption systems, centrifugal & screw chillers, cooling towers, air handlers, and chilled water pumping.

**AC/R 210 C COMMERCIAL REFRIGERATION****3 Units**

*One and one-half hour lecture and  
Four and one-half hours laboratory per week.*  
CSU

*Advisory: AC/R 100 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 and other advanced refrigeration systems will be included.

**AC/R 215 C CODES AND ESTIMATING FOR HVACR****3 Units**

*One and one-half hour lecture and  
Four and one-half hours laboratory per week.*  
CSU

*Advisory: AC/R 105 C.* This course is a 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 220 C A/C CONTROLS & ENERGY MANAGEMENT****2 Units**

*One and one-half hour lecture and  
One and one-half hours laboratory per week.*  
CSU

A course designed to instruct the students in the application of air conditioning pneumatic and Direct Digital 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 225 C GREEN AIR CONDITIONING AND AUDITING****2 Units**

*One and one-half hour lecture and  
One and one-half hours laboratory per week.*  
CSU

*Advisory: AC/R 105 C.* This course is designed to instruct the student in the design, application and maintenance of highly energy efficient (GREEN) air conditioning systems. Including topics on refrigerants, carbon footprint and efficient systems for commercial applications.

**AC/R 230 C HEAT PUMPS****2 Units**

*One and one-half hour lecture and  
One and one-half hours laboratory per week.*  
CSU

*Advisory: AC/R 100 C and AC/R 105 C with minimum grades of "C".* This course is designed to instruct the student in the application of heat pumps in commercial building systems. Students will apply the theories and skills taught in the classroom on laboratory mock-ups simulating industry standards.

**AC/R 240 C GREEN REFRIGERATION & AUDITING****2 Units**

*One and one-half hour lecture and  
One and one-half hours laboratory per week.*  
CSU

*Advisory: AC/R 100 C.* This course is designed to instruct the student in the design, application and maintenance of highly energy efficient (GREEN) refrigeration systems. Including topics related to ammonia and carbon dioxide refrigeration systems for commercial applications.

**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.*

*Pass/No Pass or Pass/No Pass/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 Career Technical Education and Economic Development

*Division Dean – Steve Donley*

*Faculty*  
Kathleen Reiland

*Counselor*  
Jane Jepson

**PROGRAM LEARNING OUTCOMES (PLOs)****Airline & Travel Careers**

Students who receive a certificate from the Cypress College Airline & Travel Careers Program

- Will have acquired the specified set of skills required for airline/travel employment opportunities
- Will have achieved the necessary competencies to enter the airline, cruise, travel, tourism fields
- Will be aware of additional educational and career opportunities within the above industries

**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

Ancillary Certificates:

Basic Cruise Line Sales and Operations  
Basic Tourism and Conference Management  
Homeland Transportation Certificate

**ASSOCIATE IN SCIENCE DEGREE****AIRLINE CUSTOMER****SERVICES****Program Code: 1S14040**

The Airline Customer Services Program provides students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career as a reservations agent, gate agent, ticket agent, or customer services manager. Students completing this degree will develop an advanced understanding of the airline industry and the safety, security, and service requirements necessary to work in customer services 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.

<b>Required courses are listed in numeric sequence:</b>		<b>Units</b>
ATC 101 C	Intro to Travel Careers	3
ATC 102 C	Career Communication/Portfolio	3
ATC 174 C	Destinations: Americas/Europe	3
ATC 175 C	Destinations: Africa/Pacific	3
ATC 182 C	Cultural Tourism	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

**Electives: To complete all major course requirements, students must complete 8 elective units from the list below for a total of 35 units.**

		<b>Units</b>
ATC 112 C	Homeland Security	3
ATC 114 C	Investigative Documentation	3
ATC 116 C	Aviation/Trans Security	3
ATC 123 C	Travel Sales & Tour Operations	3
ATC 126 C	Travel Management	3
ATC 256 C	Crew Resource Management	3
ATC 278 C	Public Relations	3
ATC 295 C	Airline/Travel Internship	3
ATC 298 C	Airline/Travel Seminar	½ - 12
ATC 299 C	Independent Study	½ - 2
AVIA 132 C	Private Pilot	4
<b>Total Units</b>		<b>35</b>

**ADVANCED AIRLINE CUSTOMER SERVICES****CERTIFICATE****Program Code: 1C14040**

The Airline Customer Services Program provides students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career as a reservations agent, gate agent, ticket agent, or customer services manager. Students completing this certificate will develop an advanced understanding of the airline industry and the safety, security, and service requirements necessary to work in customer services for a major airline.

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

<b>Required courses are listed in numeric sequence:</b>		<b>Units</b>
ATC 101 C	Intro to Travel Careers	3
ATC 102 C	Career Communication/Portfolio	3
ATC 174 C	Destinations: Americas/Europe	3
ATC 175 C	Destinations: Africa/Pacific	3
ATC 182 C	Cultural Tourism	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

**Electives: To complete all major course requirements, students must complete 8 elective units from the list below for a total of 35 units.**

		<b>Units</b>
ATC 112 C	Homeland Security	3
ATC 114 C	Investigative Documentation	3
ATC 116 C	Aviation/Trans Security	3
ATC 123 C	Travel Sales & Tour Operations	3
ATC 126 C	Travel Management	3
ATC 256 C	Crew Resource Management	3
ATC 278 C	Public Relations	3
ATC 295 C	Airline/Travel Internship	3
ATC 298 C	Airline/Travel Seminar	½ - 12
ATC 299 C	Independent Study	½ - 2
AVIA 132 C	Private Pilot	4
<b>Total Units</b>		<b>35</b>

**BASIC AIRLINE CUSTOMER SERVICES****CERTIFICATE****Program Code: 1K21124**

The Airline Customer Services Program provides students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career as a reservations agent, gate agent, ticket agent, or customer services manager. Students completing this degree will develop a basic understanding of the airline industry and the safety, security, and service requirements necessary to work in customer services 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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent of all course work must be completed at Cypress College.

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

Course#	Title	Units
ATC 101 C	Intro to Travel Careers	3
ATC 102 C	Career Communication/Portfolio	3
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 a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career as a flight attendant. Students completing this degree will develop an advanced understanding of the airline industry and the customer safety, security, and service requirements necessary to work as a flight attendant 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 suggested sequence:**

Course#	Title	Units
ATC 101 C	Intro to Travel Careers	3
ATC 102 C	Career Communication/Portfolio	3
ATC 174 C	Destinations: Americas/Europe	3
ATC 175 C	Destinations: Africa/Pacific	3
ATC 182 C	Cultural Tourism	3
ATC 183 C	Customer Care: Airline/Travel	3
ATC 256 C	Crew Resource Management	3
ATC 270 C	Airline Operations	3
ATC 274 C	Passenger Services & Safety	3

**Electives: To complete all major course requirements, students must complete 8 elective units from the list below for a total of 35 units.**

	Units	
ATC 114 C	Investigative Documentation	3
ATC 116 C	Aviation/Trans Security	3
ATC 123 C	Travel Sales & Tour Operations	3
ATC 126 C	Travel Management	3
ATC 278 C	Public Relations	3
ATC 295 C	Airline/Travel Internship	3
ATC 298 C	Airline/Travel Seminar	½ - 12
ATC 299 C	Independent Study	½ - 2
AVIA 100 C	Introduction to Aviation	3
AVIA 132 C	Private Pilot	4
PE 170 C	Self Defense	½ - 1
PE 235 C	First Aid, CPR & Emergencies	3
ATC 112 C	Homeland Security	3
<b>Total Units</b>		<b>35</b>

**ADVANCED FLIGHT ATTENDANT****CERTIFICATE****Program Code: 1C21126**

The Flight Attendant Program provides students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career as a flight attendant. Students completing this certificate will develop an advanced understanding of the airline industry and the customer safety, security, and service requirements necessary to work as a flight attendant for a major airline. To earn this certificate, complete the required courses as listed 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 suggested sequence:**

Course#	Title	Units
ATC 101 C	Intro to Travel Careers	3
ATC 102 C	Career Communication/Portfolio	3
ATC 174 C	Destinations: Americas/Europe	3
ATC 175 C	Destinations: Africa/Pacific	3
ATC 182 C	Cultural Tourism	3
ATC 183 C	Customer Care: Airline/Travel	3
ATC 256 C	Crew Resource Management	3
ATC 270 C	Airline Operations	3
ATC 274 C	Passenger Services & Safety	3

**Electives: To complete all major course requirements, students must complete 8 elective units from the list below for a total of 35 units.**

	Units	
ATC 112 C	Homeland Security	3
ATC 114 C	Investigative Documentation	3
ATC 116 C	Aviation/Trans Security	3
ATC 123 C	Travel Sales & Tour Operations	3
ATC 126 C	Travel Management	3
ATC 278 C	Public Relations	3
ATC 295 C	Airline/Travel Internship	3
ATC 298 C	Airline/Travel Seminar	½ - 12
ATC 299 C	Independent Study	½ - 2
AVIA 100 C	Introduction to Aviation	3
AVIA 132 C	Private Pilot	4
PE 170 C	Self Defense	½ - 1
PE 235 C	First Aid, CPR & Emergencies	3
<b>Total Units</b>		<b>35</b>

**BASIC FLIGHT ATTENDANT****CERTIFICATE****Program Code: 1K14404**

The Flight Attendant Program provides students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career as a flight attendant. Students completing this certificate will develop a basic understanding of the airline industry and the customer safety, security, and service requirements necessary to work as a flight attendant for a major airline.

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



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

Course#	Title	Units
ATC 101 C	Intro to Travel Careers	3
ATC 102 C	Career Communication/Portfolio	3
ATC 174 C	Destinations: Americas/Europe	3
or		
ATC 175 C	Destinations: Africa/Pacific	(3)
ATC 183 C	Customer Care: Airline/Travel	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 Travel and Tourism Program provides students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career as a travel agent, tour guide, or corporate travel consultant. Students completing this degree will develop an advanced understanding of the travel industry and the sales, security, and service requirements necessary to work in the travel 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 percent of all major course work must be completed at Cypress College.

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

Course #	Title	Units
ATC 101 C	Intro to Travel Careers	3
ATC 102 C	Career Communication/Portfolio	3
ATC 123 C	Travel Sales & Tour Operations	3
ATC 126 C	Travel Management	3
ATC 174 C	Destinations: Americas/Europe	3
ATC 175 C	Destinations: Africa/Pacific	3
ATC 182 C	Cultural Tourism	3
ATC 191 C	Airline Reservations: APOLLO	3
ATC 192 C	Airline Reservations: SABRE	3
ATC 223 C	Cruise Line Sales & Operations	3
Select a minimum of six units from the elective courses below		6
<b>Total Units Required</b>		<b>36</b>

**Electives**

ATC 050 C	Special Projects - Airline	2
ATC 112 C	Homeland Security	3
ATC 114 C	Investigative Documentation	3
ATC 116 C	Aviation/Trans Security	3
ATC 180 C	Tourism/Conference Management	3
ATC 183 C	Customer Care: Airline/Travel	3
ATC 278 C	Public Relations	3
ATC 295 C	Airline/Travel Internship	3
ATC 298 C	Airline/Travel Seminar	½ - 12
ATC 299 C	Independent Study	½ - 2

**ADVANCED TRAVEL/TOURISM****CERTIFICATE Program Code: 1C21123**

The Travel and Tourism Program provides students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career as a travel agent, tour guide, or corporate travel consultant. Students completing this certificate will develop an advanced understanding of the travel industry and the sales, security, and service requirements necessary to work in the travel industry.

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

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

Course #	Title	Units
ATC 101 C	Intro to Travel Careers	3
ATC 102 C	Career Communication/Portfolio	3
ATC 123 C	Travel Sales & Tour Operations	3
ATC 126 C	Travel Management	3
ATC 174 C	Destinations: Americas/Europe	3
ATC 175 C	Destinations: Africa/Pacific	3
ATC 182 C	Cultural Tourism	3
ATC 191 C	Airline Reservations: APOLLO	3
ATC 192 C	Airline Reservations: SABRE	3
ATC 223 C	Cruise Line Sales & Operations	3
Select a minimum of six units from the elective courses below		6
<b>Total Units Required</b>		<b>36</b>

**Electives: To complete all major course requirements, students must complete 6 elective units from the list below for a total of 36 units.**

ATC 050 C	Special Projects - Airline	2
ATC 112 C	Homeland Security	3
ATC 114 C	Investigative Documentation	3
ATC 116 C	Aviation/Trans Security	3
ATC 180 C	Tourism/Conference Management	3
ATC 183 C	Customer Care: Airline/Travel	3
ATC 278 C	Public Relations	3
ATC 295 C	Airline/Travel Internship	3
ATC 298 C	Airline/Travel Seminar	½ - 12
ATC 299 C	Independent Study	½ - 2

**BASIC TRAVEL/TOURISM****CERTIFICATE Program Code: 1K14405**

The Travel and Tourism Program provides students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career as a travel agent, tour guide, or corporate travel consultant. Students completing this certificate will develop a basic understanding of the travel industry and the sales, security, and service requirements necessary to work in the travel industry.

To earn a Travel/Tourism Certificate, students must complete the required courses with a minimum grade of "C." At least 50 percent of all course work must be completed at Cypress College.

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

Course #	Title	Units
ATC 101 C	Intro to Travel Careers	3
ATC 102 C	Career Communication/Portfolio	3
ATC 123 C	Travel Sales & Tour Operations	3
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 CRUISE LINE SALES &****OPERATIONS****CERTIFICATE Program Code: 1K30458**

The Basic Cruise Line Sales & Operations Certificate provides students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career in cruise line sales and operations. Students completing this certificate will develop a basic understanding of the cruise line operations and the sales, security, and service requirements necessary to work in the cruise industry. To earn this certificate, complete the required courses as listed 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 101 C	Intro to Travel Careers	3
ATC 102 C	Career Communication/Portfolio	3
ATC 123 C	Travel Sales & Tour Operations	3
ATC 174 C	Destinations: Americas/Europe	3
or		
ATC 175 C	Destinations: Africa/Pacific	(3)
ATC 223	Cruise Line Sales & Operations	3
	<b>Total Units Required</b>	<b>15</b>

### BASIC TOURISM & CONFERENCE MANAGEMENT CERTIFICATE

**Program Code 1K17168**

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, students must complete the required courses with a minimum grade of "C." At least 50 percent of all course work must be completed at Cypress College.

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

Course #	Title	Units
ATC 101 C	Intro to Travel Careers	3
ATC 102 C	Career Communication/Portfolio	3
ATC 123 C	Travel Sales & Tour Operations	3
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

**Program Code 1K17169**

The Homeland Transportation Security Certificate provides technical skills and in-depth knowledge relating to the homeland security, administration of justice, organizational protection, and safety with an emphasis on the travel and transportation industries.

To earn a certificate, students must complete the required courses with a minimum grade of "C." At least 50 percent 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
or		
AJ 110AC	Criminal Law	(3)
ATC 102 C	Career Communication/Portfolio	3
ATC 112 C	Homeland Security	3
ATC 114 C	Investigative Documentation	3
ATC 116 C	Aviation/Trans Security	3
or		
ATC 118 C	Disaster Preparedness/Response	(3)
	<b>Total Units Required</b>	<b>15</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.

## Airline and Travel Careers (ATC)

### ATC 050 C SPECIAL PROJECTS - AIRLINE

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

One hour lecture and

Three hours laboratory TBA per week.

*Corequisite:* Completion of or concurrent enrollment in ATC 102 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 101 C INTRODUCTION 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 102 C CAREER COMMUNICATION/PORTFOLIO

**3 Units**

(Same as AVIA 102 C)

Three hours lecture per week.

CSU

Students will learn how professional presentation skills can make the difference in achieving their personal career success. This course reviews both oral and written career communication skills, including the development of a comprehensive resume, cover letter, business writing samples, interviewing skills, technology basics, business etiquette, and a career portfolio. Video will be used to help students achieve maximum effectiveness in mock-interviews. Students will also learn test-taking strategies necessary for career success. Duplicate credit not granted for AVIA 102 C.

### ATC 103 C AIRLINE/TRAVEL OPEN LAB

**½ -3 Units** (Variable Unit Course)

(May be taken for credit 4 times)

One and one-half to nine hours laboratory per week.

Pass/No Pass

CSU

*Corequisite:* Students must be enrolled in another Airline & Travel Careers course. This open-entry, open-exit course with flexible hours and variable units provides students enrolled in an Airline & Travel Careers course with the equipment and resources to allow self-paced individualized instruction and/or practice in core competencies. Twenty-seven (27) hours are required for each one-half unit. May be taken for credit 4 times. \$5.00 Materials Fee – PAYABLE AT REGISTRATION.

### 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 INVESTIGATIVE DOCUMENTATION****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 118 C DISASTER PREPAREDNESS/RESPONSE****3 Units***Three hours lecture per week.**Pass/No Pass/Letter Grade Option**CSU*

This course provides students with an awareness of natural and man-made incidents which result in catastrophic loss. Disaster scenarios will be examined from the perspective of preparedness, response and clean-up. Federal, state and local response preparedness programs will be a focus, including FEMA. Students will take part in simulated incidents, including safety and security for large-scale events. State and national incident command systems, S.E.M.S. and N.I.M.S., will be taught so as to familiarize the student to police and fire responses.

**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 MANAGEMENT****3 Units***Three hours lecture per week.**CSU*

This course is a study of management practices in the airline and travel/tourism industries, 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. Students will learn supervisory and leadership strategies.

**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 CULTURAL TOURISM****3 Units***Three hours lecture per week.**CSU/CUL DIV*

This course examines the implications of cultural tourism in the United States. The course will consider the struggle of people to preserve their cultural identity relative to the role of the U. S. tourism industry in protecting cultural heritage, resources, and sites. The course promotes multicultural awareness, hospitality, and sensitivity as a means of recognizing others and minimizing the exploitation of their culture. The course explores the complexities and challenges of U.S. policy making and preservation in cultural tourism development.

**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 Materials 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 Materials 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 223 C CRUISE LINE SALES & OPERATIONS****3 Units**

*Three hours lecture per week.  
Pass/No Pass/Letter Grade Option  
CSU*

This course provides students with a practical, working knowledge of the cruise industry, including its operation, terminology, associations, and resources. Students will learn how to differentiate, price, market, and sell cruises.

**ATC 256 C CREW RESOURCE MANAGEMENT****3 Units**

*Three hours lecture per week.  
CSU*

This course will examine the concepts of Crew Resource Management (CRM) and Human Factors and Aeronautical Decision Making currently practiced in commercial and corporate aviation. The role of crew supervision and training, leadership styles and management oversight will be studied. Single and multi-crew aircraft situations will be studied. Human factors research and aircraft accident investigations will be examined. *Duplicate credit not granted for AVIA 256 C.*

**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 airline 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.*

*Pass/No Pass or Pass/No Pass/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  
Craig Goralski

### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## PROGRAM LEARNING OUTCOMES (PLOs)

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

## ASSOCIATE IN ARTS DEGREE

### ANTHROPOLOGY Program Code: 1A18368

The Associate in Arts Degree in Anthropology is designed to provide students with a comprehensive introduction to the four major fields of anthropology in order to give them the background knowledge needed by undergraduate anthropology majors for university transfer and coursework, while emphasizing the practical applications of anthropological skills and knowledge in a diversity of careers and the utility of anthropological perspectives as a life-long learning tool for interpreting world events. 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 percent 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		Units
ANTH 101 C	Biological Anthropology	3
or		
ANTH 101HC	Honors Biological Anthropology	3
ANTH 101LC	Biological Anthropology Lab	1
ANTH 102 C	Cultural Anthropology	3
or		
ANTH 102HC	Honors Cultural Anthropology	3
ANTH 106 C	World Prehistory	3
or		
ANTH 203 C	Introduction to Archaeology	3
ANTH 105 C	Language and Culture	3
<b>Six (6) units or more from the following Anthropology Elective Courses</b>		<b>Units</b>
ANTH 106 C	World Prehistory	3
or		
ANTH 203 C	Introduction to Archaeology	3
ANTH 104 C	Comparative Cultures	3
ANTH 107 C	Magic, Witchcraft and Religion	3
ANTH 121 C	Native North America	3
ANTH 210 C	Intro to Forensic Anthropology	3
	<b>Total Units Required</b>	<b>19</b>

## 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

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 101HC HONORS BIOLOGICAL ANTHROPOLOGY

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 introduction to 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. *Duplicate Credit not granted for ANTH 101 C.*

### ANTH 101LC BIOLOGICAL ANTHROPOLOGY LAB

1 Unit

Three hours laboratory per week.

UC/CSU, AA GE, CSU GE, IGETC

*Prerequisite: Completion of or concurrent enrollment in ANTH 101 C or ANTH 101HC with a minimum grade of "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

*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. *Duplicate credit not granted for ANTH 102HC.*

**ANTH 102HC HONORS CULTURAL ANTHROPOLOGY****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC*

*Advisory: Eligibility for ENGL 100 C.* This enhanced 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. *Duplicate credit not granted for ANTH 102 C.*

**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 is an introduction to anthropological linguistics, exploring 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 thoughts and behaviors. An introduction to descriptive linguistics is also provided.

**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 NATIVE NORTH AMERICA****3 Units***Three hours lecture per week.**UC/CSU, CSU GE, IGETC, CUL DIV*

*Advisory: Eligibility for ENGL 100 C.* This course is an anthropological survey of the cultures of Native American societies of North America. Topics include the peopling of the New World, traditional culture, the impacts of culture contact both from Western cultures and native peoples' cultures on one another, and contemporary issues.

**ANTH 203 C INTRODUCTION TO ARCHAEOLOGY****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 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 INTRODUCTION TO FORENSIC ANTHROPOLOGY****3 Units***Three hours lecture per week.**UC/CSU*

*Advisory: ENGL 060 C.* Forensic anthropology is the application of standard, scientific, anthropological methods and techniques to identify human remains and to assist in the detection of a crime or after a mass disaster. 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. This class includes extensive analysis of anthropological methods, ethics, socio-cultural considerations and civic responsibilities inherent to forensic anthropology.

**ANTH 225 C CULTURES OF MESOAMERICA****3 Units***Three hours lecture per week.**UC (pending)/CSU(pending), CSU GE (pending), IGETC (pending)*

*Advisory: Eligibility for ENGL 100 C.* This course explores the diverse cultures of ancient Mesoamerica from the origins of civilization through the initial period of Spanish contact. Mesoamerica is defined as the culture area extending from the Rio Grande to the north to the Isthmus of Panama to the south. While the contributions of all four fields of anthropology will be explored, this course will primarily approach the cultures of Mesoamerica from archaeological and ethnohistoric perspectives. The subsistence practices, social organization and ideologies of past cultures will be presented and links between these ancient lifeways and aspects of the modern cultures of northern Latin America will be discussed.



**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.  
CSU

*Advisory: ANTH 203 C.* This course provides practical experience in field archaeology through a combination of lectures and laboratory hours in a fieldwork setting. It is designed to provide a basic understanding of site survey, archaeological methods, laboratory analysis, local prehistory and museum preparation.

**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.

Pass/No Pass or Pass/No Pass/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  
Sarah Jaffray  
Michael Johnson  
Paul Paiement  
Joyce Patti  
Molly Schulps

**Counselors**

Renay Laguana-Ferinac  
Renee Ssensalo

**PROGRAM LEARNING OUTCOMES (PLOs)****1. Art Department**

- Given art materials, students will be able to show their knowledge of various art processes, theory, and technical skills.
- Given art materials, students will be able to effectively communicate content through the principles and elements of design.
- Given art works and materials, students will be able to critically analyze the principles and elements of design for content and historical importance.
- Students will develop artistic skills to visually articulate and comprehend the interconnection between art and culture.

**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 percent 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, 112HC	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

\* A score of 3 or higher on the Advanced Placement (AP) Art (Studio Drawing) exam with portfolio approval, meets this requirement upon petition through Admissions and Records. See a counselor for more information.

\*\* A score of 3 or higher on the Advanced Placement (AP) Art (History) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

\*\*\*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 percent 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.**

		11
	<b>Total Units Required</b>	<b>35</b>

\* A score of 3 or higher on the Advanced Placement (AP) Art (Studio Drawing) exam with portfolio approval, meets this requirement upon petition through Admissions and Records. See a counselor for more information.

\*\* A score of 3 or higher on the Advanced Placement (AP) Art (History) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**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.  
Pass/No Pass/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.  
Pass/No Pass/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.  
Pass/No Pass/Letter Grade Option  
UC/CSU, AA GE, CSU GE, IGETC*

*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.  
Pass/No Pass/Letter Grade Option  
UC Credit Limitation/CSU, AA GE, CSU GE, IGETC*

*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*

*Advisory: Completion of ENGL 100 C.* This is an enhanced course that studies 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. *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.*

*Pass/No Pass/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 120 C TWO-DIMENSIONAL DESIGN****3 Units**

*Two hours lecture and*

*Four hours laboratory per week.*

*UC/CSU, AA GE, CSU GE*

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*

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. *\$20.00 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*

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 Materials 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*

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.  
Pass/No Pass  
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. *\$20.00 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. *\$20.00 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

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

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 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

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 216 C LATIN AMERICAN ART****3 Units**

Three hours lecture per week.

Pass/No Pass/Letter Grade Option

UC/CSU, AA GE, CSU GE, IGETC

*Advisory:* ENGL 100 C. This course is a survey of arts and architecture of Mexico, Central America, and South America from 1200 BC to the late 20th century. *Cost of museum visit will not exceed \$15.00.*

**ART 244 C ILLUSTRATION****3 Units** (May be taken for credit 4 times)

Two hours lecture and

Four hours laboratory per week.

CSU

*Prerequisite:* Completion of or concurrent enrollment in ART 182 C. 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. *\$20.00 Materials Fee – PAYABLE AT REGISTRATION.*

**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.

Pass/No Pass or Pass/No Pass/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

## PROGRAM LEARNING OUTCOMES (PLOs)

### Art Computer Graphics

- Given a variety of art computer graphics, web design, video, cinema, and animation processes, students will be able to demonstrate their knowledge of various computer graphics, cinema and time based processes, theory, and technical skills.
- Given art, computer graphics, web design, video, cinema, and animation materials, students will be able to effectively communicate content through the principles and elements of design.
- Given art computer graphics, web design, video, cinema, and animation works and materials, students will be able to critically analyze the principles and elements of design for content and historical importance
- Students will develop artistic skills to visually articulate and comprehend the interconnection between art, computer graphics, web design, video, cinema, design and culture.

## ANIMATION 2D COMPUTER GRAPHICS

### CERTIFICATE Program Code: 1K15693

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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		
ACG 103 C	Intro to Win WEB Graphics	(3)
ACG 134 C	Digital Imaging/Mac	3
or		
ACG 135 C	Digital Imaging/Win	(3)
ACG 164 C	Adobe Flash Designer/Mac	3
or		
ACG 165 C	Adobe Flash Designer/Win	(3)
<b>Total Units Required</b>		<b>15</b>

\* A score of 3 or higher on the Advanced Placement (AP) Art (Studio Drawing) exam with portfolio meets this requirement upon petition through Admissions and Records. See a counselor for more information.

## ANIMATION 3D COMPUTER GRAPHICS

### CERTIFICATE Program Code: 1K15694

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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
ACG 105 C	Intro to Win 3D Graphics	(3)
ACG 120 C	3D Modeling/Mac	3
or		
ACG 121 C	3D Modeling/Win	(3)
ACG 150 C	Intermediate Animation/Mac	3
or		
ACG 151 C	Intermediate Animation/Win	(3)
ACG 156 C	Advanced Animation/Mac	3
ACG 157 C	Advanced Animation/Win	(3)
ACG 180 C	Digital Video/Mac	3
or		
ACG 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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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		
ACG 101 C	Intro to Computer Graphics/Win	(3)
or		
ACG 102 C	Intro to Mac WEB Graphics	(3)
or		
ACG 103 C	Intro to Win WEB Graphics	(3)
ACG 112 C	Electronic Illustration/Mac	3
or		
ACG 113 C	Electronic Illustration/Win	(3)
ACG 132 C	Electronic Paint/Mac	3
or		
ACG 133 C	Electronic Paint/Win	(3)
ACG 134 C	Digital Imaging/Mac	3
or		
ACG 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		
ACG 115 C	Electronic Illustration 2/Win	(3)

\* A score of 3 or higher on the Advanced Placement (AP) Art (Studio Drawing) exam with portfolio meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**DIGITAL CINEMA ARTS & INDUSTRY CERTIFICATE**

**Program Code: 1K30290**

The Digital Cinema Arts & Industry Certificate provides a foundation in the field of time-based media creation which includes video and audio recording for multiple platform exhibition and distribution. The certificate will prepare students to enter the fields of motion picture, television, multimedia, Internet and wireless media by providing a foundation set of courses that cover digital content creation. Students will learn the operation and application of software and hardware specific to these industries.

		<b>Units</b>
MM 100 C	Introduction to Multimedia	3
ACG 107 C	Motion Graphics I	3
ACG 109 C	Digital Video Production I	3
ACG 110 C	Animation History/Technology	3
ACG 180 C	Digital Video/Mac	3
ACG 182 C	Digital Cinematography	3
	<b>Total Units</b>	<b>18</b>

**DIGITAL CINEMA PRODUCTION CERTIFICATE**

**Program Code: 1K30289**

The Digital Cinema Production certificate provides production knowledge and skills used by digital artists to perform a variety of production duties in the live-action and animation areas of motion picture and time-based media creation. This certificate is the second certificate in a sequence of skills based certificates for Digital Cinema.

<b>Required courses are listed in suggested sequence</b>		<b>Units</b>
ACG 185 C	Documentary Digital Cinema	3
ACG 187 C	Motion Graphics II	3
ACG 188 C	Video Production II	3
ACG 186 C	Wedding & Event Videography	3
ACG 183 C	Preproduction for Filmmakers	3
ACG 191 C	Film Noir Genre	3
or		
ACG 192 C	Great Directors of Cinema	(3)
or		
ACG 193 C	Introduction to 2D Animation	(3)
or		
THEA 230 C	Directing Actors for Film/TV	(2)
	<b>Total Units</b>	<b>18</b>

**DIGITAL CINEMA TECHNIQUES & TECHNOLOGIES**

**(Pending State Approval)**

The Digital Cinema Techniques & Technologies certificate provides both historical and technical knowledge of cinema skills and practices. These areas are examined by specific film genre. Development of lighting, filmming, recording, editing and directing are focused on within this certificate. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

<b>Required courses are listed in numeric sequence:</b>		<b>Units</b>
ACG 109 C	Digital Video Production I	3
ACG 192 C	Great Directors of Cinema	3
ACG 197 C	Western Film Genre	3
MUS 127 C	Music in Film	3
THEA 230 C	Directing Actors for Film/TV	2
	<b>Total Units</b>	<b>14</b>

**POST PRODUCTION BASICS FOR CINEMA & VIDEO**

**(Pending State Approval)**

The Post Production Basics for Cinema & Video certificate will teach students to use computer hardware and software to add sound and music to an existing video recording or digital film. In addition, it will teach students how to edit video and combine live action and animated content with visual effects. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

<b>Required courses are listed in numeric sequence:</b>		<b>Units</b>
ACG 180 C	Digital Video/Mac	3
ACG 195 C	Science Fiction Film Genre	3
MUS 222 C	Audio Production for Film I	3
MUS 223 C	Audio Production for Film II	3
	<b>Total Units</b>	<b>12</b>

**ELECTRONIC PUBLISHING DESIGN CERTIFICATE**

**Program Code: 1C07834**

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

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
<b>Course #</b>	<b>Title</b>	
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		
ACG 101 C	Intro to Computer Graphics/Win	(3)
or		
ACG 102 C	Intro to Mac WEB Graphics	(3)
or		
ACG 103 C	Intro to Win WEB Graphics	(3)
ACG 112 C	Electronic Illustration/Mac	3
or		
ACG 113 C	Electronic Illustration/Win	(3)
ACG 134 C	Digital Imaging/Mac	3
or		
ACG 135 C	Digital Imaging/Win	(3)
ACG 140 C	Desktop Publishing 1/Mac	3
or		
ACG 141 C	Desktop Publishing 1/Win	(3)
or		
ACG 142 C	Desktop Publishing 2/Mac	(3)
or		
ACG 143 C	Desktop Publishing 2/Win	(3)
ACG 146 C	Desktop Publishing 3/Mac	3
or		
ACG 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>

<b>Electives</b>		
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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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		
ACG 101 C	Intro to Computer Graphics/Win	(3)
or		
ACG 102 C	Intro to Mac WEB Graphics	(3)
or		
ACG 103 C	Intro to Win WEB Graphics	(3)
ACG 112 C	Electronic Illustration/Mac	3
or		
ACG 113 C	Electronic Illustration/Win	(3)
ACG 114 C	Electronic Illustration 2/Mac	3
or		
ACG 115 C	Electronic Illustration 2/Win	(3)
ACG 134 C	Digital Imaging/Mac	3
or		
ACG 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		
ACG 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 PRODUCTION****BASICS****(Pending State Approval)**

The Multimedia Production Basics certificate provides a foundation of multimedia content creation skills necessary be a competent multimedia author for social media and business communications and entertainment industry media. To earn a certificate, complete the required courses as listed 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 119 C	Multimedia Mobile Design	3
ACG 184 C	Digital Video Explorations	3
MUS 108 C	Intro to Music Technology	3
MUS 127 C	Music in Film	3
	<b>Total Units</b>	<b>12</b>

**Art – Computer Graphics (ACG)****ACG 100 C INTRODUCTION TO COMPUTER GRAPHICS/ MAC****3 Units**

*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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 101 C INTRODUCTION TO COMPUTER GRAPHICS/ WIN****3 Units**

*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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 102 C INTRODUCTION TO MAC WEB GRAPHICS****3 Units**

*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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 103 C INTRODUCTION TO WIN WEB GRAPHICS****3 Units**

*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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 104 C INTRODUCTION TO MAC 3D GRAPHICS****3 Units***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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 105 C INTRODUCTION TO WIN 3D GRAPHICS****3 Units***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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 107 C MOTION GRAPHICS I****3 Units (May be taken for credit 4 times)***Two hours lecture per week and**Three hours laboratory TBA per week.**CSU*

This course introduces students to the motion graphics capabilities of Apple Motion. Projects assigned during the course will increase students' skill with both the creative and the technical challenges posed by motion graphics based on common professional uses of Apple Motion for web, broadcast and film industries. Students will create projects that will be suitable for use in video and animation productions. *\$15.00 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 109 C DIGITAL VIDEO PRODUCTION I****3 Units (May be taken for credit 4 times)***Two hours lecture per week and**Three hours laboratory TBA per week.**CSU*

This course introduces digital video production techniques including single camera operation and procedures, basic principles and techniques of sound and scriptwriting, and digital video editing. Course topics include the operation of digital camcorders; lighting and sound equipment and post production digital editing suites; concepts and techniques of nonlinear digital editing, including organization of the editing process; working the time line and audio editing, with emphasis on the principles and aesthetics of video editing. *\$15.00 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 110 C ANIMATION HISTORY/TECHNOLOGY****3 Units***Three hours lecture per week.**CSU*

This course is an introduction to the history and technological development of the field of animation. Animation will be explored from various perspectives: by chronology, from its inception to present day; by form, including method and medium; by culture, comparing Western to Eastern; and by personality, concentrating on the figures who have shaped the art form and continue to influence it through their example. Emphasis is placed on examining how animation records, reflects and comments on world events and culture. Investigation into the technology of animation will include nineteenth century to present day 3D computer animation hardware and software tools that have evolved in the medium.

**ACG 112 C ELECTRONIC ILLUSTRATION/MAC****3 Units***Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG 100 C or 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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 113 C ELECTRONIC ILLUSTRATION/WIN****3 Units***Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG 100 C or ACG 101 C or ACG 102 C or 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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 114 C ELECTRONIC ILLUSTRATION 2/MAC****3 Units***Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG 112 C or 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 Materials Fee – PAYABLE AT REGISTRATION.*

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

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

CSU

*Advisory: ACG 112 C or 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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 119 C ELECTRONIC ILLUSTRATION 2/WIN****3 Units**

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

CSU

This class is designed to introduce the student to the various disciplines involved in the creation of multimedia products including evolving mobile platforms. These disciplines include, computer graphics and visual design, web based content creation, digital photography, video recording, video editing, digital illustration and animated content. *\$20.00 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 120 C 3D MODELING/MAC****3 Units**

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

CSU

*Advisory: ACG 104 C or 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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 121 C 3D MODELING/WIN****3 Units**

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

CSU

*Advisory: ACG 104 C or 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 Materials Fee – PAYABLE AT REGISTRATION.*

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

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

CSU

*Advisory: ACG 100 C or ACG 101 C or ACG 102 C or 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 Materials Fee – PAYABLE AT REGISTRATION.*

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

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

CSU

*Advisory: ACG 100 C or ACG 101 C or ACG 102 C or 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 Materials Fee – PAYABLE AT REGISTRATION.*

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

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

CSU

*Advisory: ACG 100 C or ACG 101 C or ACG 102 C or 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, prepress, color separations and web-based images. *\$15.00 Materials Fee – PAYABLE AT REGISTRATION.*

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

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

CSU

*Advisory: ACG 100 C or ACG 101 C or ACG 102 C or 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 Materials Fee – PAYABLE AT REGISTRATION.*





**ACG 136 C DIGITAL IMAGING 2/MAC****3 Units***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

*Advisory: ACG 134 C or 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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 137 C DIGITAL IMAGING 2/WIN****3 Units***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

*Advisory: ACG 134 C or 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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 140 C DESKTOP PUBLISHING 1/MAC****3 Units***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

*Advisory: ACG 100 C or ACG 101 C or ACG 102 C or 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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 141 C DESKTOP PUBLISHING 1/WIN****3 Units***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

*Advisory: ACG 100 C or ACG 101 C or ACG 102 C or 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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 142 C DESKTOP PUBLISHING 2/MAC****3 Units***Two hours lecture per week and**Three hours laboratory TBA per week.*

CSU

*Advisory: ACG 140 C or 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 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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 143 C DESKTOP PUBLISHING 2/WIN****3 Units***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

*Advisory: ACG 140 C or 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 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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 146 C DESKTOP PUBLISHING 3/MAC****3 Units***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

*Advisory: ACG 140 C or ACG 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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 147 C DESKTOP PUBLISHING 3/WIN****3 Units***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

*Advisory: ACG 140 C or 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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 150 C INTERMEDIATE ANIMATION/MAC****3 Units***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

*Advisory: ACG 120 C or 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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 151 C INTERMEDIATE ANIMATION/WIN****3 Units***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

*Advisory: ACG 120 C or 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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 156 C ADVANCED ANIMATION/MAC****3 Units***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

*Advisory: ACG 150 C or 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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 157 C ADVANCED ANIMATION/WIN****3 Units***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

*Advisory: ACG 150 C or 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 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 162 C MULTIMEDIA WEB DESIGN/MAC****3 Units***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

*Advisory: ACG 102 C or 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 with a primary focus on web publishing. 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, DVD and video. The course offers the professional artist Macintosh multi media skills needed for employment and/or advancement. *\$15.00 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 163 C MULTIMEDIA/WIN****3 Units***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

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. *\$20.00 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 164 C ADOBE FLASH DESIGNER/MAC****3 Units***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

*Advisory: ACG 162 C or ACG 163 C or by consent of instructor pending portfolio review.* The course focuses on the advanced usage of Adobe Flash for Macintosh generated multi-media content for integration into interactive visual presentations. Students will create advanced personal interactive presentations for WEB, CD-ROMs, and video display. Current software and hardware tools and techniques for designing and programming interactive multimedia presentations will be explored using Adobe Flash. The course offers the professional artist advanced Macintosh multi media skills needed for employment and/or advancement. *\$15.00 Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 165 C ADOBE FLASH DESIGNER/WIN****3 Units***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

*Advisory: ACG 162 C or ACG 163 C or by consent of instructor pending portfolio review.* The course focuses on the advanced usage of Adobe Flash for Windows generated multi-media content for integration into interactive visual presentations. Students will create advanced personal interactive presentations for WEB, CD-ROMs, and video display. Current software and hardware tools and techniques for designing and programming interactive multi-media presentations will be explored using Adobe Flash. The course offers the professional artist advanced Windows multi media skills needed for employment and/or advancement. \$15.00 *Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 180 C INTRODUCTION TO DIGITAL VIDEOEDITING****3 Units***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

The course includes the study and hands on use computers, assorted hardware, software, media recorders, and other tools and techniques used for editing and composition of video and audio sources. The course is to provide a thorough introduction to the world of digital video editing used in the fields of multimedia, digital cinema, web based streaming video and mobile video distribution. \$20.00 *Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 181 C DIGITAL VIDEO/WIN****3 Units***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

*Advisory: ACG 100 C or ACG 101 C or ACG 102 C or 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 *Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 182 C DIGITAL VIDEO/WIN****3 Units (May be taken for credit 4 times)***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

*Advisory: ACG 180 C and ACG 181 C.* This is a course in digital cinema planning and production taught through as a distinct form of artistic expression; an investigation of the aesthetic, technological, economic, and social factors that contributed to the evolution of digital cinema; logistics, script development, sound recording, video and sound editing; and methods by which the visual and aural elements may be organized. The roles and responsibilities of the digital cinema artist will be examined, including skills and knowledge required in developing, budgeting, managing, producing, and distributing programs. \$15.00 *Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 183 C PREPRODUCTION FOR FILMMAKERS****3 Units***Two hours lecture and**Three hours laboratory per week.*

CSU

This course prepares students to make a film by teaching the necessary steps leading up to shooting the film in production. Topics covered include script, proposal, treatment, casting, crew, locations, financing, personnel, permits, unions, and talent.

**ACG 184 C DIGITAL VIDEO EXPLORATIONS****3 Units (May be taken for credit 3 times)***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

This course focuses on the use of introductory video and audio programs. The use of various basic video input and output devices will be covered. This course is designed for students to input, create, manipulate and output digital video. This class is intended as a gateway into the varied offerings of the Digital Cinema program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. \$20.00 *Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 185 C DOCUMENTARY DIGITAL CINEMA****3 Units (May be taken for credit 4 times)***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

This course provides an introduction to contemporary documentary filmmaking techniques used by digital cinema technicians and artists. Hands-on demonstration and lecture and group activities present technical and artistic approaches to documentary productions. Students participate in individual and group projects to produce documentary films. \$20.00 *Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 186 C WEDDING & EVENT VIDEOGRAPHY****3 Units (May be taken for credit 4 times)***Two hours lecture and**Three hours laboratory TBA per week.*

CSU

This course is designed to introduce the student to the aesthetic concepts, basic skills, and techniques used by videographers to create wedding story films. Students will acquire hands on knowledge of Digital Cinema applications and hardware used in wedding story videography. \$20.00 *Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 187 C MOTION GRAPHICS II****3 Units (May be taken for credit 4 times)***Two hours lecture and**Three hours laboratory per week.*

CSU

*Advisory: ACG 107 C.* Advanced studies in motion graphics design and software. Topics include both technical and aesthetic issues for motion graphic composition and implementation. Students concentrate on one area to explore in depth and further develop their skills. Production workflow is emphasized. Current trends and styles are discussed. \$20.00 *Materials Fee – PAYABLE AT REGISTRATION.*

**ACG 188 C VIDEO PRODUCTION II****3 Units** (May be taken for credit 4 times)

Two hours lecture and

Three hours laboratory per week.

CSU

*Advisory:* ACG 109 C. This course introduces digital video production techniques including single camera operation and procedures, basic principles and techniques of sound and scriptwriting, and digital video editing. Course topics include the operation of digital camcorders; lighting and sound equipment and post production digital editing suites; concepts and techniques of nonlinear digital editing, including organization of the editing process; working the time line and audio editing, with emphasis on the principles and aesthetics of video editing. \$20.00 Materials Fee – PAYABLE AT REGISTRATION.

**ACG 189 C DIGITAL CINEMATOGRAPHY II****3 Units** (May be taken for credit 4 times)

Two hours lecture and

Three hours laboratory per week.

CSU

*Advisory:* ACG 182 C. This is an advanced course in digital cinema design and production planning taught through hands-on experience, research and video production. Course topics include digital cinema as a new media tool; synthetic lighting, technological advances in cinematography and emerging tools and techniques. \$20.00 Materials Fee – PAYABLE AT REGISTRATION.

**ACG 190 C CONTEMPORARY ART STUDIO****3 Units** (May be taken for credit 4 times)

Two hours lecture and

Three hours laboratory per week.

UC/CSU

This is a course in contemporary art making with a special emphasis on new genres and technology-based media, including projects in digital media, installation, performance, video, interdisciplinary media, and other nontraditional media and processes. The course will include lectures, discussions, field trips, and projects that address contemporary art and technology topics.

**ACG 191 C FILM NOIR GENRE****3 Units**

Three hours lecture per week.

UC/CSU

*Advisory:* Eligibility for ENGL 100 C. This course is an in depth exploration of Film Noir. The film genre identified by its crime melodramas where private investigators, innocents and deceptive characters live in a world of corruption, betrayal, obsession, intense romantic trysts and sudden violence. Films will be screened from this period in cinema which began in the early 1940's and continued to the late 1950's with echoes of the genre emerging up to the present. Students will be required to obtain and view films from a provided list.

**ACG 192 C GREAT DIRECTORS OF CINEMA****3 Units**

Three hours lecture per week.

UC/CSU

*Advisory:* Eligibility for ENGL 100 C. A study of historically and aesthetically important film directors focusing on how their work has advanced and defined the art of cinema. The course will explore various directors in terms of themes, stylistic tendencies including use of cinematography tools and social/historical context.

**ACG 193 C INTRODUCTION TO 2D ANIMATION****3 Units** (May be taken for credit 4 times)

Two hours lecture and

Three hours laboratory per week.

CSU

*Advisory:* Art 182 C or ART 185 C or ART 189 C or ART 191 C. An introduction to 2D animation production including classical character animation and non-traditional techniques. The class will explore traditionally drawn and emerging digital animation techniques and technology. \$20.00 Materials Fee – PAYABLE AT REGISTRATION.

**ACG 195 C SCIENCE FICTION FILM GENRE****3 Units**

Three hours lecture per week

UC(pending)/CSU

This course is an in depth exploration of the Science Fiction Film Genre. The genre is identified by speculative science based narratives which may include time travel, aliens, robots and other futuristic elements. Science fiction films have been used to explore political and social issues as well as human condition. A primary focus of this class is the analysis of technical advancements in film production and cinematic techniques and styles present in the genre. Students will be required to obtain and view films from a provided list.

**ACG 197 C WESTERN FILM GENRE****3 Units**

Three hours lecture per week

UC(pending)/CSU

*Advisory:* Eligibility for ENGL 100 C. This course is an in depth exploration of the Western Film Genre which originated in the United States. The film genre is identified by its heroes and villains struggling for control of the American frontier and conquest over the wilderness. Films will be screened from this period in cinema which began in the silent era and continue to the present. A focus will be placed on the technological advances in film production and cinematic styles that have influenced contemporary films.

**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.

Pass/No Pass

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.

Pass/No Pass or Standard Grading or Pass/No Pass/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

Division Dean – Richard Fee

### Faculty

Ron Armale  
Michael Frey

### Counselor

Deidre Porter

## PROGRAM LEARNING OUTCOMES (PLOs)

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

## 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.*

*Pass/No Pass/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, extrasolar planets, stars, the interstellar medium, galaxies, cosmology, and extraterrestrial life in the universe. On-Campus observation sessions may be held. Duplicate credit not granted for ASTR 116HC.

### ASTR 116HC HONORS INTRODUCTION 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. Telescope observation sessions will be held on campus. 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*

*Prerequisite: Completion of or concurrent enrollment in ASTR 116 C or ASTR 116HC.* 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. On campus telescopic observing may be done by students in the Astronomy Laboratory. *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 or ASTR 116 C.* 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. *Duplicate credit not granted for ASTR 117 C.*

# Automotive Collision Repair

## Division of Career Technical Education and Economic Development

Division Dean – Steve Donley

### Faculty

Daniel Snook

### Counselor

Jane Jepson

## PROGRAM LEARNING OUTCOMES (PLOs)

### Auto Collision Repair

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

- Measure and diagnose structural damage using tram gauges and electronic measuring systems.
- Determine the extent and direction of damage; plan and document the methods and sequence of repairs.
- Remove and replace damaged sections of steel and aluminum body structures.
- Clean and prepare metal to be welded, assure good metal fit-up, clamp and tack weld as required.

- Perform the following welds: continuous, plug, butt weld with and without backing and fillet etc.
- Inspect, remove, store and replace body panels and components that may interfere with or be damaged during repair.
- Straighten contours of damaged panels to a suitable condition for body filling or metal finishing using power tools, hand tools and weld-on pulling attachments.
- Restore corrosion protection throughout all repair areas.
- Demonstrate hammer and dolly techniques including hot and cold shrinking of panel areas to proper contour.
- Mix and apply body filler and sand to correct contour.
- Inspect, adjust, repair or replace window regulators, run channels, glass, power mechanisms, and related controls.
- Perform visual and destructive tests on each type of weld.
- Identify types of plastics; rigid, semi-rigid or flexible and determine reparability.
- Clean, inspect and repair reusable fasteners and identify one-time use fastener

## 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 percent 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: 1C21110**

Primary emphasis is to prepare the student for occupational competency. To earn a certificate, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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
COMM 050 C	Effective Oral Communication	3

## AUTOMOTIVE DAMAGE APPRAISAL

### CERTIFICATE

**Program Code: 1K12970**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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>

## SPECIALTY IN AUTOMOTIVE

### DETAILING

**Department Proficiency, Not State Approved**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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: 1K15688**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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: 1K12982**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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.*

*Pass/No Pass or Pass/No Pass/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 Career Technical Education and Economic Development

*Division Dean – Steve Donley*

### Faculty

John Alexander  
Michael Beard  
Luciano Orozco  
Michael Klyde

### Toyota T-TEN Coordinator

Don Blanchard

### Counselor

Jane Jepson

## PROGRAM LEARNING OUTCOMES (PLOs)

### Automotive Technology

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

- Diagnose brake system, ABS systems, power booster systems, and suspension components; perform alignment; steering component diagnosis and repairs
- Utilize scan tools, scopes DVOM's and other test equipment in troubleshooting engine and transmission derivability problems
- Diagnose fuel system problems; service emission controls; diagnose fuel injection and Powertrain Control Module problems
- Diagnose electrical system problems; use test meters; overhaul electrical components.

- Diagnose and repair manual transmission systems, drive-lines, differentials and 4-wheel drive/all wheel drive systems
- Diagnosis and repair automatic transmission/transaxle systems, torque converters.
- Diagnose and repair heating and air conditioning systems including automated systems.
- Learn the structure and functions of an internal combustion engine; perform engine overhaul processes and diagnosis of mechanical engine components
- Develop mathematical skills to use in analytical problem solving.
- Function as a shop service manager, shop foreman, or supervisor; learn safety management
- Operate a Computer Customer Records System; perform service manager functions
- Develop effective communication skills in dealing with customers in a simulated automotive business structure.

## 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 percent 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
<b>Select 4 of the following 5 core Automotive Technology 12 unit courses from the following:</b>		
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 200 C	Electrical/Electronic Diag.	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: 1C21109**

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

**Required courses are listed in suggested sequence. The student must take AT 160 Basic Electricity and then choose four of the five listed 12 units courses:**

Course #	Title	Units
AT 105 C	Basic Automotive Electricity	4
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
or		
AT 200 C	Electrical/Electronic Diag	(12)
AT Select a minimum of 3 units from the elective courses listed below		
<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: 1K12972

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 105 C	Basic Automotive Electricity	4
<b>Total Units Required</b>		<b>16</b>

### AUTOMOTIVE TECHNOLOGY – ELECTRICAL SYSTEMS

#### SPECIALIST Program Proficiency, Not State Approved

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

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

Course#	Title	Units
AT 105 C	Basic Automotive 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: 1K12973

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 105 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: 1K12974

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 105 C	Basic Automotive Electricity	4
<b>Total Units Required</b>		<b>16</b>

### **AUTOMOTIVE TECHNOLOGY CERTIFICATE – MAINTENANCE**

#### **TECHNICIAN Program Code: 1K30326**

This program is designed to prepare students for employment as automotive maintenance technicians in dealerships and independent repair shops. 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 maintenance technicians. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern maintenance technician. The sequence in which courses are taken may be modified to meet individual needs.

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

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

Course #	Title	Units
AT 110 C	Automotive Fundamentals	4
AT 105 C	Basic Automotive Electricity	4
AT 111 C	Automotive Quick Service	12
AT 130 C	Auto Chassis and Brake Systems	12
AT 150 C	Auto Performance/Driveability	12
<b>Total Units Required</b>		<b>44</b>

### **AUTOMOTIVE TECHNOLOGY CERTIFICATE – PERFORMANCE AND DRIVEABILITY**

#### **SPECIALIST Program Code: 1K12975**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 105 C	Basic Automotive Electricity	4
<b>Total Units Required</b>		<b>16</b>

### **AUTOMOTIVE SALES AND SERVICE**

#### **CERTIFICATE Program Code: 1K15688**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 – SERVICE**

#### **ADVISOR Program Code: 1K30323**

This program is designed to prepare students for employment as an automotive service advisor. Course work includes theory and operation of all automotive systems, the use of test instruments, and skill competency in the ability to write service work. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive service advisor. The sequence in which the courses are taken may be modified to meet individual needs.

