

**CYPRESS**



**COLLEGE**  
*Go Places*

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



## **2002-2003 Catalog**

<http://CypressCollege.edu>

**(714) 484-7000**



# **CYPRESS COLLEGE**

## ***Catalog***

**2002 - 2003**

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

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

Cover design by Marc Posner - Public Information Officer.

# Welcome to Cypress College!



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

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

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

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

A handwritten signature in cursive script that reads "Marjorie D. Lewis".

Marjorie D. Lewis, Ph.D.  
President

## North Orange County Community College District

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

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

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

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

and Orange counties. It serves, in its credit and non-credit programs, about 70,000 students each semester.

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

### Board of Trustees

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

Chancellor  
Jerome Hunter

# \*Academic Calendar 2002-2003

## 2002 Fall Semester - August 19 - December 20, 2002

August 19 ..... First day of instruction  
 September 2 ..... Legal Holiday - Labor Day  
 November 11 ..... Legal Holiday - Veterans' Day  
 November 28, 29, 30 ..... Legal Holiday - Thanksgiving Recess  
 December 12-20 ..... Final examinations  
 December 20 ..... End of Fall Semester  
 December 21, 2002 - January 18, 2003 ..... Academic Recess between semesters

## 2003 Spring Semester - January 21 - May 29, 2003

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

## 2003 Summer Intersession - to be announced

\*Dates and deadlines are subject to change.

# July 2002 - June 2003

## Yearly Planner

### 2002

JULY							AUGUST							SEPTEMBER						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
	1	2	3	4	5	6					1	2	3	H	H	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	H	H	12	13	14	15	16	15	16	17	18	19	20	H
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	H	H	H	29	30	31				

### 2003

JANUARY							FEBRUARY							MARCH						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	H	H	9	10	11	12	13	14	15
19	20	21	22	23	24	25	H	H	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	23	24	25	26	27	28	29	

APRIL							MAY							JUNE						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
H	H	H	H	H	H	H	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				H	H	27	28	29	30	31	29	30					

# Cypress College

**EXCELLENCE IN EDUCATION**

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

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

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

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

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

## **Acknowledgments**

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

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

# Educational Philosophy

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

## **COLLEGE VISION 2000-2004**

Building a college-wide learning community for student success.

## **MISSION STATEMENT**

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

## **DIRECTIONS TO REACH THE VISION**

- Direction One: Fostering a positive learning environment for student success.
- Direction Two: Building and refining classroom instruction to promote course, certificate, degree, and transfer education.
- Direction Three: Recognizing the challenges of new technology and supporting its implementation, use and staff.
- Direction Four: Empowering college students and staff to build a campus culture that embraces diversity.
- Direction Five: Developing and managing new and existing physical, financial and human resources for greater efficiency and effectiveness.
- Direction Six: Forming collaborative alliances within the college and the community.

# Admissions

## POLICIES AND PROCEDURES

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

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

## NEW AND RETURNING STUDENTS

**WHO** must apply?

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

**WHERE** to apply?

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

**WHEN** to apply?

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

**AFTER** you apply...

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

## HIGH SCHOOL GRADUATES

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

## THE BRIDGE PROGRAM

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

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

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

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

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

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

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

## RESIDENCE REQUIREMENTS

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

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

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

**Residence Determination Date** - The residence determination date is the day immediately preceding the first day of instruction of the fall, or spring, or summer term as set by the Board of Trustees, during which the student proposes to attend Cypress College.

Each person enrolled in, or applying for admission to, a California Community College is, for purposes of admission and/or tuition, classified as a "resident," or a "non-resident." If a student is classified as a resident, admission to the college will be accomplished without non-resident tuition. Students classified as non-residents will be required to pay tuition in an amount set by the governing board of the district of enrollment.

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

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

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

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

### **Exceptions**

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

The exceptions are:

- Minors who remain in California after their parents, who had previously resided within California, moved from the state prior to the resident determination date, and the minors continue full-time attendance at a tax-supported college in California, will retain resident classification.
- A student who is a minor and who has been self-supporting and in California for one year preceding the day before the term, will be granted resident classification if said self-support can be proven.

- A student who has not been an adult for more than one year prior to the resident determination date may add parental pre-18-years-of-age residence, if any, to the post-18-year residence to obtain durational requirement.
- A child or a spouse of a member of the armed forces stationed in California may be granted resident classification. A student who is a member of the armed forces not assigned to California for purposes of education will be entitled to resident classification until the one year necessary to establish residency has been spent in California.
- Adult aliens lawfully admitted for permanent residence and residents of California for one year after being granted permanent residency will be given resident classification. Minor aliens may use their parent's durational presence to satisfy the one year requirement.
- A student holding a valid credential authorizing service in a public school and employed in a certificated position by a community college district will be given resident classification.
- A student who is an apprentice within the meaning of Section 3077 of the Labor Code is entitled to resident classification.
- Per the provisions of AB540, any student, other than a non-immigrant alien, who has attended a California high school for three or more years and graduated from a California high school may be exempt from non-resident tuition. Any alien student without lawful immigration status must file an affidavit stating that he/she has or will file to legalize his/her status. Students who qualify for this exemption are not eligible for state financial aid.

## **OUT-OF-STATE STUDENTS**

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

## **INTERNATIONAL STUDENTS**

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

- The number of F-1 students admitted is limited to three percent of the day enrollment.
- F-1 students are required to pay a non-resident tuition and enrollment fee. This fee is determined by the Board of Trustees each year and is due at the time of registration.
- Only persons who qualify for F-1 student visas are eligible for admission.
- Deadlines for the acceptance of applications from international students are April 15 for the fall semester and October 1 for the spring semester.

- The fee for the necessary special handling and processing of the application package of non-resident F-1 students is \$25.00.
- The F-1 visa student is required to complete a full-time program (12 units or more) each semester of attendance. Failure to do so is reported to the Immigration Service and the student may not be permitted to enroll for the next semester.
- Enrollment of F-1 students is limited to a maximum of six semesters.
- **Criteria for acceptance of International Students:**
  1. The applicant must possess knowledge of the English language sufficient to result in a Test of English as a Foreign Language (TOEFL) score of 500 or higher.
  2. The applicant must offer evidence of a degree of academic achievement the equivalent of an American high school education. The student must submit a transcript of an official school record accompanied by a notarized English translation. Evaluations of International transcripts and other admission documents will be based upon the recommendations of The Country Index, The World Education Series of the American Association of Collegiate Registrars and Admissions Officers, or other sources.
  3. Applicant must offer evidence of financial responsibility.
  4. F-1 visa applicants who have attended other American schools or colleges may be considered for admission provided the applicant meets Cypress College admission requirements and can show proof of a valid immigration status with the Immigration and Naturalization Service. F-1 visa applicants who have completed two or more years of college will be advised to seek admission to an institution offering upper division courses.
  5. After the completion of the above requirements, the applicant will be considered for admission and will be notified of his/her acceptance or non-acceptance. If accepted, the applicant will also be sent an Immigration I-20 form and registration information.
- The F-1 visa student shall be held to the same scholastic requirements and to the same college rules and regulations as other students.
- F-1 visa students are required to purchase health insurance in the United States. Such insurance should include major medical coverage to protect the student against financial catastrophe. Students are required to provide proof of health insurance covering the full semester of current enrollment. Monthly or quarterly premiums are not acceptable.
- F-1 visa students will be recommended for a work permit only in accordance with the rules and regulations established by the United States Immigration and Naturalization Services.
- F-1 visa students will not be accepted for admission into any program when applications by qualified U.S. citizens exceed space available.

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

### **B-2 Visitor's Visa**

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

### **Permanent Visa**

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

### **Other Visas**

Contact the Admissions and Records Office for further information.

## **OPEN ENROLLMENT**

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

# **Registration Procedures**

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

### **1. Filing an application in the Admissions and Records Office**

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

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

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

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



## Continuing Students

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

## New Students

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

## Returning Students

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

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

## Late Registration

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

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

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

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

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

## Fees

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

### ASSOCIATED STUDENT BENEFITS CARD

There are many reasons for students to join the Advantage Services Card Program at Cypress College. For a cost of

only \$7.00, the card can be used at many businesses. Students who are Associated Student members are encouraged to utilize all the benefits, privileges and services to which they are entitled. Associated Student cardholders are entitled to a limited 10% discount at the Cypress College Bookstore. A portion of each card sale goes for grants to campus programs including fine arts, athletics, journalism, the Doorways to Discovery Workshop Series, Children's Center programs, campus clubs, guest speakers and entertainers. Each cardholder is also entitled to vote in Associated Student campus elections. For information on the Associated Student Benefits Card, visit the Student Activities Office, piazza level, Gymnasium II, or call (714) 484-7198.