To earn a certificate, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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
AT 105 C	Basic Automotive Electricity	4
AT 275 C	Automotive Svc Advisor Intern	4
AT 209 C	Toyota Portfolio TPORT	1-2
<b>Total Units Required</b>		<b>12-14</b>

### **AUTOMOTIVE TECHNOLOGY CERTIFICATE – TOYOTA TECHNICIAN**

#### **CERTIFICATE Program Code: 1K30324**

This program is designed to prepare students for employment as a Toyota Technician. Training is given in theory and practical skills. Directed practical work is given in all areas of automotive maintenance and repair. 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 automotive technician working in a Toyota dealership. The sequence in which courses are taken may be modified to meet individual needs.

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

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

Course #	Title	Units
AT 209 C	Toyota Portfolio TPORT	1-2
AT 211 C	Toyota Professional Series I	6
AT 212 C	Toyota Professional Series II	6
<b>Total Units Required</b>		<b>13-14</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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent of all course work must be completed at Cypress College.

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

Course #	Title	Units
AT 105 C	Basic Automotive Electricity	4
AT 115 C	Automotive Air Conditioning	4
AT 130 C	Auto Chassis and Brake Systems	12
AT 150 C	Auto Performance/Driveability	12
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: 1K12976

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 105 C	Basic Automotive Electricity	4
<b>Total Units Required</b>		<b>16</b>

### **ELECTRICAL DIAGNOSTIC SPECIALIST** Program Code: 1K30325

This program is designed to prepare students for employment as an automotive electrical system diagnostic 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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent of all course work must be completed at Cypress College.

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

Course #	Title	Units
AT 200 C	Electrical/Electronic Diag.	12
AT 105 C	Basic Auto Electricity	4
<b>Total Units Required</b>		<b>16</b>

### **MOTORCYCLE PERFORMANCE TECHNICIAN CERTIFICATE** Program Code 1K18810

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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>

Course #	Title	Units
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 100 C TECHNICIAN SAFETY**

1 Unit (May be taken for credit 4 times)

One hour lecture and three hours laboratory per week.

Pass/No Pass/Letter Grade Option

CSU

This course covers the concepts and practices of a safe industrial work environment, including the use of tools and equipment, handling materials, rigging, fire prevention, power tools, accident investigation, personal protective equipment, hearing safety and the correct use of body mechanics will be covered.

**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 105 C BASIC AUTOMOTIVE ELECTRICITY****4 Units***Three hours lecture and**Three hours laboratory per week.**CSU*

This course introduces the concepts of electrical systems and electronic control of the automobile. Areas covered will include basic electrical concepts, batteries, starting systems, charging systems, and body electrical diagnosis. Course instruction will consist of lecture, demonstration, web based learning with student application in the use of test equipment on simulator boards and "on-car" diagnosis with electrical wiring diagrams, charts, and schematics. *\$15.00 Materials Fee – Payable at Registration.*

**AT 110 C AUTOMOTIVE FUNDAMENTALS****4 Units***Three hours lecture and**Three hours laboratory per week.**CSU*

This course provides fundamental knowledge of the automobile, including engines, power trains, suspension and brakes, electrical and fuel systems. Other areas of instruction will be in the use of tools and equipment normally used in automotive service and repair. Emphasis will be on the operating principles, nomenclature of car care, inspection, preventive maintenance, and minor repair procedures.

**AT 111 C AUTOMOTIVE QUICK SERVICE****12 Units***Nine hours lecture and**Nine hours laboratory per week.**CSU*

*Advisory: AT 110 C.* This course covers the essential content and skill practice for a technician to perform quick service skills including, shop safety, correct use of required tools, service information use, repair order write up/documentation, vehicle inspection, oil change, fluid flush and other quick service maintenance work.

**AT 115 C AUTOMOTIVE AIR CONDITIONING****4 Units***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 refrigerant recovery, recycling, and retrofitting will be covered.

**AT 120 C AUTO ENGINE REPAIR/MACHINING****12 Units***Nine hours lecture and**Nine hours laboratory per week.**CSU*

*Advisory: AT 101 C or AT 110 C or AT 105 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. *\$15.00 Materials Fee – Payable at Registration.*

**AT 130 C AUTO CHASSIS AND BRAKE SYSTEMS****12 Units***Nine hours lecture and**Nine hours laboratory per week.**CSU*

*Prerequisite: Completion of or concurrent enrollment in AT 110 C with a minimum grade of "C".* This course emphasizes the design, operating principles, service, repair and diagnosis of chassis and brake systems used on today's vehicles. Major topics of study will be wheel alignment procedures, tire and wheel balance, suspension and steering system repair, hydraulics, and brake system service and repair. Application will be applied under simulated repair shop procedures using "live" vehicles. Preparation for ASE (A4 and A5) certification is covered. *\$15.00 Materials Fee – Payable at Registration.*

**AT 140 C AUTO TRANSMISSIONS/DRIVETRAINS****12 Units***Nine hours lecture and**Nine hours laboratory per week.**CSU*

*Advisory: AT 105 C and AT 101 C or AT 110 C.* This course will include operation principles, design, repair, overhaul and service procedures of automatic transmissions, multi 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. *\$15.00 Materials Fee – Payable at Registration.*

**AT 150 C AUTO PERFORMANCE/DRIVEABILITY****12 Units***Nine hours lecture and**Nine hours laboratory per week.**CSU*

*Advisory: AT 105 C and AT 101 C or AT 110 C.* This course will include operating principles, design, and repair procedures of the computerized engine management system and the application of related diagnostic tools and equipment. In addition, alternators, starters, batteries, ignition systems, emission control systems, 5 gas analysis, and scan tool use will be covered. Skill competency development will be under simulated shop conditions on "live" vehicles. Preparation for ASE certification test A8 will be covered. *\$15.00 Materials Fee – Payable at Registration.*

**AT 161 C DIAGNOSTICS & DIGITAL METERS****1 Unit**

*One hour lecture per week.*

This course covers concepts of testing electrical and electronic circuits of an automobile using a multi-meter. Advanced diagnostic concepts and circuit testing of automobile systems is a large component of the course. Demonstrated lecture in conjunction with collaborative work groups is emphasized. Practical application in the use of multi-meters on live circuits and simulator boards is an integral part of the course.

**AT 162 C DIAGNOSTICS & DIGITAL SCOPES****2 Units**

*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**

*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**

*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**

*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**

*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 INTRODUCTION TO ALTERNATIVE FUELS****3 Units**

*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 INTRODUCTION ELECTRIC/HYBRID VEHICLES****2 Units**

*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**

*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**

*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**

*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 195 C AUTOMOTIVE SERVICE ADVISOR****4 Units**

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

*Advisory: AT 110 C.* This is a course in the concepts and application of the Service Advisor's job duties primarily as they apply to job skills required in the service department of new vehicle dealerships. Course instruction will include lecture, role playing, repair order writing, interactive computer based assignments, use of dealer management software, site visits and demonstration of knowledge in a simulated work environment.

**AT 200 C ELECTRONIC/ELECTRICAL DIAGNOSTICS****12 Units**

*Ten hours lecture and  
Eight hours laboratory per week.  
CSU*

*Prerequisite: AT 105 C with a minimum grade of "C". Advisory: AT 150 C.* 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 vehicle networks systems will be covered. Modern test equipment such as scan tools and oscilloscopes will be used. Skill competency development will be simulated under shop conditions on OBD II and newer vehicles. *\$15.00 Materials Fee – Payable at Registration.*

**AT 201 C TOYOTA BASIC ELECTRICAL 623****2 Units**

*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**

*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**

*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**

*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**

*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**

*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 refrigerants will be included.

**AT 207 C TOYOTA AUTOMATIC TRANS 262****1½ Units**

*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**

*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 209 C TOYOTA PORTFOLIO TPORT****½ Unit**

*One hour lecture per week.  
CSU*

This course tracks the progress of T-TEN students through the program. This course will also prepare the student for placement in the dealership internship. This course must be taken every semester the student is in the T-TEN program.

**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 211 C TOYOTA PROFESSIONAL SERIES I****6 Units**

*Six hours lecture per week.  
CSU*

This course is designed to familiarize the technician with a basic understanding in three of the Toyota training course; Basic Electrical (623), Body Electrical (653), Engine Controls (852) and Hybrid Vehicles. Diagnosis and Troubleshooting are covered. *\$15.00 Materials Fee – Payable at Registration.*

**AT 212 C TOYOTA PROFESSIONAL SERIES II****6 Units***5 1x hours lecture per week.**CSU*

This course is designed to familiarize the technician with a basic understanding of Toyota Suspension Systems (453), Toyota Brake Systems (553), Toyota Air Conditioning (752), Toyota Automatic Transmissions (274), Toyota Manual Transmissions (302). Diagnosis and Troubleshooting are covered. *\$15.00 Materials Fee – Payable at Registration.*

**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 295 C AUTOMOTIVE SERVICE SEMINAR****1-4 Units (Variable Unit Class)***(May be taken for credit 1-4 times)**Open Entry/Open Exit**One hour lecture and**Three hours twenty minutes to thirteen hours and twenty minutes laboratory per week.**Pass/No Pass or Pass/No Pass/Letter Grade Option or Standard Letter Grade**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 total hours of worksite hours for paid internships (minimum 60 hours for unpaid internships). 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.

**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.**Pass/No Pass or Pass/No Pass/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 INTRODUCTION 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/SUSPENSION****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, micro-fiche 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 Career Technical Education and Economic Development**

*Division Dean – Steve Donley*

*Counselor  
Jane Jepson*

**PROGRAM LEARNING OUTCOMES (PLOs)****Aviation**

Students who receive a certificate from the Cypress College Aviation Program

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

**ASSOCIATE IN SCIENCE DEGREE****AVIATION MANAGEMENT Program Code: 1S03772**

The Aviation Management Program provides students with a career path for attaining the foundational skills, practical knowledge, and technical training for pursuing a career in aviation management. Students completing this degree will develop advanced understanding of the safety, security, service, and regulatory requirements necessary to work in aviation management.

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.

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
AVIA 100 C	Introduction to Aviation	3
or		
AVIA 132 C	Private Pilot	4
AVIA 102 C	Career Communication/Portfolio	3
or		
ATC 102 C	Career Communication/Portfolio	3
AVIA 104 C	Air Transportation	3
or		
ATC 270 C	Airline Operations	3
AVIA 112 C	Airline/Aviation Management	3
AVIA 256 C	Crew Resource Management	3
or		
ATC 256 C	Crew Resource Management	3
ATC 112 C	Homeland Security	3
ATC 118 C	Disaster Preparedness/Response	3
ATC 183 C	Customer Care: Airline/Travel	3

**Electives: To complete all major course requirements, students must complete 10 or 11 elective units from the list below for a total of 35 units.**

	<b>Units</b>
AVIA 116 C	3
AVIA 136 C	3
AVIA 140 C	3
AVIA 144 C	3
AVIA 148 C	3
AVIA 232 C	3
AVIA 295 C	3
or	
ATC 295 C	3
AVIA 299 C	½ - 2
or	
ATC 299 C	½ - 2
ATC 114 C	3
ATC 116 C	3
ATC 182 C	3
ATC 191 C	3
ATC 192 C	3
ATC 278 C	3
<b>Total Units</b>	<b>35</b>

## AVIATION MANAGEMENT

### CERTIFICATE (Pending State Approval)

The Aviation Management Program provides students with a career path for attaining the foundational skills, practical knowledge, and technical training necessary for pursuing a career in aviation management. Students completing this certificate will develop an advanced understanding of the safety, security, service and regulatory requirements necessary to work in aviation management. To earn this 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.**

	<b>Units</b>
AVIA 100 C	3
or	
AVIA 132 C	4
AVIA 102 C	3
or	
ATC 102 C	3
AVIA 104 C	3
or	
ATC 270 C	3
AVIA 112 C	3
AVIA 256 C	3
or	
ATC 256 C	3
ATC 112 C	3
ATC 118 C	3
ATC 183 C	3

**Electives: To complete all major course requirements, students must complete 10 or 11 elective units from the list below for a total of 35 units.**

	<b>Units</b>
AVIA 116 C	3
AVIA 136 C	3
AVIA 140 C	3
AVIA 144 C	3
AVIA 148 C	3
AVIA 232 C	3
AVIA 295 C	3
or	
ATC 295 C	3
AVIA 299 C	½ - 2
or	
ATC 299 C	½ - 2
ATC 114 C	3
ATC 116 C	3
ATC 182 C	3
ATC 191 C	3
ATC 192 C	3
<b>Total Units</b>	<b>35</b>

## ASSOCIATE IN SCIENCE DEGREE

### COMMERCIAL PILOT Program Code: 1S03773

This curriculum is designed to prepare the student to fly commercial, 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 percent 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 102 C	Career Communication/Portfolio	3
AVIA 104 C	Air Transportation	3
or		
ATC 270 C	Airline Operations	3
AVIA 132 C	Private Pilot	4
AVIA 136 C	Air Navigation	3
AVIA 140 C	Meteorology	3
AVIA 144 C	Aircraft & Engines	3
AVIA 196 C	Grnd Trainr Lab Instrument Flt	1
AVIA 232 C	Instrument Rating	3
AVIA 240 C	Commercial Pilot Seminar	3
AVIA 244 C	Aviation Instructor	3
AVIA 256 C	Crew Resource Management	3
	Elective Units	4
	<b>Total Units Required</b>	<b>36</b>

**Electives: To complete all major course requirements, students must complete 4 elective units from the list below for a total of 36 units.**

	<b>Units</b>
AVIA 050 C	2
AVIA 112 C	3
AVIA 148 C	3
AVIA 152 C	3
AVIA 189 C	½
AVIA 190 C	2
AVIA 191 C	2
AVIA 192 C	2
AVIA 193 C	1 - 5
AVIA 197 C	1
AVIA 250 C	½
AVIA 255 C	½
AVIA 295 C	3
AVIA 298 C	½ - 12
AVIA 299 C	½ - 2

## AVIATION CERTIFICATE I -

### PRIVATE PILOT Program Code: 1C22916

This certificate provides students who have begun flying with the basic background and knowledge to gain entry-level employment in the Aviation Industry in areas such as line service and fueling. 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:		Units
AVIA 102 C	Career Communication/Portfolio	3
AVIA 104 C	Air Transportation	3
or		
ATC 270 C	Airline Operations	3
AVIA 132 C	Private Pilot	4
AVIA 140 C	Meteorology	3
AVIA 144 C	Aircraft & Engines	3
<b>Total Units</b>		<b>16</b>

### AVIATION CERTIFICATE II - INSTRUMENT PILOT Program Code: 1C22917

This certificate provides students with the necessary background to gain employment in the Aviation Industry requiring knowledge of weather, navigation and instrument flight such as flight scheduling and general aviation dispatching. 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:		Units
AVIA 102 C	Career Communication/Portfolio	3
AVIA 104 C	Air Transportation	3
or		
ATC 270 C	Airline Operations	3
AVIA 132 C	Private Pilot	4
AVIA 140 C	Meteorology	3
AVIA 144 C	Aircraft & Engines	3
AVIA 136 C	Air Navigation	3
AVIA 196 C	Grnd Trainr Lab Instrument Flt	1
AVIA 232 C	Instrument Rating	3
<b>Total Units</b>		<b>23</b>

### AVIATION CERTIFICATE III - COMMERCIAL PILOT Program Code: 1C22918

This certificate prepares students for entry into the commercial pilot profession. 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:		Units
AVIA 102 C	Career Communication/Portfolio	3
AVIA 104 C	Air Transportation	3
or		
ATC 270 C	Airline Operations	3
AVIA 132 C	Private Pilot	4
AVIA 140 C	Meteorology	3
AVIA 144 C	Aircraft & Engines	3
AVIA 136 C	Air Navigation	3
AVIA 196 C	Grnd Trainr Lab Instrument Flt	1
AVIA 232 C	Instrument Rating	3
AVIA 240 C	Commercial Pilot Seminar	3
AVIA 244 C	Aviation Instructor	3
AVIA 256 C	Crew Resource Management	3
<b>Total Units</b>		<b>32</b>

### AVIATION CERTIFICATE IV - ADVANCED PILOT Program Code: 1C22919

This certificate prepares students for entry into the aviation/air transportation industry as a professional pilot. To qualify for this certificate, students must have completed all of the required courses listed below and four (4) units from the list of electives. 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:		Units
AVIA 102 C	Career Communication/Portfolio	3
AVIA 104 C	Air Transportation	3
or		
ATC 270 C	Airline Operations	3
AVIA 132 C	Private Pilot	4
AVIA 136 C	Air Navigation	3
AVIA 140 C	Meteorology	3
AVIA 144 C	Aircraft & Engines	3
AVIA 196 C	Grnd Trainr Lab Instrument Flt	1
AVIA 232 C	Instrument Rating	3
AVIA 240 C	Commercial Pilot Seminar	3
AVIA 244 C	Aviation Instructor	3
AVIA 256 C	Crew Resource Management	3
Elective Units		4
<b>Total Units Required</b>		<b>36</b>

**Electives: To complete all major course requirements, students must complete 4 elective units from the list below for a total of 36 units.**

		Units
AVIA 050 C	Special Projects-Aviation	2
AVIA 112 C	Airline/Aviation Management	3
AVIA 148 C	Air Traffic Control	3
AVIA 152 C	Glider Theory	3
AVIA 189 C	Flight Training Device - Intro	½
AVIA 190 C	Flight Training-Private Pilot	2
AVIA 191 C	Flight Trng Instrument Rating	2
AVIA 192 C	Flight Trng Commercial Pilot	2
AVIA 193 C	Flight Trng-Flight Instructor	1 - 5
AVIA 197 C	Grnd Trnr. Lab - Glass Cockpit	1
AVIA 250 C	Turbine Simulator Observation	½
AVIA 255 C	Turbine Simulator Orientation	½
AVIA 295 C	Aviation Internship	3
AVIA 298 C	Aviation Seminar	½ - 12
AVIA 299 C	Independent Study	½ - 2

### 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), three-, and four-year Air Force Reserve Officers Training Corps (AFROTC) programs are available to all qualified students at Cypress College. For additional information, visit [www.afrotc.com](http://www.afrotc.com)

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 \$350-\$500 a month. For additional information, contact the Department of Aerospace Studies (AFROTC) at Loyola Marymount at (310) 338-2770, or UCLA at (310) 825-1742 ([www.afrotc.ucla.edu](http://www.afrotc.ucla.edu)), or USC at (213) 740-2670.



**CERTIFICATED PILOTS -  
CREDIT BY EXAMINATION**

The Commercial 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 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 102 C CAREER COMMUNICATION/PORTFOLIO**

**3 Units**

(Same as ATC 102 C)

Three hours lecture per week.

CSU

Students will learn how professional presentation skills can make the difference in achieving their personal career success. This course reviews both oral and written communication skills including the development of a comprehensive resume, cover letter, business writing samples, interviewing skills, technology basics, business etiquette, and a career portfolio. Video will be used to help students achieve maximum effectiveness in mock-interviews. Students will also learn test-taking strategies necessary for career success.

**AVIA 103 C AVIATION OPEN LAB**

**½ - 3 Units** (Variable Unit Course)

(May be taken for credit 4 times)

One and one-half to nine hours laboratory per week.

Pass/No Pass

CSU

*Corequisite:* Concurrent enrollment in at least one other Aviation course required. This open-entry, open-exit course with flexible hours and variable units allows self-paced individualized instruction and/or practice in basic flight skills for aviation students. This course provides students with the equipment needed to complete aviation assignments; therefore, concurrent enrollment in any aviation class is required. Twenty-seven (27) hours are required for each one-half unit. \$5.00 Material Fee – PAYABLE AT REGISTRATION.

**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 presents the development and current status of the air transportation industry, including aircraft types, airport facilities, State and Federal regulations, security issues, economic challenges, career opportunities, 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

Students will study the application of management principles to the airlines and general aviation. Major areas of study include planning, organization, regulations, manpower management, facilities, marketing, administration, safety, security, and supervision strategies.

**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** (May be taken for credit 3 times)

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 Knowledge 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 training.

**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 training.

**AVIA 144 C AIRCRAFT & 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 training.

**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 PILOT****3 Units***Three hours lecture per week.**Pass/No Pass/Letter Grade Option*

CSU

This is an introductory course in glider flying including the theory of flight, weather, Federal Aviation Regulations, as well as principles and techniques of cross-country and competition flying. It prepares students for the FAA Private Pilot-Glider knowledge examination.

**AVIA 189 C FLIGHT TRAINING DEVICE - INTRO****½ Unit (May be taken for credit 4 times)***One and one-half hour laboratory per week.**Pass/No Pass/Letter Grade Option*

CSU

Students will receive a hands-on introduction to a PC-based Flight Training Device and become familiar with the fundamentals of flight, flight terminology, flight controls, and instrument interpretations.

**AVIA 190 C FLIGHT TRAINING - PRIVATE PILOT****2 Units (formerly AVIA 090 C)***Hours as required by FAA.**Pass/No Pass, Letter Grade Option, or Credit by Examination*

CSU

*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.* Students who have earned the FAA Private Pilot Certificate may be granted college credit by meeting the above prerequisites and the Credit by Examination requirements as published in this catalog.

**AVIA 191 C FLIGHT TRAINING - INSTRUMENT RATING****2 Units (formerly AVIA 091 C)***Hours as required by FAA.**Pass/No Pass, Letter Grade Option, or Credit by Examination*

CSU

*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.* Students who have earned an FAA Instrument Rating on their Pilot Certificate may be granted college credit by meeting the above prerequisites and the Credit by Examination requirements as published in this catalog.

**AVIA 192 C FLIGHT TRAINING - COMMERCIAL PILOT****2 Units (formerly AVIA 092 C)***Hours as required by FAA.**Pass/No Pass, Letter Grade Option, or Credit by Examination*

CSU

*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.* Students who have earned the FAA Commercial Pilot Certificate may be granted college credit by meeting the above prerequisites and meeting the current Credit by Examination requirements as published in this catalog.

**AVIA 193 C FLIGHT TRAINING - FLIGHT INSTRUCTOR****1 - 5 Units (formerly AVIA 093 C) (Variable Unit Class)***(May be taken for credit 4 times)**Hours as required by FAA**Pass/No Pass, Letter Grade Option, or Credit by Examination*

CSU

*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.* Students who have earned the FAA Flight Instructor Certificate may be granted college credit as follows: One unit of credit may be granted for each of the following Flight Instructor Certificates or Ratings: Airplane Single Engine, Airplane Multi-engine, Rotocraft, Glider and Instrument. Credit may be granted by meeting the above prerequisites and the Credit by Examination procedures as published in this catalog. May be taken for credit 4 times for a maximum of 5 units.

**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.**Pass/No Pass/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 197 C GROUND TRAINER LAB - GLASS COCKPIT****1 Unit (May be taken for credit 4 times)***Three hours laboratory per week.**Pass/No Pass/Letter Grade Option*

CSU

*Prerequisite: Completion of or concurrent enrollment in AVIA 132 C with a minimum grade of "C".* This course offers students an introduction to the Technically Advanced Aircraft (TAA) Glass Cockpit. The Flight Training Device (FTD) will enable students to become familiar with the operation and displays of the GPS navigator, Primary Flight Display (PFD) and the Multifunction Display (MFD) featured in most current production aircraft.

**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 232 C INSTRUMENT RATING****3 Units** *(May be taken for credit 2 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 designed to prepare or requalify the student in instrument flight procedures and techniques, including air traffic control, publications and regulations. This course reviews aeronautical ground training required to pass the FAA Instrument Pilot, Instrument Flight Instructor and Instrument Ground Instructor Knowledge Examinations. Flight time in a Flight Training Device is available by concurrent enrollment in AVIA 196. *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. Students will learn the basic principles of aerodynamics, including airfoil shapes and characteristics, viscous effects, propellers, and aircraft performance viewed in terms of the 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 knowledge examination. This course meets partial fulfillment of the FAA requirements for ground training. AVIA 240 C may count toward the Aviation Major requirements the first time only. (Flight Training Device flight time is available by concurrent enrollment in AVIA 196 C). May be taken for credit 4 times.

**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 250 C TURBINE SIMULATOR OBSERVATION****½ Unit** *(May be taken for credit 4 times)**One-half hour lecture per week.*

CSU

Students will be introduced to a full-motion turbine aircraft flight deck, including familiarization with the fundamentals of flight, flight deck controls, instrument interpretation, and aircraft systems. A required 3-hour preparatory class will be held on campus, and the remaining 6 hours will be delivered at FlightSafety International. Students will need to supply a picture ID and an approved background check before entrance to FlightSafety International. Fee may be required, subject to change by facility.

**AVIA 255 C TURBINE 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 controls, instruments, and basic systems in a full-motion turbine flight simulator. A required 3-hour preparatory class will be held on campus, and the remaining 6 hours will be delivered at FlightSafety International. Students will need to supply a picture ID and an approved background check before entrance to FlightSafety International. Fee may be required, subject to change by facility.

**AVIA 256 C CREW RESOURCE MANAGEMENT****3 Units***Three hours lecture per week.*

CSU

This course will examine the concepts of Crew Resource Management (CRM) and Human Factors and Aeronautical Decision Making currently practiced in commercial and corporate aviation. The role of crew supervision and training, leadership styles and management oversight will be studied. Single and multi-crew aircraft situations will be studied. Human factors research and aircraft accident investigations will be examined. *Duplicate credit not granted for ATC 256 C.*

**AVIA 295 C AVIATION INTERNSHIP****3 Units***One hour lecture and**Fifteen hours laboratory per week.**Pass/No Pass/Letter Grade Option*

CSU

This course offers practical work experience in an approved aviation related industry for the student(s) in the Aviation program. This course is designed to provide vocational learning opportunities throughout employment.

**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.**Pass/No Pass or Pass/No Pass/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.*

**AVIA 299 C INDEPENDENT STUDY****½ - 2 Units** *(Variable Unit Class)**(May be taken for credit 4 times)**Zero to two hours lecture and**Pass/No Pass/Letter Grade Option*

CSU

*Prerequisite:* Approved Independent Study Learning Contract. This course is designed for those students who wish to increase their knowledge of the aviation industry through professionally directed independent study or research.

# Biology

## Division of Science/ Engineering/Mathematics

Division Dean – Richard Fee

### Faculty

Sujata Chiplunkar  
David Gill  
Joel Gober  
Alex Mintzer  
Fumio Ogoshi  
Michelle Palmisano  
Adel Rajab  
Tony Sanchez  
Dee Ann Sato  
Stephanie Spooner

### Counselor

Deidre Porter

### PROGRAM LEARNING OUTCOMES (PLOs)

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

### 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.*

*Pass/No Pass/Letter Grade Option*

*No Credit if taken after BIOL 111 C, BIOL 113 C or BIOL 177 C.*

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

*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*

*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.*

*Pass/No Pass/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 ENVIRONMENTAL SCIENCE

#### 3 Units

*Three hours lecture per week.*

*Pass/No Pass/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 environment quality. The topics include human, biological, and cultural evolution; ecological principles; human population issues; and problems relating to the development and use of energy and other resources. In addition, the causes and consequences of pollution will be addressed. The development of an earth ethic toward the world will be stressed.

### BIOL 107 C NUTRITION & WORLD FOOD ISSUES

#### 3 Units

*Three hours lecture per week.*

*Pass/No Pass/Letter Grade Option*

*UC/CSU, AA GE*

This course is a study of the biological basis of human nutrition, including a survey of anatomical and physiological principles. A study of the human diet in the context of disease prevention, world food supply, and ecological factors will also be included.

### BIOL 111 C PRINCIPLES OF BIOLOGY 1

#### 3 Units

*Three hours lecture per week.*

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

*Prerequisite: Completion of or concurrent enrollment in CHEM 111AC.* *Advisory: ENGL 060C.* This is the first course in a two-semester lecture sequence for science 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. This course will meet the preparation needs of students transferring to upper division biology study.



**BIOL 112 C PRINCIPLES OF BIOLOGY 1 LAB**

**2 Units**

*Six hours laboratory per week.*

*UC/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**

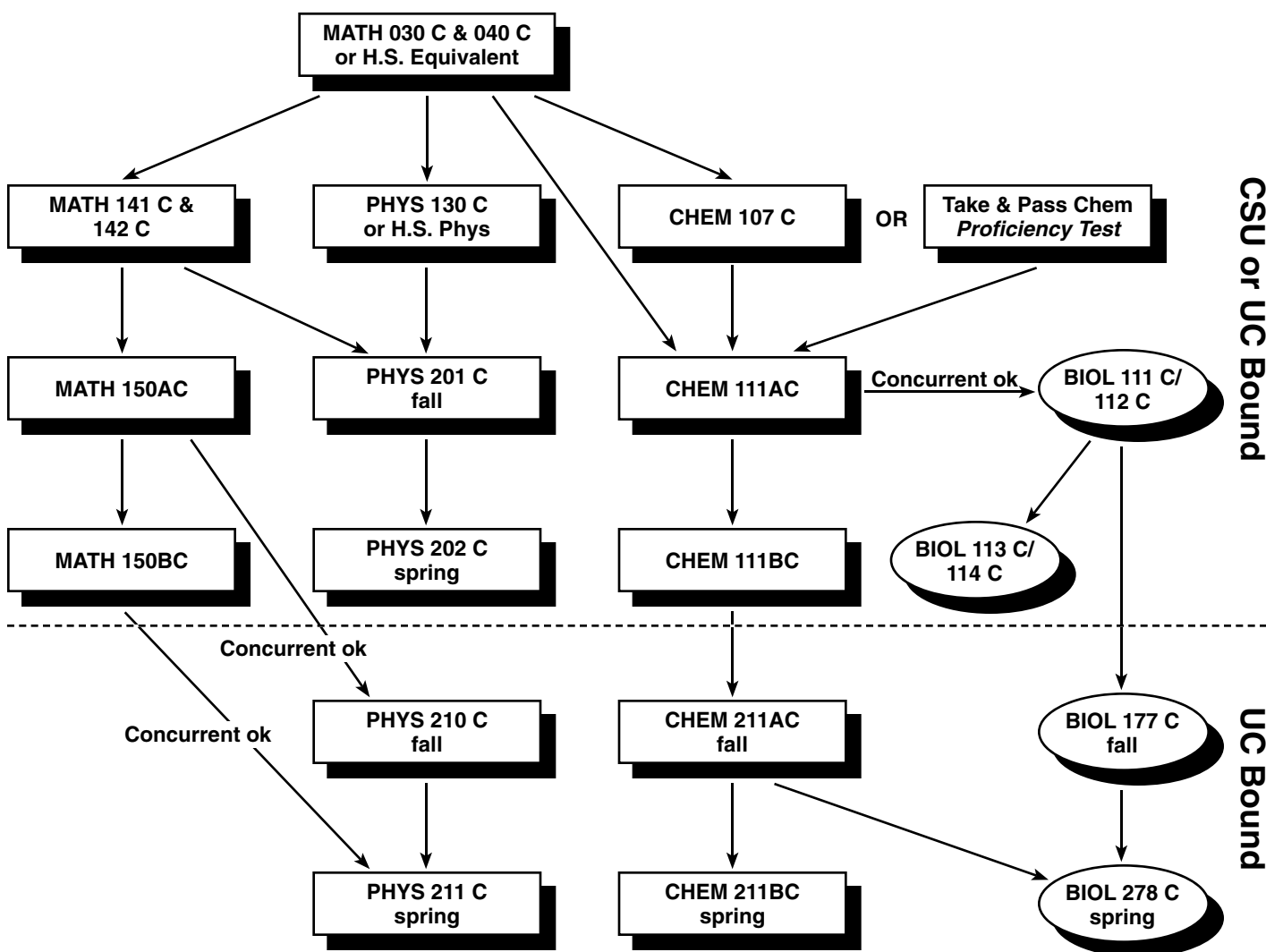
**3 Units**

*Three hours lecture per week.*

*UC/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.*

**CYPRESS COLLEGE BIOLOGY MAJORS COURSE SEQUENCE \* \***



**\*\* Each UC and CSU university has specific transfer requirements. Please consult with your counselor and [www.assist.org](http://www.assist.org) for campus-specific requirements.  
Contact: Dr. Adel Rajab at [arajab@CypressCollege.edu](mailto:arajab@CypressCollege.edu) or (714) 484-7000 x48629**

**BIOL 114 C PRINCIPLES OF BIOLOGY 2 LAB****2 Units**

*Six hours laboratory per week.*

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

*Prerequisite: Completion of or concurrent enrollment in BIOL 113 C or equivalent course with a "C" or better. Advisory: MATH 040 C or Algebra II.* This is a biology laboratory course that complements BIOL 113 C in a two-semester sequence for science majors. This course is designed to familiarize students with the diversity, evolution, physiology, and ecology of living organisms. Population genetics will also be presented. Concurrent enrollment in BIOL 113 C recommended.

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

*Four hours lecture and*

*Three hours laboratory per week.*

*Pass/No Pass/Letter Grade Option*

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

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.*

*Pass/No Pass/Letter Grade Option*

*CSU*

*Advisory: BIOL 122 C.* This course is designed as an introduction to the nature and diversity of island life. It offers the student an opportunity to study marine communities with an emphasis on community interactions. The course will also include a consideration of marine wilderness and conservation problems as well as biological processes as they occur on islands. One or more weekend field trips for snorkeling, free diving and field study will be an integral part of the course. *A boat charter fee not to exceed \$50 may be required for field trips to the islands.*

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

*Three hours lecture per week.*

*Pass/No Pass/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.*

*Pass/No Pass/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 177 C GENETICS****3 Units**

*Three hours lecture per week.*

*Pass/No Pass/Letter Grade Option*

*UC/CSU*

*Prerequisite: BIOL 111 C.* This course presents an introduction to genetics, inheritance and genetic changes that occur over time in 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 the role of natural selection in the evolution of populations are presented.

**BIOL 180 C FIELD BIOLOGY****5 Units**

*Four hours lecture and*

*Three hours laboratory per week.*

*Pass/No Pass/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 210 C ANATOMY AND PHYSIOLOGY****5 Units**

*Three hours lecture and*

*Six hours laboratory per week.*

*Pass/No Pass/Letter Grade Option*

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

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 (radiological technology, medical records technology, respiratory therapy, etc.), physical education majors, and any other interested students. (Not open to students with credit in BIOL 241 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.*

*Pass/No Pass/Letter Grade Option*

*CSU*

*Advisory: BIOL 160 C or one year each of high school chemistry/biology completed in the last five years with a minimum grade of "C" or one semester each college chemistry/biology completed in the last five years with a minimum grade of "C".* This course is a study of the etiology, transmission, diagnosis, 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.*

*Pass/No Pass/Letter Grade Option*

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

*Advisory: High School Biology and Chemistry with a minimum grade of "C", or BIOL 160 C or BIOL 101 C. 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.*

*Pass/No Pass/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 241 C GENERAL HUMAN PHYSIOLOGY****4 Units**

*Three hours lecture*

*Three hours laboratory per week.*

*Pass/No Pass/Letter Grade Option*

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

*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 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 298 C BIOLOGY 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.*

*Pass/No Pass or Pass/No Pass/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**

*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.*

*Pass/No Pass/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 percent 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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\* A score of 3 or higher on the Advanced Placement (AP) Economics (macro) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

\*\* A score of 3 or higher on the Advanced Placement (AP) Economics (micro) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**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.

## General Business

### ASSOCIATE IN ARTS DEGREE GENERAL BUSINESS

**Program Code: 1A18525**

This curriculum is designed to provide an opportunity for the business major to achieve an Associate In Arts Degree In General Business 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, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for upper-division work and prepare for successful careers in the business field. Specifically, student will gain knowledge in accounting, Information technologies, finance, law, management, and marketing. Because business is such a broad field with many emphases and majors, this degree would give the student a broad view of the possible fields of study in various business areas.

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 percent 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
*##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)
##CIS 111 C	Computer Information Systems	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 115 C	Finite Mathematics	(4)
(or)		
***##MATH 120 C	Intro Probability & Statistics	(4)
(or)		
MATH 130 C	Survey of Calculus	4
	<b>Total Units Required</b>	<b>21</b>

**Recommended Electives transferable to CSU:**

MGT 161 C	Introduction to Business	(3)
MKT 222 C	Principals of Marketing	(3)

\*\*\* These courses may be counted towards the 39 General Education Requirements on the IGETC and CSU General Ed Plan.

\* A score of 3 or higher on the Advanced Placement (AP) Economics (macro) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

\*\* A score of 3 or higher on the Advanced Placement (AP) Economics (micro) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

\*\*\* A score of 3 or higher on the Advanced Placement (AP) Statistics exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.



**GENERAL BUSINESS TRANSFER PROGRAM**

Accounting, Information Technologies, Finance, Law, Management, and Marketing

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*

*Division Dean – Richard Fee*

### *Faculty*

Robin De Roo  
Allison Gotoh  
Lenore Landis  
Craig Tomooka

### *Counselor*

Deidre Porter

### **PROGRAM LEARNING OUTCOMES (PLOs)**

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

### **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.*

*Pass/No Pass*

#### **NON-DEGREE 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), General Chemistry I (CHEM 111AC) and/or General Chemistry II (CHEM 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 laboratory section will provide hands-on experience with many of the lecture topics.

### **CHEM 101 C INTRODUCTION TO CHEMISTRY**

**5 Units**

*Four hours lecture*

*Two hours discussion and*

*Two hours laboratory per week.*

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

*Prerequisite: MATH 020 C with a minimum grade of "C".* This course is the first semester of a two semester sequence (CHEM 101 C and CHEM 201 C). This course covers the basic principles of atomic structure, chemical bonding, the mole concept, states of matter, solutions, energy, and organic compounds. This course is designed for students majoring in health science. No credit if taken after CHEM 111AC.

### **CHEM 103 C CHEMISTRY IN A CHANGING WORLD**

**3 Units**

*Three hours lecture per week.*

*Pass/No Pass/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. Topics will include a discussion of chemicals in air, water, food, drugs, and the environment, as well as areas of current interest.

### **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 with a minimum grade of "C".* This activity-based course provides an introduction to the basic concepts of physical science with emphasis on their practical importance and application in the real world. Topics include global warming, the automobile, health, and energy. This course is intended for students who want to become primary school teachers. *Duplicate credit not granted for PHSC 104 C.*

### **CHEM 107 C FOUNDATIONS OF CHEMISTRY**

**5 Units**

*Four hours lecture*

*Two hours discussion and*

*Two hours laboratory per week.*

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

*Prerequisite: MATH 040 C with a minimum grade of "C".* 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 I****5 Units***Three hours lecture**Two hours discussion and**Four hours laboratory per week.*

UC/CSU, AA GE, CSU GE, IGETC

*Prerequisite:* MATH 040 C with a minimum grade of "C", and either CHEM 107 C with a minimum grade of "C" or a passing score on the Chemistry Proficiency Test. Topics covered include the general principles of chemistry with associated laboratory analysis. This includes atomic structure, bonding, the mole concept, properties of solutions, gas laws, and thermochemistry.

**CHEM 111BC GENERAL CHEMISTRY II****5 Units***Three hours lecture**Two hours discussion and**Four hours laboratory per week.*

UC Credit Limitation/CSU, AA GE, CSU GE, IGETC

*Prerequisite:* CHEM 111AC with a minimum grade of "C". Topics covered include the general principles of chemistry with associated laboratory analysis. This includes kinetics, equilibrium, thermodynamics, electrochemistry and nuclear chemistry.

**CHEM 112 C CHEMISTRY FOR ENGINEERS****3 Units***Three hours lecture per week.*

UC Credit Limitation/CSU

*Prerequisite:* CHEM 111AC with a minimum grade of "C". Topics covered include the general principles of chemistry. This includes kinetics, equilibrium, thermodynamics, electrochemistry and nuclear chemistry.

**CHEM 201 C BASIC ORGANIC AND BIOCHEMISTRY****5 Units***Four hours lecture**Two hours discussion and**Two hours laboratory per week.*

CSU

*Prerequisite:* CHEM 101 C with a minimum grade of "C". This course is the second semester of a two semester sequence (CHEM 101 C and CHEM 201 C). This course covers the structures, nomenclature, reactions, and applications of organic and biochemical compounds, as well as cell structure, metabolism, biotechnology, vitamins, and enzymes. This course is designed for students majoring in health science. No credit if taken after CHEM 211AC.

**CHEM 205 C ANALYTICAL CHEMISTRY****4 Units***Two hours lecture**Six hours laboratory per week.*

UC/CSU

*Prerequisite:* CHEM 111BC or CHEM 112 C. This is an introduction to analytical methods of chemical analysis. It includes gravimetric and volumetric methods for qualitative and quantitative determination of chemical compounds. Laboratory work emphasizes the use of modern chemical instrumentation methods and the tools for spectroscopic analysis, chromatography, potentiometric titration, NMR, electro-chemical analysis, and mass spectroscopy.

**CHEM 211AC ORGANIC CHEMISTRY I****5 Units***Three hours lecture**Two hours discussion and**Four hours laboratory per week.*

UC/CSU

*Prerequisite:* CHEM 111BC with a minimum grade of "C". This course is the first part of a two semester organic chemistry lecture and laboratory sequence. This course covers the study of functionalized compounds, stereochemistry, substitution and elimination reactions, alkenes, alkynes, and spectroscopic methods. Laboratory work includes the synthesis, isolation, and characterization of organic compounds by using modern techniques and instrumentation. This course is designed for students who plan to major in chemistry, biochemistry, biology, and premedical/prepharmacy/ predoctoral programs.

**CHEM 211BC ORGANIC CHEMISTRY II****5 Units***Three hours lecture**Two hours discussion and**Four hours laboratory per week.*

UC/CSU

*Prerequisite:* CHEM 211AC with a minimum grade of "C". This course is the second part of a two semester organic chemistry lecture and laboratory sequence. The course includes the study of radicals, aromatic compounds, carbonyl-containing compounds, amines, biologically important compounds, and strategy in organic synthesis. Laboratory work includes modern techniques required to synthesize organic compounds, and the isolation and analysis of these compounds. This course is designed primarily for students who plan to major in chemistry, biochemistry, biology, and premedical/prepharmacy/predental 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.**Pass/No Pass or Pass/No Pass/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

**PROGRAM LEARNING OUTCOMES (PLOs)**

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

**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.*

*Pass/No Pass or Pass/No Pass/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 100 C BEGINNING SPOKEN CHINESE**

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

*Three hours lecture per week.*

*Pass/No Pass/Letter Grade Option*

*CSU, AA GE*

This course is for students at beginning levels who would like to have exposure to Chinese without having to learn Chinese characters. It is an introduction to spoken Chinese with emphasis on pronunciation, oral practice, vocabulary development, and use of common expressions for daily conversations in a culturally appropriate way.

**CHIN 101 C ELEMENTARY CHINESE - MANDARIN I**

**5 Units**

*Five hours lecture per week.*

*Pass/No Pass/Letter Grade Option*

*UC/CSU, AA GE, CSU GE*

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 per week.*

*Pass/No Pass/Letter Grade Option*

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

*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.*

*Pass/No Pass or Pass/No Pass/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 (JOUR)****Communication  
Studies (formerly  
Speech)****Division of Language Arts**

*Division Dean – Eldon Young*

**Faculty**

Michael Brydges

Patricia Ganer

Liana Koeppel

John Lambros

**Counselors**

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

**PROGRAM LEARNING OUTCOMES (PLOs)**

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

**ASSOCIATE IN ARTS FOR TRANSFER DEGREE IN  
COMMUNICATION****STUDIES Program Code: Pending State Approval**

This curriculum is designed to provide an opportunity for the Communication Studies major to achieve an Associate in Arts Degree in Communication Studies for Transfer 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, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for upper division work.

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn an Associate in Arts for Transfer (AA-T) students must complete: (1) 18 units of major course requirements with a minimum grade of "C"; (2) California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC); (3) any elective courses to complete a minimum of 60 units of CSU transferable coursework; (4) have an overall GPA of 2.0.

Required course		Units
COMM 100 C	Human Communication	3
or		
COMM 100HC	Honors Human Communication	3

**Restricted Electives List A. Select 6 units.**

Students may choose from the following courses:	Units
COMM 105 C	Interpersonal Communication 3
COMM 124 C	Small Group Communication 3
COMM 135 C	Argument and Critical Thinking 3

**Restricted Electives List B. Select 6 Units.**

Students may choose from any course not used in List A and/or any of the following courses:

(Forensics - maximum of 3 units)	Units
COMM 120 C	Intercultural Communication 3
COMM 138 C	Forensics 1 - 2
COMM 238 C	Forensics 1 - 2
JOUR 110 C	Global Media 3

**Restricted Electives List C. Select 3 units.**

Students may choose from any course not used in

Lists A or B or from any of the following courses:	Units
COMM 220 C	The Rhetoric of the City 3
COMM 220HC	Honors Rhetoric of the City 3
JOUR 101 C	Reporting and Writing 3
PSY 101 C	General Psychology 3
PSY 101HC	Honors General Psychology 3
SOC 101 C	Introduction to Sociology 3
SOC 101HC	Honors Intro to Sociology 3
ANTH 102 C	Cultural Anthropology 3
ANTH 102HC	Honors Cultural Anthropology 3
<b>Total Units</b>	<b>18</b>

**COMMUNICATION 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.

## Communication Studies (COMM)

### COMM 049 C ORAL COMMUNICATION FOR ADVANCED NON-NATIVES

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

Three hours lecture per week.

Pass/No Pass/Letter Grade Option

This course teaches the non-native speaker of English effective communication techniques in everyday situations. Emphasis is placed on developing speaking skills such as pronunciation, articulation, organization and delivery. This course is especially helpful for students who have completed Advanced courses in English as a Second Language.

### COMM 050 C EFFECTIVE COMMUNICATION

**3 Units**

Three hours lecture per week.

Pass/No Pass/Letter Grade Option

AA GE

The course is designed to teach students effective communication techniques in everyday situations. Emphasis is placed on developing communication skills in a variety of settings including interviewing, resume building, public speaking and working in small groups.

### COMM 098 C COMMUNICATION STUDIES 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.

Pass/No Pass or Pass/No Pass/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.

### COMM 100 C HUMAN COMMUNICATION

**3 Units**

Three hours lecture per week.

UC Credit Limitation/CSU, AA GE, CSU GE, IGETC

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 COMM 100HC.

### COMM 100HC HONORS HUMAN COMMUNICATION

**3 Units**

Three hours lecture per week.

UC Credit Limitation/CSU, AA GE, CSU GE, IGETC

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 COMM 100 C.



**COMM 105 C INTERPERSONAL COMMUNICATION****3 Units***Three hours lecture per week.**CSU, CSU GE*

The purpose of this course is to improve the students' understanding and the 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 required.

**COMM 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.

**COMM 124 C SMALL GROUP COMMUNICATION****3 Units***Three hours lecture per week.**UC/CSU*

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.

**COMM 135 C ESSENTIALS OF ARGUMENTATION****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE*

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.

**COMM 138 C FORENSICS****1 - 2 Units (Variable Unit Class)***(May be taken for credit 2 times)**(Open Entry-Open Exit)**Two hours 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.

**COMM 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 COMM 220HC.*

**COMM 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 COMM 220 C.*

**COMM 238 C FORENSICS****1 - 2 Units (Variable Unit Class)***(May be taken for credit 2 times)**(Open Entry-Open Exit)**Two hours 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.

**COMM 298 C COMMUNICATION 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.**Pass/No Pass or Pass/No Pass/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.*

**COMM 299 C COMMUNICATION STUDIES 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 speech/communication/language through individual study or research.

# 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  
Donna Woo  
Penn Wu

### Counselor

Robert Grantham

## PROGRAM LEARNING OUTCOMES (PLOs)

### Computer Application

A student who completes the Computer Application field of study will be able to:

- Demonstrate the knowledge and skills to perform investigation in file system, operating systems, registry, logs, emails, Internet history, or other digital storage media
- Use contemporary software application to create and modify word processing, spreadsheet, database, or presentation files
- Acquire computer application skills to enhance his/her employment opportunity

### Computer Networking

A student who completes the Computer Networking field of study will be able to:

- Understand computer networking concepts including network security, and the operation of client & server computers and networking devices
- Acquire hands-on skills to configure, maintain, and troubleshoot client and server computers, and networking devices
- Enhance his/her employment opportunity in the specific area of computer networking

### Computer Programming

A student who completes the Computer Programming field of study will be able to:

- Acquire problem analysis skills to design suitable solutions
- Code, debug, implement and maintain the computer programs
- Enhance his/her employment opportunity in the specific area of computer programming

### Web Applications & Programming

A student who completes the Web Applications field of study will be able to:

- Demonstrate the knowledge and skills to employ the Internet tools to search the Web, manage email, communicate on the Web, download programs, share information, and strengthen Web security.

- Demonstrate the knowledge and skills to create and implement maintainable Web sites using a range of programming techniques and languages.
- Demonstrate the knowledge and skills to apply a variety of Web site management tools to maintain Web sites.
- Enhance his/her employment opportunity in a specific area of Web applications programming.

## 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 percent 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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\* A score of 3 or higher on the Advanced Placement (AP) Economics (macro) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

\*\* A score of 3 or higher on the Advanced Placement (AP) Economics (micro) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**CISCO NETWORKING****CERTIFICATE****Program Code: 1K12937**

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, computer the required courses as listed with a minimum grade of "C." At least 50 percent 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 percent 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: 1C21105**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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>

**ASSOCIATE IN SCIENCE DEGREE****COMPUTER INFORMATION****SYSTEMS****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 percent 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	Microsoft Office Applications	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
or		
MGT 211 C	Writing for Business	(3)
<b>Total Units Required</b>		<b>27</b>

**COMPUTER INFORMATION SYSTEMS****CERTIFICATE****Program Code: 1C21104**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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	Microsoft Office Applications	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
or		
MGT 211 C	Writing for Business	(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 percent 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: 1C21106**

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

Course #	Title	Units
<b>Required 2 core courses are listed in suggested sequence:</b>		
CIS 111 C	Computer Information Systems	3
CIS 211 C	Introduction to Programming	3
<b>Select 2 of the following courses:</b>		
CIS 217 C	Visual Basic Programming	3
CIS 218 C	Visual C# Programming	3
CIS 223 C	Visual C++ Programming	3
CIS 226 C	Java Programming	3
	<b>Total Units Required</b>	<b>12</b>

**COMPUTER SOFTWARE AND APPLICATION****CERTIFICATE Program Code: Pending State Approval**

This certificate focuses on introductory 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.

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
CIS 050 C	Intro-Comp & Windows Concepts	3
CIS 101 C	Intro MS Word/Doc Formatting	4
CIS 150 C	Microsoft Office Applications	3
CIS 250 C	Word Processing	2
CIS 115 C	Desktop Publishing - Publisher	2
or		
CIS 075 C	Business Skills Development	2
CIS 103 C	Microsoft Excel and PowerPoint	3
CIS 113 C	MS Access and Expression Web	3
	<b>Total Units</b>	<b>20</b>

**GAME PROGRAMMING****CERTIFICATE Program Code: Pending State Approval**

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.

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
CIS 211 C	Introduction to Programming	3
CIS 260 C	Game Concepts Development	3
CIS 261 C	Game Programming	3
CIS 263 C	Mobile Game Programming	3
or		
CIS 265 C	3D Game Programming	3
CIS 264 C	Windows Game Programming	3
CIS 266 C	Game Programming in Flash	3
	<b>Total Units</b>	<b>18</b>

**COMPUTER FORENSICS****CERTIFICATE Program Code: 1K30328**

The goal of this program is to equip students with the necessary skills and knowledge required to collect digital artifacts and present them to related parties as digital evidence. Students will learn how to process cases from start to finish in addition to the use of software toolkits. To earn a certificate, complete 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 who successfully complete the following required courses are eligible for applying for certification in Computer Forensics:**

	<b>Units</b>	
CIS 276 C	Computer Forensics I	3
CIS 277 C	Computer Forensics II	3
CIS 278 C	Cyber Crime	3
CIS 279 C	Comp Forensics Legal Aspects	3
CIS 280 C	Analysis of Digital Media	3
CIS 281 C	Computer Forensics Capstone	3
	<b>Total Units</b>	<b>18</b>



**INTERNET AND DATA COMMUNICATIONS****CERTIFICATE Program Code: Pending State Approval**

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

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

Required courses are listed in suggested sequence:		Units
CIS 108 C	Introduction to Internet	2
CIS 109 C	E-Business Applications	3
CIS 155 C	Microsoft Expression Web Apps	3
or		
CIS 157 C	Dreamweaver Business Apps	3
CIS 179 C	Intro to Web Page Design	3
CIS 182 C	Data Communications Management	3
CIS 220 C	Web Page Programming	3
or		
CIS 227 C	Java Script Programming & AJAX	3
	<b>Total Units</b>	<b>17</b>

**INTERNET MARKETING****SKILLS Department Proficiency, Not State Approved**

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

Required courses are listed in suggested sequence:		Units
Course #	Title	Units
MKT 222 C	Principles of Marketing	3
MKT 210 C	Consumer Behavior	3
or		
MKT 103 C	Principles of Advertising	(3)
CIS 108 C	Introduction to Internet	2
CIS 109 C	E-Business Applications	3
CIS 179 C	Intro to Web Page Design	3
	<b>Total Units Required</b>	<b>14</b>

**SPECIALTY IN JAVA****PROGRAMMING Department Proficiency, Not State Approved**

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

Required courses are listed in suggested sequence:		Units
Course#	Title	Units
CIS 211 C	Introduction to Programming	3
CIS 226 C	Java Programming	3
CIS 234 C	Advanced Java Programming	3
or		
CIS 252 C	Java Web Applications	(3)
	<b>Total Units Required</b>	<b>9</b>

**SOCIAL NETWORK****MARKETING****SPECIALIST Program Code: Pending State Approval**

This program is designed for students to learn how they can develop, penetrate, and use social networks to introduce and promote new products, provide customer services, and obtain marketing research information. Students will explore Web 2.0 tools and social networks, use them to collect and analyze market data to develop strategies that increase Internet sales. To earn a certificate, students will complete the required courses as listed with a minimum grade of "C." At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence		Units
CIS 262 C	New Technology	3
CIS 221 C	Web Networking Technology	3
MKT 222 C	Principles of Marketing	3
MKT 103 C	Principles of Advertising	3
or		
MKT 210 C	Consumer Behavior	3
	<b>Total Units</b>	<b>12</b>

**SPECIALTY IN MICROSOFT****ACCESS Department Proficiency, Not State Approved**

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

Required courses are listed in suggested sequence:		Units
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>

**SPECIALTY IN MICROSOFT****EXCEL Department Proficiency, Not State Approved**

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

Required courses are listed in suggested sequence:		Units
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>

**PC/NETWORK HARDWARE SUPPORT****CERTIFICATE Program Code: 1K30330**

This certificate is intended for those individuals who need to gain hands-on practice and competency in core hardware related to both PC and network operating system technologies. Upon completion of all required courses, students will be able to recognize major personal computer components including their functions, and configure the most common technical problems associated with a personal computer in both stand-alone and networking platforms. Special emphasis is focused on hands-on skills with PC hardware and software installation and troubleshooting in a networked 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:		Units
CIS 161 C	PC Operating System	3
CIS 162 C	PC Hardware Configurations	3
CIS 163 C	Intro to Network Hardware	3
CIS 164 C	Computer Desktop Support	3
CIS 182 C	Data Communications Management	3
or		
CIS 185 C	Windows Server Administration	3
CIS 201 C	Network Virtualization	3
	<b>Total Units</b>	<b>18</b>

## SPECIALTY IN ORACLE DATABASE

### ADMINISTRATOR Department Proficiency, Not State Approved

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

Required courses are listed in suggested sequence:		Units
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>

## PROJECT MANAGEMENT SKILLS

### CERTIFICATE Department Proficiency, Not State Approved

The Project Management Certificate is designed to help students

- Understand the role and functions of the project manager,
- Plan and manage projects using Microsoft Project software, Work Breakdown Structures, Gantt charts, and PERT charts,
- Manage project time, budget, and project team more effectively,
- Apply these tools immediately by completing a project plan and budget as part of the course of study.

Course #	Title	Units
CIS 274 C	Project Mgmt Fundamentals	3
CIS 216	Microsoft Project	3
MKT 222 C	Principles of Marketing	3
MGT 262 C	Principles of Management	3
or		
MGT 266 C	Human Relations in Business	(3)
	<b>Total Units</b>	<b>12</b>

## VISUAL BASIC PROGRAMMING SKILLS

### CERTIFICATE Department Proficiency, Not State Approved

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

Required courses are listed in suggested sequence:		Units
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 219 C	Advanced Visual Basic	3
	<b>Total Units Required</b>	<b>12</b>

## VISUAL C PROGRAMMING SKILLS

### CERTIFICATE Department Proficiency, Not State Approved

This program is designed to develop a working knowledge of what is required to be successful in business computer programming. A curriculum consisting of Visual C++ and Visual C# programming courses.

To earn a certificate, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 218 C	Visual C# Programming	3
CIS 223 C	Visual C++ Programming	3
	<b>Total Units Required</b>	<b>12</b>

## TECHNOLOGY MANAGEMENT SKILLS

### CERTIFICATE Department Proficiency, Not State Approved

This program is designed to provide students with the technical and administrative skills they need to manage workers and information in a computerized business office. It covers such key areas as the global business environment, human resource management, information systems, data communications, and project management. To earn a certificate, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent of all course work must be completed at Cypress College.

Core Requirements		Units
CIS 160 C	Information Systems Management	3
or		
CIS 182 C	Data Communications Management	(3)
CIS 274 C	Project Mgmt Fundamentals	3
MGT 161 C	Introduction to Business	3
MGT 262 C	Principles of Management	3
or		
MGT 266 C	Human Relations in Business	(3)
	<b>Total Units</b>	<b>12</b>

## MICROSOFT NETWORKING

### CERTIFICATE Program Code: 1K30331

This certificate program prepares students for a certificate in the administration of a Microsoft network in today's businesses. This program includes skills in planning, designing, implementing, and managing a Microsoft network. 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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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	3
CIS 185 C	Windows Server Administration	3
CIS 189 C	MS Windows Active Directory	3
CIS 191 C	Network Infrastructure Admin.	3
CIS 194 C	Internet Security (ISA) Server	3

#### Take 1 of the following courses:

CIS 182 C	Data Communications Management	3
CIS 187 C	MS Windows Exchange Server	3
CIS 188 C	Microsoft Windows TCP/IP	3
CIS 197 C	Microsoft Network Design	3
	<b>Total Units Required</b>	<b>18</b>

**WEB NETWORKING TECHNOLOGY****CERTIFICATE** **Program Code: 1K30329**

The Web Networking Technology Certificate is designed to prepare students with the focused knowledge and understanding of collaborative Web technologies. The curriculum covers the use of the Internet to enhance interconnectivity and interactivity of Web-delivered contents including information sharing, social networking, publishing and posting information on the Web, and developing interactive and collaborative Web sites.

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

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
CIS 120 C	Advanced Internet Applications	3
CIS 121 C	Adobe PDF Document Management	3
CIS 155 C	Microsoft Expression Web Apps	3
or		
CIS 157 C	Dreamweaver Business Apps	3
CIS 179 C	Intro to Web Page Design	3
CIS 221 C	Web Networking Technology	3
CIS 262 C	New Technology	3
<b>Total Units</b>		<b>18</b>

**WEB PAGE DESIGN****CERTIFICATE** **Program Code: 1K30334**

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

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
CIS 108 C	Introduction to Internet	2
CIS 109 C	E-Business Applications	3
CIS 155 C	Microsoft Expression Web Apps	3
or		
CIS 157 C	Dreamweaver Business Apps	3
CIS 179 C	Intro to Web Page Design	3
CIS 211 C	Introduction to Programming	3
CIS 220 C	Web Page Programming	3
or		
CIS 227 C	Java Script Programming & AJAX	3
<b>Total Units</b>		<b>17</b>

**ADVANCED WEB PAGE DESIGN****CERTIFICATE** **Program Code: 1K30335**

The Advanced Web Page Design Certificate offers advanced and latest programming technologies in the area of Web publishing and Web site management with e-commerce capabilities. Students will learn how to implement a full-featured Web site on the Internet or a corporate Intranet including deploying dynamic content using related tools. This certificate is designed for students who need to apply for positions such as Web Programmer, Web Master, Web Page Designer, Marketing and Advertising Coordinator, and Web 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.

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
CIS 179 C	Intro to Web Page Design	3
CIS 220 C	Web Page Programming	3
CIS 245 C	Perl Programming	3
CIS 247 C	Python Programming	3
CIS 246 C	PHP Programming	3

<b>Take 1 of the following courses:</b>		<b>Units</b>
CIS 222 C	Web Server Management	3
CIS 225 C	Web Programming with ASP	3
CIS 227 C	Java Script Programming & AJAX	3
CIS 229 C	Intro to XML Programming	3
<b>Total Units</b>		<b>18</b>

**ADVANCED NETWORKING****CERTIFICATE** **Program Code: 1K30332**

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

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
<b>Course #</b>	<b>Title</b>	
<b>Take 1 of the following courses:</b>		
CIS 182 C	Data Communications Management	3
CIS 185 C	Windows Server Administration	3
CIS 191 C	Network Infrastructure	3

<b>Take 2 of the following courses:</b>		<b>Units</b>
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:</b>		<b>Units</b>
CIS 187 C	MS Windows Exchange Server	3
or		
CIS 194 C	Internet Security (ISA) Server	(3)
CIS 195 C	Network Security	3
CIS 196 C	Anti-Hacking Network Security	3
CIS 258 C	CCNA Security	3
<b>Total Units Required</b>		<b>15</b>

**ASSOCIATE IN ARTS DEGREE**  
**COMPUTER & OFFICE APPLICATIONS****Program Code: Pending State Approval**

The Associate in Arts Degree Computer and Office Applications program provides theoretical and practical knowledge to students in the area of computer applications used in an office setting. This degree program focuses on recent computer applications used in a wide variety of government, academia, and business-related settings. 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 percent of all major course work must be completed at Cypress College.

<b>Required Courses are listed in suggested sequence:</b>		<b>Units</b>
CIS 101 C	Intro MS Word/Doc Formatting	4
CIS 102 C	Adv MS Word Business Apps	4
CIS 103 C	Microsoft Excel and PowerPoint	3
CIS 150 C	Microsoft Office Applications	3
CIS 113 C	MS Access and Expression Web	3
CIS 116 C	MS Outlook/Office Procedures	3
CIS 250 C	Word Processing	2
CIS 251 C	Advanced Word Processing	2
CIS 160 C	Information Systems Management	3
CIS 111 C	Computer Information Systems	3
<b>Total Units</b>		<b>30</b>



## COMPUTER & OFFICE APPLICATIONS



### CERTIFICATE Program Code: Pending State Approval

This curriculum gives the student a working knowledge for a career in computer applications in an office setting. Upon completion, the student will work in the capacity of office assistant, computer application specialist, or administrative assistant. To earn a certificate, students must complete the required courses as listed with a minimum of "C" grade. At least 50 percent of all course work must be completed at Cypress College.

Required Courses are listed in suggested sequence:		Units
CIS 101 C	Intro MS Word/Doc Formatting	4
CIS 102 C	Adv MS Word Business Apps	4
CIS 103 C	Microsoft Excel and PowerPoint	3
CIS 150 C	Microsoft Office Applications	3
CIS 113 C	MS Access and Expression Web	3
CIS 116 C	MS Outlook/Office Procedures	3
CIS 160 C	Information Systems Management	3
CIS 250 C	Word Processing	2
CIS 251 C	Advanced Word Processing	2
<b>Total Units</b>		<b>27</b>

## OFFICE ASSISTANT SKILLS

### CERTIFICATE Program Code: Pending State Approval

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:		Units
CIS 050 C	Intro-Comp & Windows Concepts	3
CIS 101 C	Intro MS Word/Doc Formatting	4
CIS 150 C	Microsoft Office Applications	3
CIS 116 C	MS Outlook/Office Procedures	3
MGT 055 C	Business English	3
<b>Total Units</b>		<b>16</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 INTRODUCTION TO COMPUTER & WINDOWS CONCEPTS

3 Units

Three hours lecture and

One hour laboratory per week.

Pass/No Pass/Letter Grade Option

NON-DEGREE CREDIT

This course is designed to teach the computer hardware, Windows, E-mail, and Internet concepts. Students will receive hands-on experience. Students may elect to take this class as preparation for CIS 111 C, CIS 150 C, or CIS 250 C. \$3.00 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.

Pass/No Pass/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. \$3.00 Materials Fee – PAYABLE AT REGISTRATION.

### CIS 101 C INTRODUCTION TO MS WORD/DOCUMENT FORMATTING

4 Units (May be taken for credit 4 times)

Three hours lecture and

Three hours laboratory per week.

Pass/No Pass/Letter Grade Option

CSU

Students will learn to build speed and accuracy using the touch method and learn to format letters, tables, memos, and reports using Microsoft Word. \$3.00 Materials Fee – PAYABLE AT REGISTRATION.

### CIS 102 C ADVANCED MS WORD BUSINESS APPLICATIONS

4 Units

Three hours lecture and

Three hours laboratory per week.

Pass/No Pass/Letter Grade Option

CSU

This course teaches the student how to create and format business, legal, and medical documents using Microsoft Word. Focus will be on using Word features such as mail merge, styles, graphics, etc. to generate letters, tables, reports and newsletters. Cloud computing, using Web Apps, posting blogs and using the SkyDrive will be taught. \$3.00 Materials Fee – PAYABLE AT REGISTRATION.

### CIS 103 C MICROSOFT EXCEL AND POWERPOINT

3 Units

Three hours lecture and

Two hours laboratory per week.

Pass/No Pass/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. \$3.00 Materials 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 Materials Fee – PAYABLE AT REGISTRATION.



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

*Two hours lecture and  
One hour laboratory per week.  
Pass/No Pass/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 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 109 C E-BUSINESS APPLICATIONS****3 Units**

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

This course introduces the technological infrastructure needed for implementing E-Business solutions. It also discusses the software components necessary to implement such applications. A major component of the course will be hands-on projects of evaluating e-business tools and application software. *\$3.00 Materials 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 Materials 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*

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 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 113 C MS ACCESS AND EXPRESSION WEB****3 Units**

*Two hours lecture and  
Three hours laboratory per week.  
Pass/No Pass/Letter Grade Option  
CSU*

This course teaches the student how to use Expression Web and Access for business and professional use. This course provides the student with the knowledge and skills necessary to take the Specialist level Microsoft Office Access and Web Expression exams. *\$3.00 Materials 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.  
Pass/No Pass/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. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 116 C MS OUTLOOK/OFFICE PROCEDURES****3 Units**

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

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 and other MS office applications. *\$3.00 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  
One hour laboratory per week.  
Pass/No Pass/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. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 121 C ADOBE PDF DOCUMENT MANAGEMENT****3 Units**

*Three hours lecture and  
Two hours laboratory TBA per week.  
Pass/No Pass/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. *\$3.00 Materials 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. *\$3.00 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. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 150 C MICROSOFT OFFICE APPLICATIONS****3 Units (May be taken for credit 4 times)**

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

*Pass/No Pass/Letter Grade Option*

*CSU*

This course studies the terms, concepts, and features of Microsoft Office software in today's business office. Students will create hands-on application office projects using Microsoft Office. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 155 C MICROSOFT EXPRESSION WEB APPS****3 Units**

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

*Pass/No Pass/Letter Grade Option*

*CSU*

This course offers the introductory and advanced features of Microsoft Expression Web and how it can be utilized in creating personal and business Web applications. Topics include introducing Expression Web, creating and revising Web pages, using links, images, and task lists, creating tables, frames, borders, form applications, and dynamic Web templates. In addition, students will explore HyperText Markup Language (HTML), Extensible HyperText Markup Language (XHHTML), and Cascading Style Sheets (SDD) Web techniques. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 157 C DREAMWEAVER BUSINESS APPLICATIONS****3 Units**

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

*Pass/No Pass/Letter Grade Option*

*CSU*

*Advisory: ACG 103 C or by consent of instructor.* This course covers advanced topics in Adobe Dreamweaver. Topics include using layers, styles, templates, library elements, and automation to create Web pages. In addition, the course offers several features to create dynamic and database-driven Web application sites. *\$3.00 Materials 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. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 161 C PC OPERATING SYSTEM****3 Units**

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

*Pass/No Pass/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. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 162 C PC HARDWARE CONFIGURATIONS****3 Units**

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

*Pass/No Pass/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 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 163 C INTRODUCTION TO NETWORK HARDWARE****3 Units**

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

*Pass/No Pass/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. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 164 C COMPUTER DESKTOP SUPPORT****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/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). *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 179 C INTRO. TO WEB PAGE DESIGN****3 Units**

*Three hours lecture and  
One hour laboratory 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 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 182 C DATA COMMUNICATIONS MANAGEMENT****3 Units**

*Three hours lecture and  
Two hours laboratory TBA per week.  
Pass/No Pass/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 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 184 C WINDOWS CLIENT ADMINISTRATION****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/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 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 185 C WINDOWS SERVER ADMINISTRATION****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/Letter Grade Option  
CSU*

This course introduces students to Microsoft Windows Server Management and enterprise networks. Topics include installing the server operating system, administering user accounts, managing system resources, installing active directory, and implementing DNS service. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 187 C MS WINDOWS EXCHANGE SERVER****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/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 administering 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 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 188 C MICROSOFT WINDOWS TCP/IP****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/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 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 189 C MS WINDOWS ACTIVE DIRECTORY****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/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 administering 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 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 191 C NETWORK INFRASTRUCTURE ADMIN.****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/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). *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 194 C INTERNET SECURITY (ISA) SERVER****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/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. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 195 C NETWORK SECURITY****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/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 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 196 C ANTI-HACKING NETWORK SECURITY****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/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. It also provides training in protecting networks by using an attacker's knowledge to compromise network security. Topics include footprinting, port scanning, enumeration, hacking Microsoft Windows and Unix operating system platforms, VPN hacking, firewalls, advanced techniques, and Web hacking. *\$3.00 Material Fee – PAYABLE AT REGISTRATION.*

**CIS 197 C MICROSOFT NETWORK DESIGN****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/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 as well as a directory services 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 strategy for Microsoft networking. Directory services elements include: analyzing an organization's business needs for designing a directory services infrastructure. In addition, 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 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 198 C MICROSOFT NETWORK EXAMS PREP.****3 Units**

*Two hours lecture and  
Two hours laboratory per week.  
Pass/No Pass/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. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 201 C NETWORK VIRTUALIZATION****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/Letter Grade Option  
CSU*

This course prepares students to plan, implement, and manage a virtualized enterprise infrastructure. Virtualization technologies such as Microsoft Windows Server with Hyper-V, Remote Desktop Services, Microsoft Enterprise Desktop Virtualization, and Application Virtualization as well as supporting applications and utilities will be discussed. *\$3.00 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 Materials 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. *\$3.00 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 Materials 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 Materials 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 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 220 C WEB PAGE PROGRAMMING****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/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 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 221 C WEB NETWORKING TECHNOLOGY****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/Letter Grade Option  
CSU*

This course introduces students to the new concept in the Web technology called the Collaborative Internet. The term refers to the use of the Internet technology to enhance information sharing, interactive and collaborative Web sites, social networking, publishing and posting information on the Web, and active participation among Web users. Emphasis is placed on the various applications of this emerging Web technology such as Podcasts, Blogs, Wikis, Mashups, RSS (Really Simple Syndication) Feeds, Flickr, collaborative favorites, and social networks in both theoretical and practical frameworks. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 222 C WEB SERVER MANAGEMENT****3 Units**

*Two hours lecture and  
Two hours laboratory per week.  
Pass/No Pass/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 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 223 C VISUAL C++ 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 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 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 225 C WEB PROGRAMMING WITH ASP****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/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 Materials 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. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 227 C JAVASCRIPT PROGRAMMING AND AJAX****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/Letter Grade Option  
CSU*

*Advisory: CIS 179 C or consent of the Instructor.* 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. In addition, the application of AJAX Web programming language will be discussed. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 229 C INTRODUCTION TO XML PROGRAMMING****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/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 Materials 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. *\$3.00 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. *\$3.00 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. *\$3.00 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. *\$3.00 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, animation, GUI components, exception handling, files and streams, and data structures. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 236 C INTRODUCTION 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. *\$3.00 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. *\$3.00 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. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 239 C CCNA BOOTCAMP****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/Letter Grade Option  
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. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 240 C CISCO WIRELESS NETWORKING****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/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. *\$3.00 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 Materials 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 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 243 C ORACLE FORMS AND REPORTS****3 Units**

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

This course provides coverage of Oracle database applications development, including client/server database architecture, SQL commands, PL/SQL programs, Forms Builder and Report Builder. Discussions will include new technologies, such as the new browser interface for the Enterprise Manager and iSQL. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 244 C JAVA GAME PROGRAMMING****3 Units**

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

This course covers game programming for Java developers. It leads students to create desktop and Internet computer games using the latest Java Programming language techniques. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 245 C PERL PROGRAMMING****3 Units**

Three hours lecture and  
One hour laboratory TBA per week.  
Pass/No Pass/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 Materials Fee – PAYABLE AT REGISTRATION.

**CIS 246 C PHP PROGRAMMING****3 Units**

Three hours lecture and  
One hour laboratory TBA per week.  
Pass/No Pass/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 Materials Fee – PAYABLE AT REGISTRATION.

**CIS 247 C PYTHON PROGRAMMING****3 Units**

Three hours lecture and  
One hour laboratory TBA per week.  
Pass/No Pass/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 Materials Fee – PAYABLE AT REGISTRATION.

**CIS 248 C VOICE OVER IP****3 Units**

Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/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. \$3.00 Materials Fee – PAYABLE AT REGISTRATION.

**CIS 250 C WORD PROCESSING****1 - 4 Units (Variable Unit Class)**

(May be taken for a cumulative total of 4 units)  
(Open Entry-Open Exit)  
One to four hours lecture and  
Three to twelve hours laboratory TBA per week.  
Pass/No Pass/Letter Grade Option  
CSU

This variable unit, open entry/open exit course with flexible hours consists of basic and advanced text editing performed using Microsoft Word. Unit credit may range from 1 to 4 units in any given semester. Units may be increased or decreased no later than the withdrawal deadline of the course. 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 key-boarding is recommended. \$3.00 Materials Fee – PAYABLE AT REGISTRATION.

**CIS 251 C ADVANCED WORD PROCESSING****1 - 4 Units (Variable Unit Class)**

(May be taken for a cumulative total of 4 units)  
(Open Entry-Open Exit)  
One to four hours lecture and  
Three to twelve hours laboratory TBA per week.  
Pass/No Pass/Letter Grade Option  
CSU

Prerequisite: Two units of CIS 250 C. This variable unit, open entry/open exit course with flexible hours is designed as a continuation of CIS 250 C. Advanced applications include, but are not limited to, desktop publishing, macros, margins, and record processing. Unit credit may range from 1 to 4 units in any given semester. Units may be increased or decreased no later than the withdrawal deadline of the course. Only upon successful completion of the first unit of instruction will the student be eligible for the second unit of credit for the semester. \$3.00 Materials Fee – PAYABLE AT REGISTRATION.

**CIS 252 C JAVA WEB APPLICATIONS****3 Units**

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

Prerequisite: CIS 226 C. This course covers topics in Java Web Applications. Topics include multithreading, networking, JDBC, Servlet, JSP, JSF, and web services. \$3.00 Materials Fee – PAYABLE AT REGISTRATION.

**CIS 253 C ORACLE PL/SQL PROGRAMMING****3 Units**

Three hours lecture and  
One hour laboratory per week.  
CSU

This course introduces students to the essential concepts and techniques needed to build web application on Oracle Application Server. Students will learn to create PL/SQL applications that access Oracle database but deliver outputs in HTML format. \$3.00 Materials Fee – PAYABLE AT REGISTRATION.

**CIS 258 C CCNA SECURITY****3 Units**

Two hours lecture and  
Three hours laboratory per week.  
Pass/No Pass/Letter Grade Option  
CSU

CCNA Security equips students with the knowledge and skills needed to prepare for entry-level security specialist careers. Topics covered include: implementing AAA on network devices, implementing Cisco IOS firewall and IPS feature sets, implementing site-to-site IPSec VPNs, and administering effective security policies. This course is offered through Cisco Local Academy and upon successful course completion students will receive a certificate from Cisco. \$3.00 Material Fee – Payable at Registration.

**CIS 260 C GAME CONCEPTS DEVELOPMENT****3 Units**

Three hours lecture and  
Two hours laboratory TBA per week.  
Pass/No Pass/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. \$3.00 Materials Fee – PAYABLE AT REGISTRATION.



**CIS 261 C GAME PROGRAMMING****3 Units**

*Three hours lecture and  
One hour laboratory TBA per week.  
Pass/No Pass/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. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 262 C NEW TECHNOLOGY****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/Letter Grade Option  
CSU*

This hands-on class is designed to teach students to acquire the necessary technical skills in the use of the latest technology. Emphasis is placed on the current and future trends of information technology in today's computer industry. The topics discussed will include, but are not limited to, the Internet technology and applications, networking and wireless technology, Web technology, mobile and hand-held computing, storage technology, robotics applications, and artificial intelligence. *\$3.00 materials fee is payable at registration. \$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 263 C MOBILE GAME PROGRAMMING****3 Units**

*Three hours lecture and  
Two hours laboratory TBA per week.  
Pass/No Pass/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. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 264 C WINDOWS GAME PROGRAMMING****3 Units**

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

This course leads students to develop skills and techniques relevant to the programming of computer games for Windows. The course will focus primarily on programming aspects. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 265 C 3D GAME PROGRAMMING****3 Units**

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

This course uses open source tools to introduce programming skills and techniques for creating interactive 3D games. The course will focus primarily on programming aspects. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 266 C GAME PROGRAMMING IN FLASH****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/Letter Grade Option  
CSU*

This course teaches students how to use Macromedia Flash to create games. Topics include a review of basic Flash concepts, basic ActionScript programming, creating Flash 3D effects, using physics and motion in a game, including sound in a game, and creating the overall game design structure. The course includes three hours lecture and one laboratory per week. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 274 C PROJECT MANAGEMENT FUNDAMENTALS****3 Units**

*Three hours lecture and  
Two hours laboratory per week.  
Pass/No Pass/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. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 276 C COMPUTER FORENSICS I****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/Letter Grade Option  
CSU*

This course introduces basic techniques and methods used for collecting and preserving digital evidences for computer forensic process. This course emphasizes on gathering digital evidences from a computer system. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 277 C COMPUTER FORENSICS II****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/Letter Grade Option  
CSU*

This course equips students with professional knowledge and techniques to investigate, preserve, process, report, and present digital evidence. This course delivers technical and management knowledge of computer forensics to students. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 278 C CYBER CRIME****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/Letter Grade Option  
CSU*

This course will introduce the student to concepts and actions involved with cybercrime. The emphasis of the course will be placed on the student gaining an understanding of the types, the elements, and the corresponding forensic evidence that exists from cybercrime. *\$3.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 279 C COMPUTER FORENSICS LEGAL ASPECTS****3 Units**

Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/Letter Grade Option  
CSU

This course will examine the civil and criminal aspects of computer forensics. Students will be introduced to case law and will learn appropriate steps, procedures, and techniques to comply with law when conducting forensic examinations. Also, testimony concepts by the forensic examiner will be discussed. \$3.00 Materials Fee – PAYABLE AT REGISTRATION.

**CIS 280 C ANALYSIS OF DIGITAL MEDIA****3 Units**

Three hours lecture and  
One hour laboratory per week.  
Pass/No Pass/Letter Grade Option  
CSU

This course will provide the student with the concepts and skills to complete examinations on alternative digital media. This includes an understanding of the various file systems, acquisition procedures, recovery methods, and reporting on findings. \$3.00 Materials Fee – PAYABLE AT REGISTRATION.

**CIS 281 C COMPUTER FORENSICS CAPSTONE****3 Units**

Three hours lecture and  
One hour laboratory per week.  
CSU

*Prerequisite:* CIS 280 C with a minimum grade of "C". This course will complete the computer forensics certificate program with a thorough testing process of the student's knowledge of computer forensics. Through a series of examinations, students will demonstrate their knowledge of appropriate computer forensic procedures/protocol, acquisition techniques, file systems, analysis of files, alternative media, Internet history/email analysis, log analysis, reporting, incorporating all knowledge gained through the courses. \$3.00 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.  
Pass/No Pass/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.  
Pass/No Pass or Pass/No Pass/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*

*Division Dean – Richard Fee*

*Counselor*  
Deidre Porter

**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 INTRODUCTION TO PROGRAMMING 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 with minimum grades of "C". This course is an introduction to the basic principles of programming using C++ as the development tool. Topics include the structure and design of algorithms, input/output, branching structures, functions, recursion, built-in data types, arrays, structures, files, pointers and elementary operations on linked structures. The object-oriented programming paradigm will be introduced. Topics include encapsulation, polymorphism, libraries, streams, inheritance and abstract data types. Students will design algorithms, write external and internal documentation and design and write source code in C++.

### 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 205 C FORTRAN PROGRAMMING

#### 3 Units

Three hours lecture and  
One hour laboratory TBA per week.

UC/CSU, CSU GE

*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 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.

Pass/No Pass or Pass/No Pass/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 SCIENCE 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 R. de Dios

Director, DSP&S – Kimberly K. Bartlett

Manager, International Student Program – Yongmi Han

Manager, Matriculation – Kristine Nelson

Articulation Officer – Stacey Howard

### Faculty – Counselors

Dana Bedard

Kelly Carter

Penny Gabourie

Robert Grantham

Jane Jepson

Renay Laguana-Ferinac

Velia Lawson

Deborah Michelle

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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).

**PROGRAM LEARNING OUTCOMES (PLOs)**

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

## Counseling and Student Development (COUN)

**COUN 040 C COLLEGE READINESS****½ Unit***One hour lecture per week.**Pass/No Pass Only***NON-DEGREE CREDIT**

This course is designed to prepare students for their first college semester by satisfying the California community colleges' matriculation requirements of assessment, orientation, and counseling/advising.

**COUN 060 C ACADEMIC SUCCESS AND COLLEGE SURVIVAL****1 Unit***One hour lecture per week.**Pass/No Pass Only*

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.**Pass/No Pass/Letter Grade Option***NON-DEGREE CREDIT**

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.**Pass/No Pass***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 (May be taken for credit 2 times)***Two hours lecture and**Three hours laboratory per week.**Pass/No Pass/Letter Grade Option*

This course is designed for students with verified disabilities. This course provides training in the use of assistive technology which enhances the ability of students with disabilities to access and use personal computers. The course will 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.**Pass/No Pass/Letter Grade Option*

*Prerequisite: COUN 073 C.* This course is designed for, but not limited to, students with verified disabilities. This course provides training in intermediate 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 100 C COLLEGE ORIENTATION****3 Units***Three hours lecture per week.**Pass/No Pass/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 MANAGEMENT****1 Unit (May be taken for credit 2 times)***One hour lecture per week.**Pass/No Pass***CSU, CSU GE**

This course is designed to increase the student's awareness of the effects of stress on academic performance and daily life. Emphasis will be placed on understanding effective and ineffective responses to stress and on planning a personal stress management program. Students will explore and practice a variety of practical stress management techniques. **\$3.00 Materials Fee – PAYABLE AT REGISTRATION.**

**COUN 110 C TEACHING AS A CAREER****3 Units***Two hours lecture per week**Plus three to six hours fieldwork TBA per week.**Pass/No Pass/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 a 45 hour fieldwork experience in an educational setting. **\$20.00 Materials Fee – PAYABLE AT REGISTRATION.**



**COUN 135 C LEADERSHIP****3 Units***Three hours lecture per week.**UC/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.**UC/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.**Pass/No Pass**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 141 C CAREER EXPLORATION****1 Unit***One hour lecture per week.**Pass/No Pass**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 Materials Fee – PAYABLE AT REGISTRATION.*

**COUN 144 C WOMEN AND CAREERS****2 Units***Two hours lecture per week.**Pass/No Pass**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 Materials Fee – PAYABLE AT REGISTRATION.*

**COUN 145 C ADULT CAREER/LIFE TRANSITIONS****2 Units***Two hours lecture per week.**Pass/No Pass**CSU, CSU GE*

Course is designed to assist adults in management of the multitude of transitions experienced in mid-life, primarily that of career changes, whether by choice, economic forces, or other personal circumstances. Assessment of strengths, interests, skills, values and personality type support targeted career research, creative job search techniques and resume writing. Decision making and goal setting, as well as typical adult development issues (mental, financial, relational, spiritual, and aging) are addressed to assist in the transition to new and more meaningful employment.

**COUN 146 C DECISION MAKING****1 Unit***One hour lecture per week.**Pass/No Pass/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 (May be taken for credit 2 times)***18 hours lecture per semester.**Pass/No Pass**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.

**COUN 148 C HUMAN POTENTIAL****1 Unit***18 hours lecture per semester.**Pass/No Pass/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 Materials 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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass or Pass/No Pass/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.**Pass/No Pass**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

**Counselor**

Robert Grantham

**PROGRAM LEARNING OUTCOMES (PLOs)****Court Reporting**

A student who completes the Court Reporting field of study will be able to:

1. Students will be able to transcribe documents at a professional level.
2. Students will have the ability to apply the rules of grammar, spelling, punctuation, and capitalization to sentences, paragraphs, testimony, and jury charge through systematic series of programmed (takes) testing and other projects.
3. Students will be able to demonstrate an understanding and application of California and United states criminal and civil law, along with a basic knowledge of related areas of law and legal terminology.
4. Students will be able to demonstrate an understanding and application of anatomy, physiology, and/or medical terminology.
5. Students will be able to assume the role of the real-time reporter through simulated trials and depositions to perform various functions.

6. Students will be able to produce a complete and accurate transcript of at least ten pages from steno notes, using computer-aided transcription.
7. Students will be able to fulfill the state required internship hours and submit a written narration of their experiences, either in transcript format or in report format. Students will submit a timesheet signed by the supervising reporter in the field verifying hours completed.
8. Students will be able to understand and apply knowledge of basic vocabulary to a variety of reporting situations
9. Students will be able to understand and follow the California codes as they apply to reporting situations.
10. Students will be able to demonstrate knowledge of court and deposition procedures, along with an understanding of court structure, both state and Federal.
11. Students will be able to prepare an 18,000 word steno dictionary using computer software with applications for the completion of transcripts and other documents.
12. Students will be familiar with the California Court Reporters Code of Ethics and the National Court Reporters Association Code of Ethics and be able to apply these standards, rules, and regulations in the preparation of documents and in reporting situations.

**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 percent 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	1/2
<b>Total Units Required</b>		<b>14 1/2</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>

<b>SUMMER SESSION</b>		
CTRP 044 C, 045 C	Machine Shorthand Speed Bldg 3&4	4

<b>SEMESTER 3</b>		
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)
<b>Total Units Required</b>		<b>21</b>

<b>SEMESTER 4</b>		
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	1 1/2
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
<b>Total Units Required</b>		<b>22 1/2</b>

<b>SUMMER SESSION</b>		
CTRP 048 C	Machine Shorthand Speed Bldg 7	2
CTRP 060 C	Mach. Shorthand Challenge-220	2
<b>Total Units Required</b>		<b>4</b>

<b>SEMESTER 5</b>		
*POSC 100 C	United States Government	3
CTRP 076 C	Court & Deposition Procedures	1 1/2
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
<b>Total Units Required</b>		<b>11 1/2 - 12 1/2</b>

<b>PLUS 12-13 Units From the following graduation requirements:</b>		
Written Communication		3
Cultural Diversity		3
Mathematics		3-4
Art		3
*Meets Partial Requirements for Associate Degree		

**Program Total Units 110 1/2 - 112 1/2**

**COURT REPORTING****CERTIFICATE****Program Code: 1C21103****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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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>		
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	$\frac{1}{2}$
<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
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)
CTRP 073AC	Spelling for Modern Business	1
CTRP 073BC	Punctuation-Court Reporting	1
<b>Total Units Required</b>		<b>18</b>
<b>SUMMER SESSION</b>		
CTRP 044 C, 045 C	Machine Shorthand Speed Bldg 3&4	4
<b>SEMESTER 3</b>		
CTRP 057 C, 058 C	Mach. Shorthand Challenge-160&180	4
CTRP 046 C	Machine Shorthand Speed Bldg 5	2
CTRP 052 C	Court/Conf. Rptg: Medical	3
CTRP 072 C	Legal Procedures	4
CTRP 066 C	Machine Transcription-Medical	2
CTRP 054 C	Two/Four Voice Testimony	3
CTRP 085 C	Comp. Aided Trans: Dict. Bldg.	1
<b>Total Units Required</b>		<b>19</b>
<b>SEMESTER 4</b>		
CTRP 059 C	Mach. Shorthand Challenge-200	2
CTRP 047 C	Machine Shorthand Speed Bldg 6	2
CTRP 053 C	Court/Conf. Rptg: Congressional	3
CTRP 055 C, 056 C	Court/Conf. Rptg: Jury Charge 1&2	6
MGT 242 C	American Judicial System	4
CTRP 068 C	Adv. Vocabulary Development	1½
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)
or		
CTRP 070 C	Comp. Aided Trans: Stenocat	(1)
MGT 143 C	Introduction to Legal Research	1
<b>Total Units Required</b>		<b>20½</b>
<b>SUMMER SESSION</b>		
CTRP 048 C	Machine Shorthand Speed Bldg 7	2
CTRP 060 C	Mach. Shorthand Challenge-220	2
<b>Total Units Required</b>		<b>4</b>

**SEMESTER 5**

CTRP 076 C	Court & Deposition Procedures	1½
CTRP 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)
CTRP 074 C	CSR/RPR/CBC/CCP Exam Prep.	1
CTRP 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	90
CTRP 041 C	90
CTRP 042 C-045 C	360
CTRP 046 C-048 C	270
CTRP 057 C-060 C	360
CTRP 050 C	90
CTRP 051 C	90
CTRP 052 C	90
CTRP 053 C	90
CTRP 054 C	90
CTRP 055 C	90
CTRP 056 C	90
<b>Total Hours</b>	<b>1800</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	90
CTRP 075 C	90
CTRP 090 C	90
CTRP 094 C	36
CTRP 095 C	36
CTRP 096 C	90
CTRP 089 C	90
<b>Total Hours</b>	<b>522</b>

**2. ENGLISH - 215 Hours required**

MGT 055 C	Business English	54
ENGL 103 C	Reasoning and Writing	54
CTRP 073AC	Spelling	18
CTRP 073BC	Punctuation	18
CTRP 067 C	Vocabulary	36
CTRP 068 C	Adv. Vocabulary	27
ENGL 135 C	Advanced Grammar	54
<b>Total Hours</b>		<b>261</b>

**3. MEDICAL - 125 Hours required**

HS 145 C	Sur. of Med Term	54
BIOL 160 C	Inte. Medical	54
or		
HS 147 C	Survey of Disease	54
CTRP 066 C	Machine Trans-Med	36
<b>Total Hours</b>		<b>144</b>

**4. LEGAL - 175 Hours required**

CTRP 071 C	Legal Term	54
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	54
MGT 242 C	Am Jud Systems	72
<b>Total Hours</b>		<b>180</b>

**5. KEYBOARDING: 45 words per minute net (Cypress requirement 50 net words per minute)**

CTRP 072 C	Legal Procedures	50
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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 076 C	Court Procedures	14
<b>Total Hours</b>		<b>14</b>

**8. APPRENTICESHIP TRAINING/COURT OBSERVATION – 60 Hours required**

CTRP 081 C	Internship: Court Reporting	58
	20 Hours - Court	
	20 Hours - Deposition	
	18 Hours - In Class	
Observation Hours may be completed in various classes		
CTRP 074 C	CSR/RPR/CBC/CCP Exam Prep.	24
<b>Total Hours</b>		<b>82</b>

**9. TECHNOLOGY - 25 Hours required**

CTRP 092 C	Realtime Writing	18
CTRP 085 C	Dictionary Build (18,000 words)	18
<b>Total Hours</b>		<b>36</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.

(Revised April, 2008)

**CAPTIONING CERTIFICATE****Program Code: Pending State Approval**

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:**

	<b>Units</b>	
CTRP 085 C	Comp. Aided Trans: Dict. Bldg.	1
CTRP 090 C	Court/Conf Rptng.: 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
CTRP 068 C	Adv. Vocabulary Development	1½
CTRP 091 C	Advanced Dictionary Build	1
<b>Total Units</b>		<b>16½</b>

**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:		Units
CIS 050 C	Intro-Comp & Software Concepts	3
or		
CIS 150 C	Microsoft Office Applications	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/Conference 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 Rptng: Literary	3
CTRP 089 C	Court & Conf. Rptg.: Lit. II	3
ENGL 180 C	Sign Language-SEE Level 1	3
CTRP 032 C	CTRP Career Exploration	1
	<b>Total Units</b>	<b>41½</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, the student must complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:		Units
CIS 050 C	Intro-Comp & Software Concepts	3
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 & Rhetoric	3
CTRP 073AC	Spelling for Modern Business	1
CTRP 073BC	Punctuation for Court Reporting	1
CTRP 073CC	Formatting, Style & Usage	1
CTRP 032 C	CTRP Career Exploration	1
CTRP 097 C	Internship: Scoping/Editing	1

#### Select a minimum of four units from the following courses: 4

Electives:		Units
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</b>	<b>22</b>

### COURT AND AGENCY SERVICES CERTIFICATE Program Code: 1C30333

The Court and Agency Services Certificate will provide the student with the necessary knowledge, skills, and training to be employed in the field of court and/or deposition agency administration and operations. The training provides for an internship experience of 40 hours.

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

Required courses are listed in the suggested sequence:		Units
CTRP 073AC	Spelling for Modern Business	1
CTRP 073BC	Punctuation for Court Reporting	1
CTRP 073CC	Formatting, Style & Usage	1
CTRP 073DC	Proofreading	1
CIS 102 C	Adv MS Word Business Apps	4
CTRP 071 C	Legal Terminology & Rhetoric	3
CTRP 072 C	Legal Procedures	4
CTRP 076 C	Court & Deposition Procedures	3
CTRP 093 C	Information Technology - CTRP	2
MGT 143 C	Introduction to Legal Research	1
CTRP 033 C	Internship: Agency Services	2
or		
CTRP 034 C	Internship: Court Services	2
CTRP 062 C	Notary Public Exam Prep	1
	<b>Total Units</b>	<b>24</b>

### HEARING REPORTER

#### CERTIFICATE Department Proficiency, Not State Approved

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 percent of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:		Units
Course #	Title	
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>

### LEGAL ADMINISTRATIVE ASSISTANT CERTIFICATE Program Code: 1C30459

This certificate prepares the student to work in a variety of venues related to the legal profession including positions as a legal administrative assistant in a law office, or in the court system, and in a variety of other legal settings.

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

Required courses are listed in suggested sequence:		Units
CTRP 073AC	Spelling for Modern Business	1
CTRP 073BC	Punctuation for Court Reporting	1
CTRP 071 C	Legal Terminology & Rhetoric	3
CIS 102 C	Adv MS Word Business Apps	4
CTRP 072 C	Legal Procedures	4
CIS 150 C	Microsoft Office Applications	3
MGT 055 C	Business English	3
MGT 143 C	Introduction to Legal Research	1
CTRP 080 C	Internship: Law Office	2
	<b>Total Units</b>	<b>22</b>

### SPECIALTY IN ADV. MACHINE

#### SHORTHAND Department Proficiency, Not State Approved

This certificate provides the student with the necessary skills, knowledge, and background to work in a variety of fields in court reporting. To earn a certificate, the required courses as listed must be completed with a minimum of a letter grade of "C." At least 50 percent of all course work must be completed at Cypress College.



Required courses are listed in suggested sequence:		Units
CTRP 046 C	Machine Shorthand Speed Bldg 5	2
CTRP 047 C	Machine Shorthand Speed Bldg 6	2
CTRP 055 C	Court/Conf Rptg-Jury Charge	3
CTRP 053 C	Court/Conf. Rptg:Congressional	3
<b>Total Units</b>		<b>10</b>

## SPECIALTY IN BEGINNING MACHINE



### SHORTHAND Department Proficiency, Not State Approved

This is a beginning certificate designed to prepare the student with the necessary knowledge, skills, and background to advance in the court reporting program. To earn a certificate, students must complete the required courses as listed with a minimum grade of "C". At least 50 percent of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:		Units
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
<b>Total Units</b>		<b>10</b>

## SPECIALTY IN CSR/RPR



### COMPETENCY Department Proficiency, Not State Approved

This certificate provides the student with the necessary qualifications to take either the state and/or the national court reporter's examination. To earn a certificate, the required courses as listed must be completed with a minimum grade of "C." At least 50 percent of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:		Units
CTRP 048 C	Machine Shorthand Speed Bldg 7	2
CTRP 049 C	Machine Shorthand Speed Bldg 8	2
CTRP 056 C	Court/Conf. Rptg: Jury Charge	3
CTRP 050 C	CSR/RPR Directed Practice	2
CTRP 075 C	Simulated Courtroom	1
<b>Total Units</b>		<b>10</b>

## SPECIALTY IN INTERMEDIATE MACHINE



### SHORTHAND Department Proficiency, Not State Approved

This certificate is designed for students who have completed the intermediate level of steno classes in court reporting. To earn a certificate, the student must complete the required courses as listed with a minimum grade of "C." At least 50 percent of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:		Units
CTRP 044 C	Machine Shorthand Speed Bldg 3	2
CTRP 045 C	Machine Shorthand Speed Bldg 4	2
CTRP 052 C	Court/Conference Rptg-Medical	3
CTRP 054 C	Two/Four Voice Testimony	3
<b>Total Units</b>		<b>10</b>

## SPECIALTY IN

### PROOFREADING Department Proficiency, Not State Approved

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 percent 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	11/2
MGT 055 C	Business English	3
CTRP 073DC	Proofreading	1
CTRP 086 C	Internship: Proofreading	1
<b>Total Units Required</b>		<b>11½</b>

## SPECIALTY IN REALTIME

### WRITING Department Proficiency, Not State Approved

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 administered 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:		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 091 C	Advanced Dictionary Build	1
CTRP 093 C	Information Technology - CTRP	2
CTRP 065 C	Advanced CAT Systems	2
<b>Total Units</b>		<b>11</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.

Pass/No Pass

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 Materials 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.

Pass/No Pass

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. \$3.00 Materials Fee – PAYABLE AT REGISTRATION.

### CTRP 032 C CTRP CAREER EXPLORATION

1 Unit

One hour lecture per week.

Pass/No Pass

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 033 C INTERNSHIP: AGENCY SERVICES****2 Units**

*Two hours lecture per week and  
Forty hours of internship plus  
Ten hours of observation.*

This course provides practical work experience in an office setting in order to prepare the student to work in a court reporting agency. There will be 40 hours of internship required, plus 10 hours of observation.

**CTRP 034 C INTERNSHIP: COURT SERVICES****2 Units**

*Two hours lecture per week and  
Forty hours of internship plus  
Ten hours of observation.*

This course provides practical work experience in courthouse administrative or clerical setting. There will be 40 hours of internship required, along with 10 hours of observation.

**CTRP 035 C DIRECTED PRACTICE QUALIFYING LAB****½ - 10 Units (Variable Unit Class)**

*(Open Entry-Open Exit)  
(May be taken for credit 4 times)  
1½ - 30.00 hours laboratory per week.*

*Pass/No Pass/Letter Grade Option*

This course is designed as an open entry lab to fulfill the lab requirements for the court reporting students for the California Court Reporter's Board. Fifty-four hours is required for ½ unit of credit. May be taken for a cumulative total of 10 units. \$3.00 Materials Fee – PAYABLE AT REGISTRATION.

**CTRP 040 C BEG. MACHINE SHORTHAND THEORY****3 Units**

*Three hours lecture and  
Two hours laboratory per week.  
Pass/No Pass/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.  
Pass/No Pass/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.  
Pass/No Pass/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.*

*Pass/No Pass/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.*

*Pass/No Pass/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.*

*Pass/No Pass/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.*

*Pass/No Pass/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.*  
*Pass/No Pass/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.*  
*Pass/No Pass/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.*  
*Pass/No Pass/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.*  
*Pass/No Pass/Letter Grade Option*

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.*  
*Pass/No Pass/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.*  
*Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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 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.**Pass/No Pass/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.*

*Advisory: The student must have completed a CAT (Computer-Aided Transcription) dictionary.* 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.**Pass/No Pass/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 Materials 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. The topics covered include civil and criminal litigation and cases in equity.

**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.*

*Pass/No Pass*

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 eighteen hours laboratory per week.*

*Pass/No Pass*

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.*

*Pass/No Pass/Letter Grade Option*

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 091 C ADVANCED DICTIONARY BUILD****1 Unit**

*One hour lecture and*

*Three hours laboratory per week.*

This course is designed for court reporting students and captionists in order to further develop, modify, and refine their personal dictionary using one of several Computer Aided Transcription software systems.

**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.*

*Pass/No Pass/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.

Pass/No Pass/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 097 C INTERNSHIP: SCOPING/EDITING****1 Unit**

One hour lecture per week.

This course offers practical work experience in scoping/editing in order to prepare court, deposition, and other legal documents. Internship will be scheduled with members of the court reporting community. There will be 20 hours of internship required.

**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.

Pass/No Pass or Pass/No Pass/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.

Pass/No Pass

*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

Maha Haddad

Erin Landry

#### Counselors

Renay Laguana-Ferinac

Renee Ssensalo

### PROGRAM LEARNING OUTCOMES (PLOs)

#### Dance Department

- Given a dance performance or teaching setting, students will be able to demonstrate knowledge of various dance techniques, choreography, performance and history of dance forms.
- Given a dance performance setting, students will be able to communicate dramatic and emotional content through choreography and dance.
- Given a dance performance students will be able to analyze dance works for their historical origins and choreographic technique

### 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		Units
DANC 101 C	Multicultural Dance in the US	3
DANC 105 C	Ballet I	1½
DANC 106 C	Classical Dance	2
DANC 107 C	Modern Dance	1½
DANC 108 C	Free Form Dance	1½
DANC 111 C	Beginning Jazz Dance	1½
DANC 113 C	Tap Dance	1
DANC 112 C	Intermediate Jazz Dance	2
or		
DANC 215 C	Commercial Dance	2
DANC 202 C	Elements of Choreography	2
DANC 204 C	Dance Rehearsal & Performance	3
DANC 214 C	Dance Repertory	3

Select 2 courses from the following:		Units
DANC 100 C	Intro to Dance Appreciation	3
DANC 109 C	Dance Improvisation	1
DANC 114 C	Rhythm Dance	2
DANC 124 C	Partnering	1
DANC 208 C	Pointe Class	1

Select 3 courses from the following:		Units
DANC 115 C	Hip Hop Dance	1
DANC 130 C	Afro-Caribbean Dance	1
DANC 131 C	Ballet Folklorico	1 - 2
DANC 132 C	Flamenco Dance	1
DANC 133 C	Dance of Andalusia	1½
DANC 136 C	Middle Eastern Dance	1
DANC 137 C	Latin and Swing Dance	1
DANC 139 C	Ballroom I	1

Select 2-3 units from the following:		Units
THEA 140 C	Introduction to Theater Design	3
or		
THEA 145 C	Fundamentals of Costume Design	3
THEA 142 C	Theater Sound and Recording	2
or		
MUS 124 C	Recording Studio I	3
THEA 144 C	Lighting Design Fundamentals	3
<b>Total Units</b>		<b>29 - 34½</b>

## DANCE TEACHING

### CERTIFICATE

**Program Code: 1K12959**

This program is designed to prepare the student to teach dance at private dance studios and community centers.

To earn a certificate, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 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 100 C INTRODUCTION TO DANCE APPRECIATION

#### 3 Units

*Two hours lecture and*

*Three hours laboratory per week.*

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

Students will learn the basic dance technique of ballet, modern and jazz and a world dance form. Historical background will be provided. Dance concert admission may not exceed \$30.

### DANC 101 C MULTICULTURAL DANCE IN THE UNITED STATES

#### 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.*

*Pass/No Pass/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.*

*Pass/No Pass/Letter Grade Option*

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

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 (pending)

*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.

Pass/No Pass/Letter Grade Option

UC/CSU, AA GE, CSU GE (pending)

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 \$30.00.*

**DANC 108 C FREE FORM DANCE****1½ Units** (May be taken for credit 4 times)

Three hours laboratory per week.

UC/CSU, AA GE, CSU GE (pending)

*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 \$30.00.*

**DANC 109 C DANCE IMPROVISATION****1 Unit** (May be taken for credit 4 times)

Two hours laboratory per week.

UC/CSU, CSU GE (pending)

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.

Pass/No Pass/Letter Grade Option

UC/CSU, AA GE, CSU GE (pending)

Students will learn basic skills of jazz dance with emphasis on body alignment, strength and coordination. *Dance concert admission will not exceed \$30.00.*

**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.

Pass/No Pass/Letter Grade Option

UC/CSU, AA GE, CSU GE (pending)

*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.

Pass/No Pass/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 \$30.00.*

**DANC 114 C RHYTHM DANCE****2 Units** (May be taken for credit 4 times)

Four hours laboratory per week.

Pass/No Pass/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 \$30.00.*

**DANC 115 C HIP HOP DANCE****1 Unit** (May be taken for credit 4 times)

Two hours laboratory per week.

Pass/No Pass/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 admission will not exceed \$30.00.*

**DANC 120 C DANCE HISTORY****3 Units**

Three hours lecture per week.

Pass/No Pass/Letter Grade Option

UC/CSU, AA GE, CSU GE, IGETC

History of Dances uses readings, audiovisual media, lectures and in-class discussion to enable students to study the history of dance from its origins to present day. Students will also compare various dance techniques, theories and choreographers. *Cost of dance concert not to exceed \$12.00.*

**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.

Pass/No Pass/Letter Grade Option

UC Credit Limitation/CSU

This class is designed to increase flexibility and circulation and promote relaxation by learning various stretching exercises including reciprocals and yoga postures plus breathing and relaxation techniques.

**DANC 124 C PARTNERING****1 Unit** (May be taken for credit 4 times)

Two hours laboratory per week.

UC/CSU

*Prerequisite:* Demonstrated mastery of intermediate dance level technique. This class introduces the basic elements of partnering to the intermediate dancer. The students will develop the strength and coordination to perform the basic skills for both floor partnering and lifts.

**DANC 130 C AFRO-CARIBBEAN DANCE****1 Unit** (May be taken for credit 4 times)

Two hours laboratory per week.

Pass/No Pass/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 \$30.00.*

**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.

Pass/No Pass/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.

Pass/No Pass/Letter Grade Option

UC/CSU

Students will study basic Flamenco Dance technique and learn movement combinations and the cultural aspect of the dance. 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.

Pass/No Pass/Letter Grade Option

UC/CSU

Students will study the dance of Andalusia, Spain, dance techniques and movement combinations with increasingly difficult rhythmic patterns. *Dance concert admission not to exceed \$30.00*

**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.

Pass/No Pass/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 \$30.00.*

**DANC 136 C MIDDLE EASTERN DANCE****1 Unit** (May be taken for credit 4 times)

Two hours laboratory per week.

Pass/No Pass/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, Dabke, fusion forms, vocabulary and cultural background of the dances. *Dance concert admission 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.