### CAMPUS ID CARD

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

### ENROLLMENT FEES

All students, residents and non-residents, must pay the enrollment fee of \$11.00 per unit (\$5.50 per ½ unit). However, the enrollment fee may vary, should the state legislature take action to change it.

### GRADUATION & CERTIFICATE APPLICATION FEE

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

### HEALTH FEE

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

Additionally, students attending classes exclusively on Saturday, students attending Cypress College exclusively under an approved apprenticeship training program, and students identified by the Financial Aid Office as qualifying for exemption under Education Code Section 72252.1 are exempt from paying the health fee.

**NON-RESIDENT TUITION**

Non-residents of the state of California are charged tuition at \$141 per unit. Citizens and residents of a foreign country are charged an additional \$20.00 per unit capital outlay fee as provided in Educational Code Section 76141. Non-resident tuition is *in addition* to the enrollment fee required to be paid by all students. If you believe you should be reclassified as a resident student, it is the student's responsibility to request reclassification at the Admissions and Records Office prior to registering.

**PARKING**

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

**REFUNDS**

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

**REFUND PROCESSING FEE**

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

**STUDENT REPRESENTATION FEE**

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

**TRANSCRIPT FEES**

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

**VERIFICATION OF ENROLLMENT**

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

# Academic Policies

## ACADEMIC HONESTY

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

1) Students shall not plagiarize, which is defined as stealing or passing off as one's own ideas or words of another and as using a creative production without crediting the source. The following cases are examples of what constitutes plagiarism:

- paraphrasing published material without acknowledging the source.
- making significant use of an idea or a particular arrangement of ideas, e.g., outlines.
- writing a paper after consulting with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledging the debt.
- submitting under one's own name, term papers or other reports which have been prepared by others.

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

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

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

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

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

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

responsibility of the review board to determine academic penalties as appropriate.

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

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

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

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

## ACADEMIC HONORS

### DEAN'S HONOR ROLL

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

### PRESIDENT'S HONOR ROLL

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

### ACADEMIC DISTINCTION

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

### ALPHA GAMMA SIGMA HONOR SOCIETY

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

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

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

### HONORS AT ENTRANCE

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

## ACADEMIC RENEWAL POLICY

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

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

- The student must submit a written application to the Admissions and Records Office for presentation to the Petitions Committee. This application should include transcripts showing previous substandard work (less than "C" or equivalent) which is to be disregarded.
- A maximum of twenty-four (24) semester units of substandard work taken during two (2) semesters, may be alleviated. This work will be disregarded in the computation of cumulative grade point average and in total unit credit. At least two calendar years must have elapsed since the most recent course work to be disregarded was completed.
- Since completion of the most recent course to be disregarded, the student must have subsequently completed, at any regionally accredited college or university, course work which amounts to at least fifteen (15) units at a minimum GPA of 3.0 or thirty (30) units at a minimum GPA of 2.0.

- A student may request academic renewal only once.
- Academic renewal by Cypress College does not guarantee that other institutions outside the North Orange County Community College District will approve such action. This determination will be made by the respective transfer institutions.
- Upon granting the petition of Academic Renewal, the student's Cypress College permanent record shall be adjusted and annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Cypress College cannot, however, line through or annotate the permanent records of any other institution.
- The Admissions and Records Office shall maintain a record of action taken under Academic Renewal.

## ADVANCED PLACEMENT CREDIT

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

## ATTENDANCE

### ATTENDANCE AT FIRST CLASS MEETING

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

### ABSENCES

Absences are handled as follows:

- After a student accumulates in any class more than a week's absences (more than the number of times the class meets per week), consecutive or nonconsecutive, an instructor may file a *Drop Form* in the Records Office requesting the student be dropped from class. When this request is approved by the Records Office the instructor will be notified and the student will be dropped from the class.
- A student who must miss one or more classes because of a field trip or other authorized activity, such as athletics or music groups, will be issued an *Authorized Absence Excuse* (available in each division office) by the instructor under whose supervision the activity will occur. The student shall have this excuse signed by the instructors of the classes that will be missed **before the absence occurs**. It is recommended that these transactions be carried out at least two days before the activity. The signed excuse must be presented to the instructor in charge of the activity, who shall in turn file it with the Admissions Office upon the conclusion of the activity.
- No absence excuses a student from making up the work missed. Students should realize that undue absences may adversely affect their grades.

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

## STUDENT RESPONSIBILITY

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

## AUDITING

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

## CALIFORNIA ARTICULATION NUMBER (CAN) CODES

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

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

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

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

### CAN ID CYPRESS COLLEGE COURSE

CAN AJ 2	AJ 100 C
CAN AJ 4	AJ 110AC
CAN ANTH 2	ANTH 201 C
CAN ANTH 4	ANTH 102 C
CAN ANTH 6	ANTH 203 C
CAN ART 2	ART111 C
CAN ART4	ART 112 C
CAN ART6	ART 150 C
CAN ART8	ART 182 C
CAN ART 14	ART120 C
CAN ART 16	ART121 C
CAN ART18	PHOT101 C
CAN ART 24	ART185 C
CAN ART SEQ A	ART111 C+112 C
CAN BIOL2	BIOL101 C
CAN BIOL10	BIOL230 C
CAN BIOL12	BIOL240 C
CAN BIOL14	BIOL262 C
CAN BIOLSEQ B	BIOL230 C+240 C
CAN BUS 2	ACCT101 C
CAN BUS 4	ACCT102 C
CAN BUS 6	CIS 111 C
CAN BUS 8	MGT241 C
CAN BUS 12	MGT240 C
CAN BUS SEQ A	ACCT101 C+102 C
CAN CHEM 2	CHEM 111AC
CAN CHEM 4	CHEM 111BC
CAN CHEM 6	CHEM 101 C
CAN CHEM 8	CHEM 201 C
CAN CHEM 12	CHEM 205 C
CAN CHEM SEQ A	CHEM 111AC+111BC
CAN CHEM SEQ B	CHEM 101 C+201 C
CAN CHIN 2	CHIN 101 C
CAN CHIN 4	CHIN 102 C
CAN CHIN SEQ A	CHIN 101 C+102 C
CAN CSCI 2	CSCI 185AC
CAN CSCI 4	CSCI 205 C
CAN CSCI 8	CIS 214 C
CAN CSCI 16	CIS 223 C
CAN DRAM 8	THEA120 C
CAN DRAM 12	THEA140 C
CAN DRAM 22	THEA124 C
CAN ECON 2	ECON 100 C
CAN ECON 4	ECON 105 C
CAN ENGL 2	ENGL100 C
CAN ENGL4	ENGL102 C
CAN ENGL6	ENGL105 C
CAN ENGL8	ENGL211 C
CAN ENGL10	ENGL212 C
CAN ENGL 14	ENGL221 C
CAN ENGL 16	ENGL222 C
CAN ENGLSEQ A	ENGL100 C+102 C
CAN ENGLSEQ B	ENGL211 C+212 C
CAN ENGL SEQ C	ENGL221 C+222 C
CAN ENGR 2	ENGR 102 C
CAN ENGR 6	ENGR 210 C
CAN ENGR 8	ENGR 201 C
CAN FCS 2	HRC 100 C
CAN FREN 2	FREN 101 C
CAN FREN 4	FREN 102 C
CAN FREN 8	FREN 203 C
CAN FREN 10	FREN 204 C
CAN FREN SEQ A	FREN 101 C+102 C
CAN FREN SEQ B	FREN 203 C+204 C
CAN GEOG 2	GEOG 102 C
CAN GEOG 4	GEOG 160 C
CAN GEOG 6	GEOG 102 C+102LC
CAN GEOL2	GEOL100 C+101 C OR GEOL102 C
CAN GEOL 4	GEOL103 C
CAN GEOL6	GEOL100 C
CAN GERM 2	GERM 101 C
CAN GERM 4	GERM 102 C
CAN GERM SEQ A	GERM 101 C+102 C
CAN GOVT 2	POSC 100 C
CAN HIST2	HIST110AC
CAN HIST4	HIST110BC
CAN HIST8	HIST170AC
CAN HIST10	HIST171 C
CAN HIST14	HIST 112 C
CAN HIST16	HIST 113 C
CAN HISTSEQ A	HIST 110AC+110BC
CAN HISTSEQ B	HIST 170AC+171 C
CAN HISTSEQ C	HIST 112 C+113 C
CAN JAPN 2	JAPN 101 C
CAN JAPN 4	JAPN 102 C
CAN JAPN 8	JAPN 203 C
CAN JAPN 10	JAPN 204 C
CAN JAPN SEQ A	JAPN 101 C+102 C
CAN JAPN SEQ B	JAPN 203 C+204 C
CAN JOUR 2	JOUR 101 C
CAN JOUR 4	JOUR 110 C
CAN MATH 2	MATH 100 C
CAN MATH 8	MATH 142 C
CAN MATH 10	MATH 141 C
CAN MATH 12	MATH 115 C
CAN MATH 16	MATH 141 C+142 C
CAN MATH 18	MATH 150AC
CAN MATH 20	MATH 150BC
CAN MATH 22	MATH 250AC
CAN MATH 24	MATH 250BC
CAN MATH 30	MATH 130 C
CAN MATH SEQ B	MATH 150AC+150BC
CAN MATH SEQ C	MATH 150AC+150BC+250AC
CAN MUS 2	MUS 103AC
CAN MUS 4	MUS 103BC
CAN MUS SEQ A	MUS 103AC+103BC
CAN PHIL2	PHIL100 C
CAN PHIL4	PHIL160 C
CAN PHIL6	PHIL170 C
CAN PHIL8	PHIL201 C
CAN PHYS 2	PHYS 201 C
CAN PHYS 4	PHYS 202 C
CAN PHYS 8	PHYS 221 C
CAN PHYS 12	PHYS 222 C
CAN PHYS 14	PHYS 223 C
CAN PHYS SEQ A	PHYS 201 C+202 C
CAN PHYS SEQ B	PHYS 221 C+222 C+223 C
CAN PSY 2	PSY 101 C
CAN PSY6	PSY 161 C
CAN PSY8	PSY 202 C
CAN REC 2	REC 100 C
CAN SOC 2	SOC 101 C
CAN SOC 4	SOC 102 C
CAN SPAN 2	SPAN 101 C
CAN SPAN 4	SPAN 102 C
CAN SPAN 8	SPAN 203 C
CAN SPAN 10	SPAN 204 C
CAN SPAN SEQ A	SPAN 101 C+102 C
CAN SPAN SEQ B	SPAN 203 C+204 C
CAN SPCH 4	SPCH 100 C
CAN SPCH 6	SPCH 135 C
CAN SPCH 8	SPCH 105 C
CAN SPCH 10	SPCH 124 C
CAN STAT 2	MATH 120 C