Pass/No Pass/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 139 C BALLROOM I****1 Unit** (May be taken for credit 4 times)

Two hours laboratory per week.

Pass/No Pass/Letter Grade Option

UC (pending)/CSU, CSU GE (pending)

This course gives students the opportunity to learn various ballroom dances. Examples of dance forms that may be included are Waltz, Fox Trot, American Tango and Argentine Tango. The course will focus on learning International and American smooth styles of dance. The students will develop coordination skills and knowledge of each dance form. Cost of Dance Concert admission will not exceed \$30.00

**DANC 140 C SUMMER DANCE FESTIVAL****1 - 1½ Units** (Variable Unit Class)

(May be taken for credit 4 times)

Four to Six 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. Methodologies will include elements of shape, space, time, music, topics and other theories and dance styles that involve the creation of a dance. *Cost of dance concert admission will not exceed \$30.00.*

**DANC 203 C DANCE PRODUCTION****1-2 Units** (Variable Unit Class)

(May be taken for credit 4 times)

Four to eight 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. Dance concert admission may not exceed \$30.00.

**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. 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

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

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 \$30.00.

**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. Students will learn the appropriate teaching methodologies that can be applied in different instructional venues: schools, colleges and private studios, to name a few. Subject matter will include theoretical and practical applications of dance pedagogy. Cost may not exceed \$30.

**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 associated with dance concert through performing, choreographing, technical work, management, and publicity. May be taken for credit 4 times. Concert admission cost may not exceed \$30.

**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.

Pass/No Pass or Pass/No Pass/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 – John Sciacca

### Faculty

Elizabeth Pacheco

### Counselors

Kelly Carter

Denise Vo

## PROGRAM LEARNING OUTCOMES (PLOs)

### Dental Assisting

A student who completes the Dental Assisting program will be able to:

- Demonstrate the academic knowledge and skill, and competence necessary to qualify for both the National Certification Exam and the California State Registered Dental Assistant Exam.
- Demonstrate the knowledge necessary for the ethical, legal and competent practice of dental assisting.
- Perform the functions approved by the California Dental Practice Act for a Dental Assistant and Registered Dental Assistant with competence and judgment.
- Attain their dental radiology license.

- Demonstrate clinical competency in Coronal polish and dental sealants.
- Demonstrate laboratory competency in the Ultrasonic removal of excess cement from coronal surfaces of teeth under orthodontic treatment.
- Prepare for employment as a dental assisting as an integral member of the dental team.
- Have the opportunity to explore specialty offices.

### 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 without 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.

The Cypress College Dental Assistant Program is also accredited by the Dental Board of California, the Accrediting body for the dental professionals (Auxiliaries) in California through the Department of Consumer Affairs.

At the completion of the program the student will be certified to take Dental Radiographs "x-rays", Coronal Polish, Dental Sealant, California Dental Practice Act, Infection Control, CPR 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 DA and RDA procedures in 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 clinical procedures within the patients 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. To provide students with academic knowledge and clinical skills in the Dental Practice Act, infection control and CPR.

5. Prepare the student to qualify for certification in Radiology Safety, Coronal Polishing and Dental Sealants.

6. Prepare the student to attain laboratory competency in the ultrasonic removal of excess cement from coronal surfaces of teeth under orthodontic treatment.

7. Maintain a positive communication network between the advisory committee, dental community, and dental assistant program alumni.

8. To create a safe learning environment in compliance with federal and California state standards and regulations.

### MINIMUM STANDARD

1. Minimum age of 17 years. (RDA licensure requires candidate to be a minimum age of 18 years).

2. 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. Applications must be completed **online** starting the month of **February**. Applications will be accepted until the program is full or the fall semester begins. Please see the **Health Science Application link** on the Dental Assisting home page.

3. Enrollment is limited to the first 30 qualified applicants.

### SELECTION PROCEDURES

Qualified applicants will be accepted into the program first come first serve based on the date of a completed Dental Assisting application and supporting documents.

### ASSOCIATE IN SCIENCE DEGREE REGISTERED DENTAL ASSISTING

**Program Code: 1S21117**

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 percent 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, students must 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. *\$85.00 Materials 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 Materials 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. *\$74.00 Materials 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. *\$69.00 Materials 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 Materials 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 Materials 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.**Pass/No Pass/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 – John Sciacca***Faculty**

Kendra Contreras

Carol Green

Carol Zakala

**Counselors**

Kelly Carter

Denise Vo

**PROGRAM LEARNING OUTCOMES (PLOs)****Dental Hygiene**

A student who completes the Dental Hygiene program will be able to:

- Gain the knowledge necessary for the ethical, legal, and competent practice of dental hygiene.
- Gain the knowledge for disease prevention and oral health promotion.
- Gain the knowledge that will allow for involvement in community projects.
- Gain the knowledge that will promote professional growth, development, and an appreciation for scholarly activity.
- Gain the knowledge to provide optimal patient care.
- Attain the knowledge, skills, and values necessary to qualify to take the examinations for licensure as a Registered Dental Hygienist, and a professional member of the allied health team.

**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 percent 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 2.5.

1. Science: All courses must be completed within five years of filing the initial application and with an overall GPA of 3.0. 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
CHEM 201 C	Basic Organic & Biochemistry	5
BIOL 220 C	Medical Microbiology	4
BIOL 231 C	General Human Anatomy	4
BIOL 241 C	Human Physiology	4
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
COMM 100 C	Human Communication	3
ENGL 100 C	College Writing	3
	Cultural Diversity	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 040 C	Intermediate Algebra (or higher)	4
	Art	3
	Humanities	3
PE	Physical Education	1
	Reading Proficiency	3
	Humanities	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. Applications must be completed **online** during the month of **February**. Please see the **Health Science Application link** on the Dental Hygiene home page.
2. Applicants must submit official transcripts (except Cypress and Fullerton Colleges) and signature page of application **in person** to the Health Science Applications office, Health Science Building, Cypress College 9200 Valley View Street, Cypress, California 90630-5897 by **March 15**. Please bring photo identification.

**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: 1C21118**

Students who have previously earned an Associate of Science or higher 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, students must complete the required courses as listed with a minimum grade of "C." At Least 50 percent 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: Admission to and enrollment in the Dental Hygiene Program.* 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 mal-occlusion and the clinical significance of temporomandibular joint dysfunction.

**DH 104 C ORAL HEALTH ASSESSMENT****3 Units***Three hours lecture per week.**CSU*

*Prerequisite: Admission to and 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: Admission to and enrollment in the Dental Hygiene Program.* This course for dental hygiene students includes didactic and pre-clinical instruction in the essentials of dental radiography. Lecture emphasizes the technical aspects of radiation production, protection against the hazards of radiation, and utilization of radiographs during patient care. The laboratory provides demonstrations and practical application in the fundamentals of intraoral and extraoral radiographic techniques, processing, mounting and identification of normal anatomical landmarks. *\$66.00 Materials 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: Admission to and enrollment in the Dental Hygiene Program.* 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 Materials 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: Enrollment in the 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 113 C GENERAL AND ORAL PATHOLOGY****2 Units***Two hours lecture per week.**CSU*

*Prerequisite: Enrollment in the 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: Enrollment in the Dental Hygiene Program and successful completion of all 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 Materials Fee – PAYABLE AT REGISTRATION.**

**DH 125 C PERIO PATHOLOGY & THERAPY****2 Units**

*Two hours lecture per week.*

*CSU*

*Prerequisite: Enrollment in the Dental Hygiene Program and successful completion of all 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: Admission to and enrollment in the Dental Hygiene Program.* 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: Enrollment in the Dental Hygiene Program and successful completion of all first semester courses.* 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: Enrollment In the Dental Hygiene Program and successful completion of all second semester courses.* 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 Materials Fee – PAYABLE AT REGISTRATION.**

**DH 221 C CLINICAL DENTAL HYGIENE****6 Units**

*One hour lecture and*

*Sixteen hours laboratory per week.*

*CSU*

*Prerequisite: Enrollment In the Dental Hygiene Program and successful completion of all third semester courses.* 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, (4) expanded and supportive procedures, (5) treatment planning, (6) organization and implementation of a Student Research presentation/Table Clinic, and (7) the completion and presentation of a Case Presentation of extensive and comprehensive dental hygiene treatment of a patient.

**DH 230 C DENTAL SPECIALTIES****2 Units**

*Two hours lecture per week.*

*CSU*

*Prerequisite: Enrollment In the Dental Hygiene Program and successful completion of all third semester courses.* 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: Enrollment In the Dental Hygiene Program and successful completion of all second semester courses.* 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: Enrollment In the Dental Hygiene Program and successful completion of all third semester courses.* 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: Enrollment In the Dental Hygiene Program and successful completion of all third semester courses.* 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 the Dental Hygiene Program and successful completion of all third semester courses.* 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: Enrollment In the Dental Hygiene Program and successful completion of all second semester courses.* 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: Enrollment In the Dental Hygiene Program and successful completion of all second semester courses.* 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: Enrollment In the Dental Hygiene Program and successful completion of all second semester courses.* 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.*

Pass/No Pass

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.*

Pass/No Pass/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.



# Diagnostic Medical Sonography

## Division of Health Science

Division Dean – John Sciacca

### Faculty

Nancy Corrales  
Lynn Mitts

### Counselors

Kelly Carter  
Denise Vo

## PROGRAM LEARNING OUTCOMES (PLOs)

Diagnostic Medical Sonography Program Goals

1. Students will have the knowledge and skills to competently and safely perform sonography procedures.
2. Students will develop the skills necessary to communicate effectively.
3. Students will use critical thinking and problem solving skills.
4. Students will evaluate the importance of professional development and growth.
5. The program will provide the community with entry level sonographers for employment in the healthcare setting.

## DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM PROGRAM MISSION STATEMENT

The Cypress College Diagnostic Medical Sonography program provides a high quality education to prepare a diverse population of students with entry levels skills needed to become competent and confident sonographers.

## PROGRAM GOALS

1. Students will have the knowledge and skills to competently and safely perform sonography procedures.
2. Students will develop the skills necessary to communicate effectively.
3. Students will use critical thinking and problem solving skills.
4. Students will evaluate the importance of professional development and growth.
5. The program will provide the community with entry level sonographers for employment in the healthcare setting.

Program Effectiveness expected outcomes are:

- a. Students will pass the national certification exam on the 1st attempt.
- b. Students seeking employment will be gainfully employed within 6 months of graduation.
- c. Students will complete the program.
- d. Graduates will be satisfied with their education.
- e. Employers will be satisfied with the performance of newly hired technologists.

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 Diagnostic Medical Sonography program is accredited by the Joint Review Committee for Diagnostic Medical Sonographers (JRC-DMS) and the Commission on Accreditation of Allied Health Education Programs.

## JRC-DMS

6021 University Blvd., Suite 500  
Ellicott City, MD 21043  
(651) 731-1582 www.jrcdms.org

## 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 twice.

Course #	PREREQUISITES Title	Units
RADT 142 C	Radiologic Electronics	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 100 C	College Writing	(3)
or		
COMM 050 C	Effective Oral Communication	(3)
or		
COMM 100 C	Human Communication	(3)
MATH 040 C	Intermediate Algebra	4
CIS 111 C	Computer Information Systems	3
*DMS 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. \*DMS 060 C must be completed in the Summer session prior to enrollment into the Fall Semester of the Sonography Program.

## ASSOCIATE IN SCIENCE DEGREE DIAGNOSTIC 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.

## REQUIREMENTS

	SEMESTER I	Units
DMS 170 C	Sonography Physics	3
DMS 175 C	Abdomen Scanning	4
DMS 172 C	Sonography Externship	1
RADT 262 C*	Cross-Sectional Imaging	1
HS 165 C*	Ethical Choices in Health Care	1½

<b>SEMESTER II</b>		<b>Units</b>
DMS 176 C	Pathology and Small Parts	3
DMS 186 C	OB/GYN Sonography	4
DMS 207 C	Clinical Education I	3
<b>SUMMER INTERSESSION</b>		<b>Units</b>
DMS 188 C	Doppler Techniques	2
DMS 217 C	Clinical Education II	4
<b>SEMESTER III</b>		<b>Units</b>
DMS 227 C	Clinical Education III	4
DMS 210 C	Sonography Review	<u>2</u>
<b>Total Units</b>		<b>32½</b>

\*May be taken prior to enrollment in the program.

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 percent of all major course work must be completed at Cypress College.

<b>Required courses: Units</b>	
All courses of the Certificate Program	32½
General Education Graduation Requirements	<u>25</u>
<b>Total Units Required</b>	<b>57½</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.

## APPLICATION AND SELECTION PROCEDURE

- A separate application, in addition to the college application, is required for admission into the Diagnostic Medical Sonography Program.
- Applications must be completed **online** during the month of **February**. Please see the **Health Science Application link** on the Diagnostic Medical Sonography home page.
- Applicants must submit official transcripts (except Cypress and Fullerton Colleges), documents (AART, CRT, Certificate of completion from JRCERT or AMA program) and signature page of application **in person** to the Health Science Applications office, Health Science Building, Cypress College 9200 Valley View Street, Cypress, California 90630-5897 by **March 15**. Please bring photo identification.
- Practical Radiologic Technology years of experience must be verified by completion of the work experience form by the employer, if applicable.
- 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.
- Class enrollment is based on the number of approved clinical education centers available. Student capacity is also determined by the Joint Review Commission in Diagnostic Medical Sonographers.

## DIAGNOSTIC MEDICAL SONOGRAPHY

### CERTIFICATE Program Code: 1C21115

#### REQUIREMENTS

<b>SEMESTER I</b>		<b>Units</b>
DMS 170 C	Sonography Physics	3
DMS 175 C	Abdomen Scanning	4
DMS 172 C	Sonography Externship	1
RADT 262 C*	Cross-Sectional Imaging	1
HS 165 C*	Ethical Choices in Health Care	1½

<b>SEMESTER II</b>		<b>Units</b>
DMS 176 C	Pathology and Small Parts	3
DMS 186 C	OB/GYN Sonography	4
DMS 207 C	Clinical Education I	3
<b>SUMMER INTERSESSION</b>		<b>Units</b>
DMS 188 C	Doppler Techniques	2
DMS 217 C	Clinical Education II	4
<b>SEMESTER III</b>		<b>Units</b>
DMS 227 C	Clinical Education III	4
DMS 210 C	Sonography Review	<u>2</u>
<b>Total Units</b>		<b>32½</b>

\*May be taken prior to enrollment in the program.

## Diagnostic Medical Sonography (DMS)

### DMS 060 C INTRODUCTION TO SONOGRAPHY (Formerly RADT 060 C)

**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

Pass/No Pass/Letter Grade Option

*Prerequisite:* Satisfactory completion of RADT 142 C, RADT 153 C, HS 145 C, HS 147 C, BIOL 210 C, ENGL 100 C, MATH 040 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. \$14.00 Materials Fee – Payable at Registration.

### DMS 170 C SONOGRAPHY PHYSICS

**3 Units**

Three hours lecture per week.

CSU

*Prerequisite:* Admission into the Diagnostic/Medical Sonography Program and a minimum grade of "C" in RADT 142 C, MATH 040 C, CIS 111 C, DMS 060 C, HS 147 C, and completion of or concurrent enrollment and a minimum grade of "C" in HS 165 C and RADT 262 C. *Corequisite:* DMS 175 C and DMS 172 C. This course will provide lecture and demonstrations covering the areas of acoustical physics, propagation principles, transducers, machine instrumentation, hemodynamics, harmonics, doppler principles, biological effects, artifacts, and quality control.

### DMS 172 C SONOGRAPHY EXTERNSHIP

**1 Unit**

Eight hours/week of clinical directed practice.

CSU

*Prerequisite:* Admission into the Diagnostic/Medical Sonography Program and a minimum grade of "C" in DMS 060 C, CIS 111 C, ENGL 100 C, COMM 050 C BIOL 210 C, HS 147 C, HS 145 C, RADT 153 C, RADT 142, C, MAT 040 C and completion of or concurrent enrollment and a minimum grade of "C" in HS 165 C and RADT 262 C. *Corequisite:* DMS 175 C and DMS 170 C. This course is designed to acclimate the sonography student to the hospital setting, sonography department, and the sonography profession. The student is expected to complete 140 hours of clinical training at an assigned clinical facility. Topics include hospital orientation, HIPPA regulations, SDMS code of ethics, sonography ergonomics, and basic scanning techniques and protocols.

**DMS 175 C ABDOMINAL SONOGRAPHY****4 Units**

Three hours lecture and  
One and one-half hour laboratory per week.  
CSU

*Prerequisite:* Admission into the Diagnostic/Medical Sonography Program and minimum grades of "C" in RADT 142 C, RADT 153 C, HS 145 C, HS 147 C, BIOL 210 C, COMM 050 C, ENGL 100 C, CIS 111 C, MATH 040 C, and DMS 060 C. Completion of or concurrent enrollment and a minimum Grade of "C" in RADT 262 C and HS 165 C. *Corequisite:* DMS 170C and DMS 172 C. This course will provide a study of the clinical applications of abdomen sonography. It will include abdominal vasculature; liver; gallbladder and biliary system; pancreas; spleen; and kidneys. Interpretation of clinical laboratory tests, related clinical signs and symptoms, and normal and abnormal sonographic patterns will be discussed. This course includes a lab section on basic scanning techniques and protocol.

**DMS 176 C PATHOLOGY AND SMALL PARTS****3 Units**

One and one-half hours lecture per week.  
CSU

*Prerequisite:* DMS 175 C, RADT 262 C, DMS 170 C, DMS 172 C and HS 165 C with minimum grades of "C". *Corequisites:* DMS 186 C and DMS 207 C. This course will discuss the manifestations of abdominal pathology and disease conditions and their relevance to sonographic procedures including hemodynamic changes. The student will describe abdomen scanning techniques and procedures appropriate for the disease process. Normal anatomy, scanning technique, and pathology of small parts is included as well as neonatal imaging. The course will support the student in the clinical phase of sonographic training. Sonographic technique and actual pathologic cases will be discussed.

**DMS 186 C OB/GYN SONOGRAPHY****4 Units**

Three hours lecture per week  
CSU

*Prerequisite:* DMS 170 C, RADT 262 C, DMS 175 C, DMS 172 C, and HS 165 C with minimum grades of "C". *Corequisite:* DMS 176 C and DMS 186 C. Obstetric/Gynecology sonography is a study of the pregnant and non-pregnant female reproductive system. This includes an assessment of fetal gestational age, fetal anatomy and pathology, as well as, associated maternal conditions. Gynecological sonography includes normal female anatomy along with pathological processes. Topics of discussion include related clinical symptoms, sonographic appearances, scanning techniques and protocols, and laboratory tests. This course includes a demonstration section on basic scanning techniques and protocol.

**DMS 188 C DOPPLER TECHNIQUES****2 Units**

One and one-half hours lecture per week  
Pass/No Pass/Letter Grade Option  
CSU

*Prerequisite:* DMS 176 C, DMS 186 C and DMS 207 C with minimum grades of "C." *Corequisite:* DMS 217 C. This course includes vascular scanning techniques related to carotid, venous, and abdomen sonographic exams.

**DMS 207 C CLINICAL EDUCATION-I****3 Units**

Twenty-four hours/week of clinical directed practice.  
Pass/No Pass/Letter Grade Option  
CSU

*Prerequisite:* Admission into the Diagnostic/Medical Sonography Program and DMS 172 C, DMS 175 C, RADT 262 C, HS 165 C, and DMS 170 C with minimum grades of "C". *Corequisite:* DMS 176 C and DMS 186 C. This course offers 420 hours of clinical experience at an affiliated hospital/medical center. This course will provide basic instruction and scanning experiences in abdomen sonography. The student will be able to demonstrate the ability to perform sonographic examinations of the abdomen according to the protocols established by the program and clinical education center utilizing sonography equipment.

**DMS 210 C REVIEW SEMINAR****2 Units**

Two hours lecture per week.  
Pass/No Pass/Letter Grade Option  
CSU

*Prerequisite:* Satisfactory completion of DMS 188 C and DMS 217 C with a minimum grade of "C". *Corequisite:* DMS 227 C. This course will prepare the student to enter the workforce by combining all skills acquired during didactic and clinical training. This course correlates and analyzes information pertaining to ultrasound case studies. The student will achieve an indepth comprehension and an increased level of understanding of clinical symptoms, sonographic patterns, alternative imaging procedures, and technical pitfalls associated with a diagnostic ultrasound exam. Review of abdomen, small parts, physics, obstetric and gynecology will be included to help prepare the student for the American Registry of Diagnostic Medical Sonography test.

**DMS 217 C CLINICAL EDUCATION II****4 Units**

Thirty-two hours/week of directed practice for ten weeks.  
CSU

*Prerequisite:* DMS 207 C, DMS 176 C and DMS 186 C with a minimum grade of "C". This course offers 320 hours of clinical experience at an affiliated hospital/medical center. This course will provide 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 small parts according to the protocols established by the program and clinical education center utilizing sonography equipment.

**DMS 227 C CLINICAL TRAINING III****4 Units**

Thirty-two hours/week of clinical directed practice.  
CSU

*Prerequisite:* DMS 188 C and DMS 217 C with a minimum grade of "C." This course offers 560 hours of clinical training at an 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 sonography equipment with both transabdominal and endocavity transducers.

## Drafting – See Engineering Technology (ENGT)

# Economics

## Division of Social Science

Division Dean – Nina DeMarkey

### Faculty

Fola Odebunmi  
Parwinder Sidhu

### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## PROGRAM LEARNING OUTCOMES (PLOs)

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

## BUSINESS ECONOMICS

### CERTIFICATE

Program Code 1K17172

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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

*Prerequisite:* MATH 040 C with a minimum grade of "C". 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

*Prerequisite:* MATH 040 C with a minimum grade of "C". 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

*Prerequisite:* MATH 040 C with a minimum grade of "C". 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

*Prerequisite:* MATH 040 C with a minimum grade of "C". This course is an enhanced study of microeconomic 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.

Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass or Pass/No Pass/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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 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 INTRODUCTION 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: One 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 Career Technical Education and Economic Development***Division Dean – Steve Donley**Faculty**Counselor*

Jane Jepson

## Electricity (ELEC)

**ELEC 051 C BASIC ELECTRICITY****2 Units***Two hours lecture and**Two hours laboratory per week.**Pass/No Pass/Letter Grade Option*

This course provides a non-mathematical treatment of AC and DC circuits including the following: current, voltage, resistance, power, magnetism, relays, motors, generators, automotive electrical system, rectifying circuits, and the use of the oscilloscope and related test equipment. This course is not open to those who have completed a previous college course in electricity or electronics and cannot be counted toward the electronic engineering technology major.

## Electronics –

### See Engineering Technology (ENGT)

# Engineering

**Division of Science/Engineering/Mathematics***Division Dean – Richard Fee**Faculty*

Brinda Subramaniam

*Counselor*

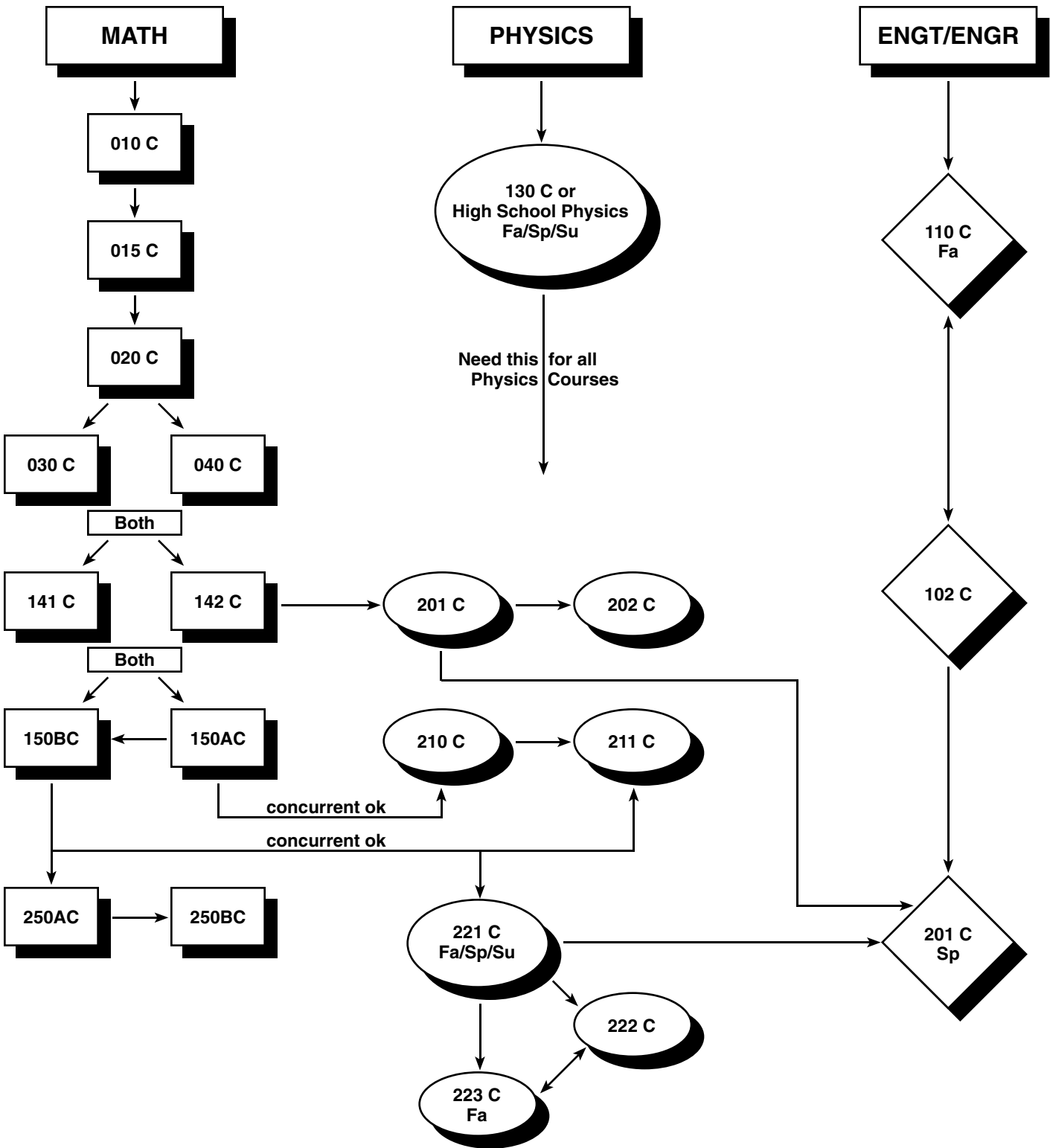
Deidre Porter

**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 percent of all major course work must be completed at Cypress College.

# 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

Courses

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	Multivariable Calculus	4
MATH 250BC	Linear Algebra/Differential Equations	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>

\* A score of 3 or higher on the Advanced Placement (AP) Math (Calculus AB) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

\*\* A score of 3 or higher on the Advanced Placement (AP) Math (Calculus BC) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

### 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*

This is an introductory course which utilizes drafting and the CAD system for engineering applications. The course incorporates elementary principles associated with the board drawing and the various menu and command structures in computer-assisted drafting (CAD) in order to develop solutions to 2D and 3D design problems. Topics included are drawing of points, lines, planes, plane intersections, orthographic projection, dimensioning, line types, tolerances, file management, and layering.

### ENGR 110 C INTRODUCTION TO ENGINEERING

*(Same as ENGT 110 C)*

#### 2 Units

*Three hours lecture per week.*

*Pass/No Pass/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.*

### ENGR 201 C STATICS

#### 3 Units

*Three hours lecture per week.*

*UC/CSU*

*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 Materials Fee – PAYABLE AT REGISTRATION.*

### ENGR 210 C ELECTRIC CIRCUITS

#### 4 Units

*Three hours lecture and*

*Three hours laboratory per week.*

*UC/CSU*

*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.

### ENGR 299 C ENGINEERING INDEPENDENT STUDY

#### ½ - 2 Units (Variable Unit Class)

*(May be taken for credit 4 times)*

*Hours and topics by arrangement with instructor.*

*Pass/No Pass/Letter Grade Option*

*UC/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* Students who wish to increase their knowledge of engineering design and testing process through individual study, research or internships may enroll in this class. Permission of the instructor is required along with a contract outlining a student's independent work and the supervision of the instructor.





# Engineering Technology

## Division of Science/Engineering/Mathematics

Division Dean – Richard Fee

### Faculty

Brinda Subramaniam

### Counselor

Deidre Porter

## 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 percent 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	College Physics	4
PHYS 202 C	College Physics	4
ENGT 101 C	Technical Drawing	3
ENGT 104 C	Computer Aided Design	3
ENGT 205 C	Advanced Engineering AutoCAD	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 Materials Fee – PAYABLE AT REGISTRATION.*

### ENGT 110 C INTRODUCTION TO ENGINEERING

*(Same as ENGR 110 C)*

**2 Units**

*Three hours lecture per week.*

*Pass/No Pass/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.*

*Pass/No Pass/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 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 Materials Fee – PAYABLE AT REGISTRATION.

**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**

Linda Borla

Joan Daniels

Nancy Deutsch

Cherie Dickey

Christie Diep

Mary Forman

Cathy Franklin

Janet Fujimoto

Sarah Jones

Barbara Kashi

Lawrence Keel

Margaret Klein

Barbara Marshall

Kathleen McAlister

Joseph Melodia

Melanie Nabahani

John Payne

Stuart Rosenberg

Kathryn Sonne

Ambika Talwar

Keith Vescial

Randa Wahbe

**Counselors**

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

**PROGRAM LEARNING OUTCOMES (PLOs)**

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

**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)

**ENGL 027 C BASIC STUDY SKILLS****3 Units**

Three hours lecture per week.

Pass/No Pass/Letter Grade Option

NON-DEGREE CREDIT

The purpose of this course is to assist students with limited academic backgrounds in experiencing college success by taking responsibility for their college experience. Intensive practice and guidance in campus orientation, goal setting, time management, listening and note taking, textbook reading, concentration, memory strategies, and test taking are provided.

**ENGL 057 C READING AND WRITING I****4 Units**

Four hours lecture per week.

Pass/No Pass/Letter Grade Option

NON-DEGREE CREDIT

*Prerequisite:* Student must have appropriate score on CTEP Assessment. 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 per week.

Pass/No Pass/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 and writing. 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.

Pass/No Pass/Letter Grade Option

NON-DEGREE CREDIT

*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.

## FLOW CHART FOR PRE-ENGLISH 100 C COURSES

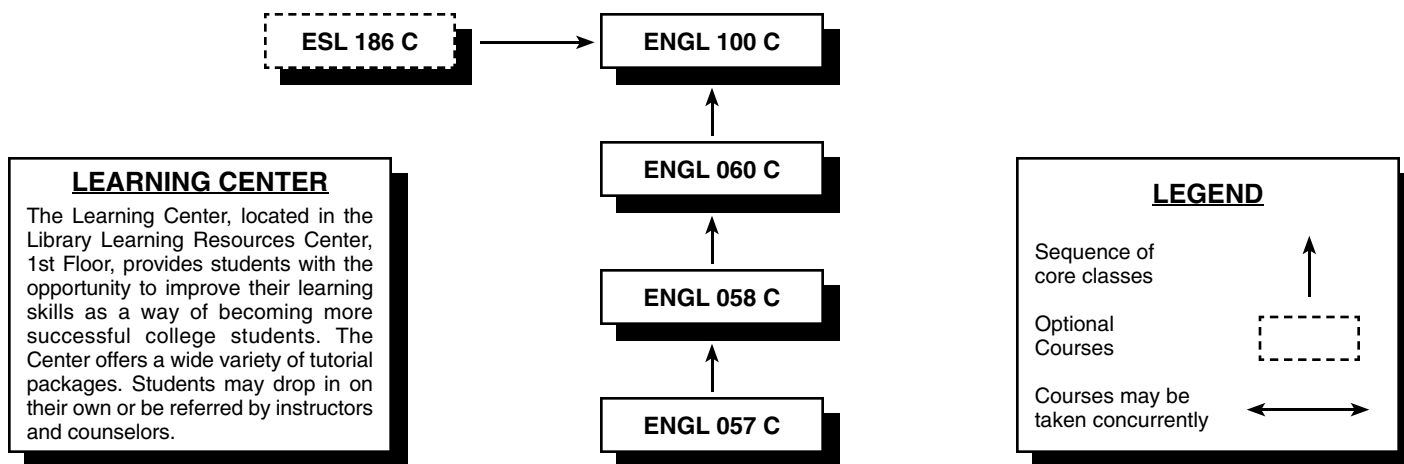
Students are advised to take English classes according to scores on the following test:

### 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.



### ENGL 096 C COLLEGE READING STRATEGIES

#### 3 Units

Three hours lecture and

Pass/No Pass/Letter Grade Option

*Prerequisite: Eligibility for ENGL 060 C or acceptable score on the placement test.* This course is designed to prepare students for the demands of college academic reading, i.e., college textbooks, professional journals, and supplemental reading in content areas, and for the demands of technical reading in the workplace. Emphasis is placed on acquiring, applying, adapting, and evaluating effective reading and writing strategies which facilitate optimum learning in the content area classes, as well as developing general and specialized vocabulary and the writing skills required for essay exams, abstracts of professional journal articles, and critical analyses of content area supplemental reading. **Completion of this course satisfies the Cypress College Associate Degree Graduation Reading Proficiency Requirement.**

### 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.

Pass/No Pass or Pass/No Pass/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 100 C COLLEGE WRITING

#### 3 Units

Four hours lecture per week.

UC Credit Limitation/CSU, AA GE, CSU GE, IGETC

*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*

*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 "C".* 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, RDG*

*Prerequisite: ENGL 100 C with a minimum grade of "C".* This course is a continuation of ENGL 100 C. It builds from the inferential reading and expository writing of the first semester course to demonstrate reading comprehension as well as 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 of literature. *Duplicate credit not granted for ENGL 102HC.*

**ENGL 102HC HONORS INTRODUCTION TO LITERATURE****3 Units**

*Three hours lecture per week.*

*UC (pending)/CSU, AA GE, CSU GE (pending), IGETC (pending), RDG*

*Prerequisite: ENGL 100 C or ENGL 100HC with a minimum grades of "C".* This course is enhanced for honors students. The course is a continuation of ENGL 100 C or ENGL 100HC. It builds from the inferential reading and expository writing of the first semester course to demonstrate reading comprehension as well as 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 of literature. The class is conducted as a seminar and will require additional writing and documented research assignments. *Duplicate credit not granted for ENGL 102 C.*

**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 & 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 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*

*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, IGETC (pending), IGETC (pending), RDG*

*Prerequisite: Eligibility for ENGL 100 C or ENGL 100HC.* 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.*

*Pass/No Pass*

*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 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 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 per week.*

*Pass/No Pass/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 I****3 Units**

*Three hours lecture per week.*

*CSU*

*Prerequisite: ENGL 182 C with a minimum grade of "C" or three semesters of college level sign language classes in either American Sign Language, Pedgin Sign Language, Signed English, or Signing Exact English with minimum grades of "C".* This course prepares students to offer sign language interpreting services for the Deaf and Hard of Hearing (DHH) with specific focus on service provision in the elementary and middle school level educational settings. Students will explore the rationale and methods of the service delivery models specifically targeting educational interpreting, address the ethics of educational interpreting, and learn about the certification process for educational interpreters in the state of California.

**ENGL 184 C EDUCATIONAL INTERPRETING PRACTICUM I****3 Units (May be taken for credit 4 times)**

*Three hours lecture per week.*

*CSU*

*Prerequisite: ENGL 182 C with a minimum grade of 'C' or three semesters of college level sign language classes in either American Sign Language, Pedgin Sign Language, Signed English, or Signing Exact English with minimum grades of "C".* This course will provide opportunities enabling students to apply previously learned theory to sign language interpreting services for the Deaf and Hard of Hearing (DHH). There is a specific focus on service provision in the elementary and middle school level educational settings. Students will apply learned rationale and methods to a service delivery model specifically targeting educational interpreting, demonstrate application of the ethics of educational interpreting, and work toward certification for educational interpreters in the state of California.

**ENGL 185 C EDUCATIONAL INTERPRETING II****3 Units***Three hours lecture per week.*

CSU

*Prerequisite: ENGL 183 C with a minimum grade of "C" or three semesters of college level sign language classes in either American Sign Language, Pedgin Sign Language, Signed English, or Signing Exact English with minimum grades of "C".* This course prepares students to offer sign language interpreting services for the Deaf and Hard of Hearing (DHH) with specific focus on service provision in the high school, vocational, and higher educational settings. Students will explore the rationale and methods of the service delivery models specifically targeting educational interpreting, continue to address the ethics of educational interpreting, and learn about the certification process for educational interpreters in the state of California.

**ENGL 186 C EDUCATIONAL INTERPRETING PRACTICUM II****3 Units (May be taken for credit 4 times)***Three hours lecture per week.*

CSU

*Prerequisite: ENGL 184 C with a minimum grade of "C" or three semesters of college level sign language classes in either American Sign Language, Pedgin Sign Language, Signed English, or Signing Exact English with minimum grades of "C".* This course will provide students with opportunities to apply previously learned theory to sign language interpreting services for the Deaf and Hard of Hearing (DHH). There is a specific focus on service provision in the high school, vocational, and higher educational settings. Students will apply learned rationale and methods to a service delivery model specifically targeting educational interpreting, demonstrate application of the ethics of educational interpreting, and work toward certification for educational interpreters in the state of California.

**ENGL 208 C ASIAN-AMERICAN LITERATURE****3 Units***Three hours lecture per week.*

UC/CSU, AA GE, CSU GE, IGETC, CUL DIV

*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 TO 1760****3 Units***Three hours lecture per week.*

UC/CSU, AA GE, CSU GE, IGETC

*Prerequisite: ENGL 100 C. Advisory: ENGL 102 C.* The course is an introduction to the major periods and movements, major authors, and major forms from the beginnings of English literature to 1760. It covers works such as Beowulf and Sir Gawain and the Green Knight, as well as works from authors such as Marie de France, Chaucer, Marlowe, Shakespeare, Donne, Milton, Pope, and Swift.

**ENGL 212 C ENGLISH LITERATURE SINCE 1760****3 Units***Three hours lecture per week.*

UC/CSU, AA GE, CSU GE, IGETC

*Prerequisite: ENGL 100 C. Advisory ENGL 102 C.* The course is an introduction to the major periods and movements, major authors, and major forms from 1760 to the present. It considers literary trends and historical backgrounds from the Romantic, Victorian, Modern, and Postmodern eras. It covers fiction, poetry, drama, and prose from such authors as Wollstonecraft, Blake, Wordsworth, Coleridge, Byron, Shelley, Keats, Browning, Dickens, Wilde, Joyce, Hopkins, Yeats, Eliot, Woolf, and Beckett.

**ENGL 221 C AMERICAN LITERATURE TO 1865****3 Units***Three hours lecture per week.*

UC/CSU, AA GE, CSU GE, IGETC

*Prerequisite: ENGL 100 C or ENGL 100HC. Advisory: ENGL 102 C.* This course is a survey of the literature of American writers from the Colonial Period to 1865. It is designed to increase understanding and appreciation of the development of American culture and literary achievements. A diversity of writings will be included to reflect the various subjects and styles that comprise the development of American Literature

**ENGL 222 C AMERICAN LITERATURE SINCE 1865****3 Units***Three hours lecture per week.*

UC/CSU, AA GE, CSU GE, IGETC

*Prerequisite: ENGL 100 C or ENGL 100HC. Advisory: ENGL 102 C.* This course is a survey of the literature of American writers from 1865 to the present. It is designed to increase understanding and appreciation of the development of American culture and literary achievements. A diversity of writings will be included to reflect the various subjects and styles that comprise the development of American Literature.

**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 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 on thematic development, critical analysis, poetic devices, and historical context within selected comedies, histories, and 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 or ENGL 100HC 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 or ENGL 100HC.* 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 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 or ENGL 100HC with a minimum grade of "C".* 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 or ENGL 100HC with a minimum grade of "C".* 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.*

*Pass/No Pass or Pass/No Pass/Letter Grade Option or Standard Letter Grade*

*UC Credit Limitation/CSU*

This seminar is for able students who wish to extend their knowledge of literature, language and culture through small group discussion. Subject matter may concern the work of one author or the literary or cultural characteristics of a particular movement or period.

**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

## PROGRAM LEARNING OUTCOMES (PLOs)

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

## English as a Second Language (ESL)

### ESL 044 C BEGINNING ORAL SKILLS

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

Two hours lecture per week.

Pass/No Pass/Letter Grade Option

NON-DEGREE CREDIT

*Prerequisite:* Appropriate skills demonstrated through the assessment process. This course is designed for high-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)

Two hours lecture per week.

Pass/No Pass/Letter Grade Option

NON-DEGREE CREDIT

*Prerequisite:* Appropriate skills demonstrated through the assessment process. 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

**3 Units**

Three hours lecture per week.

Pass/No Pass/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

**3 Units**

Three hours lecture per week.

Pass/No Pass/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)

Two hours lecture per week.

Pass/No Pass/Letter Grade Option

NON-DEGREE CREDIT

*Prerequisite:* Completion of ESL 080 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

**3 Units**

Three hours lecture per week.

Pass/No Pass/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.

### ESL 063 C ADVANCED ESL GRAMMAR 2

**3 Units**

Three hours lecture per week.

Pass/No Pass/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)

Two hours lecture per week.

Pass/No Pass/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.



# 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 entered the U.S. school system in junior high school or high school
- you took "regular" English in high school
- you don't have an accent

ESL courses are designed for your specific language 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

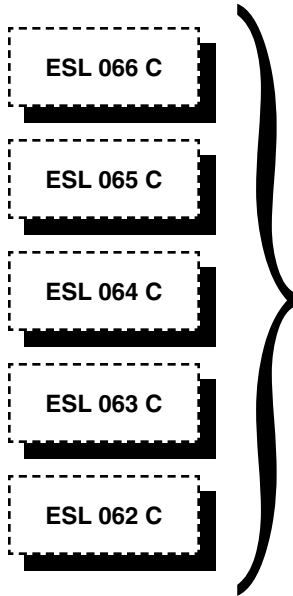
English as a Second Language (ESL) courses. The CTEP test, which is for native speakers of English, may not be substituted for placement in ESL courses.

However, students scoring high on the CELSA test may be referred to English courses for native speakers after writing a successful composition.

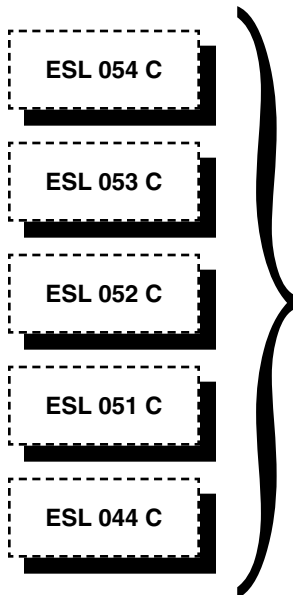
Students with appropriate scores on the CELSA test will be advised to take ESL core classes and elective classes at different levels.

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.

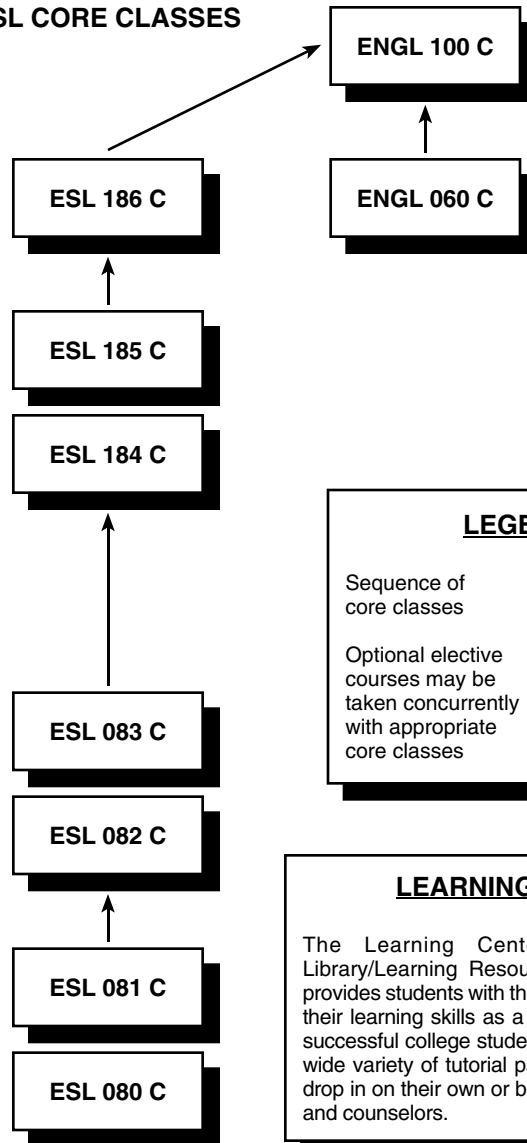
## ADVANCED ELECTIVES



## 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 066 C ADVANCED ESL READING****3 Units***Three hours lecture per week.**Pass/No Pass/Letter Grade Option***NON-DEGREE CREDIT**

*Prerequisite: Completion of ESL 083 C with a minimum grade of "C" or better or acceptable score on the placement test. This reading skills course is designed for non-native English speaking students eligible for advanced ESL courses who need to improve their college academic and non-academic reading skills. It does not meet the reading proficiency requirement for the AA degree.*

**ESL 080 C LOW INTERMEDIATE ESL 1****5 Units***Five hours lecture per week.**Pass/No Pass/Letter Grade Option***NON-DEGREE CREDIT**

*Prerequisite: 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 per week.**Pass/No Pass/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 per week.**Pass/No Pass/Letter Grade Option***NON-DEGREE CREDIT**

*Prerequisite: ESL 081 C 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 per week.**Pass/No Pass/Letter Grade Option***NON-DEGREE CREDIT**

*Prerequisite: ESL 082 C 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.**Pass/No Pass or Pass/No Pass/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.**Pass/No Pass*

*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 per week.**UC Credit Limitation/CSU*

*Prerequisite: ESL 083 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 per week.**UC Credit Limitation/CSU*

*Prerequisite: ESL 184 C 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 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 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.  
 Pass/No Pass or Pass/No Pass/Letter Grade Option or Standard  
 Letter Grade  
 UC Credit Limitation/CSU  
 Prerequisite: May be required. Corequisite: May be required. Advi-  
 sory: 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

### PROGRAM LEARNING OUTCOMES (PLOs)

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

## Ethnic Studies (ETHS)

### ASSOCIATE IN ARTS DEGREE AFRICAN-AMERICAN STUDIES

Program Code: 1A19682

The Associate in Arts Degree in African-American Studies is designed to provide students with a multi-disciplinary and inter-disciplinary examination of the experiences of persons of African descent in the United States. Students will analyze issues pertaining to the African-American community in particular while holistically developing a critical understanding of race, ethnicity, class, and gender in 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/area 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 (12 units):		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 130 C	African-American History I	3
ETHS 131 C	African-American History II	3

Three (3) units from the following elective courses related to the African-American experience:		Units
ENGL 255 C	African-American Literature I	3
ENGL 256 C	African-American Literature II	3
ETHS 235 C	The Civil Rights Movement	3
HIST 135 C	African History	3
MUS 113 C	Jazz History	3
POSC 209 C	Urban Politics	3

Three (3) units from the following elective courses:		Units
ETHS 150 C	Intro to Chicana/o Studies	3
ETHS 151 C	Chicana/o History I	3
ETHS 152 C	Chicana/o History II	3
ETHS 160 C	Native American History	3
ETHS 170 C	Intro to Asian-Amer. Studies	3
ETHS 171 C	Asian-American History	3
<b>Total Units</b>		<b>18</b>

### ASSOCIATE IN ARTS DEGREE

#### CHICANA/O STUDIES Program Code: 1A19606

The Associate in Arts Degree in Chicana/o Studies is designed to provide students with a multi-disciplinary and interdisciplinary examination of the experiences of persons of Mexican descent in the United States. Students will analyze issues pertaining to the Chicana/o (Mexican-American) community in particular while holistically developing a critical understanding of race, ethnicity, class, and gender in 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/area 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 (15 units):		Units
ETHS 100 C	American Ethnic Studies	3
or		
ETHS 100HC	Honors American Ethnic Studies	3
ETHS 150 C	Intro to Chicana/o Studies	3
ETHS 151 C	Chicana/o History I	3
ETHS 152 C	Chicana/o History II	3
ETHS 153 C	Chicana/o Contemporary Issues	3

Three (3) units from the following elective courses:		Units
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 160 C	Native American History	3
ETHS 170 C	Intro to Asian-Amer. Studies	3
ETHS 171 C	Asian-American 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 275 C	History of California	3
<b>Total Units</b>		<b>18</b>

**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, multi-disciplinary, and interdisciplinary understanding of the experiences of African Americans, Asian/Pacific Islander 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 critically analyze issues pertaining to race, ethnicity, class, and gender while developing 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 (15 units):		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 150 C	Intro to Chicana/o Studies	3
ETHS 160 C	Native American History	3
ETHS 170 C	Intro to Asian-Amer. Studies	3

Three (3) units from the following elective courses:		Units
ANTH 121 C	Native 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 151 C	Chicana/o History I	3
ETHS 152 C	Chicana/o History II	3
ETHS 153 C	Chicana/o Contemporary Issues	3
ETHS 171 C	Asian-American History	3
ETHS 235 C	The Civil Rights Movement	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 160 C	Asian Civilizations I	3
HIST 161 C	Asian Civilizations II	3
HIST 163 C	History of Mexico	3
HIST 275 C	History of California	3
POSC 209 C	Urban Politics	3
PSY 237 C	Cross-Cultural Relationships	3
THEA 107 C	Diversity in American Theater	3
or		
THEA 107HC	Honors Diversity in American Theater	3
<b>Total Units</b>		<b>18</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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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	Native North America	3
or		
ETHS 129 C	Intro to African-Amer. Studies	(3)
or		
ETHS 150 C	Intro to Chicana/o Studies	(3)
or		
ETHS 170 C	Intro to Asian-Amer. Studies	(3)
<b>Total Units Required</b>		<b>12</b>

**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**

*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**

*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 INTRODUCTION TO AFRICAN-AMERICAN 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 and resistance; the socio-economic conditions of free blacks; 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 150 C INTRODUCTION 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 151 C CHICANA/O 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 Chicana/o experience from the pre-European conquest era of North America to the Mexican-American War. Topics covered include: Mesoamerican civilizations; Spanish conquest and settlement in the Americas; the rise of "mestizaje" among the indigenous populations, Spaniards, and Africans in Mexico and the North American Southwest, life in the Spanish and Mexican borderlands prior to the American conquest, and the War between the United States and Mexico.

**ETHS 152 C CHICANA/O 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 Chicana/o experience from the Mexican-American War to the present. Topics covered include: the impact of the Mexican-American War on the lives of Mexicans in the American Southwest during the nineteenth century; immigration, labor struggles, and institutional discrimination during the twentieth century; the struggles for civil rights and social equality; cultural affirmation and the construction of a "Chicana/o" identity; and the Chicana/o experience in contemporary America.

**ETHS 153 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 issues, characteristics, and significant contributions of the Chicana/o community. Emphasis is placed on contemporary sociological systems including, but not limited to, education, politics, social welfare, criminal justice, and the family. 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 INTRODUCTION TO ASIAN-AMERICAN 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**

*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 Asian and Pacific Islander American experience in the United States from the mid-nineteenth century to the present. It addresses the historical forces that affected Asian and Pacific Islander American communities including: Chinese, Japanese, Filipino, Korean, Hawaiian, South Asian, and Southeast Asian. Topics covered include: Asian and Pacific Islander origins; immigration and settlement patterns; labor struggles and community formation; racism and U.S. exclusionary policies; the struggles for inclusion and civil rights; and the Asian and Pacific Islander American experience in contemporary America.

**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.**Pass/No Pass or Pass/No Pass/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 INDEPENDENT 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

**PROGRAM LEARNING OUTCOMES (PLOs)**

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

## 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.**Pass/No Pass/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.**Pass/No Pass or Pass/No Pass/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 per week.**Pass/No Pass/Letter Grade Option**UC/CSU, AA GE, CSU GE*

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, films, video, DVD, CD rom, Internet sites, and reading assignments.

**FREN 102 C ELEMENTARY FRENCH II****5 Units***Five hours lecture per week.**Pass/No Pass/Letter Grade Option**UC/CSU, AA GE, CSU GE, IGETC**Prerequisite: FREN 101 C with a grade of "C" or one year of high school French with an average 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 France through lectures, video, CD Rom, DVD, films, and reading and writing assignments. Students will also have additional exposure to francophone culture through the Internet.**FREN 200 C CONVERSATIONAL FRENCH****2 Units** (*May be taken for credit 4 times*)*Two hours lecture per week.**Pass/No Pass/Letter Grade Option**CSU, CSU GE**Prerequisite: FREN 102 C.* This is a course in conversation with emphasis on the idiomatic use of the language through French films. Topics concern French life, culture, geography, and history. Students prepare for this class through the study of the textbook, magazines, newspapers, and other current material and encounters. This course is conducted in French.**FREN 203 C INTERMEDIATE FRENCH III****4 Units***Four hours lecture per week.**Pass/No Pass/Letter Grade Option**UC/CSU, AA GE, CSU GE, IGETC**Prerequisite: FREN 102 C with a grade of "C" or two years of high school French with an average grade of "C" or better.* The course emphasizes the acquisition of contextualized vocabulary and grammatical information to develop speaking, reading and writing skills. New cultural, historic and literary material is introduced through lectures, films, Internet sites, reading and writing assignments. The course is conducted in French.**FREN 204 C INTERMEDIATE FRENCH IV****4 Units***Four hours lecture per week.**Pass/No Pass/Letter Grade Option**UC/CSU, AA GE, CSU GE, IGETC**Prerequisite: FREN 203 C with grade of "C" or three years of high school French with an average grade of "C" or better.* The course emphasizes the mastery and application of 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 francophone 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.**Pass/No Pass or Pass/No Pass/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.**Pass/No Pass/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

**Counselors**

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

**PROGRAM LEARNING OUTCOMES (PLOs)**

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

**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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent of all course work must be completed at Cypress College.