### CATALOG RIGHTS

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

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

### Grounds for Challenge

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

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

### Burden of Proof

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

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

### Challenge Procedure

Filing of Challenge:

1. A challenge with respect to any prerequisite, corequisite or limitation on enrollment initiated pursuant to this policy shall be made upon the appropriate challenge form, which may be obtained from a counselor or the Office of Instruction.
2. The completed challenge form must be filed with the Office of Instruction in accordance with the following deadlines:

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

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

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

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

## CHANGE OF NAME OR ADDRESS

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

## CLASS CANCELLATIONS

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

## CLASS TRANSFERS

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

## CLASSIFICATION OF STUDENTS

*Students are classified as follows:*

Full-time	Enrolled in 12 or more units
Part-time	Enrolled in fewer than 12 units
Freshman	Fewer than 30 units completed
Sophomore	30 or more units completed

## COMPUTING RESOURCES ACCEPTABLE USE POLICY

**PURPOSE:** The purpose of this document is to explain the terms of use for instructional computing resources available to students of Cypress College. All computing resources are intended to support the research and educational mission of Cypress College; their use is a privilege and a responsibility. The use of computing resources is subject to all applicable local, state and federal laws, the general guidelines outlined in this document, and any specific guidelines in effect at individual campus computing centers.

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

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

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

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

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

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

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

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

*No violation of other individuals' privacy or rights.* This includes but is not limited to: accessing another person's account or any data stored and used by that person, shar-

ing another person's private correspondence with others, destroying or modifying data that belongs to someone else, or sending offensive messages of any kind.

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

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

## CONTINUOUS ENROLLMENT

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

## COURSE DOUBLE COUNTING

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

## COURSE NUMBERING

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

## COURSE PROGRESSION

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

## COURSE REPEAT ADJUSTMENT

In the case of a legally repeated course in which a student previously received a "D" or "F" grade at Cypress College, the original grade and grade points will be excluded from the grade point average **ONLY** upon request by the student. Grade Replacement Cards, which can be obtained in the Admissions and Records Office, must be filed by the

student. Student records will be adjusted to reflect the subtraction of units attempted, units completed, grade points and change in GPA.

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

## COURSE REPETITION

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

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

## CREDIT BY EXAMINATION

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

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

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

- Completed petitions will be received until the 9th week of each semester. Examinations will normally be administered during the 13th and 14th weeks only. Specific arrangements as to day and hour are to be arranged with the instructor.
- Criteria for petition approval will be determined by the appropriate division. General guidelines will include evidence of previous learning experience, evidence to indicate probable success in the examination, and future enrollment plans.
- Appeals on denial of student petition will be brought to the Petitions Committee at the student's request. The Academic Divisions will determine which courses are eligible for challenge. Examination content and grade standards will also be determined by division faculty.

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

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

The following courses may be challenged by examination:

ACCT 101 C Financial Accounting	Health Science Courses See Division Dean
ATC 191 C Airline Reservations: APOLLO	HIST 141 C Introduction to Chicana/o History and Culture
AVIA 090 C Flight Training - Private Pilot	MGT 111 C Business Communications
AVIA 091 C Flight Training - Instrument Rating	MATH 130 C Survey of Calculus
AVIA 092 C Flight Training-Commercial Pilot	MATH 150AC Calculus and Analytic Geometry
AVIA 093 C Flight Training - Flight Instructor	MATH 150BC Calculus and Analytic Geometry
AVIA 232 C Instrument Rating	MATH 250AC Intermediate Calculus
Court Reporting Courses See Business Division Dean	MATH 250BC Intermediate Calculus
Computer Info Systems See Business Division Dean	Mortuary Science Courses See Department Program Director
Dental Assistant Courses See Dept. Program Director	Nursing Courses See Department Program Director
Dental Hygiene Courses See Dept. Program Director	PHOT 101 C Introduction to Photography
ECON 100 C, ECON 105 C Principles of Economics	PE 234 C Contemporary Personal Health
ENGT 140 C AC&DC Circuits I	POSC 100 C Government of the United States
ETHS 141 C Introduction to Chicana/o History and Culture	Psychiatric Tech Courses See Department Program Director
GERM 101 C Elementary German I	Radiologic Tech Courses See Department Program Director
GERM 102 C Elementary German II	SOC 101 C Introduction to Sociology
Health Info Tech Courses See Dept. Program Director	



## CREDIT EARNED DURING MILITARY SERVICE

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

## CREDIT/NO CREDIT GRADING

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

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

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

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

ART 155 C Art - Open Lab	HS 168 C Patient Care Skills - Open Lab
AVIA 090 C Flight Training-Private Pilot	HS 268 C Patient Care Skills - Open Lab
AVIA 091 C Flight Training-Instrument Rating	MGT 085 C Business Planning
AVIA 092 C Flight Training-Commercial Pilot	MGT 086 C Business Finance-Recordkeeping
AVIA 093 C Flight Training-Flight Instructor	MGT 087 C Obtaining and Using Computers
CHEM 060 C Chemistry Review	MGT 088 C Managing Personnel
CSCI 080 C Computer Science Laboratory	MGT 089 C Business Law-Small Business
COUN 060 C Academic Success & College Survival	MGT 298 C Management Seminar
COUN 072 C Learning Disabilities Assessment	MKT 090 C Marketing Essentials
COUN 105 C Stress and Anxiety Management	MKT 091 C Advertising & Public Relations
COUN 140 C Educational Planning	MKT 092 C Personal Selling
COUN 140HC Honors Educational Planning	MKT 093 C Target Marketing
COUN 141 C Career Exploration	MKT 094 C Buyer Behavior
COUN 144 C Women and Careers	MKT 095 C Market Distribution Systems
COUN 145 C Changing Careers	MKT 096 C Sales Promotion Techniques
COUN 146 C Decision Making	MKT 097 C Customer Relations
COUN 147 C Peer Advising	MKT 098 C Int'l Marketing - Small Bus.
COUN 156 C Self-Concept	MATH 025 C Elementary Algebra Review
COUN 215 C Tutoring Techniques	MATH 045 C Intermediate Algebra Review
COUN 299 C Counseling Independent Study	MATH 055 C C-BEST Mathematics Preparation
CTRP 077 C Dictation/Transcription	MATH 098 C Mathematics Seminar
CTRP 099 C Court Rptg. Independent Study	MATH 186 C TI-85/86 Graphing Calculator
DH 275 C Clinical Dental Hygiene	MATH 192 C TI-89/92 Graphing Calculator
ENGL 099 C Learning Skills - Independent Study	MUS 100 C Music Laboratory
ESL 099 C Independent Study for Non-Native Speakers of English	MUS 224LC Recording Studio Lab

PE 083 C Fitness for Athletes	PHYS 023 C PHYS 221 C Problem Solving	BIOL 262 C General Microbiology	COUN 074 C Computer Access II
PE 093 C Weight Lifting for Athletes	PHYS 024 C PHYS 222 C Problem Solving	BIOL 298 C Biology Seminar	COUN 075 C Computer Access Projects
PHYS 021 C PHYS 201 C Problem Solving	RADT 060 C Introduction to Fundamental Medical Sonographic Theory	BIOL 299 C Independent Study for Biology	COUN 100 C College Orientation for the Learning Disabled
PHYS 022 C PHYS 202 C Problem Solving		CHEM 100 C Chemistry for Daily Life	COUN 110 C Teaching as a Career
<ul style="list-style-type: none"> <li>• Students have the choice of receiving <b>CREDIT/NO CREDIT</b> or a <b>LETTER GRADE</b> in the classes listed below. Students should be aware that some colleges and universities will not accept a credit grade for courses in a student's major and minor field, or in courses to satisfy General Education/Breadth requirements. In addition, credit/no credit grading may not be acceptable to certain graduate schools and employers.</li> </ul>		CHIN 098 C Chinese Seminar	COUN 148 C Human Potential
		CHIN 101 C Elementary Chinese-Mandarin I	COUN 160 C College/University Transition
		CHIN 102 C Elementary Chinese-Mandarin II	COUN 160HC Honors College/University Transition
		CHIN 298 C Chinese Seminar	COUN 298 C Counseling and Guidance Seminar
ANTH 102 C Cultural Anthropology	BIOL 107 C Nutrition & World Food Issues	CIS 075 C Business Skills Development	CTRP 040 C Beg. Machine Shorthand Theory
ANTH 121 C Indians of North America	BIOL 122 C Marine Biology	CIS 090 C MS Office - Word MOUS Prep	CTRP 041 C Court Reporting Theory Review
ANTH 201 C Physical Anthropology	BIOL 125 C Island Biology	CIS 091 C MS Office - Excel MOUS Prep	CTRP 042 C Machine Shorthand Speed Bldg 1
ANTH 203 C Introduction to Archaeology	BIOL 127 C Natural History	CIS 092 C MS Office - Access MOUS Prep	CTRP 043 C Machine Shorthand Speed Bldg 2
ANTH 231 C Field Course in Archaeology	BIOL 128 C Plants and Society	CIS 093 C MS Office - Powerpoint MOUS Prep	CTRP 044 C Machine Shorthand Speed Bldg 3
ART 100 C Fundamentals of Art	BIOL 160 C Integrated Medical Science	CIS 125 C Personal Typing/Keyboarding	CTRP 045 C Machine Shorthand Speed Bldg 4
ART 110 C Introduction to Art	BIOL 161 C Integrated Medical Science Lab	CIS 150 C Intro to Business Computers	CTRP 046 C Machine Shorthand Speed Bldg 5
ART 111 C Survey of Art History I	BIOL 174 C Biological Diversity	CIS 184 C MS WIN 2000 Professional	CTRP 047 C Machine Shorthand Speed Bldg 6
ART 112 C Survey of Art History II	BIOL 175 C Lower-Division Lab	CIS 185 C MS Windows 2000 Server	CTRP 048 C Machine Shorthand Speed Bldg 7
ART 114 C Modern Art History	BIOL 176 C Ecology	CIS 186 C MS WIN Information Server	CTRP 049 C Machine Shorthand Speed Bldg 8
ART 115 C Museum Survey	BIOL 177 C Genetics	CIS 187 C MS WIN 2000 Exchange Server	CTRP 050 C CSR/RPR Directed Practice
ART 179 C Drawing for Non-Art Majors	BIOL 180 C Summer Field Biology	CIS 188 C Microsoft WIN TCP/IP	CTRP 054 C Two/Four Voice Testimony
ART 212 C Asian Art History	BIOL 196 C Regional Field Biology	CIS 189 C MS WIN 2000 Active Directory	CTRP 055 C Court/Conf. Rptg: Jury Charge 1
ASTR 116 C Introduction to Astronomy	BIOL 210 C Anatomy and Physiology	CIS 228 C Dynamic HTML Programming	CTRP 056 C Court/Conf. Rptg: Jury Charge 2
AVIA 196 C Ground Trainer Lab-Instrument Flight	BIOL 220 C Medical Microbiology	CIS 229 C Intro to XML Programming	CTRP 057 C Mach. Shorthand Challenge 160
BIOL 101 C General Biology	BIOL 230 C General Anatomy	CIS 298 C Computer Info Systems Seminar	CTRP 058 C Mach. Shorthand Challenge 180
BIOL 102 C Human Biology	BIOL 234 C Oral Histology and Embryology	COUN 071 C Career Preparation and Life Management	CTRP 059 C Mach. Shorthand Challenge 200
BIOL 103 C Human Ecology	BIOL 235 C Head and Neck Anatomy	COUN 073 C Computer Access I	CTRP 060 C Mach. Shorthand Challenge 220
	BIOL 240 C Human Physiology		

CTRP 066 C Machine Transcription-Medical	ENGT 241 C Digital Devices and Circuits	FREN 098 C French Seminar	HS 064 C Selected Topics-Psychiatric Nursing/Nursing Process & Professional Nursing Mgmt VI
CTRP 096 C Court and Conf. Rptg.: Lit. II	ENGL 027 C Basic Study Skills	FREN 101 C Elementary French I	HS 065 C Selected Topics-Child/Family Nursing
DA 079 C Careers in Dentistry	ENGL 057 C Reading and Writing I	FREN 102 C Elementary French II	HS 066 C Selected Topics-Advanced Medical/Surgical Nursing
DA 099 C Dental Assisting Indep. Study	ENGL 058 C Reading and Writing II	FREN 200 C Conversational French	HS 067 C Selected Topics-Leadership
DANC 102 C Conditioning for Dance	ENGL 060 C College Writing Preparation	FREN 203 C Intermediate French III	HS 068 C Health Care and Nursing Needs of the Older Adult
DANC 105 C Ballet	ENGL 068 C English Skills Development	FREN 204 C Intermediate French IV	HS 075 C Mgmt of Assaultive Behavior
DANC 107 C Modern Dance	ENGL 095 C Effective Writing	FREN 298 C French Seminar	HS 076 C Basic Life Support for Health Care Providers: "C" Certification
DANC 111 C Jazz Dance	ENGL 096 C College Reading Strategies	FREN 299 C French Independent Study	HS 077 C Basic Life Support For Health Care Providers: "C" Certification
DANC 113 C Tap Dance I	ENGL 098 C Language Arts Seminar	GEOG 234 C Current Topics in GIS	HS 079 C Careers in Dentistry
DANC 114 C Rhythm Dance	ENGL 137 C College Study Strategies	GEOL 180 C Summer Field Geology	HS 080 C Selected Topics in Nursing and Allied Health
DANC 115 C Hip Hop Dance	ESL 069 C Intermediate ESL Grammar	GERM 053 C Basic Spoken German	HS 098 C Health Science Seminar
DANC 120 C Dance History	ESL 072 C High Beginning ESL	GERM 101 C Elementary German I	HS 099 C Health Science – Independent Study
DANC 122 C Stretch and Relaxation	ESL 074 C Pronunciation Improvement	GERM 102 C Elementary German II	HS 165 C A Matter of Life and Death - Making Ethical Choices in Health Care
DANC 130 C Afro-Caribbean Dance	ESL 075 C Intermediate Conversation	GERM 299 C German Independent Study	HSCE 260 C Fluoroscopy Permit Courses
DANC 131 C Ballet Folklorico	ESL 076 C Advanced Conversation	HI 080 C Selected Topics	HSCE 262 C Cross-Sectional Imaging
DANC 132 C Flamenco Dance I	ESL 078 C Vocabulary Development	HI 245 C Coding Skills Lab	HIST 105 C History of Physical Science
DANC 133 C Dance of Andalusia	ESL 079 C Advanced ESL Grammar	HI 299 C Independent Studies	HIST 140 C Hispanic Civilization
DANC 134 C Latin Jazz	ESL 080 C Low Intermediate ESL 1	HS 050 C Preparation for Health Science	HIST 141 C Intro to Chicana/o History and Culture
DH 299 C Dental Hygiene Indep. Study	ESL 081 C Low Intermediate ESL 2	HS 052 C Selected Topics-Health Science	HUSR 122 C Developing Self-Esteem Strategies
ECON 110 C Survey of Economics	ESL 082 C Intermediate ESL 1	HS 055 C Radiography Assistant/Darkroom Technician	HUSR 125 C Building Independence Skills
ECON 130 C Consumer Economics	ESL 083 C Intermediate ESL 2	HS 060 C Selected Topics-Nursing Foundations/Nursing Process &Professional Nursing Management I	HUSR 130 C Introduction to Foster Care
ELEC 051 C Basic Electricity	ESL 098 C Seminar for Non-Native Speakers of English	HS 061 C Selected Topics-Introductory Medical Surgical Nursing	HUSR 210 C Introductory Fieldwork in Human Services
ENGR 110 C Engineering Problem Analysis	ESL 298 C English as a Second Language Seminar	HS 062 C Selected Topics-Intermediate Medical/Surgical Nursing	
ENGT 110 C Engineering Problem Analysis	ETHS 141 C Introduction to Chicana/o History and Culture	HS 063 C Selected Topics- Maternal/Newborn/Family Nursing	
ENGT 140 C AC&DC Circuits I	FREN 053 C Basic Spoken French		
ENGT 240 C Electronic Devices & Circuits			