**Geographic Information Systems (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>

\* A score of 3 or higher on the Advanced Placement (AP) Geography (Human) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**ASSOCIATE IN ARTS DEGREE****GEOGRAPHY****Program Code: 1A19681**

The Associate in Arts Degree in Geography is designed to provide students with a comprehensive introduction to the three distinct areas of geographic studies (Earth Science/Environmental Studies/Physical; Earth Technologies; and Human Studies) in order to give them the background knowledge needed by undergraduate geography majors for university transfer and coursework, while emphasizing the practical applications of geographic skills and knowledge in a diversity of careers and the utility of geographic perspectives as a life-long learning tool for interpreting our world's complex systems and world events. 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 (13 Units):**

Course #	Title	Units
GEOG 100 C	World Geography	3
or		
GEOG 100HC	Honors World Geography	3
GEOG 102 C	Physical Geography	3
GEOG 102LC	Physical Geography Lab	1
*GEOG 160 C	Cultural Geography	3
GEOG 130 C	California Geography	3

**Elective courses (6 Units):**

Course #	Title	Units
GEOG 140 C	Weather and Climate	3
GEOG 260 C	Economic Geography	3
GEOG 202 C	Field Geography - Physical	1
ANTH 104 C	Comparative Cultures	3
POSC 230 C	International Relations	3
HIST 112 C	World Civilizations I	3
<b>Total Units Required</b>		<b>19</b>

\* A score of 3 or higher on the Advanced Placement (AP) Geography (Human) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**GEOGRAPHIC INFORMATION SYSTEMS/****MARKETING CERTIFICATE Program Code: 1K12953**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 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*

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**

*Two hours laboratory and*

*One hour laboratory/quiz/problem solving per week.*

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

*Prerequisite: Completion of, or concurrent enrollment in, GEOG 102 C.* This course investigates and interprets in a laboratory environment the sun-earth relationships, science of maps, weather and climate, climatic types and locations, natural vegetation, soils and minerals, ocean environment, and the origin and types of 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*

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 Materials 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 Materials 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 Materials 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 Materials Fee – PAYABLE AT 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.  
Pass/No Pass/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 Materials 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.  
Pass/No Pass or Pass/No Pass/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**

*Division Dean – Richard Fee*

**Faculty**

Victoria Castle

**Counselor**

Deidre Porter

**PROGRAM LEARNING OUTCOMES (PLOs)**

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

**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 100 C PHYSICAL GEOLOGY****3 Units**

*Three hours lecture per week.  
UC Credit Limitation/CSU, AA GE, CSU GE, IGETC*

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.*

**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.*

**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.

**GEOL 103 C HISTORICAL GEOLOGY****4 Units**

*Three hours lecture and*

*Three hours laboratory per week.*

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

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, CSU 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 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).*

**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 125 C NATURAL DISASTERS****3 Units**

*Three hours lecture per week.*

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

This course is an introduction to the science of natural disasters. Topics include earthquakes, volcanoes, landslides, hurricanes, tornadoes, floods, climate change and mass extinctions. Case studies, monitoring methods and disaster planning will be addressed.

**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 INTRODUCTION 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 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.)*

**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.*

*Pass/No Pass or Pass/No Pass/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.*

## Graphic Arts – See Art – Computer Graphics (ACG)

# Health Information Technology

## Division of Health Science

Division Dean – John Sciacca

### Faculty

Rebecca Gomez  
Rosalie Majid

### Counselors

Kelly Carter  
Denise Vo

## PROGRAM LEARNING OUTCOMES (PLOs)

### Health Information Technology

A student who completes the Health Information Technology program will be able to:

- Gain the knowledge and skills needed to perform entry level functions in health information management/information technology.
- Attain the knowledge and skills needed to successfully pass entry level HIM certification examinations, especially the Registered Health Information Technician examination.
- Obtain HIM-related positions or be enrolled in an advanced degree program within 6 months of completion of the program.

## HEALTH INFORMATION TECHNOLOGY

### ASSOCIATE IN SCIENCE DEGREE

#### PROGRAM

**Program Code: 1S03788**

Courses in Health Information Technology prepare individuals to become health information managers and specialists. Health information technicians are members of the health care team who assure that documentation is consistent with professional standards and licensure requirements. To accomplish this, health information technicians monitor and track information documented in both paper-based and electronic health records — the medical history, physical examination, progress notes reflecting treatment, and laboratory and radiology reports. Interacting with physicians, administrators, nurses, chief information officers, and other allied health professionals, health information technicians quantify, manage, and interpret the health record data that becomes the basis for crucial medical and financial decisions. Health information technicians function as the patient advocate in protecting the confidentiality of protected health information pursuant to the Health Insurance Portability and Accountability Act. 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, consulting

firms and Health IT vendors. 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 on Accreditation of Health Informatics and Information Management Education. 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, spring or summer sessions.
2. Submit application to College.
3. Students must furnish all documents and transcripts to the Health Science Counseling Office.

**REQUIRED CURRICULUM:** Transferability of health information coursework is determined by the individual receiving college.

## HEALTH INFORMATION TECHNOLOGY

### ASSOCIATE DEGREE

**Program Code: 1S03788**

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.

## HEALTH INFORMATION TECHNOLOGY

### CERTIFICATE

**Program Code: 1C21113**

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 percent of all major course work must be completed at Cypress College.

## REQUIRED CURRICULUM

	Summer Session 1	Units
CIS 111 C	Computer Information Systems	3
HS 145 C	Survey of Medical Terminology	3
HI 100 C	Trends in Health Care Delivery	2
SEMESTER 1		Units
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
SEMESTER 2		Units
HS 147 C	Survey of Disease	3
HI 115 C	Medical Staff Services Science	3
HI 204 C	Beginning Coding	3
SEMESTER 3		Units
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>SEMESTER 4</b>		<b>Units</b>
HI 220 C	Advanced Coding	3
HI 225 C	Information Technology	3
HI 110 C	Medical Insurance Billing	3
HI 245 C	Coding Skills Lab	1 - 2
HI 205 C ***	Directed Practice II	4
<b>Total Units</b>		<b>56 - 57</b>

\*\*\*This course is a non-paid laboratory experience. Students are assigned to a health care agency.

## HEALTH CARE MANAGEMENT AND SUPERVISION SKILLS

### SPECIALTY Department Proficiency, Not State Approved

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

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

<b>Course #</b>	<b>Title</b>	<b>Units</b>
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 SKILLS

### CERTIFICATE Program Code: Pending State Approval

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

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

<b>Course #</b>	<b>Title</b>	<b>Units</b>
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>

## ASSOCIATE IN SCIENCE DEGREE

### HEALTH INFORMATION



#### CODING Program Code: Pending State Approval

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 Associate Degree Program prepares the individual to assign numerical codes to diagnoses, symptoms, and procedures using the current diagnostic coding and procedure classification systems which include, ICD 9-CM, ICD-10-CM and ICD 10-PCS and 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 medical 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.

**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 or summer sessions 2. Submit application to College. Students are responsible for furnishing all documents, records, forms and transcripts indicating minimum standards to the Counseling Office.

### TO EARN AN ASSOCIATE 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) 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 coursework must be completed at Cypress College.

### TO EARN A CERTIFICATE

To earn a certificate, students must (1) document a minimum of an Associate Degree; and (2) complete all major course work with a minimum grade of "C." At least 50% of all major course work must be completed at Cypress College.

### TRANSFER CURRICULUM:

Transferability of health information coursework is determined by the individual receiving college.

		Units
	SUMMER SESSION 1	
CIS 111 C	Computer Information Systems	3
HS 145 C	Survey of Medical Terminology	3
SEMESTER 1	Units	
HI 101 C	Health Information Science	3
BIOL 210 C	Anatomy and Physiology	5
HI 102 C	Legal Aspects of Health Care	2
HI 100 C	Trends in Health Care Delivery	2
SEMESTER 2	Units	
HS 147 C	Survey of Disease	3
HI 204 C	Beginning Coding	3
HI 245 C	Coding Skills Lab	1 - 2
HI 103 C	Health Care Statistics	3
SEMESTER 3	Units	
HI 214 C	CPT/Ambulatory Care Coding	3
HI 245 C	Coding Skills Lab	1 - 2
HI 225 C	Information Technology	3
HI 105 C	Directed Practice I	4
SEMESTER 4	Units	
HI 205 C	Directed Practice II	4
HI 220 C	Advanced Coding	3
HI 203 C	Medical Quality Management	2
HI 245 C	Coding Skills Lab	1 - 2
HI 110 C	Medical Insurance Billing	3
	<b>Total Units</b>	<b>52 - 55</b>

### HEALTH CARE SERVICES CLERK

#### CERTIFICATE **Program Code: 1K07839**

##### Option of the Health Information Technology Program

Option of the Health Information Technology Program. The Health Care Services Clerk option prepares the individual to perform entry-level clerical functions in health information/medical record departments, patient registration areas, and patient care units in health care facilities and physician offices. Students will demonstrate competency in processing admissions, assembling health records, analyzing health records, filing records, scanning documents, working with electronic health records and entering data into computers.

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

Required Courses are listed in suggested sequence:	Units	
CIS 111 C	Computer Information Systems	3
HS 145 C	Survey of Medical Terminology	3
HI 101 C	Health Information Science	3
HI 225 C	Information Technology	3
HI 299 C *	HI Tech Independent Study	½ - 2
Elective	Units	
HI 102 C	Legal Aspects of Health Care	2
	<b>Total Units</b>	<b>14½ - 16</b>

\*This course is a non-paid laboratory experience. Students are assigned to a hospital.

### ASSOCIATE IN SCIENCE DEGREE

#### MEDICAL STAFF SERVICES

##### MANAGEMENT

**Program Code: 1S07836**

#### CERTIFICATE IN MEDICAL STAFF SERVICES

##### MANAGEMENT

**Program Code: 1C07836**

Medical Staff Services Professionals are experts in provider credentialing and privileging, medical staff organization, accreditation and regulatory compliance, and provider relations in the diverse healthcare industry. They credential and monitor ongoing competence of the physicians and other practitioners who provide patient care services in the organization. They serve as professional administrative assistants coordinating activities of the organized medical staff and serving as liaison between the Medical Staff, Nursing Staff, and Hospital Administration within parameters established by the Chief Executive Officer of the Hospital. Medical Staff Services Professionals assist the medical staff in fulfilling its major responsibility to monitor the quality of patient care delivered by all members of the organized medical staff. This exciting position offers top management interfacing with boards of directors, medical staff leaders and hospital executive management. After three years work experience, one is eligible to write the examination offered by the National Association of Medical Staff Services to become a Certified Professional Medical Services Management. A second credential is for those who specialize in provider credentialing, the Certified Provider Credentialing Specialist (CPCS). Please visit <http://www.namss.org> for current eligibility requirements for the CPMSM and CPCS examinations.

#### MINIMUM STANDARDS FOR ENROLLMENT

High school graduation or completion of the General Education Development (GED) test with a minimum score of 45 on high school proficiency tests.

#### APPLICATION PROCEDURES

1. Students may enroll in either the fall, spring or summer sessions.

2. Apply online to Cypress College at <http://www.cypresscollege.edu>.

3. Students must furnish all documents and transcripts indicating minimum standards to the counseling office. Required Curriculum: Transferability of health information coursework is determined by the individual receiving college.

### ASSOCIATE IN SCIENCE DEGREE

To earn an Associate Degree, students must complete (1) all major course requirements with a minimum of "C"; (2) 25 units of General Education Graduation requirements with a minimum grade of "C"; (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.

### ASSOCIATE A CERTIFICATE

To earn a certificate, students must (1) document a minimum of an Associate Degree; and (2) complete all major course work with a minimum grade of "C." At least 50% of all major course work must be completed at Cypress College.

**REQUIRED CURRICULUM**

<b>SUMMER SESSION 1</b>		<b>Units</b>
CIS 111 C	Computer Information Systems	3
<b>SEMESTER 1</b>		<b>Units</b>
CIS 250 C	Word Processing	1 - 4
ENGL 100 C	College Writing	3
HI 100 C	Trends in Health Care Delivery	2
HS 145 C	Survey of Medical Terminology	3
<b>SEMESTER 2</b>		<b>Units</b>
BIOL 210 C	Anatomy and Physiology	5
HI 101 C	Health Information Science	3
HI 102 C	Legal Aspects of Health Care	2
CIS 251 C	Advanced Word Processing	1 - 4
HS 277 C	Cultu Awareness & Health Care	3
<b>SEMESTER 3</b>		<b>Units</b>
HS 147 C	Survey of Disease	3
HI 103 C	Health Care Statistics	3
MGT 111 C	Business Communications	3
HI 115 C	Medical Staff Services Science	3
<b>SEMESTER 4</b>		<b>Units</b>
HI 215 C	Medical Staff Services Science	2
HI 225 C	Information Technology	3
HI 205 C	Directed Practice II	4
HI 203 C	Medical Quality Management	2
<b>Total Units</b>		<b>49 - 55</b>

**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.*

*Pass/No Pass/Letter Grade Option*

This course is designed to meet the health information technology student's need for current topics and issues, updated information in health care review of specialized subject matter, and/or preparation for health information related certification exams. Content will emphasize clinical application of theoretical principles in the discipline. Computer software, videotapes, resource materials, instructor assessment of individual student knowledge and skills will be utilized.

**HI 100 C TRENDS IN HEALTH CARE DELIVERY**

**2 Units**

*Two hours lecture per week.*

*CSU*

This course investigates how and where health care is delivered in the United States and examines different health care practitioners and 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 Materials Fee – PAYABLE AT REGISTRATION.**

**HI 102 C LEGAL ASPECTS OF HEALTH CARE**

**2 Units**

*Two hours lecture per week.*

*CSU*

The focus of this course is on legal and ethical issues affecting the 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 development of electronic data presentation skills and 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***Two hours lecture and**Six hours directed practice TBA per week.*

CSU

*Prerequisite:* HI 101 C, CIS 111 C. 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 professionals in these different settings. Directed practice activities focus on the abstracting of data, analysis of findings, and preparation of reports in 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 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; 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 CPMSM and CPCS credentialing exams.

**HI 203 C MEDICAL QUALITY MANAGEMENT****2 Units***Two hours lecture per week.*

CSU

*Prerequisite:* HS 145 C or background in medical terminology. This course is an introduction to the principles of the quality management and performance improvement process in health care and provides a framework for gaining skills in collecting, analyzing and presenting data. Course content includes an introduction to quality management techniques and tools, patient safety, hospital and ambulatory accreditation requirements, utilization and risk management. Activities focus on the use of quality improvement tools to collect and present quality management data.

**HI 204 C BEGINNING CODING****3 Units***Two hours lecture and**Three hours laboratory per week.*

CSU

*Prerequisite:* HI 101 C, HS 145 C, BIOL 210 C with a grade of "C" or better. Principles of nomenclature and classification systems emphasized include ICD-9-CM, ICD 10-CM and ICD 10-PCS. The focus is on coding and abstracting diagnostic and procedural data needed for clinical and administrative decision making, financial reimbursement and research.

**HI 205 C DIRECTED PRACTICE II****4 Units***Two hours lecture and**Six hours directed clinical practice TBA 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; project management and marketing health information management services. Discussions focus on directed practice activities which 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 Health Information coder. This course focuses on the principles and mechanics of coding procedures according to Current Procedural Terminology and its relationship to the Healthcare Common Procedure Coding System (HCPCS). The course will address the requirements for diagnostic and procedure coding in ambulatory care including hospital outpatient, outpatient surgery and physician office as well as the relationship to outpatient reimbursement methodologies. In the Laboratory, students will solve coding problems using operative reports and encoding software. \$3.00 Materials 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.

**HI 220 C ADVANCED CODING****3 Units***Two hour lecture and**Three hours laboratory per week.*

CSU

*Prerequisite:* HI 204 C and HS 147 C. Advanced concepts in ICD-9-CM/ICD-10-CM & ICD-10-PCS and its application in the prospective payment system are discussed. Lecture will focus on the structure of the Medicare-Severity 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 Materials 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 health informatics and information management technology. Emphasis is on electronic health records, personal health records, telemedicine, telecommunications, image-based document management systems, and HIPAA privacy and security standards. Activities center on using electronic health records software.

**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.**Pass/No Pass/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.**Pass/No Pass/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 – John Sciacca***Faculty****Counselors**

Kelly Carter

Denise Vo

## Health Science (HS)

**HS 030 C CALCULATIONS FOR MEDICATIONS****1 Unit (May be taken for credit 2 times)***One hour lecture per week.**Pass/No Pass/Letter Grade Option*

NON-DEGREE CREDIT

*Advisory:* Students should consider this course if they are eligible for admission to the nursing program psychiatric technician program and/or have had challenges on the math section of the entrance exam, or are in need of updating of math/medication computation skills. Students should consider this course if they are eligible for admission to the nursing program or psychiatric technician program and/or have had challenges on the math section of the entrance exam, or are in need of updating of math/medication computation skills.

**HS 050 C PREPARATION FOR HEALTH SCIENCE****3 Units***Three hours lecture per week.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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 070 C HEALTH CARE COMMUNICATION***½ - 1 Unit (Variable Unit Class)**(May be taken for credit 4 times)**One-half to three hours laboratory per week.**Pass/No Pass/Letter Grade Option***NON-DEGREE CREDIT**

*Advisory: ESL 184 C.* This course is designed for the non-native speaker to help enhance written and oral communication with clients and providers. Group as well as individualized instruction that correlate with the co-enrolled health care course of study will be taught. This course is open to students enrolled in any Health Science course or waiting to be re-admitted to a Health Science program.

**HS 076 C CPR FOR HEALTH CARE PROVIDERS****1 Unit** (May be taken for credit 2 times)

One hour lecture per week.

Pass/No Pass/Letter Grade Option

Basic life support "C" certification is required for health care providers. This class prepares the student with knowledge and skills required to perform adult one-rescuer CPR, adult two-rescuer CPR, pediatric one-rescuer CPR, child two-rescuer CPR, adult foreign body airway management and pediatric foreign body airway management. (The American Heart Association 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.

Pass/No Pass/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.

Pass/No Pass/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.

Pass/No Pass or Pass/No Pass/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.

Pass/No Pass/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 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 and BIOL 210 C with a minimum grade of "C". This course is a comprehensive survey of pathophysiology focusing on how diseases affect human body function along with diagnostic and therapeutic interventions. It includes chronic and degenerative diseases; cardiac, respiratory, hematologic, musculoskeletal, gastrointestinal, genitourinary and reproductive system disorders; genetic disorders; infectious diseases; neoplasia; and fluid, electrolyte and acid-base imbalance disorders.

**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 AND LEGAL ISSUES****1½ Units**

One and one-half hours lecture per week.

CSU

This course will focus on making ethical choices in health care. 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. 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.

Pass/No Pass

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 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. \$15.00 Materials Fee – PAYABLE AT REGISTRATION.

**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.**Pass/No Pass**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 the ir practice sessions. *\$15.00 Materials 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 – John Sciacca***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 262 C CROSS-SECTIONAL IMAGING****1 Unit***(Same as RADT 262 C)**One hour lecture per week.**Pass/No Pass/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

## PROGRAM LEARNING OUTCOMES (PLOs)

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

## 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

*Three hours lecture per week.*

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

*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 WESTERN CIVILIZATIONS I 3 Units

*Three hours lecture per week.*

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

*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

*Three hours lecture per week.*

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

*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 WESTERN CIVILIZATIONS II 3 Units

*Three hours lecture per week.*

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

*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*

*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*

*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*

*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*

*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 160 C ASIAN CIVILIZATIONS I****3 Units***Three hours lecture per week.**Pass/No Pass/Letter Grade Option**UC/CSU, AA GE, CSU GE, IGETC*

*Advisory: Eligibility for ENGL 100 C.* This course is a comparative history of the civilizations of Asia from their birth to the 19th century. It explores the social, cultural, political, and economic developments of East, South, and Southeast Asian countries.

**HIST 161 C ASIAN CIVILIZATIONS II****3 Units***Three hours lecture per week.**Pass/No Pass/Letter Grade Option**UC/CSU, AA GE, CSU GE, IGETC*

*Advisory: Eligibility for ENGL 100 C.* This course is a comparative history of the civilizations of Asia from the 19th century to the present. It explores the social, cultural, political, and economic developments of East, South, and Southeast Asian countries.

**HIST 162AC HISTORY OF THE AMERICAS 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 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 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 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 I****3 Units***Three hours lecture per week.**UC Credit Limitation/CSU, AA GE, CSU GE, IGETC*

*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 UNITED STATES I****3 Units***Three hours lecture per week.**UC Credit Limitation/CSU, AA GE, CSU GE, IGETC*

*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 II****3 Units***Three hours lecture per week.**UC Credit Limitation/CSU, AA GE, CSU GE, IGETC*

*Advisory: Eligibility for ENGL 100 C.* This course is a survey of American history from 1877 to the present. 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 UNITED STATES II**  
**3 Units**

Three hours lecture per week.

UC Credit Limitation/CSU, AA GE, CSU GE, IGETC

Advisory: Eligibility for ENGL 100 C. This course is an enhanced survey of American History from 1877 to the present. This course satisfies state requirements in American History and institutions for transfer. Duplicate credit will not be granted for HIST 171 C.

**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.

Pass/No Pass or Pass/No Pass/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 Career Technical Education and Economic Development

Division Dean – Steve Donley

### Faculty

Lisa Clark

Jeremy Peters

Stephanie Rosati

### Counselor

Jane Jepson

## PROGRAM LEARNING OUTCOMES (PLOs)

### Hotel, Restaurant & Culinary Arts

A Cypress College student who earns a Certificate from the Hotel, Restaurant, Culinary Arts program in Hotel Management, Foodservice Management or Culinary Arts will:

- Acquire the necessary skills for hospitality/culinary arts employment to include demonstrated ability in effective communications, customer service, teamwork, cost control, ethical considerations, critical thinking and leadership
- Demonstrate competencies required for hospitality/culinary employment to include sanitation and safety, nutrition, restaurant and hotel operations, and specialized culinary techniques
- Enhance his/her career and educational opportunities within the hospitality and culinary industry

## ASSOCIATE IN SCIENCE DEGREE

### CULINARY ARTS

Program Code: 1S03813

The Culinary Arts program provides students with fundamentals in the methods of food safety, handling, preparation, and kitchen management. It includes exposure to various styles of cuisines, 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 in the fast pace culinary industry.

To earn an Associate Degree students must complete all graduation requirements to include: (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation Requirements; (3) the cultural 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.

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
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	Culinary Fundamentals I	3
HRC 136 C	Baking Fundamentals I	3
HRC 231 C	Cost Control in Hospitality	3
HRC 145 C	The Art of Garde Manger	3
HRC 152 C	Menu Planning and Purchasing	3
HRC 235 C	Culinary Fundamentals II	3
HRC 255 C	American Regional Cuisine	3
HRC 265 C	International Cuisine	3
HRC 295 C	Hospitality Internship	3
<b>Total Units</b>		<b>39</b>

## CULINARY ARTS

### CERTIFICATE

**Program Code: 1C21119**

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.

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
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	Culinary Fundamentals I	3
HRC 136 C	Baking Fundamentals I	3
HRC 145 C	The Art of Garde Manger	3
HRC 152 C	Menu Planning and Purchasing	3
HRC 231 C	Cost Control in Hospitality	3
HRC 235 C	Culinary Fundamentals II	3
HRC 255 C	American Regional Cuisine	3
HRC 265 C	International Cuisine	3
HRC 295 C	Hospitality Internship	3
<b>Total Units</b>		<b>39</b>

## ASSOCIATE IN SCIENCE DEGREE

### BAKING AND PASTRY

**Program Code: Pending State Approval**

The Baking and Pastry Arts program provides students with a broad and thorough foundation in the art of pastry and baking, from bread to chocolate to ice cream, and everything in between. The program is designed to help students develop a working knowledge of what is required to be successful in the fast pace culinary industry. To earn an Associate Degree students must complete all graduation requirements to include: (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation Requirements; (3) the cultural 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.

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
HRC 100 C	Nutrition	3
HRC 101 C	Intro to Hospitality Careers	3
HRC 120 C	Sanitation and Safety	3
HRC 135 C	Culinary Fundamentals I	3
HRC 136 C	Baking Fundamentals I	3
HRC 152 C	Menu Planning and Purchasing	3
HRC 231 C	Cost Control in Hospitality	3
HRC 236 C	Baking Fundamentals II	3
HRC 246 C	Pastry Arts	3
HRC 295 C	Hospitality Internship	3
HRC 255 C	American Regional Cuisine	3
or		
HRC 265 C	International Cuisine	3
<b>Total Units</b>		<b>33</b>

## BAKING AND PASTRY ARTS

**CERTIFICATE Program Code: Pending State Approval**

The Baking and Pastry Arts program provides students with a broad and thorough foundation in the art of pastry and baking, from bread to chocolate to ice cream, and everything in between. The program is designed to help students develop a working knowledge of what is required to be successful in the fast pace culinary industry.

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
HRC 100 C	Nutrition	3
HRC 101 C	Intro to Hospitality Careers	3
HRC 120 C	Sanitation and Safety	3
HRC 135 C	Culinary Fundamentals I	3
HRC 136 C	Baking Fundamentals I	3
HRC 152 C	Menu Planning and Purchasing	3
HRC 231 C	Cost Control in Hospitality	3
HRC 236 C	Baking Fundamentals II	3
HRC 246 C	Pastry Arts	3
HRC 295 C	Hospitality Internship	3
HRC 255 C	American Regional Cuisine	3
or		
HRC 265 C	International Cuisine	3
<b>Total Units</b>		<b>33</b>

## BAKING FUNDAMENTALS

**CERTIFICATE Program Code: 1K12968**

This two semester certificate program is designed to provide the student with fundamental knowledge and techniques of baking and pastry, food safety, an understanding of the complexity of kitchen operations and an appreciation of the hospitality industry.

Graduates will gain the knowledge and applied skills required to enter the hospitality industry as a baker or pastry cook.

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

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
HRC 101 C	Intro to Hospitality Careers	3
HRC 120 C	Sanitation and Safety	3
HRC 136 C	Baking Fundamentals I	3
HRC 236 C	Baking Fundamentals II	3
<b>Total Units</b>		<b>12</b>



**CULINARY FUNDAMENTALS****CERTIFICATE****Program Code: 1K12969**

This two semester certificate program is designed to provide the student with fundamental knowledge and techniques of food preparation, food safety, an understanding of the complexity of kitchen operations and an appreciation of the hospitality industry.

Graduates will gain the knowledge and applied skills required to enter the hospitality industry as a cook.

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

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
HRC 101 C	Intro to Hospitality Careers	3
HRC 120 C	Sanitation and Safety	3
HRC 135 C	Culinary Fundamentals I	3
HRC 235 C	Culinary Fundamentals II	3
<b>Total Units</b>		<b>12</b>

**ASSOCIATE IN SCIENCE DEGREE****FOOD SERVICE****MANAGEMENT****Program Code: 1S07848**

The Associate of Science Degree in Food Service Management offers comprehensive coursework in restaurant management, hotel food and beverage operations, managed food services and catering. Coursework emphasizes cost control, guest service strategies, supervision best practices, legal aspects, culinary production, nutrition, and the importance of teamwork, effective communication skills, ethical considerations and critical thinking. Students will prepare for a career in the growing restaurant and food service industry and/or to transfer to a four year university.

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 percent 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.

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
<b>Course #</b>	<b>Title</b>	
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 144 C	Quantity Cooking Techniques	3
HRC 152 C	Menu Planning and Purchasing	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>36</b>

**FOOD SERVICE MANAGEMENT****CERTIFICATE****Program Code: 1C21120**

The Food Service Management Certificate offers comprehensive coursework in restaurant management, hotel food and beverage operations, managed food services and catering. Coursework emphasizes cost control, guest services strategies, supervision best practices, legal aspects, culinary production, nutrition, and the importance of teamwork, effective communication skills, ethical considerations and critical thinking. Students will prepare for a career in the growing restaurant and food service industry.

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

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
<b>Course #</b>	<b>Title</b>	
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 144 C	Quantity Cooking Techniques	3
HRC 152 C	Menu Planning and Purchasing	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>36</b>

**DINING ROOM OPERATIONS****CERTIFICATE****Program Code: 1K12979**

This certificate provides students with the necessary skills and knowledge to gain entry level employment as a dining room server.

To earn a certificate, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 offers comprehensive coursework in rooms operations, revenue management, food and beverage, event management, human resources, marketing and support operations. Coursework emphasizes guest service strategies, leadership best practices, cost control, legal aspects, ethical considerations and the importance of effective communication skills, teamwork, and critical thinking. Students will prepare for a career in the dynamic hospitality industry and/or transfer to a four year university.

To earn an Associate Degree, students must complete all graduation requirements to include (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation Requirements; (3) the cultural 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 percent 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 160 C	Rooms Division Operations	3
HRC 164 C	Hospitality Law	3
HRC 166 C	Managing Guest Relations	3
HRC 230 C	Hotel Management	3
HRC 231 C	Cost Control in Hospitality	3
HRC 232 C	Catering & Event Management	3
HRC 295 C	Hospitality Internship	3
ECON 105 C	Principles of Economics-Micro	3
MKT 222 C	Principles of Marketing	3
<b>Total Units Required</b>		<b>36</b>

**HOTEL OPERATIONS  
CERTIFICATE**

**Program Code: 1C21121**

The Hotel Operations Certificate offers coursework in rooms operations, revenue management, food and beverage, event management, human resources, marketing, and support operations. Coursework emphasizes guest service strategies, effective communication skills, teamwork, leadership, cost control, ethics and critical thinking. Students will prepare for a career in the dynamic hotel industry.

To earn a certificate, students must complete the required courses as listed with a "C" or better. At least 50 percent 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 160 C	Rooms Division Operations	3
HRC 164 C	Hospitality Law	3
HRC 166 C	Managing Guest Relations	3
HRC 230 C	Hotel Management	3
HRC 231 C	Cost Control in Hospitality	3
HRC 232 C	Catering & Event Management	3
HRC 295 C	Hospitality Internship	3
ECON 105 C	Principles of Economics-Micro	3
MKT 222 C	Principles of Marketing	3
<b>Total Units Required</b>		<b>36</b>

**RESTAURANT/LODGING ENTREPRENEUR  
CERTIFICATE**

**Program Code: 1K12985**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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>

**ROOMS OPERATIONS CERTIFICATE  
(formerly Front Desk**

**Operations)**

**Program Code: 1K12980**

The Rooms Operations Certificate offers coursework in hotel front office operations, housekeeping, maintenance, security, guest relations and leadership philosophy. Students will prepare for entry-level employment in a hotel rooms division.

To earn a certificate, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 166 C	Managing Guest Relations	3
HRC 160 C	Rooms Division Operations	3
HRC 230 C	Hotel Management	3
<b>Total Units Required</b>		<b>12</b>

**SPECIAL EVENT MANAGEMENT**

**CERTIFICATE**

**Program Code: 1K17140**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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*

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 INTRODUCTION TO HOSPITALITY CAREERS

**3 Units**

*Three hours lecture per week.*

*CSU*

This course provides an overview of operations and career opportunities in the global hospitality and culinary arts industry, including lodging, restaurants, culinary arts, baking and pastry, managed services, cruise industry, gaming entertainment, private clubs, meeting planning and special event management. Students will prepare a personalized career project.

### HRC 120 C SANITATION AND SAFETY

**3 Units**

*Three hours lecture per week.*

*CSU*

This course will acquaint students with sanitation and safety principles and prepare students for the national food handler's certification examination. Course content includes strategies to identify and prevent foodborne illness, the flow of food through food service operations and sanitation management.

### 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*

*Four hours laboratory per week.*

*CSU*

*Advisory: Completion of or concurrent enrollment in HRC 101 C or HRC 120 C.* This course acquaints students with restaurant and banquet operations through theoretical studies and hands on practice. Topics include service styles, guest service, food and wine pairings, staffing, mise en place, cost control and the leadership skills required to effectively manage restaurant and banquet operations. *\$50.00 Laboratory Fee – PAYABLE AT REGISTRATION.*

### HRC 135 C CULINARY FUNDAMENTALS I

**3 Units**

*Two hours lecture and*

*Four hours laboratory per week.*

*CSU*

*Advisory: HRC 120 C.* Great cuisine rests on the mastery of seemingly simple preparations and techniques that determine the quality of the final product. This course will focus on the basic principles, skills, and techniques associated with culinary arts, involving various cooking methods including classic and modern techniques. Students will identify various kitchen staples, food products, and equipment used within the commercial food operation. *\$75.00 Materials Fee – PAYABLE AT REGISTRATION.*

### HRC 136 C BAKING FUNDAMENTALS I

**3 Units**

*Two hours lecture and*

*Four hours laboratory per week.*

*CSU*

*Advisory: HRC 120 C.* Well-executed desserts rely on a mastery of fundamental techniques. This course will focus on the history of baking, terminology, ingredients, equipment, storage and sanitation in the bakeshop. Students will gain experience in using various mixing, holding and baking methods as well as international techniques to create an assortment of yeast dough, quick breads, prepare enriched yeast dough, cookies, pies, tarts and cakes. *\$75.00 Materials 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.* The production kitchen is the back bone of every major commercial food operation. Students will be introduced to the principles of quantity food production; standardized recipes; quality and hazard analysis; yields and principles of cooking in quantity. Students will become familiar with a wide variety of equipment utilized in production kitchens. *\$75.00 Materials Fee – PAYABLE AT REGISTRATION.*

### HRC 145 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 and HRC 135 C.* Hors d'oeuvres and appetizers challenge the chef to create masterpieces in miniature. This course will focus on the discussion and application of the art of Garde Manger to include hot and cold hors d'oeuvres (canapés, finger sandwiches and savories); cold set mousses; the principles and applications necessary for sausage making; concepts and application of salt curing of meats and fish items and principles of smoking. *\$95.00 Materials Fee – PAYABLE AT REGISTRATION.*

### HRC 152 C MENU PLANNING AND PURCHASING

**3 Units**

*Three hours lecture per week.*

*CSU*

*Advisory: MATH 015 C.* This course examines the principles of menu planning, hospitality procurement, purchasing, receiving, and inventory techniques. Strategies for menu analysis, standardized recipes, menu layout and design relating to profitable hospitality operations will be explored.

**HRC 160 C ROOMS DIVISION OPERATIONS****3 Units***Three hours lecture per week.*

CSU

*Advisory: ENGL 060 C.* This course presents an overview of hotel rooms division operations from reservations through guest stay and account settlement. Students will learn hotel best practices to include revenue management, preventative maintenance, property management systems, supervision, cost control, staffing, sales techniques and guest relations.

**HRC 164 C HOSPITALITY LAW****3 Units***Three hours lecture per week.*

CSU

*Advisory: ENGL 060 C.* This course presents legal aspects of managing hospitality operations with an emphasis on compliance best practices and prevention of liabilities. Topics include serving food safely, responsible alcohol service, selecting and managing employees, regulatory concerns, property management, hospitality operating structures, common contracts, safety and security, and crisis management.

**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

*Prerequisite: HRC 101 C.* This course explores hotel management strategies and operations in hotel rooms division, food and beverage, engineering, loss prevention, marketing, sales, accounting, information management and human resources. Case study analysis will focus on leadership principles and ethical considerations in the hotel industry.

**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 SPECIAL EVENT MANAGEMENT****3 Units***Three hours lecture per week.*

CSU

*Prerequisite: HRC 101 C.* The course is a comprehensive study of the field of special events with emphasis on creating and executing catered events. Topics include: special event venues, event organization and management, skills and abilities for event managers.

**HRC 235 C CULINARY FUNDAMENTALS I****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.* Great chefs rest on mastering the advanced techniques utilized in today's commercial kitchens. The most crucial is flavor development, which students begin to learn at the start of their studies. This course will focus on the principles, skills, and techniques associated with advanced culinary arts, involving fabrication and identification of common proteins utilized in commercial operations. *\$75.00 Materials Fee – PAYABLE AT REGISTRATION.*

**HRC 236 C BAKING FUNDAMENTALS II****3 Units***Two hours lecture and**Four hours laboratory per week.*

CSU

*Prerequisite: HRC 136 C and completion of or concurrent enrollment in HRC 120 C.* Creating classic cakes and tortes, artisan breads and frozen desserts calls for creativity and technical understanding. This course focuses on advanced pastries and bread production. Products include classical cakes and tortes, frozen desserts, artisan breads and Viennoiserie. Emphasis will be placed on commercial production of high quality products and professional presentation. *\$95.00 Materials Fee – PAYABLE AT REGISTRATION.*

**HRC 246 C PASTRY ARTS****3 Units***Two hours lecture and**Four hours laboratory per week.*

CSU

*Prerequisite: Completion of or concurrent enrollment in HRC 120 C and HRC 236 C.* Candy making, cake decorating, and dessert plating represent the ultimate fusion of art and craft. This course focuses on pastry arts to include restaurant style desserts, confections, special occasion cakes and pastry showpieces. Emphasis will be placed on commercial production of high quality products and professional presentation. *\$95.00 Materials Fee – PAYABLE AT REGISTRATION.*

**HRC 255 C AMERICAN REGIONAL CUISINE****3 Units***Two hours lecture and**Four hours laboratory per week.*

CSU

*Prerequisite: Completion of or concurrent enrollment in HRC 120 C and HRC 135 C.* This culinary tour of America includes product identification, correct utilization and cooking methods. This course focuses on a regional perspective of American cuisine. Students will have the opportunity to produce regional specialties while researching the influence of culture on the development of American cuisine. *\$75.00 Materials Fee – PAYABLE AT REGISTRATION.*

**HRC 265 C INTERNATIONAL CUISINE****3 Units***Two hours lecture and**Four hours laboratory per week.*

CSU

*Prerequisite: HRC 120 C and HRC 135 C.* This culinary tour of the world includes product identification, correct utilization and cooking methods. This course focuses on a global perspective of various regional cuisines. Students will have the opportunity to produce ethnic foods while researching the influence of culture on the development of international cuisines. *\$75.00 Materials 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.*

*Pass/No Pass or Pass/No Pass/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  
Gary Zager

### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## PROGRAM LEARNING OUTCOMES (PLOs)

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

## 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 percent 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
Select a minimum of 12 units from the elective courses listed below		12
<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 281 C	Prevention Strategies	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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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
Select a minimum of 12 units from the elective courses listed below		12
<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: 1K17141**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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
Select a minimum of 3 units from elective courses below		3
<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
COMM 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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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

<b>Total Units Required</b>		<b>36</b>
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**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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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	½
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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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	½
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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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/SOC 250 C	Sociology of Aging	3
HUSR/PSY 255 C	Psychology of Aging	3
<b>Total Units Required</b>		<b>15</b>

**Select 3 units from the elective courses listed below.**

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
PSY/SOC 120 C	Human Sexuality	3

**HUMAN SERVICES GENERALIST**

**CERTIFICATE**

**Program Code: 1C21122**

To earn a certificate, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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	1/2
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 243 C	Co-Occurring Disorders	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 281 c	Prevention Strategies	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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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
	<b>Total Units Required</b>	<b>30</b>

**Electives (Select 9 units from below.)**

COUN 140 C	Educational Planning	1/2
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****1/2 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, CSU GE*

This course covers the history and philosophy of the human services; function and orientation of human services agencies and institutions; human services as careers; opportunities and qualifications at various entry levels of human services employment.

**HUSR 210 C INTRODUCTORY FIELDWORK****3 Units***One hour lecture per week and**Six hours and forty-five minutes fieldwork per week.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass or Pass/No Pass/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***PROGRAM LEARNING OUTCOMES (PLOs)**

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

**Option III - GENERAL STUDIES****A.A. Degree Program Code: 1A18452****A.S. Degree Program Code: 1S12078  
(Inactive)****EMPHASIS IN FINE ARTS**

This Area of Emphasis under the Option III - General Studies provides students with the opportunity to earn an Associate in Arts degree, allowing them to understand the intellectual relationships between various disciplines in the Arts. This degree option may include transfer and/or non-transfer coursework. Please consult with a counselor for more information.

The Associate of Art Degree in Fine Arts provides students with a scope of knowledge and broad overview for attaining the communication skills, practical knowledge, and training necessary for a variety of careers in the Fine Arts area. Students completing this degree will develop a basic understanding of the arts and how they interrelate. To earn an Associate Degree students must complete (1) all 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 percent of all course work must be completed at Cypress College. Courses that fulfill requirements in an area of emphasis for 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.

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.

**Required courses:**

Course #	Title	Units
ART 110 C	Introduction to Art	3
ACG 101 C	Introduction to Computer Graphics	3
DANC 101 C	Multicultural Dance in the US	3
JOUR 101 C	Reporting and Writing	3
MM 100 C	Introduction to Multimedia	3
MUS 117 C	American Popular Music History	3
PHOT 101 C	Introduction to Photography	3
THEA 100 C	Introduction to the Theatre	3
<b>Total Units Required</b>		<b>24</b>

**Electives:**

To complete all course requirements, students must complete 11 additional units from the list below for a total of 35 units. No more than six units from any one discipline can be counted towards these units.

**Select up to six units**

ART 120 C	Two-Dimensional Design	3
ART 122 C	Gallery/Portfolio Design	3
ART 130 C	Printmaking	3
ART 140 C	Advertising/Graphic Design 1	3
ART 150 C	Ceramics Handbuilding	3
ART 182 C	Freehand Drawing	3

**Select up to six units**

ACG 102 C	Introduction to MAC Web Graphics	3
or		
ACG 103 C	Introduction to WIN Web Graphics	3
ACG 104 C	Introduction to MAC 3D Graphics	3
or		
ACG 105 C	Introduction to WIN 3D Graphics	3
ACG 112 C	Electronic Illustration/MAC	3
or		
ACG 113 C	Electronic Illustrations/WIN	3
ACG 134 C	Digital Imaging/MAC	3
or		
ACG 135 C	Digital Imaging/WIN	3
ACG 180 C	Digital Video/MAC	3

**Select up to six units**

DANC 105 C	Ballet	1½
DANC 106 C	Classical Dance	2
DANC 107 C	Modern Dance	2
DANC 111 C	Beginning Jazz	1-1½
DANC 113 C	Tap Dance	1
DANC 115 C	Hip Hop Dance	1
DANC 130 C	Afro-Caribbean Dance	1
DANC 136 C	Middle Eastern Dance	1
DANC 137 C	Latin and Swing Dance	1

**Select up to six units**

JOUR 118 C	Introduction to Broadcasting	3
JOUR 140 C	Public Relations and Publicity	3
JOUR 225 C	Newspaper Production	3
JOUR 226 C	Online Production	3
JOUR 228 C	Visual Journalism	3
JOUR 229 C	Broadcast Production	3

**Select up to six units**

PHOT 103 C	Photographic Possibilities	3
PHOT 109 C	Portrait Photography	3
PHOT 203 C	Lighting and Studio Techniques	3
PHOT 204 C	History/Aesthetics of Photo	3
PHOT 215 C	Digital Photography	3

**Select up to six units**

MUS 111 C	The Music Business	3
MUS 113 C	Jazz History	3
MUS 119 C	History of Rock Music	3
MUS 126 C	Beginning Voice	1
MUS 130 C	Beginning Guitar	1
MUS 135 C	Beginning Piano	1

**Select up to six units**

THEA 107 C	Diversity in American Theater	3
THEA 108 C	Stage and Screenwriting	3
THEA 120 C	Acting 1	3
THEA 126 C	Musical Theater Techniques	3
THEA 128 C	Acting For The Camera	3
THEA 143 C	Stage Craft	3
THEA 144 C	Lighting Design Fundamentals	3
THEA 145 C	Fundamentals of Costume Design	3
THEA 146 C	Scene Painting	3
THEA 147 C	Stage Makeup	3

**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 115 C LEARNING COMMUNITIES SEMINAR****1 Unit** *(May be taken for credit 2 times)**One hour lecture per week.**CSU*

*Advisory: Must be co-enrolled in a learning community.* The Learning Communities Seminar is a course specifically designed for students participating in Learning Communities. Students will use both traditional and electronic tools to research, analyze, discuss, and evaluate materials associated with Learning Community themes.

**INDS 120HC HONORS PROGRAM SEMINAR****1 Unit***One hour lecture per week.**CSU*

The Honors Program Seminar is a course specifically designed for Honors Program students. Students will discuss, research, analyze, and write about Honors education issues.

**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.**Pass/No Pass or Pass/No Pass/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

**PROGRAM LEARNING OUTCOMES (PLOs)**

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

## 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.**Pass/No Pass or Pass/No Pass/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.**Pass/No Pass/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 per week.**Pass/No Pass/Letter Grade Option**UC/CSU, AA GE, CSU GE*

*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 per week.**Pass/No Pass/Letter Grade Option**UC/CSU, AA GE, CSU GE, IGETC*

*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.  
Pass/No Pass/Letter Grade Option  
UC/CSU, AA GE, CSU GE*

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.  
Pass/No Pass/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 201 C STUDY OF KANJI****2 Units (May be taken for credit 4 times)**

*Three hours lecture per week.  
Pass/No Pass/Letter Grade Option  
CSU*

*Prerequisite: JAPN 102 C.* This is a low intermediate skills course designed to improve the reading, writing, listening, and understanding of Kanji. Students will practice and learn 420 basic Kanji, as components of more complex Kanji. This will prepare students to take the Japanese government's proficiency examination at the 10th and 9th level. By repeating the class, students will be able to advance up to the 2nd level.

**JAPN 203 C INTERMEDIATE JAPANESE III****4 Units**

*Four hours lecture per week.  
Pass/No Pass/Letter Grade Option  
UC/CSU, AA GE, CSU GE, IGETC*

*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 per week.  
Pass/No Pass/Letter Grade Option  
UC/CSU, AA GE, CSU GE, IGETC*

*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.  
Pass/No Pass/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.  
Pass/No Pass/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 293 C ANIME III: MANGA CULTURE IN US****3 Units**

*Three hours lecture per week.  
Pass/No Pass/Letter Grade Option  
CSU*

*Prerequisite: JAPN 102 C with a minimum grade of "C."* This course is a study of Japanese anime language and culture. It provides students with experience in literary areas of Manga language and an opportunity to explore Kanji and Katakana through the practical way of reading Manga. Students will also learn to see Manga in the context of Japanese literature and culture.

**JAPN 294 C ANIME IV: LITERATURE & CULTURE****3 Units**

*Three hours lecture per week.  
Pass/No Pass/Letter Grade Option  
CSU*

*Prerequisite: JAPN 102 C with a minimum grade of "C."* This course is a critical study of Japanese literature and culture through anime. The course introduces students to internationally well-known works of literary fiction, providing the students with an opportunity to enrich their lives and develop an appreciation of good Japanese literature and culture.

**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.  
Pass/No Pass or Pass/No Pass/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.

Pass/No Pass/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

**PROGRAM LEARNING OUTCOMES (PLOs)**

Program Learning Outcomes (PLOs) are in the process of finalization.

**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 any college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

**INTEGRATED JOURNALISM SKILLS****CERTIFICATE Department Proficiency, Not State Approved**

The Integrated Journalism Certificate displays the student understands the use of multimedia reporting. The student learns print, broadcast and online news gathering and production skills making the student qualified for entry-level internships and employment in most media.

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

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

Course #	Title	Units
JOUR 110 C	Global Media	3
JOUR 101 C	Reporting and Writing	3
ACG 181 C	Digital Video/Win	3
or		
ACG 180 C	Digital Video/Mac	3
JOUR 299 C	Independent Study	2

Take two of the following courses:

JOUR 225 C	Print Production	3
JOUR 226 C	Online Production	3
JOUR 228 C	Visualjournalism	3
JOUR 229 C	Broadcast Production	3
	<b>Total Units Required</b>	<b>17</b>

**INTERNATIONAL JOURNALISM SKILLS****CERTIFICATE Department Proficiency, Not State Approved**

International Journalism prepares the student to work world wide, either as a netizen of the world wide web or as an international correspondent. The certificate capstone is two units of independent study in an international environment; preferably a study abroad program.

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

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

Course #	Title	Units
JOUR 110 C	Global Media	3
JOUR 101 C	Reporting and Writing	3
JOUR 226 C	Online Production	3
ENGL 110 C	Humanities: Ancient & Medieval	3
or		
ENGL 111 C	Humanities: Renaissance-Present	(3)
HIST 112 C	World Civilizations I	3
or		
HIST 113 C	World Civilizations II	(3)
JOUR 299 C	Independent Study	2
	<b>Total Units Required</b>	<b>17</b>

## Journalism/Communications (JOUR)

**JOUR 101 C REPORTING AND WRITING****3 Units***Three hours lecture per week.*

UC/CSU

*Prerequisite:* Eligibility for ENGL 100 C. *Advisory:* Ability to keyboard 20 words per minute. Students learn the fundamentals of reporting and writing for mass media, including print, radio, television and the world wide web. They learn news gathering strategies including interviewing using audio and video technology and computer assisted research. They learn Associated Press style news and feature writing, plus story formatting for print, radio and television scripting.

**JOUR 110 C GLOBAL MEDIA****3 Units***Three hours lecture per week.*

UC/CSU, AA GE, CSU GE

This course examines the histories, structures, functions, political, social, and economic impacts of the mass media and support systems, including legal and ethical issues. Study of newspapers, magazines, films, radio, television and internet, with an emphasis on evolving media models that may provide future careers for students.

**JOUR 118 C MESSAGES FOR ELECTRONIC MEDIA****3 Units***Three hours lecture per week*

CSU, CSU GE

A speech and mass communications class that investigates the history, theory, contemporary issues, and current law in broadcasting, cable and the Web. Students create and broadcast video and audio presentations in addition to learning through lecture and reading.

**JOUR 140 C PUBLIC RELATIONS****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 PRINT PRODUCTION****3 Units**

CSU

*Three hours lecture per week*

*Advisory:* Should be able to type 20 words per minute. Students publish campus publications for the printing press. The course is taught in a media convergence newsroom in which students work alongside, and share their content with other student media. Skills developed included 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 ONLINE PRODUCTION****3 Units**

CSU

*Three hours lecture per week*

*Advisory:* 20 words per minute keyboarding helpful. Emphasis is on creating and maintaining *The Cypress Chronicle* student news website, 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**

CSU

*Three hours lecture per week*

*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 student 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**

CSU

*Three hours lecture per week.*

*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 230 C VIDEO FOR PHOTOGRAPHERS****3 Units** (May be taken for credit 3 times)*Three hours lecture per week.*

CSU

*Prerequisite:* Completion of or concurrent enrollment in PHOT 101 C with a minimum grade of "C". Video for Photographers introduces the photographer to the use of a single device — a digital camcorder with frame capture or a digital camera with high-definition video, or a hybrid device — for simultaneous video and still imaging. The student learns single-camera and three-camera production techniques on location and in the studio. The course includes using the still camera motor drive as a digital video tool. The student's project will include: Treatments, scripts, shooting scripts, shooting video, shooting sequential photographs, basic audio, logging, edit decision lists, frame capture, video editing software, slideshow production, and presentation in a multimedia presentation platforms. This course gives basic video skills to the photographer who must work in video, also, for multimedia.

**JOUR 298 C COMMUNICATION/JOURNALISM SEMINAR****½ - 12 Units** (Variable Unit Class)

(May be taken for credit 4 times)

*Zero to twelve hours lecture and**Zero to thirty-six hours laboratory per week.**Pass/No Pass or Pass/No Pass/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 (AJ)**



# 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.

# Learning and Academic Resources

## Division of Library and Learning Resource Centers

Interim Division Dean – Eldon Young

## Learning and Academic Resources (LAR)

### LAR 010 C IMPROVING INDIVIDUAL SKILLS

NON CREDIT COURSE

One hour lecture per week.

Pass/No Pass/Letter Grade Option

CSU

This course provides individualized units of study based on individual student needs, which may involve improvement in writing, reading, or mathematic skills. 6-72 hours per semester required.

### LAR 020 C IMPROVING INDIVIDUAL ESL SKILLS

NON CREDIT COURSE

One hour lecture per week.

Pass/No Pass/Letter Grade Option

CSU

This course provides individualized units of study based on individual ESL student needs, which may involve improvement in writing, reading, listening, or speaking skills. 6-72 hours per semester required.

### LAR 100 C TUTORING TECHNIQUES

1 Unit (formerly INDS 215 C)

One hour lecture per week.

Pass/No Pass/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.

# Library

## Division of Library and Learning Resource Centers

Interim Division Dean – Eldon Young

### Faculty

Peggy Austin

Monica Doman

William Pashaie

Joyce Peacock

### Counselors

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

## Library (LIB)

### LIB 100 C INTRODUCTION TO RESEARCH

1 Unit

One hour lecture per week.

Pass/No Pass/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  
Patricia Kishel

Counselor  
Robert Grantham

### PROGRAM LEARNING OUTCOMES (PLOs)

#### Management

A student who completes the management field of study will be able to:

- Understand how organizations operate and what it takes to succeed as a manager, acquiring the leadership knowledge and skills to carry out administrative functions in the key areas of management, communications, finance, and law.
- Enhance his/her employment opportunity in the specific area of management.