HUSR 211 C Advanced Fieldwork-Human Services	MGT 261 C Small Business Management	PHIL 225 C Jesus and his Interpreters	SOC 217 C Parenting the Oppositional and Defiant Child Age 2-13
HUSR 230 C Introduction to Eating Disorders	MGT 262 C Principles of Management	PHIL 269 C Philosophy, Human Sexuality and Religion	SOC 218 C Parenting the Abused and Traumatized Child/Adolescent
HUSR 245 C Alcohol, Other Drugs, and the Driving Law: Training the Trainer	MGT 265 C Social Responsibility of Bus	PT 085 C Psychiatric Technology-Work Experience	SOC 219 C Parenting the Child/Adolescent with Attention Deficit Hyperactivity Disorder
HUSR 293 C Conflict Resolution/Mediation	MGT 266 C Human Relations in Business	PSY 120 C Human Sexuality	SOC 275 C Marriage and Family
HUSR 294 C Careers in Criminal Justice	MKT 208 C Principles of Selling	PSY 130 C Psychology of Assertion	SOSC 015 C California Heritage
HUSR 295 C Cross-Cult. Study: Crim. Just.	MUS 113 C Jazz History	PSY 139 C Developmental Psychology	SPAN 050 C Public Service Spanish
INDS 298 C Interdisciplinary Studies-Seminar	MUS 115 C Music Cultures of the World	PSY 141 C Prenatal and Early Childhood Development	SPAN 053 C Basic Spoken Spanish
JAPN 098 C Japanese Seminar	MUS 116 C Music Appreciation	PSY 142 C Middle Childhood Development	SPAN 098 C Spanish Seminar
JAPN 100 C Spoken Japanese for Beginners	MUS 117 C American Popular Music	PSY 143 C Late Childhood Development	SPAN 101 C Elementary Spanish I
JAPN 101 C Elementary Japanese I	MUS 118 C Introduction to Opera	PSY 144 C Early Adolescent Development	SPAN 102 C Elementary Spanish II
JAPN 102 C Elementary Japanese II	MUS 119 C History of Rock Music	PSY 145 C Middle Adolescent Development	SPAN 200 C Conversational Spanish
JAPN 200 C Conversational Japanese	MUS 126 C Beginning Voice	PSY 146 C Late Adolescent Development and Entrance into Adulthood	SPAN 201 C Spanish for Spanish Speakers
JAPN 203 C Intermediate Japanese III	MUS 127 C Music in Film	PSY 148 C Early Childhood Development: Observation	SPAN 203 C Intermediate Spanish III
JAPN 204 C Intermediate Japanese IV	MUS 130 C Beginning Guitar	PSY 217 C Parenting the Oppositional and Defiant Child, Age 2-13	SPAN 204 C Intermediate Spanish IV
JAPN 298 C Japanese Seminar	MUS 131 C Electric Bass	PSY 218 C Parenting the Abused and Traumatized Child/Adolescent	SPAN 298 C Spanish Seminar
JAPN 299 C Japanese Independent Study	MUS 218 C Opera History and Literature	PSY 219 C Parenting the Child/Adolescent with Attention Deficit Hyperactivity Disorder	SPAN 299 C Spanish Independent Study
MGT 041 C Survey of Business Law	MUS 231 C Intermediate Guitar	PSY 233 C Psychology of Adjustment	SPCH 050 C Effective Oral Communication
MGT 061 C Survey of Business	MUS 235 C Commercial Guitar and Bass	RADT 055 C Radiography Assistant/Darkroom Technician	THEA 100 C Introduction to the Theater
MGT 101 C Personal Finance	NURS 091 C Strategies for Success in Nursing	RADT 196 C Radiography - Selected Topics	THEA 102 C History of World Theater
MGT 111 C Business Communications	NURS 099 C Nursing Independent Study	RADT 260 C Fluoroscopy Permit Course	THEA 104 C Introduction to Theater Appreciation
MGT 141 C Personal Law	NURS 101 C Critical Thinking and Nursing Process	RADT 262 C Cross-Sectional Imaging	THEA 120 C Acting I
MGT 143 C Introduction to Legal Research	NURS 103 C Basic Health Assessment	RE 091 C Real Estate Exam Preparation	THEA 125 C Acting Techniques
MGT 161 C Introduction to Business	NURS 104 C Introduction to ECG Interp	SOC 120 C Human Sexuality	THEA 129 C Voice and Diction
MGT 240 C Legal Environment of Business	NURS 105 C Basic Cardio-Pulmonary Nursing		THEA 222 C Acting for the Camera
MGT 241 C Legal Aspects-Business Trans.	NURS 108 C Nursing Care of the Orthopedic Patient		
MGT 242 C American Judicial System	OFF 048 C Records Administration		

## EXAMINATIONS

Class instruction includes frequent examinations throughout the semester so that students can judge their progress. Final examinations are given in all courses during the last week of each semester. The final examination is a requirement for each course. All students must take these examinations at the scheduled time and place. Any exceptions to the above policy will be made only after consultation with the Division Dean.

## GRADE CHANGE

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

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

## GRADE REPORTS

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

## GRADES AND GRADE POINT AVERAGE

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

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

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

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

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

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

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

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

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

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

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

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

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

## NON-DEGREE CREDIT COURSES (Basic Skills)

Non-Degree Credit courses indicated as *Non-Degree Credit do earn credit*, but the credit **is not counted** toward the Associate degree. These classes are intended to help students gain the skills they need to perform in “college level” degree applicable courses. Non-Degree Credit classes **do apply** toward the following categories: Athletic Eligibility, Social Security Benefits, Work Study and Financial Aid, Associated Student Body Office and Full-Time Status.

The following are *Non-Degree Credit* courses:

CIS 050 C Intro-Comp & Software Concepts	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
ENGL 027 C Basic Study Skills	MATH 010 C Basic Mathematics
ENGL 057 C Reading & Writing I	MATH 015 C Pre-Algebra
ENGL 058 C Reading & Writing II	MATH 025 C Elementary Algebra Review
ENGL 068 C English Skills Development	MATH 045 C Intermediate Algebra Review
ESL 069 C Intermediate ESL Grammar	PHYS 021 C Phys 201 C Problem Solving
ESL 072 C High Beginning ESL	PHYS 022 C Phys 202 C Problem Solving
ESL 074 C Pronunciation Improvement	PHYS 023 C Phys 221 C Problem Solving
ESL 075 C Intermediate Conversation	PHYS 024 C Phys 222 C Problem Solving
ESL 080 C Low Intermediate ESL 1	RADT 060 C Introduction to Fundamental Medical Sonographic Theory

All other Cypress College courses are degree applicable.

## PETITIONS AND APPEALS

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

## PROBATION AND DISMISSAL POLICIES

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

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

### PLACEMENT ON SCHOLASTIC PROBATION

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

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

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

### REMOVAL FROM SCHOLASTIC PROBATION

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

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

### STANDARDS FOR SCHOLASTIC DISMISSAL

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

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

The college will make a reasonable effort to notify a student who has been scholastically dismissed not later than the beginning of the fall semester each year. An entry will be made to the student's academic transcript.

## READMISSION AFTER SCHOLASTIC DISMISSAL

A dismissed student may be considered for readmission after filing a petition in the Admissions and Records Office. If readmitted:

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

## PROFICIENCY EXAMINATION

### READING

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

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

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

### MATHEMATICS

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

## REMEDIAL LIMITATION

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

### PRE-COLLEGIATE BASIC SKILLS COURSES

Pre-Collegiate/basic skills courses are defined as those two or more levels below college level English and one or more levels below elementary algebra. The North Orange County Community College District has designated certain courses as remedial/pre-collegiate basic skills courses. These courses include reading, writing, computation, learning skills, and study skills designed to ensure acquisition of

those skills necessary for successful completion of associate degree, transfer and occupational courses.

### INFORMING STUDENTS

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

### PROCEDURES DURING REGISTRATION

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

### EXEMPTIONS

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

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

### NOTIFICATION

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

### WAIVER

Students who show significant, measurable progress toward the development of skills appropriate to enrollment in college-level courses may petition the Office of Admissions and Records for a waiver of the limitation on remedial course work. Students will receive a response, in writing, indicating the granting/denial of the petition. If the petition is granted, students will be informed of the specific period of time or the specific courses approved beyond the 30-unit limit. Students will not be allowed to enroll in courses beyond the 30-unit limitation without a waiver, which will only be granted in extenuating circumstances for students who show significant, measurable progress. The 30-unit maximum enrollment limitation is based on end-of-term units earned with any grade.

**ENROLLMENT LIMITATION**

Students who do not attain full eligibility status for college-level work within the 30-unit limit will not be permitted to enroll in remedial/pre-collegiate basic skills courses unless a waiver is granted. Students will be referred to adult education noncredit courses per State regulations. The Office of Admissions and Records will explain to students their enrollment limitation status at the end of the semester.

**REINSTATEMENT**

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

**REVIEW AND RELEASE OF STUDENT RECORDS**

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

This policy is available for student review and includes:

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

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

**STUDY LOAD**

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

*Athletic Eligibility* - 12 units, including PE classes.

*Social Security Benefits* - 12 units per semester.

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

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

*Associated Student Office* - 9 units per semester.

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

In order to maintain a proper academic balance, the following should be considered:

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

**TITLE IX AND CIVIL RIGHTS GRIEVANCES**

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

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

**TRANSCRIPT OF RECORD**

The Admissions and Records Office prepares and permanently retains a record of each student's academic work. A student's transcript reflects all work taken at Cypress during regular and Summer sessions. It lists chronologically the courses, units, grades, cumulative grade point average, transfer credits and total units. Academic information, since 1989, is available on the Web. Students need their I.D. number and PIN to access their information.



The normal period required for processing and issuing transcripts for current and non-current students is 7 - 10 working days. Forms for requesting transcripts in person are available in the Admissions Office. Mail requests should include the name under which the student was registered, current name, present address and phone number, date of birth, dates of attendance, degree awarded, where transcript is to be sent, number of copies needed, any instructions for special handling, and the student's full signature. Send requests to:

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

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

## VERIFICATION OF STUDENT STATUS

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

## WITHDRAWAL

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

### Semester Courses

#### First Three Weeks of the Semester

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

#### Fourth Week through Fourteenth Week

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

#### Remainder of Course

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

## Short Courses

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

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

### From the First Census Day of the Course Through the Withdrawal Date

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

### Remainder of the Course

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

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

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

### After the Seminar Begins

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

## Summer Intersession Courses

### First Week

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

### Open Entry Courses

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

# Instructional Support Services

## BUSINESS AND COMPUTER INFORMATION SYSTEMS LABS

The Business and Computer Information Systems Labs are equipped with business and office automation equipment including 10-key calculators, transcription equipment, and microcomputers with a wide range of business application software. The Business and Computer Information Systems Labs (B-111 and B-209) are available for business students who are concurrently enrolled in courses that require the use of the lab for enhancing and developing business skills. Please refer to the *Schedule of Classes* for hours of operation.

## ENGLISH AS A SECOND LANGUAGE PROGRAM

Cypress College offers special classes in English for students who are non-native speakers of English. The classes are designed to improve reading, writing, listening and speaking skills. Students will have an opportunity to better understand the U.S. culture. They will also learn how to take exams, write essays and do transfer-level college reading and writing assignments. Individualized lab assignments will further build language skills.

## LEARNING CENTER

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

## LIBRARY

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

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

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

## MATHEMATICS-SCIENCE LEARNING CENTER

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

## NORTH CAMPUS COMPUTER CENTER

In the North Campus Computer Center, located in Room 114 of the Science/Engineering/Mathematics Building, the student will find microcomputers available for general use. Tutors are also available for assistance with software operation and use of the computers. All of the computers in this center are connected to the Internet. This Center is open Monday through Saturday, and any student may have access to its services after paying the lab fee at the bookstore.

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

## WRITING CENTER

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

# Student Support Services

## ADMISSIONS AND RECORDS

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

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

## ADULT RE-ENTRY PROGRAM

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

The Program offers:

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

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

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

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

## **ASSESSMENT CENTER**

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

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

## **BOOKSTORE**

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

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

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

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

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

## **BOOK BUYBACK**

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

#### **NORMAL BUYBACK HOURS:**

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

## **CAREER PLANNING CENTER**

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

The Career Center offers:

Career counselors: FREE of charge – available days and evenings

Career classes: days, evenings, and Saturdays

Career assessments: personality, skills, interests, values

Research library

College catalogs

Scholarship information

Computers loaded with career software

Assistance in job search, resume preparation and interviewing techniques

Workshops focusing on job search skills and deciding a college major

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

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

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

## **CENTER FOR INTERCULTURAL UNDERSTANDING**

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

## **CHILD CARE**

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

A developmental preschool curriculum provide opportunities for children to explore, create, and learn through computers, art, music, science, literature, and indoor and outdoor play. The Center, licensed by the State of California, is open Monday through Friday, 6:30AM to 6:00PM.

Cypress College also offers a full day Head Start Program designed for children four years of age and entering kindergarten the following year. Parents must be in school, in a training program, or employed. The Head Start Program is free to eligible children. For further information, call (714) 484-7074.

## COUNSELING & STUDENT DEVELOPMENT

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

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

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

## COUNSELING 140 C, 140HC

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

## CRIME PREVENTION AND REPORTING

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

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

## CYPRESS COLLEGE FOUNDATION

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

## CYPRESS COLLEGE PATRONS OF THE ARTS

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

## CYPRESS COLLEGE PUENTE PROGRAM

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

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

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

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

In addition to the three main components, Puente students also participate in a number of special activities. Puente coordinates social and cultural activities such as field trips

to local museums, bookstores, and theaters. The object of these special activities is to enrich the Puente students' educational, cultural, and social opportunities.

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

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

## DISABLED STUDENT PROGRAMS & SERVICES

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

Typical services include:

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

Special classes:

- Adapted Physical Education
- College Orientation
- Career Preparation and Life Management
- Wheelchair Basketball
- Adapted Computer Classes

Special equipment: (located in our High Tech Center)

- JAWS
- Braille printer
- CCTV
- Large screen computers

Please call for office hours.

- Phone (714) 484-7104
- TDD (714) 761-0961
- FAX (714) 826-4042

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

## EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)

The Extended Opportunity Programs and Services (EOPS) is a state and college funded program designed to assist

students with economic, linguistic, and educational challenges (as defined by Title V) enroll and succeed in higher education. Comprehensive support services are provided to promote access to college and once the student is enrolled, to increase retention and/or transfer to four-year universities and colleges.

These services include:

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

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

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

To find out more about us visit our website at: <http://www.CypressCollege.org/sss/eops/>, come to our office located in the Tech Ed II Building, Room 213 (south of the pool) or contact us at (714) 484-7368.

## FINANCIAL AID

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

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

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

*Educational Grants*-Federal Pell, Federal SEOG, and EOPS Grants provide educational opportunity to students of exceptional financial need who, for lack of financial means of their own or of their families, would be unable to attend Cypress College without such assistance. Students can apply for grants through the Financial Aid Office.

**Board of Governor's Waiver**-The State has provided funds to defray the enrollment fee for students with low incomes. Students should apply at the Financial Aid Office prior to registration.

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

## FINANCIAL ASSISTANCE

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

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

### Financial Aid Programs Available

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

### Key Eligibility Requirements (not Limited to)

- U.S. Citizen or Eligible Non-Citizen
- High School Diploma or G.E.D.**
- Declared Major
- Determined to have financial need
- Not on default on a student loan or owe a refund to a grant

### Required Application Form

- Submit a "Free Application for Federal Student Aid" (FAFSA) or apply on the web at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

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

- Student Aid Report (SAR)-results from FAFSA
- If required/requested prior year 1040 tax form

### Required campus forms

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

### For Information:

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

## FOOD SERVICES

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

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

## HEALTH SERVICES

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

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

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

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

## HONORS PROGRAM



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

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

### The Transfer Alliances

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

**Honors Courses**

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

**Requirements for Entrance**

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

**To Continue in the Program**

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

**To Complete the Program**

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

**Benefits for Students while Enrolled**

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

**Benefits on Completion of the Program**

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

**Applying to the Program**

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

For more information please contact:  
 Penny Gabourie, Honors Program Counselor  
[www.pgabourie@CypressCollege.edu](mailto:www.pgabourie@CypressCollege.edu)  
 Kathryn Sonne, Honors Program Director  
[www.ksonne@sonne.org](mailto:www.ksonne@sonne.org)  
 Honors Program Office is located in the Transfer Center  
 Fine Arts Building, First Floor Room 100  
 (714) 484-7129 [www.CypressCollege.edu](http://www.CypressCollege.edu)

**JOB PLACEMENT SERVICES**

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

**LOST AND FOUND**

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

**MATRICULATION**

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

*Admissions:* The information contained in the college application becomes part of the student's official record. This office registers students and records grades, program changes, graduation and transfer requirements.