### 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 percent 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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\* A score of 3 or higher on the Advanced Placement (AP) Economics (macro) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

\*\* A score of 3 or higher on the Advanced Placement (AP) Economics (micro) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

### 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 percent 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

\*\* A score of 3 or higher on the Advanced Placement (AP) Economics (micro) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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>

\*\* A score of 3 or higher on the Advanced Placement (AP) Economics (micro) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**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 percent 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
COMM 100 C	Human Communication	3
or		
COMM 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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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
COMM 100 C	Human Communication	3
or		
COMM 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 percent 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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 Program Code: 1K17172**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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>

\*\* A score of 3 or higher on the Advanced Placement (AP) Economics (micro) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**CALL CENTER OPERATIONS SKILLS**

**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., PacificCare, 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 116 C	MS Outlook/Office Procedures	3

**Select one course from the following:**

Course #	Title	Units
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</b>		<b>15</b>

**COMMERCIAL MUSIC - MANAGEMENT SKILLS**

**CERTIFICATE Program Code: 1K12951**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 SKILLS****PROFICIENCY Department Proficiency, Not State Approved**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 SKILLS CERTIFICATE****Program Code: Pending State Approval**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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>

\* A score of 3 or higher on the Advanced Placement (AP) Government and Politics (U.S.) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**PROJECT MANAGEMENT****PROFICIENCY Department Proficiency, Not State Approved**

The Project Management Certificate is designed to help students

- Understand the role and functions of the project manager,
- Plan and manage projects using Microsoft Project software, Work Breakdown Structures, Gantt charts, and PERT charts,
- Manage project time, budget, and project team more effectively,
- Apply these tools immediately by completing a project plan and budget as part of the course of study.

Course #	Title	Units
CIS 274 C	Project Mgmt Fundamentals	3
CIS 216	Microsoft Project	3
MKT 222 C	Principles of Marketing	3
MGT 262 C	Principles of Management	3
or		
MGT 266 C	Human Relations in Business	3
<b>Total Units</b>		<b>12</b>

**SPORTS MANAGEMENT SKILLS****PROFICIENCY Department Proficiency, Not State Approved**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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>

**TECHNOLOGY MANAGEMENT SKILLS****CERTIFICATE Program Code: Pending State Approval**

This program is designed to provide students with the technical and administrative skills they need to manage workers and information in a computerized business office. It covers such key areas as the global business environment, human resource management, information systems, data communications, and project management. To earn a certificate, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent of all course work must be completed at Cypress College.

<b>Core Requirements</b>		<b>Units</b>
CIS 160 C	Information Systems Management	3
or		
CIS 182 C	Data Communications Management	3
CIS 274 C	Project Mgmt Fundamentals	3
MGT 161 C	Introduction to Business	3
MGT 262 C	Principles of Management	3
or		
MGT 266 C	Human Relations in Business	3
	<b>Total Units</b>	<b>12</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.*

*Pass/No Pass/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.*

*Pass/No Pass/Letter Grade Option*

*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*

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.*

*Pass/No Pass/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.**Pass/No Pass*

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.**Pass/No Pass*

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.**Pass/No Pass*

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.**Pass/No Pass*

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.**Pass/No Pass*

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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass or Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass/Letter Grade Option**UC Credit Limitation/CSU*

This course is an introduction to the legal environment in which a business firm operates. Topics include an introduction to the American legal system, contracts, torts, product liability, forms of business organization, trade regulation, labor law, environmental law, and international business law. Required for Business Administration majors at CSU Fullerton and San Diego State University.

**MGT 241 C LEGAL ASPECTS-BUSINESS TRANS.****3 Units***Three hours lecture per week.**Pass/No Pass/Letter Grade Option**UC Credit Limitation/CSU*

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.**Pass/No Pass/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 Career Technical Education and Economic Development*

*Division Dean – Steve Donley*

*Counselor  
Jane Jepson*

## Marine Service (MRN)

**MRN 060 C DIESEL ENGINES****6 Units***Three hours lecture and**Nine hours laboratory per week.*

This is a comprehensive study of light diesel engines as used in passenger cars, light marine propulsion applications (power and sailboats), stationary and auxiliary power plants (generators). The course includes servicing, overhaul, troubleshooting and diagnosis of the diesel engine and auxiliary systems. Practical application will be both laboratory engines and/or *live* diesel engines.

**MRN 061 C OUTBOARD ENGINE REPAIR - SERVICE AND MAINTENANCE****6 Units***Three hours lecture and**Nine hours laboratory per week.*

This course will cover the complete operating principles, theory and design features of outboard engines. The course will cover the repair, service, maintenance, overhaul and diagnosis of outboard engines such as Mercury, Johnson, and Evinrude. Students will be instructed using lecture/demonstrations and will perform various procedures in a simulated industrial laboratory. Practical experiences will be done on both laboratory units and *live* projects.

**MRN 062 C MARINE DRIVE SYSTEMS FOR RECREATIONAL BOATS****4 Units***Two hours lecture and**Six hours laboratory per week.*

This course will cover the operating principles, theory and design features of marine drive systems for recreational boats (stern drives, jet drives, V drives and hydraulic and manual transmission). This course will cover the repair, service, maintenance, overhaul and diagnosis of stern drives, jet drives and inboard transmission systems such as OMC, Mercruiser, Volvo Penta, Panther jet, Berkeley jet, Jacuzzi jet and Borg Warner. Students will perform various procedures in a simulated industry laboratory environment, using both laboratory units and live projects.

**MRN 064 C OUTBOARD & STERN DRIVE REPAIR****4 Units***Two hours lecture and**Six hours laboratory per week.*

This course is designed to provide the student with advanced experiences in all areas of marine service technology. Students will be working on actual repair projects on outboard engines such as Johnson, Evinrude, Mercury, Yamaha. Stern drives such as Mercruiser, Volvo Penta, OMC, as well as inboards and jet drives will be covered.

**MRN 298 C MARINE SERVICE SEMINAR***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.**Pass/No Pass or Pass/No Pass/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  
Patricia Kishel

Counselor  
Robert Grantham

### PROGRAM LEARNING OUTCOMES (PLOs)

#### Marketing

A student who completes the marketing field of study will be able to:

- Understand the various marketing functions (product development, pricing, promotion, and distribution) and how organizations utilize these to produce goods and services that satisfy the needs and wants of consumers.
- Enhance his/her employment opportunity in the specific area of marketing.

### 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 percent 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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\* A score of 3 or higher on the Advanced Placement (AP) Economics (macro) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

\*\* A score of 3 or higher on the Advanced Placement (AP) Economics (micro) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

### 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 percent 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 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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 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
<b>Total Units Required</b>		<b>21</b>

**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: 1K15688**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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: 1K12953**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 SKILLS****PROFICIENCY Department Proficiency, Not State Approved**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 SKILLS****PROFICIENCY Department Proficiency, Not State Approved**

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
or		
MKT 103 C	Principles of Advertising	3
CIS 108 C	Introduction to Internet	2
CIS 109 C	E-Business Applications	3
CIS 179 C	Intro to Web Page Design	3
<b>Total Units</b>		<b>14</b>

**MULTICULTURAL MARKETING SKILLS****PROFICIENCY Department Proficiency, Not State Approved**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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

**and one of the following**

ANTH 121 C	Native North America	3
or		
ETHS 129 C	Intro to African-Amer. Studies	(3)
or		
ETHS 150 C	Intro to Chicana/o Studies	(3)
or		
ETHS 170 C	Intro to Asian-Amer. Studies	(3)
<b>Total Units Required</b>		<b>12</b>

**MULTIMEDIA ADVERTISING SKILLS**

**PROFICIENCY Department Proficiency, Not State Approved**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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
or		
MM 110 C	Visual Communication	(3)
PHOT 101 C	Introduction to Photography	3
MKT 103 C	Principles of Advertising	3
MKT 222 C	Principles of Marketing	3
CIS 179 C	Intro. to Web Page Design	3
<b>Total Units Required</b>		<b>15</b>

**SOCIAL NETWORK MARKETING**

**SPECIALIST Department Proficiency, Not State Approved**

This program is designed for students to learn how they can develop, penetrate, and use social networks to introduce and promote new products, provide customer services, and obtain marketing research information. Students will explore Web 2.0 tools and social networks, use them to collect and analyze market data to develop strategies that increase Internet sales. To earn a certificate, students will complete the required courses as listed with a 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 262 C	New Technology	3
CIS 221 C	Web Networking Technology	3
MKT 222 C	Principles of Marketing	3
MKT 103 C	Principles of Advertising	3
or		
MKT 210 C	Consumer Behavior	3
<b>Total Units</b>		<b>12</b>

**SPECIALTY IN PROFESSIONAL**

**MARKETING Department Proficiency, Not State Approved**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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	1/2
MKT 094 C	Buyer Behavior	1/2
MKT 095 C	Market Distribution Systems	1/2
MKT 096 C	Sales Promotion Techniques	1/2
MKT 097 C	Customer Relations	1/2
MKT 098 C	Int'l Marketing - Small Bus.	1/2
<b>Total Units Required</b>		<b>6</b>

**SPECIALTY IN PROFESSIONAL**

**SELLING Department Proficiency, Not State Approved**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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	1/2
MKT 094 C	Buyer Behavior	1/2
MKT 086 C	Sales Prospecting	1/2
MKT 087 C	Sales Presentations	1/2
MKT 088 C	Handling Sales Objections	1/2
MKT 089 C	Making the Sale	1/2
MKT 096 C	Sales Promotion Techniques	1/2
MKT 097 C	Customer Relations	1/2
<b>Total Units Required</b>		<b>6</b>

**SPECIALTY IN SMALL BUSINESS**

**OPERATIONS Department Proficiency, Not State Approved**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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.**Pass/No Pass*

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.**Pass/No Pass*

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.**Pass/No Pass*

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.**Pass/No Pass*

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.**Pass/No Pass*

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.**Pass/No Pass*

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.**Pass/No Pass*

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.**Pass/No Pass*

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.**Pass/No Pass*

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.**Pass/No Pass*

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.**Pass/No Pass*

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.**Pass/No Pass*

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.**Pass/No Pass*

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.**Pass/No Pass/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 marketplace; 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

Division Dean – Richard Fee

### Faculty

Jennifer Coopman  
Kathryn Godshalk  
Eunju Lee  
Chaolin Mao  
Laurie Morvan  
Allen Mottershead  
David Nusbaum  
Sylvia Paek  
Christina Plett  
Cynthia ShROUT  
Karen Watson

### Counselor

Deidre Porter

### PROGRAM LEARNING OUTCOMES (PLOs)

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

### Mathematics

Students who complete the mathematics program will be able to:

- Apply mathematical concepts, simplify expressions, and solve equations.
- Graph equations, and solve application problems using logic, constructions, and analytical reasoning.

### 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)

### 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 are percents, ratios, rates, solving proportions, perimeter and area of geometric figures, English and Metric measurements and an introduction to negative numbers. There is an emphasis on applying the mathematics to real-world situations. All work will be done without a calculator.

### MATH 015 C PRE-ALGEBRA

#### 4 Units

Four hours lecture per week.

NON-DEGREE CREDIT

*Prerequisite: MATH 010 C with a minimum grade of "C" or better AND the assessment process. Proof of prerequisite is required.* This course is designed for students who are planning to study algebra and need a review of the basic skills of arithmetic and an introduction to the basic principles of algebra. Topics covered include integers, fractions, decimals, percent, proportions, exponents, properties of real numbers, evaluation of algebraic expressions, elementary equation solving, formulas, informal geometry, and applications. This course requires a non-graphing scientific calculator.

### MATH 020 C ELEMENTARY ALGEBRA

#### 4 Units

Four hours lecture per week.

NON-DEGREE CREDIT

*Prerequisite: MATH 015 C or Pre-algebra with a minimum 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 and radical expressions, factoring polynomials, solutions of linear equations and inequalities, systems of linear and quadratic equations, and graphing of linear equations, systems, and inequalities. This course requires the use of a non-graphing scientific calculator.

### MATH 025 C ELEMENTARY ALGEBRA REVIEW

#### 2 Units

Two hours lecture per week.

Pass/No Pass

NON-DEGREE CREDIT

*Prerequisite: MATH 020 C or Algebra I with a minimum 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 and radical expressions; factoring polynomials, solutions of linear equations and inequalities, systems of linear and quadratic equations, and graphing of linear equations, systems, and inequalities. This course requires the use of a non-graphing scientific calculator.

### MATH 030 C PLANE GEOMETRY

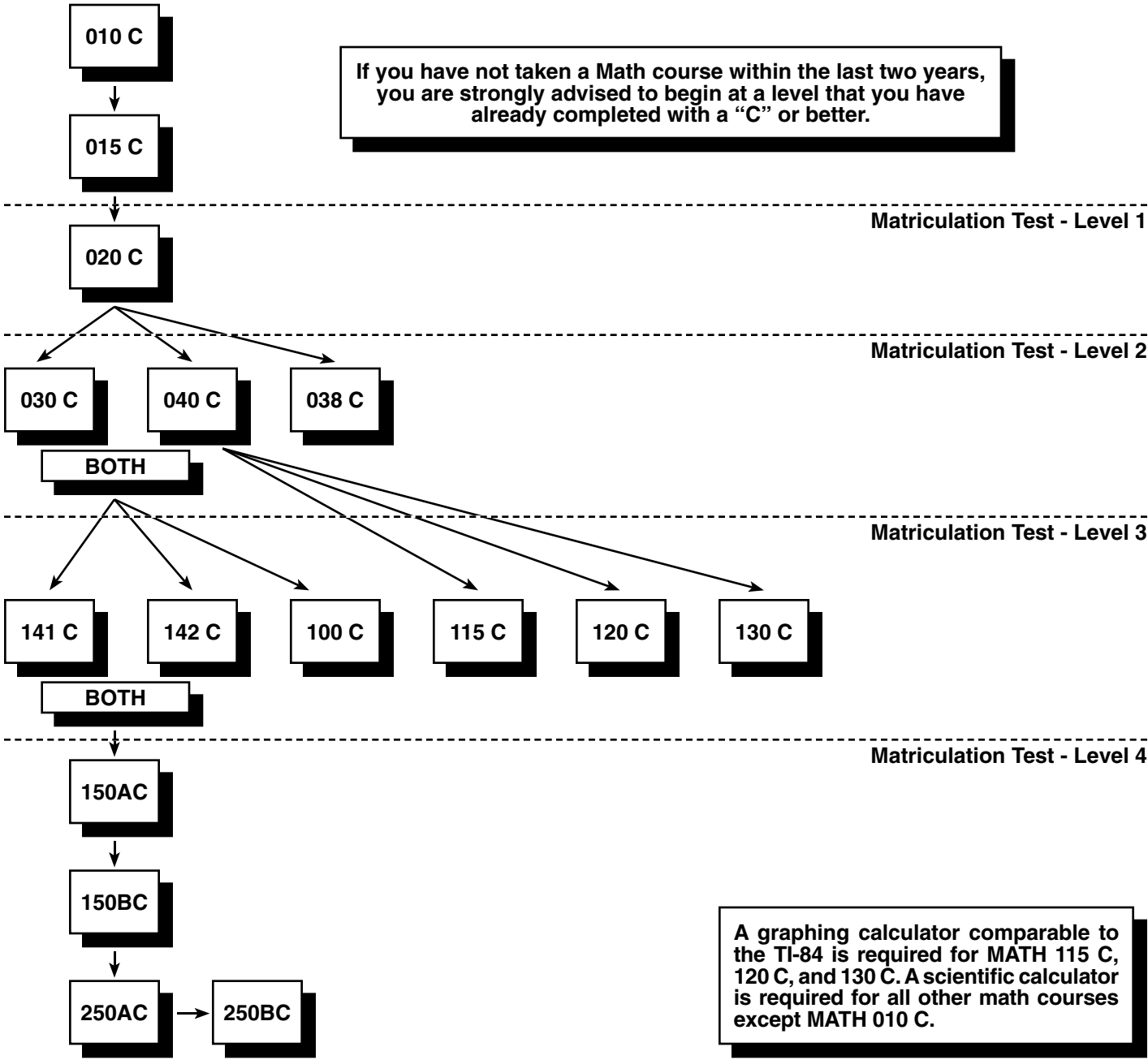
#### 4 Units

Four hours lecture per week.

AA GE

*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 the study of elementary logic, deductive reasoning, parallel and perpendicular relationships, theorems and proofs, geometric constructions, congruent and similar polygons, special right triangles, circles, geometric loci, areas, perimeters and volumes. Precise definitions and accuracy of statements are stressed as background for analytical reasoning. This course requires the use of a non-graphing scientific calculator and is equivalent to one year of high school geometry.

# FLOW CHART FOR MATHEMATICS COURSES



## MATHEMATICS LEARNING CENTER (714) 484-7151

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 . . . . .	9:00 AM – 6:00 PM
TUESDAY . . . . .	9:00 AM – 6:00 PM
WEDNESDAY . . . . .	9:00 AM – 6:00 PM
THURSDAY . . . . .	9:00 AM – 6:00 PM
FRIDAY . . . . .	10:00 AM – 2:00 PM

Courses



**MATH 038 C PRACTICAL MATHEMATICS FOR LIFE****4 Units***Four hours lecture per week.*

AA GE

*Prerequisite: A minimum grade of "C" in MATH 020 C or Algebra I with a grade of "C" or better and the assessment process. Proof of prerequisites is required.* This course uses the concepts of beginning algebra, problem solving skills, and analytical thinking to solve real world applications involving fractions, financial management, logic, geometry, probability and statistics. It meets the minimum mathematics requirement for an associates degree but does not satisfy the prerequisite for a transferable math course.

**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 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. This course requires the use of a non-graphing scientific calculator.

**MATH 045 C INTERMEDIATE ALGEBRA REVIEW****2 Units***Two hours lecture per week.*

Pass/No Pass

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 a review of Intermediate Algebra and is designed for students who have already completed Intermediate Algebra and are planning to enroll in College Algebra, Trigonometry, Survey of Calculus, Finite Mathematics, Mathematics for Liberal Arts Students, Intro to Probability and Statistics, or General Chemistry. The topics covered 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 their graphs, exponential and logarithmic functions and systems of equations. This course requires the use of a non-graphing scientific calculator. This course does not count toward the Associate Degree.

**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.*

Pass/No Pass or Pass/No Pass/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.*

Pass/No Pass/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 LIBERAL ARTS MATHEMATICS****3 Units***Three hours lecture per week.*

UC/CSU, AA GE, CSU GE, IGETC

*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 110 C REAL NUMBERS FOR TEACHERS****4 Units***Four hours lecture per week.*

UC/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. This course requires the use of a non-graphing scientific calculator.

**MATH 115 C FINITE MATHEMATICS****4 Units***Four hours lecture per week.*

UC/CSU, AA GE, CSU GE, IGETC

*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 covers graphing, finance, matrices, linear systems, linear programming, combinatorial analysis, probability, and descriptive statistics. Applications to the fields of business, economics, biological sciences, and behavioral sciences are emphasized. This course requires the use of a graphing calculator comparable to the TI-83/84.

**MATH 120 C INTRODUCTION TO PROBABILITY & STATISTICS****4 Units***Four hours lecture per week.**UC Credit Limitation/CSU, AA GE, CSU GE, IGETC**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 social sciences are emphasized. Students will use computer software and/or graphing calculators for statistical analysis of various topics. This course requires the use of a graphing calculator comparable to the TI-83/84.

**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**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 an emphasis on solution techniques and applications rather than abstract theory. It includes elements of analytic geometry, limits, derivatives, 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. This course requires the use of a graphing calculator comparable to the TI-83/TI-84.

**MATH 141 C COLLEGE ALGEBRA****4 Units***Four hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC**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 courses to prepare students for the calculus sequence. 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**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, De Moivre's Theorem, and parametric equations.

**MATH 150AC CALCULUS I****4 Units***Four hours lecture per week.**Credit by Examination**UC Credit Limitation/CSU, AA GE, CSU GE, IGETC**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 II****4 Units***Four hours lecture per week.**Credit by Examination**UC/CSU, AA GE, IGETC**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 Math 150A, which includes the study of applications of integration, techniques of integration, indeterminate forms, L'Hopital's rule, improper integrals, infinite sequences and series, power series, Taylor and Maclaurin series, conic sections, plane curves, parametric equations, and polar coordinates.**MATH 250AC MULTIVARIABLE CALCULUS****4 Units***Four hours lecture per week.**Credit by Examination**UC/CSU, AA GE, IGETC**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 LINEAR ALGEBRA/DIFFERENTIAL EQUATIONS****4 Units***Four hours lecture per week.**Credit by Examination**UC/CSU, AA GE, IGETC*

*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.**Pass/No Pass or Pass/No Pass/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**Faculty*

Patricia Kishel

*Counselor*

Robert Grantham

**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 percent 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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\* A score of 3 or higher on the Advanced Placement (AP) Economics (macro) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

\*\* A score of 3 or higher on the Advanced Placement (AP) Economics (micro) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**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 percent 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: 1C21009**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 – John Sciacca***Faculty**

Kathleen Boettger  
Glenn Bower  
Jolena Grande  
Dave McCament

**Counselors**

Kelly Carter  
Denise Vo

**PROGRAM LEARNING OUTCOMES (PLOs)****Mortuary Science**

A student who completes the Mortuary Science program will be able to:

- Enlarge the background and knowledge of students desiring to enter the funeral service profession.
- Educate students in every phase of funeral service, and to help them to develop proficiency and skills necessary for the profession.
- Educate students concerning the responsibilities of the funeral service profession to the community at large.
- Emphasize high standards of ethical conduct.
- Provide a curriculum at the post secondary level of instruction.
- Encourage student and faculty research in the field of funeral service.
- Qualify students for professional licensure examination.



## PROGRAM GOALS

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 transcripts, 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 "A" or better or ESL 186 C with a grade of "A" or better.
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. Applications must be completed **online**. Please see the **Health Science Application link** on the Mortuary Science home page.
2. A total of 30 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), 3414 Ashland Avenue, Suite G, 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 percent 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 in 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)).

NATIONAL BOARD EXAM STATISTICS			
YEAR	FIRST-TIME TEST TAKERS	FIRST-TIME TEST TAKERS WHO PASSED	PASSING RATE
2008	32	28	88%
2009	33	29	88%

YEAR	ARTS			SCIENCE		
	FIRST-TIME TEST TAKERS	FIRST-TIME TEST TAKERS WHO PASSED	PASSING RATE	FIRST-TIME TEST TAKERS	FIRST-TIME TEST TAKERS WHO PASSED	PASSING RATE
2010	35	32	91%	34	34	100%

### 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:**

<b>Course #</b>	<b>Title</b>	<b>Units</b>
<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
		<hr/> 15
<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	Mortuary Law I	3
		<hr/> 18
<b>SEMESTER 3</b>		
MORT 271 C	Restorative Art II	2
MORT 272 C	Embalming II	4
MORT 285 C	Mortuary Law II	3
MORT 292 C	Funeral Service Science	2
MORT 294 C	Funeral Service Counseling	4
MORT 293 C	Mortuary Computer Applications	2
		<hr/> 17
	<b>Total Units Required</b>	<hr/> 75
<b>GENERAL EDUCATION GRADUATION REQUIREMENTS</b>		
	Categories A through E (see listing earlier in catalog)	25
	Cultural Diversity/Reading Proficiency	
	<b>Total Units Required</b>	<hr/> 75

\* A score of 3 or higher on the Advanced Placement (AP) Biology exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

## 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**

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**

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**

*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**

*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**

*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**

*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***One hour lecture and**Three hours laboratory 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. \$96.00 *Materials 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 (AT)

# Multimedia

**Division of Fine Arts***Division Dean – Ting-Pi (Joyce) Carrigan***Faculty**

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, students must complete the required major courses as listed with a minimum grade of "C" for each course. At least 50 percent 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
ART 120 C	Two-Dimensional Design	3
MUS 124 C	Recording Studio I	3
or		
MUS 178 C	Digital Music Technology	(3)
ACG 100 C	Intro to Computer Graphics/Mac	3
or		
ACG 101 C	Intro to Computer Graphics/Win	(3)
or		
ACG 102 C	Intro to Mac WEB Graphics	(3)
or		
ACG 103 C	Intro to Win WEB Graphics	(3)
ACG 134 C	Digital Imaging/Mac	3
or		
ACG 135 C	Digital Imaging/Win	(3)
ACG 162 C	Multimedia Web Design/Mac	3
or		
ACG 163 C	Multimedia/Win	(3)
ACG 164 C	Adobe Flash Designer/Mac	3
or		
ACG 165 C	Adobe Flash Designer/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, students must complete the required major courses as listed with a minimum grade of "C" for each course. At least 50 percent 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



**MULTIMEDIA ADVERTISING****CERTIFICATE Program Code: Pending State Approval**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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
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	(3)
	<b>Total Units Required</b>	<b>16-18</b>

**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 INTRODUCTION TO ONLINE LEARNING****1 Unit**

*One hour lecture per week.*

*Pass/No Pass/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.

# 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

**PROGRAM LEARNING OUTCOMES (PLOs)**

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

**Music Department**

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

**COMMERCIAL MUSIC - MANAGEMENT****CERTIFICATE****Program Code: 1K12951**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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.

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
MUS 101 C	Music Fundamentals	3
or		
MUS 102 C	Music Reading	3
*MUS 103AC	Theory & Musicianship I	4
*MUS 103BC	Theory and Musicianship II	4
MUS 108 C	Intro to Music Technology	3
MUS 120 C	Survey of Music History	3
or		
MUS 116 C	Music Appreciation	3
MUS 122 C	Concert Hour	4
MUS 135 C	Beginning Piano	2
MUS 236 C	Intermediate Piano	2
MUS 225 C	Applied Music	4

**Select a minimum of 1 unit each semester from the following performing ensembles for a total of 4 units:**

	<b>Units</b>	
MUS 175 C	Swing Band	1
MUS 260 C	Classical Guitar Ensemble	1
MUS 271 C	Symphony Orchestra	1
MUS 273 C	Concert Band	1
MUS 274 C	Cypress Symphonic Winds	1
MUS 276 C	Jazz Band	1
MUS 277 C	Jazz Lab Band	1
MUS 280 C	Jazz/Musical Theater Choir	1
MUS 281 C	Concert Choir	1
MUS 282 C	Cypress Masterworks Chorale	1
MUS 283 C	Cypress Singers	1
MUS 284 C	Cypress Meistersingers	1
MUS 285 C	Chamber Singers	1
MUS 287 C	Vocal Jazz Ensemble	1
MUS 289 C	Gospel Choir	1
	<b>Total Units</b>	<b>33</b>

\* A score of 3 or higher on the Advanced Placement (AP) Music Theory exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**RECORDING ARTS****CERTIFICATE****Program Code: 1K12958**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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>
MUS 055 C	Music Work Experience	1
MUS 111 C	The Music Business	3
MUS 124 C	Recording Studio I	3
MUS 178 C	Digital Music Technology	3
MUS 224 C	Recording Studio II	3
MUS 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.**Pass/No Pass**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 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 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 per week.  
UC/CSU, AA GE, CSU GE, IGETC*

*Prerequisite: MUS 101 C or MUS 102 C.. 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, 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 per week.  
UC/CSU*

*Prerequisite: MUS 101 C. This course follows MUS 103AC in the music theory sequence. It includes altered non-harmonic tones, and secondary dominants, modulation to closely related keys, borrowed chords, augmented sixth chords, the Neapolitan sixth, and altered dominants. Studies will include modulation to foreign keys, ninth, eleventh, and thirteenth chords and two and three part song form.*

**MUS 108 C INTRODUCTION TO MUSIC TECHNOLOGY****3 Units**

*Two hours lecture and  
Four hours laboratory per week.  
Pass/No Pass/Letter Grade Option  
CSU*

This course covers the following basic aspects of music technology: computer skills, software-based sequencing, synthesis, MIDI, sampling, notation, principles of sound, microphones, introduction to digital audio, signal processing, mixers and mixing, recording principles, cables and interconnects, and audio in live performance.

**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 per week.  
Pass/No Pass/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 116 C MUSIC APPRECIATION****3 Units**

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

A 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 music of America. Concert attendance required.

**MUS 118 C INTRODUCTION TO OPERA****3 Units**

*Three hours lecture per week.  
Pass/No Pass/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 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 per week.  
Pass/No Pass/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 influence its development.

**MUS 120 C SURVEY OF MUSIC HISTORY****3 Units**

*Three hours lecture 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**

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 per week.

Pass/No Pass/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 per week.

Pass/No Pass/Letter Grade Option

UC (pending)/CSU, AA GE, CSU GE (pending)

The class traces the history and development of film music through reading, lecture and film viewing. The class studies the process of film scoring and how music and its relationship to film have changed over the last century. Class includes discussion and evaluation of different compositional styles and learning to listen critically to film scores while viewing movies.

**MUS 130 C BEGINNING GUITAR****1 Unit** (May be taken for credit 2 times)

One hour lecture and

One hour laboratory per week.

Pass/No Pass/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.

Pass/No Pass/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 per week.

Pass/No Pass/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 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 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 152 C PERCUSSION CLASS****1 Unit** (May be taken for credit 4 times)

One hour lecture and

One hour laboratory per week.

Pass/No Pass/Letter Grade Option

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

One hour laboratory per week.

UC/CSU

*Prerequisite: Audition.* 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 per week.

UC/CSU

This course offers vocal students training in jazz song-styling techniques focusing on swing, ballad, Latin, blues, and contemporary styles. Topics include rhythmic and melodic improvisation, microphone technique, and scat singing.



**MUS 175 C SWING BAND****1 Unit** (May be taken for credit 4 times)

Three hours rehearsal 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 per week.

CSU

*Advisory:* MUS 101 C or MUS 103AC. 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 per week.

CSU

This is an intermediate to advanced workshop in popular songwriting. Students will analyze melody, harmony, song form, rhythm, and lyrics as they apply to popular songs. Emphasis will be placed on original compositions, while studying compositions by well-known songwriters and recording artists.

**MUS 178 C DIGITAL MUSIC TECHNOLOGY****3 Units**

Three hours lecture and

Two hours laboratory 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 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 hours lecture and

One hour laboratory 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 222 C AUDIO PRODUCTION FOR FILM I****3 Units**

Two hours lecture and

Four hours laboratory per week.

Pass/No Pass/Letter Grade Option

CSU

This course explores audio recording, editing and mixing using digital audio workstations. Topics include an introduction to the process of film production, field recording, sound effects and sound design, and synchronizing audio to video.

**MUS 223 C AUDIO PRODUCTION FOR FILM II****3 Units**

Two hours lecture and

Four hours laboratory per week.

Pass/No Pass/Letter Grade Option

CSU

This course explores audio recording, editing and mixing using digital audio workstations. Topics include ADR, Foley, music editing, and final delivery.

**MUS 224 C RECORDING STUDIO II****3 Units** (May be taken for credit 2 times)

Two hours lecture and

Four hours laboratory per week.

CSU

*Prerequisite:* MUS 124 C 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)

Three hours laboratory per week in the Recording Studio facilities.

Pass/No Pass

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 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 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 per week.  
Pass/No Pass/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.  
Pass/No Pass/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 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 250 C CYPRESS SCRATCH ORCHESTRA****1 Unit** (May be taken for credit 4 times)

Three hours rehearsal in sectional rehearsals, recording, program production and/or concerts per week.  
UC/CSU (pending)

The Cypress Scratch Orchestra (CSO) is a music ensemble for diverse instruments, which allows beginning to advanced acoustic and electric instrumentalists to perform together in one ensemble and/or in smaller mixed ensembles within a variety of musical styles.

**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 273 C CONCERT BAND****1 Unit** (May be taken for credit 4 times)

Three hours rehearsal 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 in sectional rehearsals, recording, program production and/or concerts per week  
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 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 279 C MADRIGAL SINGERS****1 Unit** (May be taken for credit 4 times)

Three hours rehearsal in sectional rehearsals, recording, program production and/or concerts per week  
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 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 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 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 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 285 C CHAMBER SINGERS****1 Unit** (May be taken for credit 4 times)

Three hours rehearsal 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 287 C VOCAL JAZZ ENSEMBLE****1 Unit** (May be taken for credit 4 times)

Three hours rehearsal in sectional rehearsals, recording, program production and/or concerts 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 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.

Pass/No Pass/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.

Pass/No Pass or Pass/No Pass/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 – John Sciacca  
Director of Nursing – Darlene Fishman*

#### *Faculty*

Shirley Ashburn  
Michael Faraci  
Darlene Fishman  
Sally Frumkin  
Carol Harvey  
Anna Herzog  
Kathleen Kruse  
Denise Markus  
Sally McNay  
Elizabeth Piburn  
Elizabeth Putman  
Judy Swytak  
Wendy Valencia  
Jane Walker  
Janet Winckler

#### *Counselors*

Kelly Carter  
Denise Vo

### **PROGRAM LEARNING OUTCOMES (PLOs)**

#### **Nursing**

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

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

- Advocate for the patient/client by initiating action to improve health care and to make informed decisions.
- Evaluate personal strengths and growth needs and incorporate these into a plan for professional development.
- Practice according to ethical and legal professional nursing standards.

Accredited by: (NLNAC)  
National League for Nursing Accrediting Commission  
3343 Peachtree NE, Suite 500  
Atlanta, GA 30326  
(404) 975-5000  
Fax (404) 975-5020

### **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. 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 from simple to complex concepts which are as identified in each course outline. Multiple methods of instruction are utilized to address the content being studied, to enhance learning, and to provide for individual differences in both teaching and learning styles. The structure and content of each course is designed to support the department's philosophy of nursing education. The student is recognized as an individual who moves toward goals of self-realization and fulfillment.

### **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 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 to 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. 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.

## 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 prepared for educational expenses. In addition to enrollment fees PAYABLE AT REGISTRATION, the nursing student incurs additional expenses. The nursing student should anticipate an expenditure of approximately \$3,500 over the two years of enrollment in nursing program courses.

Clinical practice sites are located 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 or immunity by titer.
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.
6. Background checks.

In addition, the student will need to purchase required uniforms, watch with sweep second hand, name badge, stethoscope, and other equipment required for clinical practice.

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, 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 approved by California State Board of Registered Nursing and nationally accredited by the NCNAC. 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. All must have been completed within five years of application.

## APPLICATION PROCEDURES

### September 1-10\*

Applications must be completed **online** September 1-10. Please see the **Health Science Application link** on the Registered Nursing home page.

Applicants must submit official transcripts (except Cypress and Fullerton Colleges) and signature page **in person** to the Health Science Applications office, Health Science Building, Cypress College 9200 Valley View Street, Cypress, California 90630-5897 by **October 1st**. Please bring photo identification.

The Nursing Program admits students twice each year, fall and spring. Applicants will be notified of status via email.

All applicants who wish to remain on the applicant list must file an updated application every year during the application period in September. Applicants again will be notified of updated status in writing.

#### Notify the Health Science Application Office in Writing:

- 1) if you change your name, address or telephone number
- 2) if you wish to withdraw your name as an applicant

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

\* Contact Health Science Application Office for the specific final days of application, hours and last day to submit transcripts because of holidays or weekends, 714-484-7270.

## 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.

All students will have to meet the pre-requisites of English 100, Anatomy, Physiology, and Microbiology. The nursing program also requires completion of General Psychology, Introduction to Sociology, and Human Communication.

Per SB 139, section 66055.8 of the Education Code, California Community Colleges that operate a registered nursing program shall waive the general education requirements for the associate of science degree, in Nursing, for any student who has been admitted to the program and who has already earned a baccalaureate or higher degree. Cypress College will only accept degrees granted from a regionally accredited institution of higher education.

#### 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 (Category C1) Requirement	3
<b>SEMESTER III</b>		
#COMM 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>

### SEMESTER IV

NURS 295 C	Pharmacology in Nursing IV	½
***#MATH 040 C	Intermediate Algebra (or higher)	4
NURS 296 C	Child/Family Nursing	3½
NURS 297 C	Med-Surg Nursing III	5
	*Humanities (Category C2)	3
		<b>16</b>

\* A score of 3 or higher on the Advanced Placement (AP) English Lang. and Comp. or English Lit. and Comp. exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

\*\* A score of 3 or higher on the Advanced Placement (AP) Psychology exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

\*\*\* A score of 3 or higher on the Advanced Placement (AP) Math (Calculus AB) or Math (Calculus BC) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

#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 Application 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 a 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
		<u>21½</u>

# 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.

\* A score of 3 or higher on the Advanced Placement (AP) English Lang. and Comp. or English Lit. and Comp. exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

\*\* A score of 3 or higher on the Advanced Placement (AP) Psychology exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**APPLICATION DEADLINES****FALL OR SPRING CLASSES**

Applications are accepted after successful completion of career mobility proficiencies and skills validation testing. 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 *Mobility Placement* following satisfactory completion of NURS 090 C.

**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
COMM 100 C	Human Communication	3
MATH 040 C	Intermediate Algebra (or higher)	4
	Art	3
	Humanities (C2 Course)	3
	Physical Education Requirement	1
		<u>17</u>
	Reading Proficiency	

**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.**

Nineteen 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 provide a copy of their current California license with their application to the Director of Nursing to be eligible for this credit.

Fourteen 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 provide a copy of their current California license with their application to be eligible for this credit.

**LICENSED VOCATIONAL NURSE TO REGISTERED****NURSE Program Code: 1S0003**

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>	<u>20½</u>

**PSYCHIATRIC TECHNICIAN TO REGISTERED****NURSE Program Code: 1S0004**

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>	<u>25½</u>



## 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

Applications are accepted after successful completion of career mobility proficiency and skills validation. 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 percent 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 Materials Fee – PAYABLE AT REGISTRATION.**

### NURS 091 C STRATEGIES FOR SUCCESS IN NURSING

#### ½ Unit

*One-half hour lecture per week.*

*Pass/No Pass/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.*

*Pass/No Pass/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.

Pass/No Pass/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 Materials Fee – PAYABLE AT REGISTRATION.

**NURS 103 C BASIC HEALTH ASSESSMENT****½ Unit**

One-half hour lecture per week.

Pass/No Pass/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 INTRODUCTION TO ECG INTERPRETATION****½ Unit**

One-half hour lecture per week.

Pass/No Pass/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.

Pass/No Pass/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.

Pass/No Pass/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.

Pass/No Pass/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 DEVELOPMENT****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.

Pass/No Pass/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 INTRODUCTION 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 Materials 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 pharmacological 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.* 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 Materials Fee – PAYABLE AT REGISTRATION.**

**NURS 193 C INTRODUCTION TO MED-SURG/GERO NURSING****3½ Units***One and one-half lecture hours and**Six laboratory hours per week.**CSU*

*Prerequisite: 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.  
Pass/No Pass/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 MEDICAL-SURGICAL 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 291 C and NURS 292 C. Corequisite: NURS 293 C.* This course builds on previous medical-surgical knowledge and skills in applying the nursing process in the older adult with complex multiple system problems. Emphasis will be on lifestyle and physical changes, the process of initiating health referrals, and the outcome criteria for evaluating the client's response to teaching and learning. The student will also explore interventions to increase the client's capacity in relation to activities of daily living. This course emphasizes the professional role of the nurse in assisting clients to locate and utilize appropriate community resources. Managerial skills will be fostered in the area of team management, quality assessment, and change agent strategies. Personal professional developmental issues will cover continuing education, value systems, self-analysis, and health care team collaboration.

**NURS 295 C PHARMACOLOGY IN NURSING IV****½ Unit***One-half hour lecture per week.***CSU**

*Prerequisite: Acceptance in the Nursing Program, LVN, PT or completion of NURS 291 C, NURS 292 C, NURS 293 C and NURS 294 C. Corequisite: NURS 296 C.* This course correlates with the content in NURS 294 C and NURS 297 C. Theoretical concepts for the safe assessment and administration of medications in the health care setting are emphasized. The role of the nurse in evaluating patient response to drugs will be emphasized. The therapeutic effects, interactions, adverse effects, and the identification of nursing implications of drug administration in pediatric and acute medical-surgical conditions will be presented. Dosage calculations for pediatric clients, physiological differences in the adult versus pediatric clients, and fluid resuscitations for burn clients will be presented.

**NURS 296 C 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. **\$25.00 Materials 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

**Counselor**

Robert Grantham

## Office Administration (OFF)

**SEE - COMPUTER INFORMATION SYSTEMS FOR  
TYPING/KEYBOARDING CLASSES**

# 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

## PROGRAM LEARNING OUTCOMES (PLOs)

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

## 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 employment in education, law, journalism, health, business, theology, public service and other disciplines where analytical 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 percent 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	History of Philosophy: Ancient & Medieval	3
PHIL 202 C	History of Philosophy: Modern & Contemporary	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>

\* A score of 3 or higher on the Advanced Placement (AP) Government and Politics (Comparative) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

\*\* A score of 3 or higher on the Advanced Placement (AP) Psychology exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

## 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 100 C INTRODUCTION TO PHILOSOPHY 3 Units

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

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 INTRODUCTION TO PHILOSOPHY 3 Units

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

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 INTRODUCTION 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 of 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 135 C SOCIAL & POLITICAL PHILOSOPHY 3 Units

*Three hours lecture per week.*  
*UC/CSU, CSU GE, IGETC*

*Advisory: Eligibility for ENGL 100 C.* This course is an introduction to social and political thought, especially the central concepts (e.g. democracy, justice, rights, liberty, political authority, political morality, etc.) and issues that arise in classic and contemporary readings. The course involves an examination of the relationship between morality, politics and social justice, from a multi-cultural perspective. Topics include: the sources of legitimate political authority, the meaning of democracy, obligations of citizenship, the nature of the state, the justifications for universal human rights, the foundations of a just society, and how political culture is related to social and political institutions.

### PHIL 160 C INTRODUCTION TO ETHICS 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 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.

**PHIL 165 C BUSINESS & PROFESSIONAL ETHICS****3 Units***Three hours lecture per week.**Pass/No Pass/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*

*Advisory: Eligibility for ENGL 100 C.* This course focuses on elements of clear, straight, orderly and valid thought, including deductive and inductive reasoning and the accurate use of language. This course explores practical applications of logic.

**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 HISTORY OF PHILOSOPHY: ANCIENT AND MEDIEVAL****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC*

*Advisory: Eligibility for ENGL 100 C.* This historical introduction to philosophy traces the development of Western philosophy from the early Greeks through the Medieval Period, emphasizing those ideas which have most influenced the development of Western culture. 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 such as 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 HISTORY OF PHILOSOPHY: MODERN AND CONTEMPORARY****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC*

*Advisory: Eligibility for ENGL 100 C.* 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.**Pass/No Pass/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.**Pass/No Pass/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.**Pass/No Pass or Pass/No Pass/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**Robert Johnson  
Clifford Lester**Counselors**Renay Laguana-Ferinac  
Renee Ssensalo**PROGRAM LEARNING OUTCOMES (PLOs)**

A student who completes the Photography program of study will be able to:

- Produce photographic images utilizing a variety of photographic processes
- Develop and create a portfolio of images centered on a single theme or idea
- Possess the technical skills necessary to create professional quality photographs in both studio and location environments
- Possess an understanding of how issues and concepts are related to the processes used to communicate them.

**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.

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
PHOT 101 C	Introduction to Photography	3
PHOT 103 C	Intermediate Photography	3
PHOT 104 C	Wedding and Event Photography	3
PHOT 109 C	Portrait Photography	3
PHOT 200 C	Conceptual Photography	3
PHOT 201 C	Intro to Professional Photo	3
PHOT 202 C	Contemporary Photography	3
PHOT 203 C	Studio Lighting Techniques	3
PHOT 204 C	History/Aesthetics of Photo	3
PHOT 207 C	Color Photography	3
PHOT 209 C	Careers in Photography	3
PHOT 215 C	Digital Photography	3
PHOT 216 C	Advanced Digital Photography	3
PHOT 219 C	Press Photography	3
PHOT 227 C	Digital Capture Workflow	3

<b>Electives:</b>		<b>Units</b>
ART 120 C *	Two-Dimensional Design	3
ART 182 C	Freehand Drawing	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
<b>Total Units</b>		<b>45</b>

\*Recommended elective

**ADVERTISING AND ILLUSTRATIVE PHOTOGRAPHY CERTIFICATE****Program Code: 1K15692**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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
PHOT 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
PHOT 209 C	Careers in Photography	3
PHOT 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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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
PHOT 103 C	Photographic Possibilities	3
PHOT 207 C	Color Photography	3
PHOT 208 C	Advanced Color Photography	3
PHOT 215 C	Digital Photography	3
PHOT 216 C	Advanced Digital Photography	3
<b>Total Units Required</b>		<b>18</b>

## CREATIVE PHOTO ARTS

### CERTIFICATE Program Code: 1K15691

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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
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
PHOT 215 C	Digital Photography	3
PHOT 220 C	Alternative Photographic Processes	3

## DIGITAL PHOTOGRAPHY

### CERTIFICATE Program Code: 1K12978

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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
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>12</b>

## Digital Photo

### Technician

**Program Code: 1C30327**

This certificate is a comprehensive series of courses designed to prepare students for employment in the profession of Digital Photo Technician. Courses will include in depth study of color, high end digital camera operation, computer technology, digital capture workflow, studio lighting, and studio set etiquette.

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

Course#	Title	Units
PHOT 215 C	Digital Photography	3
PHOT 216 C	Advanced Digital Photography	3
PHOT 203 C	Lighting and Studio Techniques	3
PHOT 207 C	Color Photography	3
PHOT 227 C	Digital Capture Workflow	3
PHOT 230 C	Adv. Digital Capture Workflow	3
<b>Total Units</b>		<b>18</b>

## MULTIMEDIA DIGITAL

### PROFICIENCY Department Proficiency, Not State Approved

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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
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>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	Intermediate Photography	3
PHOT 207 C	Color Photography	3
PHOT 209 C	Careers in Photography	3
PHOT 215 C	Digital Photography	3
PHOT 216 C	Advanced Digital Photography	3
PHOT 227 C	Digital Capture Workflow	3

**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:**

Course#	Title	Units
PHOT 050 C	Photography-Special Projects	3
PHOT 104 C	Wedding and Event Photography	3
PHOT 109 C	Portrait Photography	3
PHOT 200 C	Conceptual Photography	3
PHOT 219 C	Press Photography	3
<b>Total Units</b>		<b>27</b>

**PHOTOGRAPHY****CERTIFICATE****Program Code: 1C21111**

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.

<b>Required courses are listed in suggested sequence:</b>		<b>Units</b>
PHOT 101 C	Introduction to Photography	3
PHOT 103 C	Intermediate Photography	3
PHOT 109 C	Portrait Photography	3
PHOT 201 C	Intro to Professional Photo	3
PHOT 207 C	Color Photography	3
PHOT 209 C	Careers in Photography	3
PHOT 215 C	Digital Photography	3

**Electives:**

<b>Select a minimum of 3 units from the electives below</b>		<b>Units</b>
PHOT 208 C	Advanced Color Photography	3
PHOT 216 C	Advanced Digital Photography	3
PHOT 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
<b>Total Units</b>		<b>24</b>

\* A score of 3 or higher on the Advanced Placement (AP) Art (Studio Drawing) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**SPECIALTY IN PHOTOGRAPHY BASIC****SKILLS****Department Proficiency, Not State Approved**

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, students must 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:**

<b>Course#</b>	<b>Title</b>	<b>Units</b>
PHOT 101 C	Introduction to Photography	3
PHOT 103 C	Photographic Possibilities	3
<b>Total Units Required</b>		<b>6</b>

**PORTRAIT & WEDDING PHOTOGRAPHY****CERTIFICATE****Program Code: 1K12984**

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

<b>Required courses are listed in numeric sequence:</b>		<b>Units</b>
PHOT 104 C	Wedding and Event Photography	3
PHOT 109 C	Portrait Photography	3
PHOT 207 C	Color Photography	3
PHOT 209 C	Careers in Photography	3
PHOT 215 C	Digital Photography	3
<b>Total Units</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 Materials 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***Two hours lecture and**Four hours laboratory TBA per week.**Credit by Examination**UC/CSU, AA GE, CSU GE*

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 darkroom printing will be taught. **\$20.00 Materials Fee – PAYABLE AT REGISTRATION.**

**PHOT 103 C INTERMEDIATE PHOTOGRAPHY****3 Units**

*Two hours lecture and  
Four hours laboratory TBA per week.  
CSU*

*Advisory: PHOT 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 and studio lighting. *\$20.00 Materials Fee – PAYABLE AT REGISTRATION.*

**PHOT 104 C WEDDING AND EVENT PHOTOGRAPHY****3 Units (May be taken for credit 3 times)**

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

*Advisory: PHOT 103 C.* This course is designed to acquaint the student with the fundamental concepts, equipment demands, and photographic techniques used by contemporary event, special occasion and wedding photographers. The course is composed of lectures and outside assignments which will prepare the students for basic application in this field of photography. *\$20.00 Materials Fee – PAYABLE AT REGISTRATION.*

**PHOT 105 C PHOTO-GRAPHICS****2 Units (May be taken for credit 3 times)**

*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 Materials Fee – PAYABLE AT REGISTRATION.*

**PHOT 109 C PORTRAIT PHOTOGRAPHY****3 Units (May be taken for credit 3 times)**

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

*Advisory: PHOT 103 C.* This course is designed to give the student a working knowledge of portrait styles and techniques. The student will practice techniques for photographing people in studio and on location situations. 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 and digital still and video. Students will have an opportunity to investigate and imitate the styles of well known portrait photographers. *\$20.00 Materials Fee – PAYABLE AT REGISTRATION.*

**PHOT 118 C AVAILABLE LIGHT PHOTOGRAPHY****3 Units (May be taken for credit 3 times)**

*Two hours lecture and  
Four hours laboratory TBA per week.  
CSU*

*Advisory: PHOT 101 C and PHOT 103 C.* This course is designed to give the student knowledge of and competency in making images in situations where lighting cannot be rigidly controlled. Combining lighting awareness with creative camera, darkroom, and digital photography techniques, the course concentrates on the production and processing of photographic images made under a variety of lighting conditions found in both natural and man made environments. Topics include selection and care of equipment, use of filters for both black and white or color images, techniques for photographing both at night and during the day, and techniques for photographing indoors without strobe equipment. *\$35.00 Materials Fee - PAYABLE AT REGISTRATION.*

**PHOT 200 C CONCEPTUAL PHOTOGRAPHY****3 Units (May be taken for credit 3 times)**

*Two hours lecture and  
Four hours laboratory TBA per week.  
CSU*

*Prerequisite: PHOT 103 C with a minimum grade of "C".* This course is designed to give the student a thorough understanding of how issues and concepts are related to the processes used to communicate them. The student will become familiar with major artists whose work employs 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 INTRODUCTION 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 STUDIO LIGHTING TECHNIQUES****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 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*

*Advisory: PHOT 103 C.* 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)**

*Two hours lecture and  
Four hours laboratory TBA per week.  
CSU*

*Advisory: PHOT 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, and digital imaging 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)**

*Two hours lecture and  
Four hours laboratory TBA per week.  
CSU*

*Advisory: PHOT 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 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*

*Advisory: PHOT 103 C.* This is a course emphasizing the zone system of exposure control. This method of exposure is used to control final image quality under normal and adverse applications. Both film and digital imaging will be emphasized. *\$35.00 Materials Fee – PAYABLE AT REGISTRATION.*

**PHOT 215 C DIGITAL PHOTOGRAPHY****3 Units (May be taken for credit 3 times)**

*Two hours lecture and  
Four hours laboratory TBA per week.  
CSU*

*Advisory: PHOT 103 C.* This course is designed to integrate digital 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 digital photographic tools and the application of digital media to all areas of photography (commercial, illustration, portraiture, journalism, industrial, scientific, etc.). Included are techniques for 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)**

*Two hours lecture and  
Four hours laboratory TBA per week.  
CSU*

*Advisory: PHOT 103 C.* This course is designed to provide the student with advanced knowledge of techniques and skills in the application of digital technologies to all areas of the photographic medium. The integration of technical skills and aesthetic expression will be emphasized along with advanced color management and printing techniques. Projects will require exploration and experimentation integrating digital image making into the creative process. 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)**

*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 EDITORIAL PHOTOGRAPHY****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 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. 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 227 C DIGITAL CAPTURE WORKFLOW****3 Units** (May be taken for credit 3 times)

Two hours lecture and

Four hours laboratory TBA per week.

CSU

*Advisory:* PHOT 101 C, PHOT 103 C, PHOT 215 C and PHOT 216 C. This workflow based class will provide a foundation for capturing and processing Raw digital photo files with the latest prevailing high end digital imaging hardware and software. The course will be centered around using software such as Adobe Lightroom to create optimal digital files. Students will have the opportunity to gain hands on experience with various professional camera platforms such as Leaf and Phase. They will develop the skills necessary to work effectively with their own digital files as a professional photographer or in a support capacity such as a digital photo technician. **\$35.00 Material Fee – PAYABLE AT REGISTRATION.**

**PHOT 230 C ADVANCED DIGITAL CAPTURE WORKFLOW****3 Units** (May be taken for credit 3 times)

Two hours lecture and

Four hours laboratory TBA per week.

CSU

*Advisory:* PHOT 227 C. This course will allow students to work hands on with 35mm and 2 $\frac{1}{4}$  digital camera systems, building upon the skills learned in Digital Camera Workflow. Practical application of tethered photography using the camera manufacturer software in conjunction with Adobe Lightroom will be the focus. Students will have the opportunity to gain organizational skills such as file naming, shot folder hierarchy and metadata strategies. Monitor and camera calibration as well as basic computer and camera troubleshooting techniques will be taught. Through guest speakers and a set visit, they will gain valuable insights about how to work professionally as a photographer or digital tech. **\$35.00 Material 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.