**Assessment:** The purpose is to gather as much information as needed on new students. Counselors review assessment scores, transcripts, current study skills, language skills, goals, majors, career aspirations, and the need for special services. Testing may be necessary for a first time student if there are no previous records. Assessing student skills aids in making the best educational choices.

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

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

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

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

#### **Student Rights**

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

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

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

## **PARKING AND TRAFFIC CONTROL**

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

Use of the campus parking lots is restricted to staff and to students paying a parking fee. This fee may be paid daily or

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

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

## **SAFETY AND SECURITY**

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

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

## **SERVICE LEARNING**

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

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

## **STUDENT HOUSING**

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

## **STUDENT SUCCESS PROGRAM**

A Student Success Program has been implemented at Cypress College. The program is designed to improve the potential for student success and academic achievement. The goal of the program is to provide students with a timely notice of potential academic problems and give guidance as needed for students who need assistance in meeting the college's academic requirements.



Faculty, on a voluntary basis, will contact students in their classes whom they believe would benefit from a student success early alert contact or a referral to an appropriate student service on campus. This early alert contact may be made in person with students attending class or by phone, e-Mail, letter or postcard.

## STUDY ABROAD PROGRAM

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

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

## TRANSFER CENTER

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

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

## VETERANS BENEFITS

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

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

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

## WORKFORCE PREPARATION CENTER

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

### Programs available are:

CalWORKs-----	California's Work Opportunity and Responsibility to Kids
CARE-----	Cooperative Agencies and Resources for Education
FKCE-----	Foster and Kinship Care Education
ILP -----	Independent Living Program
TRAC-----	Training Resources to Achieve Completion
WOW-----	World of Work

# Campus Life

## CAMPUS CLUBS

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

### ACADEMIC ACHIEVEMENT

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

### CULTURAL CLUBS

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

### INTEREST CLUBS

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

### RELIGIOUS CLUBS

Religious clubs promote a particular religion as well as provide a place for students to come together in their faith.

**MEETING TIMES**

The meeting times for all clubs can be obtained from the Office of Student Activities in the Student Center. The following is a complete list of Cypress' campus clubs and organizations:

Alpha Gamma Sigma (Honor Society)  
 Black Student Union  
 Buddhists for World Peace  
 Campus Christians  
 Charger Chronicle  
 Court Reporting Club  
 C.C. Flying Team (Alpha Eta Rho)  
 Creative Arts Guild  
 Cypress Nursing Student Association (CNSA)  
 Dental Assisting Club  
 Exploras Club  
 Flight Attendants  
 Forensics  
 Funkollective Club (Music)  
 G.A.L.A.  
 Global Association of Culture and Peace  
 Honors Club  
 Hospitality and Travel Club  
 Human Services  
 Korean Christian Fellowship  
 Korean Student Association  
 Later-Day Saints Student Association  
 M.E.Ch.A.  
 Mortuary Science Club  
 Muslim Student Association  
 Native American Club  
 Outreach Ministries  
 Philosophy Club  
 Pre-Med Club  
 Psychiatric Technology  
 Psychology Circle  
 Radiologic Technology  
 Recording and Entertainment Club  
 Scholarship Club  
 S.A.D.H.A. (Dental Hygiene)  
 Spirit Club (Pep)  
 Vietnamese Club  
 Women's Study Club

**DRESS CODE**

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

**INTERCOLLEGIATE  
ATHLETIC PROGRAM**

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

Athletic eligibility rules and regulations adopted by the conference and the California Commission on Athletics are

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

**INTER-CLUB COUNCIL (ICC)**

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

**PUBLICATIONS****OFFICIAL STUDENT PUBLICATIONS**

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

**UNOFFICIAL PUBLICATIONS**

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

**STUDENT ACTIVITIES**

The Student Activities Program at Cypress College is intended to achieve the following objectives:

- to provide opportunities for students to share in governance activities;
- to provide students with the opportunity to create and administer their own organizations;
- to provide a leadership development program for credit that will help students learn the practical application of leadership and organizational theory.

Student Activities is an integral part of college life, and all students are encouraged to take an active role in some phase of the student activities program.

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

## STUDENT CONDUCT

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

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

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

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

1.3 Cheating or plagiarism in connection with an academic program.

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

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

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

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

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

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

1.9.1 Controlled substance to include alcohol and any derivative therein.

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

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

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

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

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

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

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

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

## STUDENT DISCIPLINE

*(Education Code, Article 3, Section 76030 - 76037)*

### DEFINITIONS:

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

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

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

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

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

3. **REMOVAL:** The involuntary removal of students from class by an instructor for a maximum period of two class sessions, which shall be the day of the removal and the next class meeting.

4. **DISCIPLINARY PROBATION:** A middle status between good standing and suspension or expulsion from the college. It covers a stated trial period and disciplinary conditions required of the student. At the end of the trial period, it shall be determined, based on whether the probationary conditions have been met, whether or not the student is to be returned to good standing, suspended, or recommended for expulsion.

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

6. **FORMALREPRIMAND:** Written admonishment or warning that becomes a part of a student's file and is considered in the event of future violations.

7. **INFORMAL REPRIMAND:** Verbal admonishment or warning.

### **EXPULSION PROCEDURES**

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

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

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

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

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

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

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

### **EXCLUSION**

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

## **REMOVAL AND SUSPENSION PROCEDURES**

### **1. REMOVAL OF STUDENT FROM CLASS BY AN INSTRUCTOR:**

a. The student removed shall be verbally advised of the removal and the reasons therefore and shall be referred to the office of the appropriate administrator. This referral is to be followed up with a written report of the disciplinary infractions as soon as possible before the next meeting of the class involved. No such removal shall exceed a period of two class meetings, the day of the removal and the next class meeting.

b. The appropriate administrator shall conduct a meeting with the student.

c. Should the student appeal the decision of the instructor, the administrator will conduct a hearing with those involved and render a decision on the appeal.

d. Decisions by the administrator may be appealed to the President of the College.

e. During the period of removal, a removed student shall not be returned to the class from which the student was removed without the concurrence of the instructor of the class.

### **2. SUSPENSION FROM CLASS OR COLLEGE BY THE PRESIDENT OR DESIGNEE:**

a. An informal hearing shall be held during which the student will be advised of the charges and given an opportunity to respond. If it is decided that suspension is warranted, the student, and his/her parent or guardian if the student is a minor, shall be notified in writing by the President or the President's designate.

b. Decisions of the President's designee may be appealed to the President of the College.

c. A report of all suspensions shall be submitted to the President of the College, who shall report the suspensions to the District Chancellor or to the Board of Trustees.

d. The student may appeal the decision of the President concerning suspension to the Board of Trustees.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

### **1. ACADEMIC FREEDOM POLICY:**

A college community, consisting of faculty, students, and administrators, under authority of the Board of Trustees, has as its primary purpose the realization of the students' growth and development through the dissemination and application of knowledge. Because it is only in the open exchange of ideas that this purpose can be achieved, stu-

dents are encouraged to study any and all issues and problems. Freedom to think, read, question, and speak are necessary to the college community, but such freedoms must be exercised within the rules established under the general policies of the Board of Trustees.

## 2. STUDENT CLASSROOM RIGHTS AND RESPONSIBILITIES:

a. Students enrolled in a course accept the instructor's authority in all matters pertaining to the classroom instruction and individual academic performance. Students have the right to:

- (1) Know the instructor's standards for academic evaluation and classroom conduct.
- (2) Challenge, with normal courtesy, faculty statements of opinion.
- (3) Receive professional evaluation of their academic performance.
- (4) Expect professional treatment of their views, beliefs, or political associations.
- (5) Have reasonable access to members of the faculty on campus.

b. Students enrolled in a course accept the responsibility to:

- (1) Seek diligently to achieve the instructional objectives of the course.
- (2) Practice honesty and respect the rights of others.
- (3) Meet instructional and conduct standards as specified in 2.a.

c. Students who violate the rights of other members of any class shall be subject to removal or suspension from that class.