Pass/No Pass or Pass/No Pass/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

Larry Beidler

Paul Bottiaux

Margaret Mohr

Brad Pickler

Scott Pickler

William Pinkham

Nancy Welliver

### Counselor

Dana Bedard

### PROGRAM LEARNING OUTCOMES (PLOs)

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

### Athletics

Students who complete the Athletics program will be:

- Prepared to transfer to a 4-year College/University
- Able to acquire cognitive knowledge and physical skills to improve performance

### Professional/Career

Students who complete the Professional/Career program will be able to:

- Enhance their professional career opportunities in the area of physical education
- Acquire the theory and practical skills related to the physical education activities
- Acquire the theory and knowledge in the field of physical education

### 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 percent 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 101 C	General Biology	5
or		
BIOL 102 C	Human Biology	(3)
or		
BIOL 160 C	Integrated Medical Science	(3)
or		
BIOL 210 C	Anatomy and Physiology	(5)
or		
BIOL 231 C	General Human Anatomy	(4)
PE 234 C	Contemporary Personal Health	3
or		
PE 244 C	Human Performance	(3)
PE 235 C	First Aid, CPR & Emergencies	3
or		
PE 250 C	Sport & United States Society	(3)

**Electives**

Choose one of the following:

PE 231 C	Elementary School Movement-PE	3
PE 236 C	Prev & Care/Athletic Injuries	3
PE 240 C	Sports Management	3
PE 244 C	Human Performance	3
PE 248 C	Psychology of Sport	3
PE 252 C	Intro to Physical Education	2
PE 266 C	Theory of Coaching Basketball	3
PE 267 C	Theory of Coaching Baseball	3

Choose at least 3 units from Physical Education activity courses

PE 100 C – PE 222 C

or

Any Pro Activities courses

PE 261 C – PE 263 C,

PE 280 C – PE 286 C

**Total Units Required** 18 - 21

\* A score of 3 or higher on the Advanced Placement (AP) Biology exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 178 C	Core Strength & Stability	(1)
PE 129 C	Step Aerobics	1
PE 235 C	First Aid, CPR & Emergencies	3
or		
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

Select a minimum of 8 units from the electives listed below:

PE 148 C	Low-Impact Aerobics	1
PE 152 C	Fitness Training Lab	½ - 2
PE 252 C	Intro to Physical Education	2
PE 114 C	Cardiovascular Conditioning	1
PE 150 C	Rhythmic Aerobic Exercise	1
PE 151 C	Water Aerobics/Pool Exercises	1
*BIOL 101 C	General Biology	5
or		
BIOL 102 C	Human Biology	3
or		
BIO: 160 C	Integrated Medical Science	3
or		
BIOL 231 C	General Human Anatomy	4
HRC 100 C	Nutrition	3
<b>Total Units Required</b>		<b>18</b>

\* A score of 3 or higher on the Advanced Placement (AP) Biology exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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 299 C	Physical Education - Independent Study	1

Select a minimum of 9 units from the electives listed below

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
PE 239 C	Skin and Scuba Diving	3
*BIOL 101 C	General Biology	5
or		
BIOL 102 C	Human Biology	3
or		
BIO: 160 C	Integrated Medical Science	3
or		
BIOL 231 C	General Human Anatomy	4
<b>Total Units Required</b>		<b>18</b>

\* A score of 3 or higher on the Advanced Placement (AP) Biology exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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
or		
PE 236 C	Prev & Care/Athletic Injuries	(3)
PE 244 C	Human Performance	3
or		
PE 234 C	Contemporary Personal Health	(3)
PE 248 C	Psychology of Sport	3
PE 261 C	Pro Act - Tennis	2
or		
PE 281 C	Pro Act - Basketball	(2)
or		
PE 280 C	Pro Act - Baseball	(2)
or		
PE 282 C	Pro Act - Softball	(2)
or		
PE 284 C	Pro Act - Soccer	(2)
or		
PE 262 C	Pro Act - Volleyball (Coed)	(2)
PE 266 C	Theory of Coaching Basketball	3
or		
PE 267 C	Theory of Coaching Baseball	(3)

**A minimum of 4 units from the electives listed below**

PE 252 C	Intro to Physical Education	2
PE 240 C	Sports Officiating	3
PE 250 C	Sport & United States Society	3
PE 299 C	Physical Education Indep Study	½ - 2
PE 152 C	Intro to Physical Education	2
PE 247 C	Sports Management	3
PE 231 C	Elementary School Movement – PE	3
<b>Total Units Required</b>		<b>18</b>

**SPORTS MANAGEMENT SKILLS****PROFICIENCY Department Proficiency, Not State Approved**

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, students must complete the required courses as listed with a minimum grade of "C." At least 50 percent 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)****PE 100 C ADAPTIVE P.E. - WEIGHT TRAINING**

½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

Prerequisite: This course is expressly designed for, but not limited to, students with permanent disability. 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**

½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

Prerequisite: This course is expressly designed for, but not limited to, students with permanent disability. This course is designed for the disabled student. The class will emphasize modified individual and team sport activities.

**PE 102 C YOGA**

½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This is an overview course in yoga, an integrated study of health. It involves the investigation and practice of breathing techniques, yoga postures (asanas), and meditation and relaxation. Emphasis is on practicing the principles of pranayama (breathing) and deep relaxation to reduce stress, improving concentration, circulation and flexibility, and unifying body, mind and spirit. The yoga portion will also help to tone and strengthen muscles.

**PE 104 C ATHLETIC WEIGHT TRAINING**

½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to 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**

½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This is a course in the fundamental skills of badminton with emphasis on position play and strategy for singles, doubles, and mixed doubles. The class will include rules, etiquette, drills, and class competition. Equipment is furnished.

**PE 107 C TABLE TENNIS**

½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three 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**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE*

This course teaches the fundamental skills of bowling with emphasis on form, terminology and scoring. The student will have the opportunity for class competition. The class will be conducted at an off campus bowling establishment. *Facility use fee required. To be paid throughout the semester at the facility.*

**PE 109 C FUTSAL (INDOOR SOCCER)**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three 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**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three hours activity 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 and one-half to three hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE*

This course emphasizes the basic fundamentals of golf, including rules, etiquette, and terminology. Golfing activity will be held at an on-campus location for the first 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**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE*

This course is designed to teach basic skills and knowledge necessary to the performance of gymnastic stunts. The class develops agility, balance, timing, flexibility, and strength.

**PE 118 C GYMNASTICS APPARATUS**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three 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**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three 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**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three hours activity 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**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to 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 129 C STEP AEROBICS**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three hours activity 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**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 2 times)  
One and one-half to three hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE*

This course provides basic instruction and practice in the fundamental elements of swimming including beginning diving and water safety instruction. The class is designed to develop proficiency in the basic strokes needed to meet the prerequisites for the senior lifesaving and water safety instruction courses.

**PE 135 C SWIMMING - INTERMED/ADVANCED**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 2 times)  
One and one-half to three hours activity 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**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three hours activity 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 twisting dives.

**PE 139 C TENNIS**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE*

The course will place emphasis on tennis fundamentals including forehand, backhand and the serve. The course also includes rules, court strategy, and etiquette of singles and doubles play. Tournaments will be conducted during class sessions. Students must provide their own equipment.



**PE 141 C SPECIALIZED TENNIS SKILLS**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three 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**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three hours 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**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 2 times)  
One and one-half to three hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE*

The course will include teaching of the basic skills of volleyball with emphasis on strategy and rules. The students will be offered the opportunity for class and interclass competition.

**PE 145 C VOLLEYBALL - INTERMED/ADVANCED**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 2 times)  
One and one-half 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**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three hours activity 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**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three 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**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three hours activity 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**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three 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**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE*

This class is designed to provide callisthenic type exercises and routines using the resistance of the water as a means for developing cardiovascular endurance, strength, flexibility, and coordination. Students will be able to improve posture and appearance through performance and understanding of using the water as a resistance. Non-swimmers welcome.

**PE 152 C FITNESS TRAINING LAB**

*½ - 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**

*½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)  
One and one-half to three 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***½ - 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***½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)**One and one-half to three hours activity 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***½ - 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. 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***½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)**One and one-half to three hours activity per week.**UC Credit Limitation/CSU, AA GE, CSU GE*

This activity class stresses development of the fundamental skills of basketball. Game strategies including various offenses and defenses will be analyzed and applied through team competition.

**PE 161 C BODY CONDITIONING/FITNESS***½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)**One and one-half to three 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***½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)**One and one-half to 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***½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)**One and one-half to three hours activity 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***½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)**One and one-half to three hours activity per week.**UC Credit Limitation/CSU, AA GE, CSU GE*

This course provides instruction in developing both physical and cognitive skills in personal safety and self-protection. Through 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***½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)**One and one-half to three 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***½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)**One and one-half to three 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***½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)**One and one-half to three 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***½ - 1 Unit (Variable Unit Class) (May be taken for credit 4 times)**One and one-half to three 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****½ - 1 Unit** (May be taken for credit 4 times)

One and one-half to three hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

The class includes instruction in the fundamental skills of baseball with emphasis on techniques, game strategy, and the correct methods to play the game. The course includes drills and class competition.

**PE 181 C BASKETBALL****½ - 1 Unit** (Variable Unit Class) (May be taken for credit 4 times)

One and one-half to three hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course will include instruction in the fundamental skills of basketball with an emphasis on strategy and team play. The class will include rules, drills, and team competition. Equipment is furnished.

**PE 182 C BODY BUILDING AND DEVELOPMENT****½ - 1 Unit** (Variable Unit Class) (May be taken for credit 4 times)

One and one-half to three 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 184 C DODGEBALL****½ - 1 Unit** (Variable Unit Class) (May be taken for credit 4 times)

One and one-half to three hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

The class will provide instruction and practice in the techniques of dodgeball. This course will develop skills, provide knowledge of the rules, teach students to analyze techniques, solve tactical problems and improve physical fitness. Teamwork and strategies will be emphasized while participating in several varieties of dodgeball. May be taken for credit 4 times.

**PE 187 C PHYSICAL FITNESS****½ - 1 Unit** (Variable Unit Class) (May be taken for credit 4 times)

One and one-half to three 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****½ - 1 Unit** (Variable Unit Class) (May be taken for credit 4 times)

One and one-half to three 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 men. This course will develop skills, knowledge of rules, analysis of techniques and game strategies.

**PE 190 C SOFTBALL****½ - 1 Unit** (May be taken for credit 4 times)

One and one-half to three 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 and one-half to three 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****½ - 1 Unit** (Variable Unit Class) (May be taken for credit 4 times)

One and one-half to three 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****½ - 1 Unit** (Variable Unit Class) (May be taken for credit 4 times)

One and one-half to three hours activity 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: This course is expressly designed for, but not limited to, students with permanent disability.

**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 \$5.00 Red Cross Service Fee – **PAYABLE AT REGISTRATION.**

**PE 236 C PREVENTION & 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. \$5.00 Materials 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. \$5.00 Materials 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 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.

Pass/No Pass or Pass/No Pass/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**

Division Dean – Richard Fee

**Faculty**

Ron Amale

Michael Frey

Brinda Subramaniam

**Counselor**

Deidre Porter

## 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 with a minimum grade of "C". This activity-based course provides an introduction to the basic concepts of physical science with emphasis on their practical importance and application in the real world. Topics include global warming, the automobile, health, and energy. This course is intended for students who want to become primary school teachers. Duplicate credit not granted for CHEM 104 C.

**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.

Pass/No Pass or Pass/No Pass/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

Division Dean – Richard Fee

### Faculty

Ron Armale  
Michael Frey  
Brinda Subramaniam

### Counselor

Deidre Porter

## PROGRAM LEARNING OUTCOMES (PLOs)

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

## 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.

Pass/No Pass

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.

Pass/No Pass

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.

Pass/No Pass

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.

Pass/No Pass

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 ELEMENTARY 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 is an entry level physics course for all science majors. The course provides an introduction to the basic concepts and laws of physics with emphasis upon their practical importance in everyday life. 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 I****4 Units**

*Three hours lecture and*

*Three hours laboratory per week.*

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

*Prerequisite: MATH 142 C and PHYS 130 C, or high school physics, with grades of "C" or better.* This is the first half of an algebra based two-semester physics sequence (PHYS 201 C and PHYS 202 C) designed primarily for students planning to major in life sciences, medical/dental fields, architecture, psychology, and similar professional fields. The course covers Newtonian mechanics, conservation laws, rotational dynamics, properties of matter, heat, and waves. The laboratory portion of the course investigates these topics both qualitatively and quantitatively, and includes the use of graphing, statistics, and propagation of errors. This course satisfies a requirement for biology majors in the CSU system, but not the UC system.

**PHYS 202 C COLLEGE PHYSICS II****4 Units**

*Three hours lecture and*

*Three hours laboratory per week.*

*UC Credit Limitation/CSU, CSU GE, IGETC*

*Prerequisite: PHYS 201 C, with a grade of "C" or better.* This is the second half of an algebra-based two-semester sequence (PHYS 201 C and 202 C) designed primarily for students planning to major in life sciences, medical/dental fields, architecture, psychology, and similar professional fields. This course covers electricity and magnetism, optics, atomic physics, nuclear physics, and special theory of relativity. The laboratory portion of the course investigates these topics both qualitatively and quantitatively, and includes the use of graphing, statistics, and propagation of errors. This course satisfies a requirement for biology majors in the CSU system but not the UC system.

**PHYS 210 C PHYSICS FOR LIFE SCIENCES I****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 with a grade of "C" or better. Plus completion of or concurrent enrollment in MATH 150AC.* This is the first half of a calculus-based two-semester sequence (PHYS 210 C and 211 C) designed for students majoring in the life sciences. This course covers Newtonian mechanics, conservation laws, rotational dynamics, properties of matter, heat and waves. The laboratory portion of the course investigates these topics both qualitatively and quantitatively, and includes the use of graphing, statistics, and propagation of errors. This course satisfies a requirement for biology majors in the UC system; the CSU system will accept either this sequence or PHYS 201 C and 202 C sequence.

**PHYS 211 C PHYSICS FOR LIFE SCIENCES II****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 half of a calculus-based two-semester sequence (PHYS 210 C and 211 C) designed for students majoring in the life sciences. This course covers electricity, magnetism, optics, special relativity, and modern physics. The laboratory portion of the course investigates these topics both qualitatively and quantitatively, and includes the use of graphing, statistics, and propagation of errors. This course satisfies a requirement for biology majors in the UC system; the CSU system will accept either this sequence or PHYS 201 C and 202 C sequence.

**PHYS 221 C GENERAL PHYSICS I****4 Units**

*Three hours lecture and*

*Three hours laboratory per week.*

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

*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.* This is the first course of a three semester introductory physics program for students majoring in physics, chemistry, geology, engineering (all areas), computer science, 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 II****4 Units**

*Three hours lecture and*

*Three hours laboratory per week.*

*UC Credit Limitation/CSU, CSU GE, IGETC*

*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. Requires knowledge of differential and integral calculus.

**PHYS 223 C GENERAL PHYSICS III****4 Units**

*Three hours lecture and*

*Three hours laboratory per week.*

*UC Credit Limitation/CSU, CSU GE, IGETC*

*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 areas), 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. Requires knowledge of differential and integral calculus.

# Political Science

## Division of Social Science

Division Dean – Nina DeMarkey

### Faculty

Gloria Badal  
Eapen Peter Mathews

### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## PROGRAM LEARNING OUTCOMES (PLOs)

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

## 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*

*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 UNITED STATES GOVERNMENT 3 Units

*Three hours lecture per week.*

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

*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 and 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 200 C INTRODUCTION 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 216 C POLITICS OF THE MIDDLE EAST****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 political, social, economic and ideological foundations of the Middle East in general and major states in the region in particular. Emphasis is placed on the political and economic developments in Egypt, Iraq, Iran, Israel, and Saudi Arabia. Topics covered include: introduction to the land, peoples, cultures, and religions; colonialism and the emergence of modern states following World War I; Western influence and Islamic revivalism; regional conflicts (Arab-Israeli, Iran-Iraq, Gulf Wars); the politics and economics of oil; U.S. based ethnic interest groups and their influence on U.S. foreign policy; patrimonialism and militarism; liberalization and democratization.

**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.*

*Pass/No Pass or Pass/No Pass/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

**PROGRAM LEARNING OUTCOMES (PLOs)**

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

## Portuguese (PORT)

**PORT 101 C ELEMENTARY PORTUGUESE I****5 Units**

*Five hours lecture per week.*

*Pass/No Pass/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 per week.*

*Pass/No Pass/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 – John Sciacca*

### Faculty

Jeannie Blilie

Jane Boyce

Joseph Franks

Christina Johannsen

Marcus Marquardt

Jaime Ramos

Noemi Rios

### Counselors

Kelly Carter

Denise Vo

### PROGRAM LEARNING OUTCOMES (PLOs)

#### Psychiatric Technology

A student who completes the Psychiatric Technology program will be able to:

1. Show effective communication with the patient/client, family, health care team, and community.
2. Identify and prioritize nursing diagnoses through assessment/observation of the patient/client's physical condition, behavior and through interpretation/analysis of information obtained from the patient, client record and others, including members of the health care team.
3. Create a plan of care in collaboration with the patient/client which ensures that direct and indirect nursing, psychiatric care and habilitation training provided for the patient/client's safety, comfort, hygiene, and protection, as well as disease prevention, health promotion, and restorative measures.

4. Perform skills essential to implement safe and effective care to individuals with nursing needs, psychiatric disorders and/or developmental disabilities that involve explaining health treatment, and the teaching patient/client and family how to meet his or her health care needs.
5. Evaluate the expected outcomes of the plan of care through observation of the client's physical condition, behavior, signs and symptoms of illness, reactions to treatment, and through communication with the patient/client and the health care team members; modifies/progresses plan as needed.
6. Advocate for the patient/client by initiating action to improve health care and to make informed decisions.
7. Practice according to ethical and legal professional standards as set forth by the Cypress College Psychiatric Technician program and the California Board of Vocational Nursing and Psychiatric Technicians.
8. Evaluate personal strengths and growth needs and incorporate these into a plan for professional development.

### 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 healthcare services team working with people who are emotionally or developmentally disabled. Employed by private and state mental hospitals, developmental centers, and many community facilities. Psychiatric Technicians will also find a variety of jobs available in the fields of prisons/corrections and human services. These include 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 or 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.
3. Completion of BIOL 160 C and PSY 101 C with a "C" or better or transcript showing courses in the program.

### APPLICATION PROCEDURES

1. Meet with a counselor to determine fulfillment of the minimum standards.
2. Applications must be completed **online**. Please see the **Health Science Application link** on the Psychiatric Technology home page.
3. Submit supporting documentation with the signature page of application. This includes a copy of high school diploma, GED or high school proficiency and **official** college transcripts.

### SELECTION CRITERIA

1. Twenty-four (24) students are selected for admission each Fall and Spring semester. The number of applicants usually exceeds available seats.
2. Selection is based on completion of required prerequisites and date of application.
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 Health Care Provider level cardiopulmonary resuscitation (CPR) card prior to attending clinical training and must maintain current certification throughout the program.

6. If you have been convicted of a criminal offense, your eligibility to enroll in the program may be affected. All students will be fingerprinted and cleared by the FBI and Department of Justice (DOJ) before enrolling in PT 110 C.

## 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 percent 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 percent 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: 1C21116**

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 healthcare services team working with people who are emotionally or developmentally disabled. Historically employed by private and state mental hospitals, developmental centers, and many community facilities. Psychiatric Technicians will increasingly find a variety of jobs available in the fields of prisons/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, students must complete the required courses with a minimum grade of "C". At least 50 percent 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

#### SEMESTER 1

PT 110 C	Nursing Science I	7
PT 115 C	Nursing Science II	7
PSY 139 C	Developmental Psychology	3

#### SEMESTER 2

PT 120 C	Developmental Disabilities I	7½
PT 125 C	Developmental Disabilities II	6½

#### SEMESTER 3

PT 130 C	Mental Disabilities I	6½
PT 135 C	Mental Disabilities II	7½
	<b>Total Units Required</b>	<b>51</b>

#### Electives:

COUN 140 C	Educational Planning	½
HS 080 C	Selected Topics in Nursing and Allied Health	1

\* A score of 3 or higher on the Advanced Placement (AP) Psychology exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

## 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.*

*Pass/No Pass/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

**PROGRAM LEARNING OUTCOMES (PLOs)**

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

**ASSOCIATE IN ARTS DEGREE****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 percent 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

\* A score of 3 or higher on the Advanced Placement (AP) Psychology exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

\*\* A score of 3 or higher on the Advanced Placement (AP) Geography (Human) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

## 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*

*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*

*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.*

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

*Advisory: Eligibility for ENGL 100 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. *Duplicate credit not granted for SOC 120 C.*

**PSY 139 C DEVELOPMENTAL PSYCHOLOGY****3 Units**

*Three hours lecture per week.  
Pass/No Pass/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**

*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 & STATISTICS-SOCIAL SCIENCE****4 Units**

*(Same as SOC 161 C)  
Four hours lecture per week.  
UC Credit Limitation/CSU, AA GE, CSU GE, IGETC*

*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*

*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 221 C THE BRAIN AND BEHAVIOR****3 Units**

*Three hours lecture per week.  
UC/CSU, CSU GE, IGETC*

*Prerequisite: PSY 101 C with a minimum grade of "C".* This course examines the neurophysiological processes associated with mental processes and behavior. 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 counterproductive, 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 251 C SOCIAL PSYCHOLOGY****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC**Advisory: Completion of 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.

**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.**Pass/No Pass or Pass/No Pass/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 – John Sciacca***Faculty**

Michael Frianeza

Laura Greico

Lynn Mitts

**Counselors**

Kelly Carter

Denise Vo

**PROGRAM LEARNING OUTCOMES (PLOs)****Radiologic Technology**

A student who completes the Radiologic Technology program will be able to:

- Apply positioning skills in all required radiographic examinations.
- Select appropriate technical factors for radiographic examinations.
- Practice radiation protection for all radiographic examination.
- Employ proper patient care techniques.
- Demonstrate oral communication skills.
- Demonstrate written communication skills.
- Relate to and anticipate the needs of the doctors and technologists.
- Adjust to changes, situations, patient conditions, and deviation from the normal routine.
- Demonstrate knowledge of ethical requirements for an entry level radiographer along with ethical practices in a healthcare setting.
- Understand his/her professional obligations upon gaining the ARRT status.

**ASSOCIATE IN SCIENCE DEGREE****RADIOLOGIC TECHNOLOGY****PROGRAM MISSION****STATEMENT****Program Code: 1S03789**

The Cypress College Department of Radiologic Technology provides a high quality education to prepare a diverse population of students with entry levels skills needed to become competent and confident radiographers. Radiology Program Goals 1. Students will have the knowledge and skills to competently and safely perform radiographic procedures. 2. Students will develop the skills necessary to communicate effectively. 3. Students will use critical thinking and problem solving skills. 4. Students will evaluate the importance of professional development and growth. 5. The program will provide the community with entry level radiographers for employment in the healthcare setting. JRC ERT 20 North Wacker Drive, Suite 2850 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 with a grade of "C" or better; (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 percent 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).

#### JRC ERT

20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
(312) 704-5304 (FAX)  
email: mail@jrcert.org  
www.jrcert.org

### RADIOLOGIC TECHNOLOGY

#### CERTIFICATE

**Program Code: 1C21114**

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 percent 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. Applications must be completed **online** during the month of **February**. Please see the **Health Science Application link** on the Radiology Technology home page.
3. Applicants must submit official transcripts (except Cypress and Fullerton Colleges) and signature page of application **in person** to the Health Science Applications office, Health Science Building, Cypress College 9200 Valley View Street, Cypress, California 90630-5897 by **March 15**. Please bring photo identification.
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 040 C	Intermediate Algebra	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
<i>SEMESTER 1</i>		
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
<i>SEMESTER 2</i>		
RADT 247 C	Radiographic Positioning	5
RADT 251 C	Radiology Externship	4
RADT 162 C	Radiology Special Procedures	3
RADT 252 C	Radiobiology	1½
RADT 253 C	Radiation Laws and Ethics	1½
<i>SUMMER INTERSESSION</i>		
RADT 254 C	Radiologic Internship	6
RADT 196 C	Radiography - Selected Topics	1 - 2

	<b>SEMESTER 3</b>	Units
RADT 255 C	Radiologic Internship	8
RADT 196 C	Radiography - Selected Topics	1 - 2
	<b>SEMESTER 4</b>	Units
RADT 255 C	Radiologic Internship	8
RADT 196 C	Radiography - Selected Topics	1 - 2
Note: Non-refundable supplemental materials charges will apply to some of the above courses in this program.		
<b>Elective</b>		<b>Units</b>
RADT 260 C	Fluoroscopy Permit Course	3
<b>CONTINUING EDUCATION COURSES</b>		
		<b>Units</b>
HSCE 260 C	Fluoroscopy Permit Courses	3
HSCE 262 C	Cross-Sectional Imaging	1
	<b>Total Units</b>	<b>84 - 88</b>

\*May be taken prior to enrollment in program.

**ULTRASOUND/MEDICAL SONOGRAPHY – now known as Diagnostic Medical Sonography and is located under this new name in the catalog.**

## Radiologic Technology (RADT)

### 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 darkroom 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 Materials 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 Materials 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 Materials Fee – PAYABLE AT REGISTRATION.**

### 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.*

*Pass/No Pass/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 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 Materials Fee – PAYABLE AT REGISTRATION.**

**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 252 C RADIOBIOLOGY****1½ Units***One and one-half hours lecture per week.*

CSU

*Prerequisite:* RADT 142 C, BIOL 231 C, BIOL 210 C, HS 145 C and RADT 146 C with minimum grades of "C". This course is designed to provide the principles of radiation interaction with molecules, cells, tissues, and the body as a whole. Factors affecting biological responses are presented, including early and late effects of radiation exposure. The principles of radiation protection along with the responsibilities of the radiographer for patients, personnel, and the public is included.

**RADT 253 C RADIATION LAWS AND ETHICS****1½ Units***One and one-half hours lecture per week.*

CSU

*Prerequisite:* RADT 153 C with a minimum grade of "C". An introduction to legal terminology, concepts, and principles for radiographers 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 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.*

CSU

*Prerequisite:* Current California Radiologic Technology Certification License or a minimum grade of "C" in RADT 162 C and RADT 247 C and RADT 250 C. 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.**Pass/No Pass/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**Counselor*

Robert Grantham

## 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

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.*

*Pass/No Pass or Pass/No Pass/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.*

*Pass/No Pass or Pass/No Pass/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 Curriel  
James Dedic  
Regina Rhymes

**Counselors**

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

**PROGRAM LEARNING OUTCOMES (PLOs)**

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

**ASSOCIATE IN ARTS FOR TRANSFER DEGREE —  
SOCIOLOGY Program Code: Pending State Approval**

This curriculum is designed to provide an opportunity for the Sociology major to achieve an Associate in Arts in Sociology for Transfer Degree which completes the first and second year requirements for transfer to a four-year public California institution. While at least a baccalaureate degree is recommended preparation for those considering professional careers, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for further academic study through upper-division course work at a four-year college or university. Students should consult a counselor, the Transfer Center and the catalog of the transfer college or university to plan a specific program of study to meet the college or university's requirements. Courses that fulfill major requirements for an Associate Degree for Transfer at Cypress College might not be the same as those required for completing the major at all transfer institutions offering a Baccalaureate Degree. The Associate in Arts in Sociology for Transfer Degree 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 analysis of present situations against the backdrop of larger social realities and lead to effective responses to those situations. The Sociology Degree for Transfer 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 Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn an Associate in Arts for Transfer (AA-T) students must complete: (1) 18 units of major course requirements with a minimum grade of "C"; (2) California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC); (3) any elective courses to complete a minimum of 60 units of CSU transferable coursework; (4) have an overall GPA of 2.0.

**Required Core:**

Select One:		Units
SOC 101 C	Introduction to Sociology	3
or		
SOC 101HC	Honors Intro to Sociology	3

**List A:**

Select Two:		Units
SOC 102 C	Social Problems	3
SOC 161 C	Probability & Stats-Social Sci	4
or		
PSY 161 C	Probability & Stats-Social Sci	4
PSY 202 C	Research Methods in Psychology	4

**List B:****Select Two:  
Selection may include any course not selected from List A or any of the following.**

	Units	
SOC 275 C	Marriage and Family	3
PSY 251 C	Social Psychology	3
SOC 292 C	Introduction to Criminology	3
or		
HUSR 292 C	Introduction to Criminology	3

**List C:****Select One:  
Selection may include any course not selected from List A or List B or any of the following.**

	Units	
SOC 120 C	Human Sexuality	3
or		
PSY 120 C	Human Sexuality	3
SOC 215 C	Parenting Skills	3
or		
PSY 215 C	Parenting Skills	3
SOC 225 C	Sociology of Women	3
SOC 237 C	Cross-Cultural Relationships	3
or		
PSY 237 C	Cross-Cultural Relationships	3
SOC 250 C	Sociology of Aging	3
or		
HUSR 250 C	Sociology of Aging	3
SOC 277 C	Sociology of Religion	3
PSY 101 C	General Psychology	3
GEOG 160 C	Cultural Geography	3
ANTH 102 C	Cultural Anthropology	3
	<b>Total Units</b>	<b>19 - 20</b>

**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 percent 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
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

Select nine (9) units from the following Sociology Elective Courses:

PSY/SOC 120 C	Human Sexuality	3
PSY/SOC 215 C	Parenting Skills	3
SOC 225 C	Sociology of Women	3
PSY/SOC 237 C	Cross-Cultural Relationships	3
HUSR/SOC 250 C	Sociology of Aging	3
SOC 275 C	Marriage and Family	3
SOC 277 C	Sociology of Religion	3
HUSR/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.*

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

*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 INTRODUCTION 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*

*Advisory: Completion of SOC 101 C and eligibility for ENGL 100 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.*

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

*Advisory: Eligibility for ENGL 100 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. *Duplicate credit not granted for PSY 120 C.*

### SOC 161 C PROBABILITY & STATISTICS-SOCIAL SCIENCE

#### 4 Units

*(Same as PSY 161 C)*

*Four hours lecture per week.*

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

*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 sociology 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 225 C SOCIOLOGY OF WOMEN****3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC*

*Advisory: Eligibility for ENGL 100 C.* This course covers an identification and analysis of the status of women in American society. Sociological issues pertinent to the conditions of women are examined, such as the social construction of gender, feminism, women's health, sexuality, relationships, employment, and familial roles.

**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 275 C MARRIAGE AND FAMILY****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 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. *Duplicate credit not granted for HUSR 292 C.*

**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.*

*Pass/No Pass or Pass/No Pass/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

## PROGRAM LEARNING OUTCOMES (PLOs)

The courses taught by this department contribute to the General Education and Basic Skills Program Learning Outcomes. Please refer to General Education and Basic Skills Program Learning Outcomes on page 58.

## 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.  
Pass/No Pass/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.  
Pass/No Pass/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.  
Pass/No Pass or Pass/No Pass/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.  
Pass/No Pass/Letter Grade Option  
UC Credit Limitation/CSU, AA GE, CSU GE*

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*

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.  
Pass/No Pass/Letter Grade Option  
UC Credit Limitation/CSU, AA GE, CSU GE, IGETC*

*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*

*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.  
Pass/No Pass/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 I****5 Units***Five hours lecture per week.**Pass/No Pass/Letter Grade Option**UC Credit Limitation/CSU, AA GE, CSU GE, IGETC*

*Prerequisite: A native or near-native speaking knowledge of Spanish for those who have had little or no formal education in the language. 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 202 C SPANISH FOR SPANISH SPEAKERS II****½ Unit***One-half hour lecture per week.**UC Credit Limitation/CSU (pending), AA GE, CSU GE(pending), IGETC(pending)*

*Prerequisite: SPAN 201 C.* This course is designed for students who are fluent in spoken, informal Spanish and who need to improve their writing, reading, and grammar skills. It furthers the mastery of formal, written communication in Spanish at the intermediate/advanced level while integrating in Hispanic, Latin American, and Chicano culture through increased practice in intermediate/advanced level readings. The course focuses on language challenges that Spanish speakers still encounter at the intermediate/advanced level, such as orthography, the inappropriate mix of English and Spanish in specific contexts, and standard Spanish as contrasted to regional variations. This course is conducted entirely in Spanish. *Duplicate credit not given for SPAN 203 C.*

**SPAN 203 C INTERMEDIATE SPANISH III****4 Units***Four hours lecture and**One hour laboratory TBA per week.**Pass/No Pass/Letter Grade Option**UC/CSU, AA GE, CSU GE, IGETC*

*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.**Pass/No Pass/Letter Grade Option**UC/CSU, AA GE, CSU GE, IGETC*

*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.**Pass/No Pass or Pass/No Pass/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.**Pass/No Pass/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 — Now known as Communication Studies

# 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

## PROGRAM LEARNING OUTCOMES (PLOs)

### Theater Department

- Given a performance or production setting, students will demonstrate their knowledge and comprehension of major theater practices and standards.
- Given a performance or production setting, students will use theatrical techniques to communicate to an audience.
- Given a performance or production setting, students will be able to analyze, evaluate and create production and performance elements.
- Given a performance or production setting, students will demonstrate their knowledge and ability to appreciate theater as an art form and their ability to collaborate with other theater practitioners as self defining artists.

## ASSOCIATE IN ARTS DEGREE

### THEATER ARTS

Program Code: 1A03779

This program is designed to prepare the student for occupations related to professional 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 percent 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
or		
THEA 140 C	Introduction to Theater Design	3
THEA 124 C	Acting II	3
or		
THEA 126 C	Musical Theater Techniques	3
THEA 144 C	Lighting Design Fundamentals	3
THEA 129 C	Voice and Diction	3
THEA 145 C	Fundamentals of Costume Design	3
or		
THEA 147 C	Stage Makeup	(3)
THEA 107 C	Diversity in American Theater	3
or		
THEA 107HC	Honors Diversity in AM Theater	3
THEA 220 C	Scene Study	3
or		
THEA 226 C	Musical Theater Styles	3

### Select 2 - 3 units from the following performance classes according to emphasis:

THEA 130 C	Acting Workshop	3
THEA 132 C	Musical Theater Workshop	2 - 3
THEA 133 C	Rehearsal and Performance	2 - 3
THEA 149 C	Stage Crew Activity	1,1,1
THEA 234 C	Ensemble Acting	2 - 3
MUS 290 C	Musical Theater Production	2 - 3
<b>Total Units Required</b>		<b>29-30</b>

## COSTUME/MAKEUP DESIGN

### CERTIFICATE

Program Code: 1K12955

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 percent 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 149 C	Stage Crew Activity	1,1,1

And an additional 3 units from the following:

(THEA 149 C may be taken for an additional 3 units if taken for two different production assignments.)

THEA 247 C	Prosthetic Makeup	3
THEA 149 C	Stage Crew Activity	1,1,1
<b>Total Units Required</b>		<b>15</b>

## LIGHTING/AUDIO DESIGN

### CERTIFICATE

Program Code: 1K12956

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 percent 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		
THEA 142 C	Theater Sound and Recording	(2)
THEA 144 C	Lighting Design Fundamentals	3
THEA 149 C	Stage Crew Activity	1,1,1
*ART 182 C	Freehand Drawing	3
THEA 140 C	Introduction to Theater Design	3
<b>Total Units Required</b>		<b>13 - 15</b>

\* A score of 3 or higher on the Advanced Placement (AP) Art (Studio Drawing) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

## TECHNICAL THEATER

### CERTIFICATE

Program Code: 1K12962

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 percent of all course work must be completed at Cypress College.



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

Course #	Title	Units
THEA 140 C	Introduction to Theater Design	3
*ART 182 C	Freehand Drawing	3
THEA 120 C	Acting I	3
THEA 149 C	Stage Crew Activity	1,1,1
THEA 143 C	Stagecraft	3
<b>Total Units Required</b>		<b>14-15</b>

\* A score of 3 or higher on the Advanced Placement (AP) Art (Studio Drawing) exam meets this requirement upon petition through Admissions and Records. See a counselor for more information.

**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.*  
*Pass/No Pass/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 \$50.00.*

**THEA 107 C DIVERSITY IN AMERICAN THEATER****3 Units**

*Three hours lecture per week.*  
*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CUL DIV*  
*Advisory: ENGL 100 C.* America's ethnic, racial and cultural heritages and the struggles for social equality that have shaped American theater, literature and performance will be explored. *Admission to theater performance not to exceed \$50.00. Duplicate credit not given for THEA 107HC.*

**THEA 107HC HONORS DIVERSITY IN AMERICAN THEATER****3 Units**

*Three hours lecture per week.*  
*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CUL DIV*  
*Advisory: ENGL 100 C.* This course is an enhanced study of America's ethnic, racial and cultural heritages and the struggles for social equality that have shaped American theater, literature and performance. *Admission to theater performance not to exceed \$50.00. Duplicate credit not given for THEA 107C.*

**THEA 108 C STAGE AND SCREENWRITING****3 Units (May be taken for credit 4 times)**

*Three hours lecture per week.*  
*CSU, AA GE, CSU GE*  
*Advisory: ENGL 100 C.* 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 contemporary plays and screenplays.

**THEA 120 C ACTING I****3 Units**

*Two hours lecture and*  
*Four hours laboratory per week.*  
*Pass/No Pass/Letter Grade Option*  
*UC/CSU, AA GE, CSU GE*

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*

*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. Actors will proceed to a more advanced exploration and mastery of the basic craft of acting. Actors will learn specific skills for preparing a role and for creating and experiencing the imaginary realities that fulfill a script.

**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.*  
*Pass/No Pass/Letter Grade Option*  
*UC/CSU*

Students will master the fundamental craft of acting for television and feature film. Guidelines for solving the specific demands the camera makes on the actor will be stressed.

**THEA 129 C VOICE AND DICTION****3 Units (May be taken for credit 2 times)**

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

This is a course in the study of and exercise in voice production and articulation with the goal of producing Standard American speech. Special attention is given to diction for actors, classroom teachers and students with minor speech defects. Stress is placed on individual exercises designed to give conscious control of speech functions. Attendance at theater productions may be required.

**THEA 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

*Prerequisite:* Audition. 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 to evaluate and assess the student's qualifications (proficiency) is required for enrollment. *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 create and then perform audition presentations that demonstrate their proficiency in the fundamental skills of acting and auditioning.

**THEA 140 C INTRODUCTION TO THEATER DESIGN****3 Units**

Two hours lecture and

Four hours laboratory per week.

UC/CSU

Students will be offered a survey of scenery, lighting, sound, costumes, makeup, properties, theatrical equipment and construction techniques through demonstration, and laboratory experience. Information is applicable to all formal theatrical applications. Admission to theater performance not to exceed \$50.00.

**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 for theater. 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. Admission to theater performances will not exceed \$50.00.

**THEA 143 C STAGECRAFT****3 Units** (May be taken for credit 2 times)

Two hours lecture and

Three hours laboratory per week.

UC/CSU

This course explores the planning and execution of scenic elements for the stage with an emphasis on construction and methods of shifting scenery. Admission to theater performances will not exceed \$50.00. \$25.00 Materials Fee - Payable at Registration.

**THEA 144 C LIGHTING DESIGN FUNDAMENTALS****3 Units** (May be taken for credit 2 times)

Two hours lecture and

Three hours laboratory per week.

UC/CSU

This course involves the study and execution of stage lighting with emphasis on equipment, control, color, and their relationship to design. Admission to theater performances not to exceed \$50.00.

**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 \$50.00.

**THEA 146 C SCENE PAINTING****3 Units** (May be taken for credit 3 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, sponges. Students will duplicate stucco, masonry, woodgrain, foliage, wallpaper, lettering, drapery, and architectural detail on rigid scenery. May be taken for credit 3 times. Admission to theater performances will not exceed \$50. \$25 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 lecture/laboratory setting in all phases of makeup specifically designed for theatrical use. Admission to theater performances not to exceed \$50.

**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:* Audition. 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****1-2 Units** (Variable Unit Class)

(May be taken for credit 4 times)

Four to eight hours laboratory per week.

UC/CSU, AA GE, CSU GE

Stage crew offers practical experience in stage management, scenery, paint, sound, 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 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. *Admission to theater performances not to exceed \$50.00.*

**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.  
Pass/No Pass/Letter Grade Option  
CSU

*Prerequisite:* THEA 128 C or audition. Students will continue their exploration and mastery of craft approaches for television and film acting, including but not limited to advanced character development and special problems in performance preparation.

**THEA 230 C DIRECTING ACTORS FOR FILM/TV****2 Units** (May be taken for credit 3 times)

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

Student directors will analyze screenplays and characters for the purpose of directing actors. Emphasis on staging scenes for the camera to elicit the best possible performances from the actors.

**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. 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 and improvisational theater shows.

**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, wounds and burns, bald cap application, and ventilated hair construction will be utilized. *\$150.00 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.  
Pass/No Pass or Pass/No Pass/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 or for admission to theater performances.*

**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 Career Technical Education and Economic Development

Division Dean – Steve Donley

Counselor  
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.

*Pass/No Pass or Pass/No Pass/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

Counselor  
Robert Grantham

## Also See Computer Information Systems (CIS)



# Work Experience

## ***Division of Business and Computer Information Systems***

*Division Dean – Dave Wassenaar*

*Counselor*  
Robert Grantham

## **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**

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## **District Administration**

Chancellor	Ned Doffoney, Ed.D.
Vice Chancellor, Human Resources	Jeff Horsley
Vice Chancellor, Finance and Facilities	Fred Williams
Provost, School of Continuing Education	Christine Terry

# Cypress College Administration and Organizational Structure

<b>PRESIDENT</b>	<b>Dr. Michael Kasler</b>
Executive Vice President	Dr. Robert Simpson
Vice President	Karen Cant
Executive Director, Foundation and Community Relations	Raul Alvarez
Director, Institutional Research and Planning	Dr. Santanu Bandyopadhyay

## **Educational Programs and Student Support Services — Executive Vice President**

### **Business/CIS and Admissions & Records — Dave Wassenaar, Dean**

Admissions and Records  
Registrar — Regina Ford

### **Career Technical Education and Economic Development — Steve Donley, Dean**

Distance Education  
Economic Development  
Grants  
Tech Prep  
Title V  
VTEA

## **Distance Education/Online Enrollment Management**

### **Counseling and Student Development — Paul R. de Dios, Dean**

Adult Re-Entry Program  
Articulation  
Assessment Center  
Career Planning Center  
Counseling Center  
Disabled Students Program and Services —  
Dr. Kimberly Bartlett, Director  
International Students Program — Yongmi Han, Manager  
Legacy Program (Counseling Component)  
Matriculation — Kristine Nelson, Manager  
Puente Program  
Student Discipline  
Teacher Preparation Program (Counseling Component)  
Transfer Center

### **Fine Arts — Ting-Pi Joyce Carrigan, Dean**

Patrons of the Arts  
Study Abroad  
Staff Development

### **Health Sciences — John Sciacca**

Health Services — Mary Lou Giska, Director  
Nursing — Darlene Fishman, Director

### **Language Arts — Eldon Young, Dean**

Forensics  
Legacy Program  
Puente Program (Academic and Instructional  
Component)

### **Library & Learning Resources — Eldon Young, Dean**

### **Physical Education and Athletics Director — Diane Henry, Dean**

Petitions  
Student Activities

### **Science, Engineering & Math — Richard Fee, Dean**

Basic Skills  
Learning Communities

### **Social Science — Nina DeMarkey, Dean**

Honors/Service Learning  
Teacher Preparation, Educational Interpreter,  
and Paraprofessional Programs (Academic  
Component)

### **Student Support Services — Dr. Richard Rams, Dean**

CalWORKS  
CARE  
Extended Opportunity Programs & Services —  
Gilbert Contreras, Manager  
Financial Aid — Keith Cobb, Director  
Outreach and Recruitment  
TRAC  
Student Ambassadors

**Administrative Services —**  
**Karen Cant, Vice President**  
**Academic Computing — Mike Kavanaugh, Manager**  
 Media Services  
**Bookstore — David Okawa, Manager**  
**Campus Accounting — Dao Do, Manager**  
**Campus Safety — Shirley Smith, Director**  
 Switchboard  
**Facilities Use & Rentals**  
**Financial & Business Support Services**  
**Food Services**  
**Mailroom**  
**Personnel**  
**Physical Plant & Facilities — Albert Miranda, Director**  
 Maintenance & Operations — José Recinos, Manager  
**Production Center**

**Foundation & Community Relations —**  
**Raul Alvarez, Executive Director**  
**Public Information Officer — Marc Posner**

## Division Structure

<b>Division Dean, Business &amp; Computer Information Systems</b>	Dave Wassenaar
Department Coordinator, Accounting and Real Estate	Jeanne Miller
Department Coordinator, Court Reporting	Carolee Freer
Department Coordinator, Computer Information Systems	Jesse Saldana
Department Coordinator, Management/Marketing/ Sales/Retailing	Patricia Kishel
Department Coordinator, Computer Information Systems/Office Administration	Alireza Moady

<b>Division Dean, Career Technical Education and Economic Development</b>	Steve Donley
Department Coordinator, Airline and Travel Careers	Kathleen Reiland
Department Coordinator, Aviation	Kathleen Reiland
Department Coordinator, Air Conditioning/Refrigeration	Richard Hock
Department Coordinator, Automotive Collision	Dan Snook
Department Coordinator, Automotive Technology	John Alexander
Department Coordinator, Hospitality, Restaurant, Culinary Arts	Jeremy Peters
Department Coordinator, Marine Service	John Alexander
<b>Division Dean, Counseling and Student Development</b>	Paul R. de Dios
Director, Disabled Students Program & Services (DSP&S)	Dr. Kimberly Bartlett
Director, Transfer Center/ Honors Counselor	Penny Gabourie
Manager, International Students Program	Yongmi Han
Manager, Matriculation	Kristine Nelson
Articulation Officer	Stacey Howard
Coordinator, Career Center	Deann Burch
Department Coordinator, Counseling	Velia Lawson
Counselor, Athletics/Physical Education	Dana Bedard
Counselor, Business & Computer Information Systems, and Veterans Affairs	Robert Grantham
Counselor, Career Technical Education	Jane Jepson
Counselor, Career Planning/ Adult Re-Entry Program	
Counselor, DSP&S	Deborah Michelle
Counselor, Fine Arts/ International Students Program	Renay Laguana-Ferinac
Counselor, Fine Arts/Legacy Program	Renee Ssensalo
Counselor, Health Science	Kelly Carter Denise Vo
Counselor, Language Arts, Social Science and Teacher Preparation Program	Velia Lawson
Counselor, Language Arts, Social Science and Puente Program	Dr. Therese Mosqueda-Ponce
Counselor, Language Arts/Social Science	Daniel Pelletier
Counselor, Science/Engineering/Mathematics	Deidre Porter
Learning Disabilities Specialist, DSP&S	



<b>Division Dean, Fine Arts</b>	Ting-Pi Joyce Carrigan	<b>Division Dean, Library and Learning Resource Center</b>	Eldon Young
Department Coordinator, Art	Joyce Patti	Library Department Coordinator	Monica Doman
Department Coordinator, Art Computer Graphics/Multimedia	Ian Holmes	Library Services Coordinator	James Carrocino
Department Coordinator, Communications/Journalism	Robert R. Mercer	Learning Center Coordinator	Virginia Derakhshanian
Department Coordinator, Music	Kate Reid	<b>Division Dean, Physical Education</b>	Diane Henry
Department Coordinator, Photography	Robert Johnson	Athletic Director	Diane Henry
Department Coordinator, Theater/Dance	Jim Hormel	Assistant Athletic Director	Bill Pinkham
		Department Coordinator	Margaret Mohr
<b>Division Dean, Health Science</b>	John Sciacca	<b>Division Dean, Science/Engineering/ Mathematics</b>	Richard Fee
Director of Nursing	Darlene Fishman	Department Coordinator, Biology	Stephanie Spooner
Department Coordinator, Dental Assisting	Elizabeth Pacheco	Department Coordinator, Chemistry	Allison Gotoh
Department Coordinator, Dental Hygiene	Carol Green	Department Coordinator, Mathematics	David Nusbaum
Department Coordinator, Diagnostic Medical Sonography	Lynn Mitts	Department Coordinator, Physical Science, Computer Science	Ron Armale
Department Coordinator, Health Information Technology	Rosalie Majid	<b>Division Dean, Social Science</b>	Nina DeMarkey
Department Coordinator, Mortuary Science	Glenn Bower	Director of Human Services	Gary Zager
Department Coordinator, Psychiatric Technology	Jaime Ramos	Department Coordinator, Anthropology	Becky Floyd
Department Coordinator, Radiologic Technology	Lynn Mitts	Department Coordinator, Economics	Parwinder Sidhu
Department Coordinator, Nursing	Beth Piburn	Department Coordinator, Ethnic Studies	Daniel Lind
<b>Division Dean, Language Arts</b>	Eldon Young	Department Coordinator, Geography	Armando Mendoza
Department Coordinator, English	Randa Wahbe	Department Coordinator, History	David Halahmy
Department Coordinator, English as a Second Language	Kathy Wada	Department Coordinator, Philosophy and Religious Studies	vacant
Department Coordinator, Foreign Language	Alex Herrera	Department Coordinator, Political Science	Gloria Badal
Department Coordinator, Reading	Sarah Jones	Department Coordinator, Psychology	Randy Martinez
Department Coordinator, Communication Studies	Liana Koeppel	Department Coordinator, Sociology	Larry Curiel

## Instructional Divisions

*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.*

### Business and Computer Information Systems

#### BUSINESS EDUCATION BUILDING

The Business Division and Instructor offices are located on the second floor adjacent to Parking Lot 1. The building has three floors of instructional classrooms as well as a second floor Computer Information Systems Lab. Lobby areas on the first and second floors provide study areas and WiFi access.

#### PROGRAMS

Business Transfer Degrees, Business Vocational Certificates, Associate Business Degrees, Accounting, Computer Information Systems, Court Reporting, Real Estate, Marketing, and Management.

#### COUNSELORS

Grantham, Robert

#### DIVISION DEAN

Wassenaar, Dave

#### FACULTY

Dellinger, Patricia  
 Freer, Carolee  
 Izadi, Behzad  
 Jianto, Susana  
 Kishel, Patricia  
 Miller, Jeanne  
 Moady, Alireza  
 McKnight, Richard  
 Pelachik, Patricia  
 Saldana, Jesse  
 Woo, Donna  
 Wu, Penn

## Career Technical Education and Economic Development

#### PROGRAMS

Administration of Justice, Air Conditioning and Refrigeration, Airline and Travel Careers, Automotive Collision Repair, Automotive Technology, Aviation - Commercial Pilot; Aviation - Management, Homeland Security, Hotel, Restaurant, Culinary Arts, Industrial Arts - Teaching, Marine Service Technician

#### COUNSELOR

Jepson, Jane

#### DIVISION DEAN

Donley, Steve

#### FACULTY

Alexander, John  
 Beard, Michael  
 Clark, Lisa  
 Hock, Richard  
 Klyde, Michael  
 Orozco, Luciano  
 Ramos, Larry  
 Reiland, Kathleen  
 Rosati, Stephanie  
 Sallade, Douglas  
 Snook, Dan  
 Urquidi, Carlos

## Fine Arts

### 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  
DeCoro, Helena  
Gallo, Joseph  
Giardina, Edward  
Haddad, Maha Afra  
Holmes, Ian  
Hormel, James  
Jaffray, Sarah  
Johnson, Michael  
Johnson, Robert  
Landry, Erin  
Lester, Clifford  
Majarian, Mark  
Mercer, Robert  
Meyer, Barbara Braden  
Paiement, Paul  
Patti, Joyce  
Reid, Kathryn  
Schulps, Molly

## Health Science

### PROGRAMS

Registered Dental Assistant  
Dental Hygiene  
Diagnostic Medical Sonography  
    Diagnostic Medical Sonography Certificate  
Health Information Technology  
    Health Care Management and Supervision Certificate  
    Health Care Marketing and Sales Certificate  
    Health Information Coding Specialist  
    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  
    Radiology Assistant/Darkroom Technician Certificate

### COUNSELORS

Carter, Kelly  
Vo, Denise

### DIVISION DEAN

Sciacca, John

### DIRECTOR OF NURSING

Darlene Fishman

### FACULTY

Alvarez, Kathleen	Kruse, Kathleen
Ashburn, Shirley	Majid, Rosalie
Blilie, Jeannie	Markus, Denise
Boettger, Kathleen	Marquardt, Marcus
Bower, Glenn	McCament, David
Boyce, Jane	McNay, Sally
Contreras, Kendra	Mitts, Lynn
Corrales, Nancy	Pacheco, Elizabeth
Faraci, Michael	Piburn, Elizabeth
Franks, Joseph	Putman, Elizabeth
Frianeza, Michael	Ramos, Jaime
Frumkin, Sally	Rios-Miranda, Noemi
Gomez, Rebecca	Rydalch, Ina
Grande, Jolena	Swytak, Judy
Green, Carol	Valencia, Wendy
Greico, Laura	Walker, Jane
Harvey, Carol	Winckler, Janet
Herzog, Anna	Zakala, Carol
Johannsen, Christina	

## Language Arts

### PROGRAMS

English, ESL (English for Non-Native Speakers), Foreign Language, 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  
Fujimoto, Janet  
Ganer, Patricia  
Gutierrez, Ruth  
Herrera, E. Alexis  
Jones, Sarah  
Kashi, Barbara  
Keel, Lawrence J.  
Klein, S. Margaret  
Koeppel, Liana  
Lambros, John  
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

## Library and Learning Resources

### PROGRAMS

Library, Learning and Academic Resources

### COUNSELORS

Lawson, Velia  
Mosqueda-Ponce, Therese  
Pelletier, Daniel

### INTERIM DIVISION DEAN

Young, Eldon

### FACULTY

Austin, Peggy  
Doman, Monica  
Pashaie, Billy  
Peacock, Joyce

## Physical Education

### PROGRAMS

Physical Education - Teaching, Recreation

### COUNSELOR

Bedard, Dana

### DIVISION DEAN

Henry, Diane

### FACULTY

Beidler, Larry  
Bottiaux, Paul  
Mohr, Margaret  
Pickler, Brad  
Pickler, Scott  
Pinkham, Bill  
Welliver, Nancy



## Science/Engineering/Mathematics

### 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

Porter, Deidre

### DIVISION DEAN

Fee, Richard

### FACULTY

Armale, Ron  
 Castle, Victoria  
 Chiplunkar, Sujata  
 Coopman, Jennifer  
 De Roo, Robin  
 Frey, Michael  
 Gill, David  
 Gober, Joel  
 Godshalk, Kathryn  
 Gotoh, Allison  
 Lee, Eunju  
 Landis, Lenore  
 Mao, Chaolin  
 Mintzer, Alex  
 Morvan, Laurie  
 Mottershead, Allen  
 Nusbaum, David  
 Ogoshi, Fumio  
 Paek, Sylvia  
 Palmisano, Michelle  
 Plett, Christina  
 Rajab, Adel  
 Sanchez, Tony  
 Sato, Dee Ann  
 Shroul, Cynthia  
 Spooner, Stephanie  
 Subramaniam, Brinda  
 Tomooka, Craig  
 Watson, Karen

## Social Science

### 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  
 Badal, Gloria  
 Cavin, Robert "Greg"  
 Curiel, Larry  
 Dedic, James  
 Doak, Les  
 Flores, Michael  
 Floyd, Becky  
 Goralski, Craig  
 Halahmy, David  
 Heusser, Willis  
 Johnson, Susan  
 Lewis, Carol  
 Lind, Daniel  
 Martinez, Randall  
 Mathews, Eapen-Peter  
 Mendoza, Armando  
 Odebunmi, Fola  
 Rhymes, Regina  
 Sandoval, Carlos  
 Seiling, Bryan  
 Sidhu, Parwinder  
 Young, Brandy  
 Zager, Gary

# 2011 - 2012 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

## **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

## **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

## **Bandyopadhyay, Santanu - Director, IR & Planning**

B.Sc., Calcutta University, India  
M.B.A., Ph.D., Ohio University

## **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**

## **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

## **Beyer, George - Music**

B.M., M.M., California State University, Fullerton

## **Bird, Michael - Culinary Arts**

## **Blilie, Jeannie - Psychiatric Technician**

RN, (MSN, PMH/NP) California State University, Long Beach

## **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 Technician**

B.S.N., California State University, Fullerton  
M.S., California State University, Long Beach  
Adult Nurse Practitioner

## **Brydges, Michael - Communication Studies**

A.A., Mt. San Antonio College  
B.A., M.A., California State University, Los Angeles

## **Cant, Karen - Vice President**

A.A., Orange Coast College  
B.A., California State University, Fullerton  
M.A., California State University, Long Beach

## **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/Chinese**

M.A., M.S., State University of New York at Albany  
Ph.D., Louisiana State University

## **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

## **Contreras, Kendra - Dental Hygiene**

R.D.H., B.S., University of Southern California

**Coopman, Jennifer - Mathematics**

B.S., University of California, Los Angeles  
M.S., California State University, Long Beach

**Corrales, Nancy - Diagnostic Medical Sonography**

A.R.R.T., C.R.T., A.R.D.M.S.

A.S., Long Beach City College

B.S., University Autonoma de Baja California

**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

**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 - Sociology/Social Work**

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,  
Career Technical Education and Economic  
Development****Faraci, Michael - Nursing**

B.A., Central Connecticut State University

M.S.N., California State University, Los Angeles

**Fee, Richard - 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

Ed.D., Argosy University, Orange County

**Floyd, Becky D. - Anthropology**

B.A., California State University, Fullerton

M.A., University of Montana

**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

Certified Reporting Instructor, NCRA

**Frey, Michael - Astronomy, Physics**

B.S., University of Arizona

M.S., California State University, Long Beach

**Frianeza, Michael - Radiologic Technology**

A.R.R.T., C.R.T.

A.S., Cypress College

B.S.R.S., Midwestern State University

M.B.A., University of Phoenix

**Frumkin, Sally - Nursing**

A.S., East Los Angeles College

BSN, California State University, Los Angeles

MSN, California State University, Long Beach

**Fujimoto, Janet - English**

B.A., M.A., California State University, Fresno

**Gabourie, Lillian (Penny) - Honors Counselor/  
Transfer Center Director**

B.A., California State University, Fullerton

M.S., University of LaVerne

**Gallo, Joseph - Music**

B.A., M.A., California State University, Los Angeles

**Ganer, Patricia - Communication Studies**

A.A., Cypress College  
B.A., University of Southern California  
M.A., University of California, Los Angeles  
Ph.D., University of Utah

**Giardina, Edward - Fine Arts**

B.F.A., California State University, Fullerton  
M.F.A., Vermont College - Norwich University

**Gill, David - Biology**

B.A., M.A., University of California, Santa Barbara  
Ph.D., Cornell University

**Gober, Joel R. - Biology**

B.A., M.S., Ph.D., Southern Illinois University

**Godshalk, Kathryn - Mathematics**

B.A., California State University, Long Beach  
M.A., California State University, Fullerton  
M.S., University of Southern California

**Gomez, Rebecca R. - Health Information Technology**

B.S., University of California, Los Angeles  
M.S., California State University, Long Beach  
M.A., University of San Francisco

**Goralski, Craig T. - Anthropology**

A.A., Goldenwest College  
B.A., M.A., California State University, Fullerton  
Ph.D., Pennsylvania State University

**Gotoh, Allison - Chemistry**

B.S., M.S., Ph.D., University of California, Irvine

**Grande, Jolena - Mortuary Science**

A.S., Cypress College  
B.S., University of Central Oklahoma  
M.F.S., M.S., National University

**Grantham, Robert - Counselor/Student Development**

A.A., Fullerton College  
B.A., University of California, Irvine  
M.S.W., California State University, Long Beach

**Green, Carol - Dental Hygiene**

R.D.H., B.S., University of Southern California  
R.D.H., M.A., California State University, Long Beach

**Greico, Laura - Radiologic Technology**

A.R.R.T., C.R.T.  
A.S., Fullerton College  
B.V.E., California State University, Long Beach

**Halahmy, David G. - History**

B.A., University of California, Los Angeles  
M.A., California State University, Northridge

**Han, Yongmi - Manager, ISP**

B.A., University of California, Irvine  
M.A., University of California, Santa Barbara

**Harvey, Carol - Nursing**

B.S.N., University of San Francisco  
M.S.N., University of Nevada, Reno

**Henry, Diane - Division Dean,  
Physical Education/Athletics**

A.A., Rio Hondo College  
B.A., M.A., California State University, Long Beach  
M.Ed., Azusa Pacific University

**Herrera, E. Alexis - Spanish**

B.A., M.A., University of Utah

**Herzog, Anna - Nursing**

A.A.S., Northampton County Area Community College  
B.S.N., Kutztown University  
M.S.N., California State University, Dominguez Hills

**Heusser, Willis - Philosophy and Religious Studies**

A.A., Pierce College  
B.A., University of California, Los Angeles  
M.A., University of Rochester, New York

**Hock, Richard - Air Conditioning/Refrigeration**

B.S., State University of New York, Fredonia, N.Y.  
M.B.A., University of Phoenix

**Holmes, Ian - Art Computer Graphics**

B.F.A., Art Center College of Design, Pasadena

**Hormel, James - Theater Arts**

B.A., University of the Pacific, Stockton  
M.F.A., University of California, Irvine

**Howard, Stacey G. - Counseling/Student  
Development (Articulation Officer)**

B.A., California State University, Long Beach  
M.A., California State University, Dominguez Hills

**Izadi, Behzad**

B.S., University of Washington, Seattle  
M.S., University of California, Davis  
Ph.D., Colorado State University, Fort Collins

**Jepson, Jane C. - Counseling/Student Development**

B.A., Towson State University  
M.S., California State University, Long Beach

**Jianto, Susana - Computer Information Systems**

B.S., University of Kansas  
M.Ed., University of Texas at Austin

**Johannsen, Tina - Psych Tech**

B.S., California State University, Fullerton  
M.S., California State University, Fullerton

**Johnson, Michael L. - Art**

B.A., M.A., California State University, Fullerton

**Johnson, Robert - Photography/Fine Arts**

B.A., California Lutheran University  
M.A., M.F.A., California State University, Fullerton

**Johnson, Susan - Psychology**

B.A., University of North Carolina - Greensboro  
M.A., Pepperdine University



**Jones, Sarah - Reading, Language Arts**  
B.A., California State University, Fullerton  
M.S., California State University, Fullerton

**Kashi, Barbara - Reading**  
B.Ed., Seattle University  
M.S., California State University, Fullerton

**Kasler, Michael J. - President**  
B.A., M.S., California State University, Long Beach  
M.S., Ed.D., Pepperdine University

**Keel, Lawrence J. - English**  
B.A., University of Southern California  
M.P.W., University of Southern California  
M.A., Ph.D., University of Southern California

**Kishel, Patricia - Marketing/Management**  
B.A., M.F.A., University of California, Los Angeles  
M.B.A., California State University, Long Beach

**Klein, Susan - English/Reading**  
B.A., Westmont College, Santa Barbara  
M.A., California State University, Los Angeles  
M.A., California State University, Long Beach

**Koeppel, Liana - Communication Studies**  
B.A., San Diego State University  
M.A., California State University, Northridge  
Ph.D., University of Southern California

**Kruse, Kathleen - Nursing**  
B.A., Occidental College  
B.S.N., Washington State University  
M.S.N., California State University, Los Angeles

**Laguana-Ferinac, Renay - Counseling/  
Student Development**  
B.A., CSU Dominguez Hills  
M.A., Pepperdine University

**Lambros, John - Communication Studies**  
B.A., M.A., California State University, Long Beach

**Landis, Lenore - Chemistry**  
B.S., California State University, Long Beach  
M.S., University of California, Los Angeles

**Landry, Erin - Dance**  
B.F.A., California Institute of the Arts  
M.F.A., University of California, Irvine

**Lawson, Velia S. - Counseling/Student Development**  
B.A., University of California, Los Angeles  
M.S., California State University, Los Angeles

**Lee, Eunju - Mathematics**  
B.S., M.S., California State University, Long Beach

**Lester, Clifford - Photography**  
B.A., Brooks Institute of Photography

**Lewis, Carol P. - History**  
B.A., M.A., University of California, Riverside

**Lin, Jian-er - English**  
B.A., Fujian Teachers University, China  
M.A., University of Wisconsin  
Ph.D., University of North Dakota

**Lind, Daniel Joseph - Ethnic Studies**  
B.A., Bowdoin College  
M.P.S., Cornell University  
M.A., Claremont Graduate University

**Llanos, Kathleen - English as a Second Language**  
B.A., San Jose State University  
M.A., TESOL Certificate, California State University, Fullerton

**Markus, Denise - Nursing**  
ADN, Cypress College  
B.S.N., University of Phoenix  
M.S.N., University of Phoenix

**Marquardt, Marcus - Psych Tech**  
A.A., A.S., Citrus College  
B.A., California State University, Los Angeles  
M.A., California State University, Los Angeles

**McAlister, Kathleen - English**  
B.A., University of California, Los Angeles  
M.A., Brown University  
C. Phil., University of California, Los Angeles

**McCament, David - Mortuary Science**  
A.S., Cypress College  
MFS, National University  
B.A., National University

**McKnight, Richard - Computer Information Systems**  
B.S., California State University, Long Beach  
M.A., Chapman University

**McNay, Sally - Nursing**  
B.S.N., M.S.N., California State University, Dominguez Hills  
E.C.D., Grant MacEwan College

**McPherson, Debra - English as a Second Language**  
M.A., Linguistics, University of Texas  
TESOL, California State University, Fullerton

**Majarjan, Mark - Theater Arts**  
B.A., Pomona College  
M.F.A., University of California, Los Angeles

**Majid, Rosalie - Health Information Technology**  
B.S., University of Texas Medical Branch, Galveston

**Mao, Chaolin - Mathematics**  
Ph.D., University of Southern California

**Marshall, Barbara - English**  
B.A., S.U.N.Y. at Buffalo  
M.A., M.Ed., University of Hartford  
Ph.D., University of California, Irvine

**Martinez, Randall - Psychology**  
B.A., M.A., San Jose State  
Ph.D., University of Utah

**Mathews, Eapen Peter** - *Political Science*  
B.A., M.A., University of North Texas

**Mendoza, Armando** - *Geography*  
B.A., University of Northern Colorado  
M.S., Texas A&M University

**Mercer, Robert R.** - *Communications/Journalism*  
A.A., East Los Angeles College  
B.J., University of Missouri - Columbia  
M.A., University of Oklahoma

**Michelle, Deborah** - *Counseling/  
Student Development/DSP & S*  
B.A., M.S., San Diego State University

**Miller, Jeanne K., C.P.A.** - *Accounting*  
A.A., Pasadena City College  
B.S., California State University, Los Angeles  
M.B.A., California State Polytechnic University, Pomona

**Mintzer, Alex** - *Biology*  
B.S., University of California, Irvine  
Ph.D., University of Michigan

**Mitts, T. Lynn** - *Radiologic Technology*  
A.R.R.T., C.R.T., A.R.D.M.S  
B.S.R.T., Midwestern State University  
M.A., California State University, Long Beach

**Moady, Alireza** - *Business*  
B.A., Pars College  
M.S., Florida Institute of Technology  
Ph.D., United States International University

**Mohr, Margaret** - *Physical Education*  
B.A., M.A., California State University, Long Beach

**Moran, Olga Marina** - *Spanish*  
A.A., Golden West College  
B.A., M.A., California State University, Long Beach

**Morvan, Laurie** - *Mathematics*  
B.S., University of Illinois at Urbana-Champaign  
M.S., California State University, Long Beach

**Mosqueda-Ponce, Therese L.** - *Counseling/  
Student Development*  
B.S., California State University, Fullerton  
M.S., California State University, Los Angeles  
Ph. D., United States International University

**Mottershead, Allen** - *Engineering/Physics/  
Mathematics*  
B.S., University of Toronto, Canada  
M.S., University of California, Berkeley

**Meyer, Barbara Braden**  
B.A., Antioch College  
M.F.A., California State University, Fullerton

**Nabahani, Melanie** - *English*  
B.A., M.A., California State University, Fullerton

**Nelson, Kristine** - *Matriculation Manager*  
A.A., East Los Angeles College  
B.A., M.S., California State University, Los Angeles

**Nusbaum, David** - *Mathematics*  
B.S., M.Ed., University of California, Los Angeles  
M.S., University of California, Irvine

**Odeunmi, Fola** - *Economics*  
B.A., Chapman University  
M.A., California State University, Fullerton

**Ogoshi, Fumio** - *Biology*  
B.A., University of San Diego  
Ph.D., University of California, Irvine

**Oliveira, A. Fernando** - *Spanish/Portuguese*  
M.A., University of California, Irvine

**Orozco, Luciano M.** - *Automotive*  
B.A., California State University, Los Angeles

**Pacheco, Elizabeth** - *Dental Assisting*  
A.A., Riverside Community College  
B.V.E., California State University, San Bernardino

**Paek, Sylvia** - *Mathematics*  
A.A., El Camino College  
B.S., M.S., University of California, Irvine

**Paiement, Paul** - *Art*  
B.F.A., Minneapolis College of Art and Design  
M.F.A., University of Southern California

**Palmisano, Michelle** - *Biology*  
B.E., Vanderbilt University  
M.S., Ph.D., University of California, San Diego

**Pashaie, Billy** - *Librarian*  
B.A., M.L.I.S., University of California, Los Angeles  
M.A., California State University, Los Angeles

**Patti, Joyce** - *Art*  
B.A., University of California, Los Angeles  
M.F.A., Yale University

**Payne, John** - *Language Arts*  
B.A., M.A., California State University, Long Beach  
M.F.A., California State University, Long Beach

**Pelachik, Patricia A.** - *Computer Information  
Systems/Office Administration*  
B.B.A., Cleveland State University  
M.B.E., Eastern Michigan University  
M.S., Nova University

**Pelletier, Daniel** - *Counseling/Student Development*  
A.A., Saddleback College  
B.A., California State University, Fullerton  
M.A., Azusa Pacific University

**Piburn, Elizabeth (Beth)** - *Nursing*  
RN, Chestnut Hill Hospital School of Nursing  
A.S., Cypress College  
B.S.N., California State University, Fullerton  
M.S.N.; CNS, California State University, Dominguez Hills

**Pickler, Brad A. - Physical Education**

A.A., Cypress College  
 B.S., California State University, Fullerton  
 M.S., California Lutheran College

**Pickler, Scott - Physical Education**

A.A., Cypress College  
 B.A., San Diego State University  
 M.S., California Lutheran College

**Pinkham, William - Physical Education**

B.S., California State University, Fullerton  
 M.A., United States International University

**Plett, Christina - Mathematics**

A.A., Fullerton College  
 B.A., California State University, Long Beach  
 M.S., University of California, Irvine

**Porter, Deidre M. - Counseling/Student Development**

B.A., University of California, Irvine  
 M.A., Loyola Marymount University

**Puma, Jessica - Spanish**

B.A., University of California, Los Angeles  
 M.A., University of California, Irvine

**Putman, Elizabeth - Nursing**

A.A., L.A. Harbor College  
 B.S.N., California State University, Long Beach  
 N.P., Harbor-UCLA  
 M.S.N., California State University, Long Beach

**Rajab, Adel - Biology**

B.S., M.S., California State University, Long Beach  
 Ed.D., University of California, Irvine and  
 University of California, Los Angeles

**Ramos, Jaime - Psych Tech**

M.S.N./Ed. RN, University of Phoenix

**Rams, Richard - Division Dean,  
Student Support Services**

B.A., University of California, Riverside  
 M.S.Ed., University of Kansas  
 Ed.D., University of California, Irvine

**Ransom, Alan L., C.M.A. - Accounting**

A.A., Fullerton College  
 B.A., California State University, Fullerton  
 M.A., California State University, Dominguez Hills

**Reid, Kathryn - Music**

B.M., Western Michigan University  
 M.M., D.M.A., University of Miami

**Reiland, Kathleen - Airline and Travel Careers**

B.S., University of San Francisco  
 M.A., California State University, San Marcos

**Rhymes, Regina - Sociology**

B.A., M.A., California State University, Fullerton  
 M.S., University of Phoenix

**Robertson, Alison - English as a Second Language**

B.A., California State University, Fullerton  
 MTESL, Arizona State University

**Rosenberg, Stuart - English**

B.A., California State University, Long Beach  
 M.P.W., University of Southern California

**Rydalch, Ina M. - Dental Hygiene**

A.A., Cerritos College, Dental Hygiene  
 B.V.E., M.A., California State University, Long Beach

**Saldana, Jesse - Business/  
Computer Information Systems**

A.A., Fresno Community College  
 B.S., California State University, Fresno  
 M.B.A., California State University, Long Beach

**Sallade, Douglas - Air Conditioning/Refrigeration**

B.S.E.T., California Polytechnic University, San Luis Obispo

**Sandoval, Carlos - Psychology**

B.A., California State University, Fullerton  
 M.A., Pepperdine University

**Sato, Dee Ann - Biology**

B.S., University of Washington  
 M.S., University of California, Davis

**Schulps, Molly - Fine Arts**

M.F.A., California State University, Northridge

**Sanchez-Duran, José Antonio - Biology**

B.A., California State University, Fullerton  
 Ph.D., University of Missouri, Columbia

**Sciacca, John - Health Science Dean**

B.A., University of Massachusetts  
 M.P.H., University of Hawaii  
 M.A., Central Michigan University  
 Ph.D., Purdue University

**Seiling, Bryan - History**

B.A., University of Southern California  
 M.A., University of Southern California

**Shrout, Cynthia - Mathematics**

B.S., Phillips University  
 M.A., California State University, Fullerton

**Sidhu, Parwinder - Economics**

B.A., M.S., Ph.D., Guru Nanak Dev University, India

**Snook, Dan - Automotive Collision**

A.A., Chaffey College

**Sonne, Kathryn T. - English**

B.A., M.A., Brigham Young University

**Spooner, Stephanie - Biology**

B.S., M.S., California State University, Long Beach

**Ssensalo, Renee - Counseling/Student Development**

B.A., M.S., California State University, Long Beach

**Subramaniam, Brinda - Physics/Engineering**

B.S., M.S., Jiwaji University, India  
Ph.D., Jiwaji University, India

**Swytak, Judy - Nursing**

A.A., Golden West College  
B.S.N., M.S.N., California State University, Dominguez Hills

**Takahashi, K. Mariye - Japanese**

B.A., M.A., University of California, Los Angeles

**Talwar, Ambika - English/Comparative Literature**

B.A., Lady Shri Ram College, Delhi University  
M.A., Delhi University, Delhi, India  
M.A., California State University, Fullerton

**Tomooka, Craig - Chemistry**

B.S., University of California, Irvine  
M.S., Ph.D., California Institute of Technology

**Valencia, Wendy - Nursing**

B.S.N., California State University, Dominguez Hills  
M.S.N., University of California, Los Angeles

**Villaseñor, C. Doreen - EOPS Counselor**

B.A., California State University, Fullerton  
M.A., California State University, Dominguez Hills

**Vo, Denise - Counseling/Student Development**

B.A., California State University, Long Beach  
M.S., National University

**Von Soosten, Ronald - Computer Information Systems**

A.A., Fullerton College  
B.S., California Polytechnic State University, Pomona

**Wada, Kathryn - English as a Second Language**

B.A., University of California, Irvine  
M.A., California State University, Long Beach

**Wahbe, Randa B. - Comparative Literature**

B.A., California State University, Los Angeles  
M.A., California State University, Fullerton  
Ed.D., Argosy University, Orange

**Walker, Jane - Nursing**

ASN, Santa Ana College  
B.A., California State University, Fullerton  
M.S.N., California State University, Dominguez Hills

**Wassenaar, David - Dean - Admission and Records and Business/Computer Information Systems**

B.A., Calvin College  
M.S.B.A., California Polytechnic State University, Pomona

**Watson, Karen - Mathematics**

B.A., M.A., California State University, Fullerton

**Welliver, Nancy - Physical Education**

B.A., California State University, Long Beach  
M.Ed., Azusa Pacific University

**Winckler, Janet M. - Nursing Education**

B.S.N., Mt. St. Mary's College  
M.N., University of California, Los Angeles

**Woo, Donna L. - Computer Information Systems/Office Administration**

B.A., M.A., Michigan State University

**Wood, Jane - English as a Second Language**

B.A., University of Michigan  
M.A., California State University, Long Beach

**Wu, Penn - Computer Information Systems****Young, Brandy - Psychology**

B.A., University of California, Los Angeles  
M.A., Ph.D., University of California, Irvine

**Young, Eldon - Division Dean, Language Arts**

B.A., University of California, Los Angeles  
M.A., Loyola Marymount University

**Zager, Gary - Human Services**

B.A., M.S., California State University, Fullerton

**Zakala, Carol A. - Dental Hygiene**

A.A.S., Hudson Valley Community College  
B.S., University of Bridgeport  
M.S., State University of New York at Buffalo



# Professors Emeritus

Allison, Minnie .....	Mathematics	Dawson, Shirley.....	Dental Assisting
Atkinson, Thomas W.....	Business	DeMallac, Gail .....	French/ESL
Axline, Donna .....	Business/Math	Dodson, Laurie .....	Health Information Technology
Azen, Robert.....	Biology	Dorn, Marian.....	Physical Education
Baca, J. Anthony.....	Physical Education	Drake, David.....	Photography
Baldwin, William .....	Computer Science	Dudley, Nelson .....	Art
Bales, Elbert N.....	Counseling	Easton, Sharon.....	Counseling/Student Development
Barrier, Catherine .....	Library	Edwards, Cyril .....	Sociology
Beamer, Edwin .....	Counseling	England, Jean.....	Counseling/Student Development
Bedard, Donald.....	Vice President, Student Personnel Services	Felos, Charlene .....	Art
Berger, Ellen.....	Art	Florentine, Rose Ann .....	Nursing
Berger, Ellen.....	Language Arts	Flynn, Russell.....	Oceanography
Bilyeu, Dean .....	Counseling	Fouste, E. Bonita .....	Anthropology
Blanchard, Donald.....	Automotive Technology	Fraese, Jayne.....	English
Bloom, Barbara.....	Health Science	Fraese, Ronald W.....	Social Science
Boettger, Robert .....	Mortuary Science	Freiman, Wayne .....	Air Conditioning/Refrigeration
Boyle, Joseph.....	Political Science/History	Fried, Gladys .....	Nursing Education
Broadwell, Ronald B.....	Music	Friess, Donna .....	Communication Studies
Brockert, Carolyn.....	Psychiatric Technology	Geddes, Patricia.....	English
Brown, Dana.....	Health Information and Radiologic Technology	Gee, Carol .....	Nursing Education
Brown, Kaleta .....	Dean, Fine Arts/Theater Arts	Gibby, Cheryl.....	Mathematics
Bruce, Kay.....	Dean, Library and Instructional Development	Gifford, Charles F.....	Aviation
Bruce, Malcolm.....	Computer Science	Glattly, Marilyn J. ....	Dance; Dean, Fine Arts
Buchanan, John.....	History	Gold, Stephen.....	Mathematics
Buckbee, Thomas.....	Engineering Technology	Gorno, Ric .....	Marketing/Management/Finance
Burchfield, Jerry.....	Photography	Green, Keith .....	Geology
Bush, Robert.....	Aeronautics	Gross, Katherine G.....	Art
Byrnes, Nancy R.....	Dental Hygiene; Vice President, Educational Support and Planning	Hall, Richard.....	Biology
Calhoun, Fred.....	Counseling	Hannon, Andrea.....	Division Dean, Health Science
Campagna, Anna K. ....	Nursing Education	Harmon, Roger.....	English
Campbell, Mary .....	Business	Hardy, Robert .....	Art
Campellone, Bonna.....	Division Dean, Health Science	Harkrider, James R.....	Biology
Canova, Lawrence.....	Psychology	Hayes-Williams, Jerrilyn .....	Office Administration
Capsuto, Michael.....	Accounting	Heinze, Betty .....	English
Carlisle, Eugene .....	History	Hickey, Dennis.....	Philosophy
Centobene, William .....	Chemistry	Higgins, Jeanne.....	Psychiatric Technology
Chamness, Robert.....	Reading/English	Hinkson, Kenneth .....	Computer Information Systems
Chen, Helen.....	Chemistry	Hoffmann, Nena L. ....	Nursing Education
Chin, Penny .....	Nursing	Ida, Almira.....	Nursing Education
Claffey, William J. ....	Business	Isenberger, Janis Cook.....	Physical Education
Clay, Joan.....	Nursing	Itnyre, Terry F.....	English
Cooney, Neill .....	Philosophy	Jackson, Ruth S. ....	Speech
Cooper, Thomas .....	Counseling/Articulation	Jacobs, Michael.....	Division Dean, Fine Arts & SEM
Cooper, Will .....	Sociology	Jeffer, Marsha.....	English
Coppess, Alice.....	Nursing Education	Johnson, Don .....	Physical Education
Cross, Robert .....	Dental Technology	Johnson, Rowena.....	Business
Dainko, John.....	Auto Collision Repair	Jones, Anthony .....	Auto Collision
Davis, Mary Kay .....	Dental Assisting	Jones, Francis L. ....	Business
		Jones, Raymond.....	Music
		Kelly, Patricia.....	Dental Assisting
		Kelly, Henry .....	Nursing Education

Killen, Brian .....	Psychology	Pecchia, Leonard T.....	Physical Education
Koike, Judy .....	Librarian	Petrie, David .....	Mathematics
Koerper, Henry .....	Anthropology	Phillips, James.....	Economics
Kolsky, Gail.....	Counseling	Polizzi, Nick .....	Geography
LaCour, Marshall .....	Photography	Polsky, Diana.....	Theater Arts
Lewis, Margie .....	President	Quinliven, Russ .....	Welding
Leyda, Jack .....	Music	Rayl, Nancy .....	English
Licari, Charles.....	Reading/English	Redman, Ronald P.....	History/Spanish
Licari, Charles J.....	Reading	Reeve, Thomas .....	Dean, Social Science
Livsey, Gerry.....	Physical Education	Ricci, Paul.....	Philosophy
Long, Jack .....	Business	Ricker, Marshall.....	Physics
Lubin, Thomas.....	Chemistry	Root, Alfred L.....	Mathematics
Lucostic, James J.....	History	Rossier, Roger.....	Counseling
Maeda, Mits .....	Sociology	Rubino, Kenneth J.....	Physical Education
Marrs, Barbara.....	Division Dean, Language Arts	Russell, Barbara.....	Nursing
McDaniel, Marian.....	Radiologic Technology	Sandore, Russell C.....	Marine Technology
McDermott, Rosemary.....	Counseling	Schaefer, Sandra.....	Reading
McIntosh, Richard.....	Dean, Language Arts, A&R	Schick, Charlene .....	Economics
McLeod, Alexander.....	Social Science	Schiller, Carl .....	Physical Education
Maddox, Evelyn.....	Nursing Education	Selga, Max.....	Psychiatric Technology
Magnusson, Robert E.....	History	Sherard, Chuck.....	Automotive Technology
Manis, Armen.....	English	Simpson, Altus.....	Geology
Masters, Gerald.....	Psychology	Siragusa, Chris .....	Mathematics
Melom, Jane .....	Counseling	Smith, Glen.....	Automotive Service and Repair
Mercadante, Larry .....	Physical Education	Smith, Larry .....	Mathematics
Merickel, Karen.....	Biology	Steckler, Albert.....	Counseling
Metz, Douglas.....	Mortuary Science	Stewart, James L.....	Chemistry
Miller, Peggy .....	Psychiatric Technology	Stout, Byron.....	Mortuary Science
Morrison, Joan.....	Nursing Education	Svensden, William .....	Speech
Myres, Brian .....	Biology	Taylor, Joann .....	Dental Hygiene
Nordee, Thomas.....	Counseling/Student Development	Tobler, Hank.....	Division Dean, Business & Vo Tech
O'Brien, Noreen.....	Nursing	Trulock, Ron .....	Air Conditioning/Refrigeration
O'Brien, Patrick.....	Language Arts	Tyrrell, Don .....	Counseling
Oda, Sam .....	Automotive Service and Repair	Ueberroth, Jene.....	English
Olson, Diana.....	Nursing	Van Voorhis, Richard.....	Physical Education
Oravetz, Orpha .....	Nursing Education	Vandergrift, Robert .....	Biology
Ortiz, Louis .....	Counseling	Vosbein, Brenda .....	Psychiatric Technology
Owens, Cynthia .....	Counseling	Walston, Wilbur .....	Biology
Page, JoAnne M.....	Counseling	Weber, John .....	English
Page, Ruthanna.....	Hospitality/Travel Careers	Welsh, Carol.....	Dean, Library and Learning Resource Center
Paris, Vincent .....	Culinary Arts	Whiteside, Dorothy .....	Nursing Education
Park, Willis.....	Geography	Williams, Susan.....	Nursing
Payne, Alice.....	Counseling/Student Development	Wilson, Margaret S.....	Nursing
Parmenter, Susan.....	Staff Development/English	Wood, Arthur.....	Counseling
Parmenter, William .....	Dean, Counseling	Woodall, Edgar H. ....	Business
Pearl, Carl.....	Economics	Yamada, Mitsuye M.....	English
Pearson, Ola Faye.....	Medical Record Technology		

# QUICK GUIDE TO HELP YOU

SERVICE/OFFICE	LOCATION	TELEPHONE
Admissions and Records	Student Center	484-7346
Add and Drop		484-7346
Application		484-7346
Graduation		484-7346
Residency		484-7346
Transcripts		484-7346
Veterans Affairs		484-7150
Adult Re-entry	Student Center, 2nd Floor	484-7120
Assessment Center	Student Center, 2nd Floor	484-7223
Associated Students	Student Activities – Bldg 8, 1st Floor	484-7198
Clubs and Organizations		
Student Government		
Athletics	Gym II Bldg, 1st Floor, Room 107	484-7352
Sports Information		484-7356
Bookstore	Bookstore, 1st Floor	484-7336
Bursar's Office	Student Center	484-7317
CalWORKS	Cypress College Complex, 2nd Floor, Room 201	484-7237
Campus Safety	CCE3	484-7387
Emergencies		
Lost and Found		
Parking		
24/7 Cell Number		493-6687
CARE	Cypress College Complex, 2nd Floor, Room 201	484-7237
Career Planning Center	Student Center, 2nd Floor	484-7120
Charger Chronicle	Fine Arts Bldg, 1st Floor	484-7267
Counseling Service Areas		
Business and CIS	Business Bldg, 2nd Floor	484-7015
Career Planning/Re-entry	Student Center, 2nd Floor	484-7120
Counseling Center	Student Center, 2nd Floor	484-7015
Fine Arts	Student Center, 2nd Floor	484-7015
Health Science	Tech Ed III (Health Science) Bldg, 2nd Floor	484-7015
Language Arts	Student Center, 2nd Floor	484-7015
Physical Education	Gym II Bldg, 1st Floor, Room 107B	484-7015
Science, Engineering and Mathematics	Science/Math Bldg, 2nd Floor, Room 211	484-7015
Social Science	Student Center, 2nd Floor	484-7015
Vocational Education	Tech Ed I Bldg, 2nd Floor, Room 205	484-7015
Disabled Students Program & Services (DSPS)	Cypress College Complex, 1st Floor	484-7104
Distance Education/Online		484-7052
Division Offices		
Business	Business Bldg, 2nd Floor	484-7211
Career Technical Education (Vocational)	Tech Ed I Bldg, 2nd Floor	484-7231
Counseling and Student Development	Student Center, 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, Room 240	484-7169
Library/Learning Resources	LLRC, 2nd Floor, Room 239	484-7000 x48381
Physical Education	Gym II Bldg, 1st Floor, Room 107	484-7352
Science, Engineering and Mathematics	Science/Math Bldg, 2nd Floor, Room 208	484-7153
Social Science	Humanities Bldg, 2nd Floor, Room 238	484-7185
Student Support Services	Cypress College Complex, 2nd Floor, Room 218	484-7371

Additional information about most of these services can be found in the Student Services section of this schedule.

SERVICE/OFFICE	LOCATION	TELEPHONE
English as a Second Language	Humanities Bldg, 2nd Floor, Room 240	484-7169
EOPS	Cypress College Complex, 2nd Floor	484-7368
Extended Day Office	Bookstore Bldg, 1st Floor (M-Th 4:00pm – 9:00pm)	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 — Campus Dining	Student Center	484-7484
Foundation	Cypress College Complex, 3rd Floor	484-7126
Scholarships and other programs		
Guardian Scholars	Cypress College Complex, 2nd Floor (Dean's Office)	484-7374
Health Services	Gym II Bldg, 1st Floor	484-7361
Honors Program	Student Center, 2nd Floor	484-7452
Instruction Office	Cypress College Complex, 3rd Floor	484-7329
International Students	Student Activities, Bldg 8, 1st Floor	484-7050
Center for Intercultural Understanding		
I-20 Forms		
Language Lab	Library/Learning Resource Center, 1st Floor	484-7193
Legacy Program	Humanities Bldg, 2nd Floor, Room 246	484-7000 x48455
Library	Library/Learning Resource Center, 2nd Floor	484-7000 x48381
Learning Resource Center	Library/Learning Resource Center, 1st Floor	484-7000 x48381
Math/Science Learning Center	Library/Learning Resource Center, 1st Floor, Room 127	484-7151
Matriculation	Student Center, 2nd Floor	484-7230
Online Education		484-7052
Puente Program	Language Arts/Counseling, Counseling Center	484-7015
School of Continuing Education	Continuing Ed., Bldg 14, Room 5 (Off of Lot 4)	484-7038
Service Learning	Student Center, 2nd Floor	484-7452
Student Services Outreach	Cypress College Complex, 2nd Floor, Room 218	484-7371
Student Activities	Student Activities Center, Bldg 8	484-7199
Student Discipline	Student Center, 2nd Floor, Room 213	484-7334
Study Abroad	Cypress Continuing Ed. Bldg, CE-2-09	484-7080
Supplemental Instruction	Library/Learning Resource Center, 1st Floor, Room 105	484-7322
Teacher Preparation Program	Humanities Bldg, 2nd Floor, Room 230	484-7186
Educational Interpreter Training Program		
Paraprofessional Certificate Program		
TRAC	Cypress College Complex, 2nd Floor, Room 201	484-7237
Transfer Center	Student Center, 2nd Floor	484-7129
Tutorial Center	Library/Learning Resource Center, 1st Floor	484-7183
UTAP	Humanities Bldg, 2nd Floor, Room 248	484-7129

Additional information about most of these services can be found in the Student Services section of this schedule.



# *Index*

# INDEX

## A

AB540	6
Absences	12
Academic Achievement Clubs	37
Academic Calendar	3
Academic Computing Resources Policy	14
Academic Distinction	10
Academic Freedom	9
Academic Honesty	9
Academic Honors	10
Academic Policies	9
Academic Renewal Policy	10
Accounting Courses	69
Activities	38
Address Change	13
Administration and Faculty Accomplishments	312
Administration and Organizational Structure	313
Administration of Justice Courses	71
Administrative Procedures	37
Administrative Support	66
Admission to Cypress	5
Admissions and Records	29
Adult Re-Entry Program	29
Advanced Placement Credit	10
Advisory Definition	61
Aeronautics	112
Air Conditioning and Refrigeration Courses	71
Airline and Travel Careers Courses	76
Alpha Gamma Sigma Honor Society	24
Anthropology Courses	83
Appeals and Petitions	18, 38
Application for Graduation	48
Application Procedures for Registration	7
Art Courses	85
Art – Computer Graphics Courses	90
Articulation Definition	67
Articulation Statement	30
Asian Studies	99
Assessment Center	30
Associate of Arts Degree	56
ASSIST Definition	67
Associate Degree	48
Associated Student Benefits	7
Astronomy Courses	99
Athletic Eligibility	37

Attendance	12
Auditing a Class	12
Automotive Collision Repair Courses	99
Automotive Technology Courses	103
Aviation Courses	112

## B

Baccalaureate Degrees	53
Benefits Card	7
Basic Skills Courses	18
Biology Courses	118
Biology Flow Chart	119
Board Policies	39
Book Buyback	30
Bookstore	30
Bursar	30
Business/Business Administration	121
Business and Computer Information Systems Lab	23

## C

Calendar	3
CalWORKs Program	33
Campus Clubs	36
Campus Dining (Food Services)	33
Campus I.D. card	8
Campus Offices	329
Campus Safety	31
Cancellation of Classes	13
CARE Program	32
Career Planning Center	31
Catalog Rights	12
Census Day	22
Center for Intercultural Understanding (CIU)	31
Certificate Programs	46
Challenging Requisites	12
Change of Name or Address	13
Chemistry Courses	123
Chinese Courses	124
Civil Rights Grievances, Title IX	21
Class Cancellations	13
Class Transfers	13
Classification of Students	21
CLEP Examination Credit	13
Clubs	36
Collision Repair – Auto Courses	99
Communication Studies Courses	125
Communications/Journalism Courses	225

Computer Graphics Courses – Art . . . . .	90
Computer Information Systems Courses. . . . .	128
Computer Information Systems Lab . . . . .	23
Computer Science Courses. . . . .	144
Computing Resources Acceptable Use Policy . . . . .	14
Conduct and Discipline (Administrative Procedures) . . . . .	39
Continuing Education Program . . . . .	145
Continuing Students . . . . .	7
Continuous Enrollment . . . . .	14
Core Values. . . . .	4
Corequisite Definition . . . . .	67
Corequisite Limitations . . . . .	12
Counseling and Student Development . . . . .	31
Counseling and Student Development Courses . . . . .	145
Course Double Counting. . . . .	14
Course Lengths . . . . .	22
Course Numbering . . . . .	14
Course Prefixes. . . . .	66
Course Progression. . . . .	14
Course Repetition . . . . .	15
Court Reporting Courses. . . . .	148
Credit by Examination . . . . .	15
Credit Earned During Military Service (Veterans) . . . . .	35
Credit/No Credit Grading (Pass/No Pass). . . . .	16
CSU General Education Breadth Requirements . . . . .	56
Culinary Arts . . . . .	209
Cultural Clubs . . . . .	36
Cultural Diversity Requirement . . . . .	52
Cypress College . . . . .	4

**D**

Dance Courses . . . . .	159
Dean's Honor Roll . . . . .	9
Dental Assistant Courses . . . . .	163
Dental Hygiene Courses . . . . .	166
Dentistry . . . . .	170
Department Certificates. . . . .	48
Description of Courses . . . . .	65
Diagnostic Medical Sonography Courses . . . . .	171
Disabled Students Program & Services (DSPS) . . . . .	32
Discipline Procedures (Student) (Administrative Procedures) . . . . .	39
Discrimination Policy . . . . .	44
Dismissal Policies . . . . .	19
Distance Education . . . . .	22
Doctor's Office (Health Services) . . . . .	34
Double Counting Courses . . . . .	14

Drafting . . . . .	173
Dress Code . . . . .	37
Drop a Class (Withdrawal). . . . .	22

**E**

Economics Courses. . . . .	174
Education Courses . . . . .	175
Educational Interpreter Training Program . . . . .	24
Electives – Definition . . . . .	67
Electricity Courses. . . . .	176
Electronics. . . . .	176
Eligibility for Intercollegiate Athletics . . . . .	37
Emeritus – Professors . . . . .	327
Engineering Courses . . . . .	176
Engineering Flow Chart. . . . .	177
Engineering Technology Courses . . . . .	179
English Courses . . . . .	180
English as a Second Language - Courses . . . . .	186
English as a Second Language Program . . . . .	23
English Flow Chart . . . . .	181
Enrolling to Cypress College. . . . .	5
Enrollment Class Cancellations. . . . .	13
Enrollment Fees . . . . .	7
Enrollment Limitations . . . . .	12, 20
Enrollment Verification. . . . .	8
Entrance Honors . . . . .	9
ESL Flow Chart . . . . .	187
ESL Program. . . . .	23
Ethnic Studies Courses . . . . .	189
Examinations. . . . .	13, 15, 18
Extended Opportunity Programs & Services (EOPS) . . . . .	32

**F**

Faculty. . . . .	313
Faculty Accomplishments . . . . .	312
Fees. . . . .	7
Associated Student Benefits Card . . . . .	7
Campus ID Card . . . . .	8
Enrollment. . . . .	8
Health Fee. . . . .	8
Non-Resident Tuition. . . . .	8
Parking . . . . .	8
Refunds. . . . .	8
Student Representation . . . . .	8
Transcripts . . . . .	8
Verification of Enrollment . . . . .	8

FERPA . . . . .	45
Financial Aid . . . . .	33
Fine Arts Degree . . . . .	50
Flight Attendant . . . . .	76
Food Services . . . . .	33
Food Service Courses . . . . .	209
Foreign Language . . . . .	192
Forestry . . . . .	192
French Courses . . . . .	192
Foundation . . . . .	34

**G**

General Education and Basic Skills PLO . . . . .	64
General Education Certification . . . . .	48
Geography Courses . . . . .	193
Geology Courses . . . . .	196
Government (Student) . . . . .	38
Grade Change . . . . .	16
Grade Reports . . . . .	16
Grades and Grade Point Average . . . . .	17
Grading – Credit/No Credit — Pass/No Pass . . . . .	16
Graduation Application . . . . .	48
Graduation/Educational Options . . . . .	46
Graphic Arts . . . . .	197
Grievances . . . . .	38
Guardian Scholars . . . . .	34
Guide to Help You . . . . .	329

**H**

Health Fee . . . . .	7
Health Information Technology Courses . . . . .	198
Health Science Courses . . . . .	203
Health Science Continuing Education Courses . . . . .	206
Health Services . . . . .	34
Help Guide . . . . .	329
History Courses . . . . .	207
Honesty Policy . . . . .	9
Honors Program . . . . .	24
Honor Society (AGS) . . . . .	24
Honors . . . . .	10
Honors at Entrance . . . . .	10
Honor Roll . . . . .	10
Hotel, Restaurant, Culinary Arts Courses . . . . .	209
Hours – Campus . . . . .	30
Housing . . . . .	35
Human Services Courses . . . . .	215
Hybrid Courses . . . . .	23

**I**

I.D. card . . . . .	8
IGETC . . . . .	59
ILO's (Institutional Learning Outcomes) . . . . .	4
Important Dates . . . . .	3
Industrial Education Teaching . . . . .	221
Information Systems . . . . .	221
Inter-Club Council (ICC) . . . . .	37
Intercollegiate Athletic Program . . . . .	37
Intercultural Understanding (CIU) . . . . .	31
Interdisciplinary Studies Courses . . . . .	221
Interest Clubs . . . . .	36
Instructional Divisions . . . . .	313
International Students . . . . .	25
Intersegmental General Education Transfer Curriculum (IGETC) . . . . .	59
Instructional Support Services . . . . .	23
International Transcript Evaluations . . . . .	18
Intersession . . . . .	22

**J**

Japanese Courses . . . . .	223
Journalism/Communications Courses . . . . .	225

**K****L**

Lab – Computer Information Systems . . . . .	23
Latin American Studies . . . . .	226
Law Enforcement . . . . .	226
Learning and Academic Resources Courses . . . . .	227
Learning Center . . . . .	23
Legacy Program (Black Studies) . . . . .	26
Library . . . . .	23
Library and Learning Resource Center . . . . .	23
Library Courses . . . . .	227
Limitations on Enrollment . . . . .	12, 20
L/LRC (Library and Learning Resource Center) . . . . .	23
Loans . . . . .	33
Lost and Found . . . . .	34

**M**

Management Courses . . . . .	228
Map . . . . .	Inside back cover
Marine Service Technician Courses . . . . .	235



Marketing Courses . . . . .	236	Personnel and Faculty . . . . .	312
Mathematics Courses . . . . .	241	Petition and Appeals . . . . .	18, 38
Math Flow Chart . . . . .	242	Pharmacy Transfer Program . . . . .	266
Math Learning Center (MLC) . . . . .	23	Philosophy and Religious Studies Courses . . . . .	267
Matriculation . . . . .	34	Photography Courses . . . . .	270
Medicine Transfer Program . . . . .	245	Physical Education Courses . . . . .	275
Merchandising . . . . .	245	Physical Science Courses . . . . .	285
Military Service Credit (See Veterans and Service Members) . . . . .	35	Physical Therapy . . . . .	286
Mission Statement . . . . .	4	Physician Assistant . . . . .	286
Mortuary Science Courses . . . . .	246	Physics Courses . . . . .	286
Motorcycle Technology . . . . .	111	Placement in ESL . . . . .	187
Multimedia Courses . . . . .	250	Political Science Courses . . . . .	288
Multiple Degrees . . . . .	49	Portuguese Courses . . . . .	289
Music Courses . . . . .	251	Pre-Collegiate Basic Skills Courses . . . . .	18
 		Pre-Professional Programs . . . . .	290
<b>N</b>		Prerequisite Definition . . . . .	67
Name Change . . . . .	13	Prerequisite Limitations . . . . .	12
New Student . . . . .	5, 7	President's Honor Roll . . . . .	10
Non-Degree Credit Courses . . . . .	18	Probation and Dismissal Policies . . . . .	19
Non-Discrimination Statement . . . . .	44	Professors Emeritus . . . . .	327
Non-High School Graduate Admission . . . . .	5	Proficiency Examination . . . . .	19
Non-Resident Tuition . . . . .	5, 8	Program Learning Outcomes (PLO) . . . . .	5
North Orange County Community College District (NOCCCD) . . . . .	Inside cover	Programs of Study . . . . .	46
Numbering Courses . . . . .	14	Psychiatric Technology Courses . . . . .	290
Nurse, Campus . . . . .	34	Psychology Courses . . . . .	292
Nursing Courses . . . . .	258	Publications . . . . .	37
 		Puente Program . . . . .	27
<b>O</b>		 	
Office Administration Courses . . . . .	266	<b>Q</b>	
Official Student Publications . . . . .	37	Quick Guide to Help You . . . . .	329
Online Courses . . . . .	23	 	
Open Enrollment Policy . . . . .	7	<b>R</b>	
Open-Entry Courses . . . . .	22	Radiologic Technology . . . . .	295
Open Registration . . . . .	7	Reading Proficiency . . . . .	19
Optometry Transfer Program . . . . .	266	Reading Proficiency Examination . . . . .	181
Organizational Structure - Administration . . . . .	313	Re-Admission to College . . . . .	20
 		Real Estate Courses . . . . .	299
<b>P</b>		Records of Students . . . . .	20
Paraprofessional Program . . . . .	26	Recreation Courses . . . . .	299
Parking . . . . .	8	Refunds . . . . .	8
Parking and Traffic Control . . . . .	31	Refund Processing Fee . . . . .	8
Pass/No Pass Grading . . . . .	16	Reinstatement . . . . .	20
Patron of the Arts . . . . .	35	Registration Procedures . . . . .	7
PE Courses . . . . .	275	Religious Clubs . . . . .	36
Personalized Tutoring . . . . .	24	Religious Studies/Philosophy Courses . . . . .	267
		Remedial Limitation . . . . .	19
		Repeating Courses . . . . .	15

Residency . . . . .	5
Restaurant Courses . . . . .	209
Returning Student . . . . .	5, 7
Review and Release of Student Records . . . . .	20
Right to Know Campus Security Act . . . . .	45

**S**

Safety and Security . . . . .	31
Scholastic Dismissal . . . . .	19
Secretarial . . . . .	300
Security – Campus Safety . . . . .	31
Semester Courses . . . . .	22
Service Learning . . . . .	27
Sexual Assaults (AP3540) . . . . .	45
Short Courses . . . . .	22
Smoking on Campus (Administrative Procedures) . . . . .	40
Social Science Courses . . . . .	300
Sociology Courses . . . . .	300
Spanish Courses . . . . .	304
Special Admit Program . . . . .	27
Speech Courses (Communication Studies) . . . . .	125
Standards of Student Conduct and Discipline (Administrative Procedures) . . . . .	40
Status Verification of Students . . . . .	22
Strategic Plan Directions . . . . .	4
Student Activities . . . . .	38
Student Classification . . . . .	21
Student Development Courses . . . . .	145
Student Discipline Procedures (Administrative Procedures) . . . . .	40
Student Government . . . . .	38
Student Grievances . . . . .	38
Student Housing . . . . .	35
Student Lab (L/LRC) . . . . .	23
Student Learning Outcomes (SLO) . . . . .	5
Student Records . . . . .	20
Student Representation Fee . . . . .	8
Student Responsibility – Attendance . . . . .	12
Student Rights (FERPA) . . . . .	45
Student Right to Know Campus Security Act . . . . .	45
Student Status Verification . . . . .	22
Student Support Services . . . . .	30
Study Abroad Program . . . . .	28
Study Load . . . . .	21
Summer Intersession Courses . . . . .	22
Supplemental Instruction (SI) . . . . .	24
Support Services . . . . .	30

**T**

Teacher Preparation Program . . . . .	28
Theater Arts Courses . . . . .	306
Title IX and Civil Rights Grievances . . . . .	21
Transcript Evaluations – International . . . . .	18
Transcript Fees . . . . .	8
Transcript of Record . . . . .	21
Transfer Center . . . . .	35
Transfer of Class . . . . .	13
Transfer Credit . . . . .	63
Transfer Programs . . . . .	53
Transfer to a Four-Year College . . . . .	53
Travel Careers . . . . .	76
Tutoring (L/LRC) . . . . .	23

**U**

Undeclared or Undecided . . . . .	310
Unit – Definition . . . . .	67
University Transfer Achievement Program (UTAP) . . . . .	29
Unofficial Publications . . . . .	37

**V**

Verification of Enrollment . . . . .	8
Verification of Student Status . . . . .	22
Veterinary Medicine . . . . .	310
Visa Information . . . . .	26
Vision Statement . . . . .	4
Veterans and Service Members . . . . .	35
Vocational Certificate . . . . .	46

**W**

Welding Courses . . . . .	310
Withdrawal . . . . .	22
Word Processing Courses . . . . .	310
Work Experience Courses . . . . .	311

**X****Y****Z**

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AN Anaheim Campus	Administration ..... COCPXL
BK Bookstore	Admissions & Records ..... SC
BUS 9 Business	Assessment ..... SC
COCPXL 6 Cypress College Complex	Bookstore ..... BK
EA 2 Fine Arts	Bursar ..... SC
G1 7 Gymnasium 1	Campus Safety (*) ..... BUS
G2 11 Gymnasium 2	Counseling Center ..... SC
HUM 1 Humanities	DSPS ..... COCPXL
H H-131 & H-136 (lecture halls)	EDPS ..... COCPXL
L/LRC Library/Learning Resource Center	Financial Aid ..... COCPXL
M&O 34 Maintenance & Operations	Food Services ..... SC
SAC 8 Student Activities	Health Center ..... G2
SC 20 Student Center	International Students ..... SAC
SEM 3 Science/Engineering/Math	Information ..... SC
TA 4 Theater Arts	Locker Rooms ..... TE2
TE1 10 Technical Education 1	Photo ID ..... SC
TE2 12 Technical Education 2	
TE3 13 Technical Education 3/Health Science	

- S**=Stairs
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