## 3. CAMPUS RIGHTS AND RESPONSIBILITIES:

a. Students have the right to:

- (1) Participate in the formulation and application of college policy which affects them in accordance with procedures established on each campus under the general policies of the Board.
- (2) Petition to organize interest groups pursuant to college and Board policies.
- (3) Join student associations approved pursuant to college and Board policies.
- (4) Invite and hear speakers as defined in the campus speakers policy.

b. Students who violate the rights of chartered organizations shall be subject to the rules and regulations as published and distributed on each campus.

c. Campus publications boards, or their equivalent, shall have the authority and responsibility for all college publications. Their authority and responsibility shall

include, but not be limited to, providing written clarification of the role of student publications and the standards to be used in their evaluation. These standards shall be within the canons of responsible journalism and the limitations on control of their operations as established by the faculty advisor.

## DUE PROCESS

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

## RULES AND PROCEDURES OF DUE PROCESS

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

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

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

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

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

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

## STUDENT GRIEVANCES

### PETITIONS AND APPEALS

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

#### PROCEDURES

a. Discuss the matter with the staff member, preferably in private, and try to resolve the issue.

b. Consultation with your counselor may also be helpful. If the problem cannot be resolved at that level, the following due process procedures are available to the student.

c. Consultation with the Student Advocate at Associated Students may also be helpful. The Student Advocate is an elected member of the Student Government who can help the students to follow the procedures in presenting grievances.

d. Students in Vocational programs may need to see the department Coordinator/Director. Programs that deal with patient/client safety and accrediting agencies have additional policies located in their program handbooks/regulations.

e. Students who have not been able to resolve classroom problems through an interview with their instructors and the department Coordinator/Director may consult with the Division Dean.

f. If the problem is not resolved to the student's satisfaction the student may file an appeal with the Campus Petitions Committee. Petition forms are available from the division deans or from the office of the Director of Diversity.

g. A student dissatisfied with the result of his/her appeal to the Campus Petitions Committee may appeal to the College President.

h. Student appeals from the College President may go 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.

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

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

#### PROCEDURES

a. Obtain a petition form from the Office of Admissions and Records.

b. Fill out the form, giving all background information regarding the appeal and listing all specific extenuating circumstances. It is often helpful to obtain a written recommendation from a counselor and include that with the petition.

c. Submit the petition to the Office of Admissions and Records. Note that the petitioner has certain responsibilities in this process. If an appointment for a personal interview is necessary, the student will be notified.

d. A decision on the petition will be rendered by the Admissions and Records Office.

e. Contact the Office of Admissions and Records to determine the petition results.

f. Obtain a copy of the petition and the written decision and execute the appropriate action as directed.

g. Appeals and decisions of the Admissions and Records Office may be made through the Executive Vice-President of Instruction.

## STUDENT GOVERNMENT

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

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

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

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

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

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

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

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

The North Orange County Community College District is an affirmative action equal opportunity employer. Individuals who believe they are victims of discrimination and/or harassment, or have questions about our policies, may contact the Vice Chancellor of Human Resources, Mr. Jeff Horsley, at 1000 North Lemon Street, Fullerton, CA92832-1318, (714) 578-8400; or Dr. George Beloz, Director of Campus Diversity at (714) 484-7264, in the Administration Building, room 218A.

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

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

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

Cypress College, a campus within the North Orange County Community College District is in compliance with the various Federal Laws and Acts related to civil rights. This includes compliance with Title VI and VII of the Civil Rights Act of 1964 and 1990; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act (ADA) of 1990. The lack of English skills will not be a barrier to participation in vocational education programs at

Cypress College. Matters concerning Title IX, Section 504, or ADA should be brought to Mr. Jeff Horsley. The District has a procedure under which persons who believe that they have been discriminated against on the basis of disability may file a complaint. A copy of the procedure may be obtained from the Vice Chancellor of Human Resources, Mr. Jeff Horsley, at 1000 North Lemon Street, Fullerton, CA92832-1318, (714) 578-8400; or Dr. George Beloz, Director of Campus Diversity at (714) 484-7264, in the Administration Building, room 218A.

## Declaración de no Descriminación

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

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

Asuntos concierntes a Título IX, Sección 504 o ADAse deben de llevarse al Sr. Jeff Horsley, coordinador oficial de tales. El Distrito tiene un procedimiento bajo el cual personas que creen han sido discriminado sobre asuntos de discapacidad pueden someter su queja. Se puede obtener una copia del procedimiento con el Sr. Jeff Horsley, Vice Chancellor of Human Resources, en 1000 North Lemon Street, Fullerton, CA92832-1318, (714) 578-8400; o con el Dr. George Beloz, en Cypress College, (714) 484-7264, Edificio de Administración, oficina 218A.

## Student Right to Know Campus Security Act

In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy of the North Orange County Community College District and Cypress College to make available its completion and transfer rates to all current and prospective students. In fall, 1997, all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period; their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Cypress College, nor do they account for student outcomes occurring after this three-year tracking period.

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

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

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

## Student Rights under FERPA for Postsecondary Institutions

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

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605



# Programs of Study

Cypress College offers three basic program types:

## OCCUPATIONAL PROGRAMS LEADING TO THE ASSOCIATE DEGREE

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

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

## CERTIFICATE PROGRAMS

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

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

## TRANSFER PROGRAMS

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

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

Cypress College offers the first two years of a transfer program. Students should consult a counselor or [www.assist.org](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 wishing to earn an Associate Degree prior to transfer should complete the Liberal Arts option.

## TRANSFER CREDIT - BACCALAUREATE DEGREES

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

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

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

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

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

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

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

**Science/Engineering/Mathematics** - All classes numbered 100 C through 299 C; ELEC 051 C may be transferable to specific Industrial Arts Programs only.

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

**Vocational Technical Education** - All classes numbered 100 C through 299 C; AVIA050 C and PHOT 050 C may be transferable to specific university programs only.

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

# GRADUATION/ EDUCATIONAL OPTIONS

## HOW TO EARN AN ASSOCIATE DEGREE

### Graduation Requirements

For this catalog year.

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

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

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

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

## ASSOCIATE DEGREE OPTIONS

### Option I - Liberal Arts

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

Requirements for the Option I - Liberal Arts Degree include:

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

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

### Option II - Occupational

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

Requirements for the Option II - Occupational Degree include:

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

### Occupational Degrees Offered by Cypress

#### College are:

Accounting  
Administrative Assistant  
Administrative Support  
Advertising Design  
Air Conditioning and Refrigeration  
Art  
Automotive Collision Repair  
Automotive Technology  
Aviation Management  
Commercial Pilot  
Computer Applications  
Computer Information Systems  
Computer Programming  
Computer Science  
Court Reporting  
Culinary Arts  
Dance  
Dental Hygiene  
Drafting Engineering Technology  
Flight Attendant  
Food Service Management  
General Studies  
Health Information Technology  
Hotel Management  
Human Services  
Legal Secretary/Administrative Assistant  
Liberal Arts  
Management  
Marketing  
Medical Staff Services Science  
Merchandising  
Mortuary Science  
Multi-Cultural Studies in the United States  
Music  
Photography  
Physical Education  
Pre-Engineering  
Psychiatric Technology  
Radiologic Technology  
Registered Dental Assisting  
Registered Nursing  
Retail Management  
Small Business Management  
Theater Arts  
Travel/Tourism  
Word Processing

### Option III - General Studies

The Option III - General Studies Degree is designed for individuals who desire an Associate in Arts or Associate in Science Degree with a broad general education background. This degree may include transfer and/or non-transfer course work (see Course Numbering section for description of transfer and non-transfer course work).

Requirements for the Option III - General Studies Degree include:

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

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

### MULTIPLE DEGREES

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

## General Education Requirements for the Associate Degree

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

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

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

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

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

#### A1. Written Communication - A minimum of 3 Units

ENGL095 C	Effective Writing	3
ENGL100 C	College Writing	3
ENGL100HC	Honors College Writing	3

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

CIS 111 C	Computer Literacy - Intro to Info Systems	3
CSCI 185AC	Computer Science I	4
ENGL103 C	Critical Reasoning and Writing	3
ENGL104 C	Critical Analysis & Literature	3
ENGL104HC	Honors Critical Analysis & Lit	3
ENGL135 C	Advanced Grammar and Usage	3
ENGL142 C	Critical Thinking	3
ENGL201 C	Intermediate College Writing	3
PHIL170 C	Logic and Critical Thinking	3
PHIL172 C	Critical Thinking/Writing	3
SPCH 050 C	Effective Oral Communication	3
SPCH 100 C	Human Communication	3
SPCH 100HC	Honors Human Communication	3
SPCH 135 C	Essentials of Argumentation	3

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

#### B1. Life Sciences and Physical Sciences - A minimum of 3 units

<b>Life Sciences</b>		
ANTH 201 C	Physical Anthropology	4
BIOL101 C	General Biology	5
BIOL101HC	Honors General Biology	5
BIOL102 C	Human Biology	3
BIOL103 C	Human Ecology	3
BIOL107 C	Nutrition & World Food Issues	3
BIOL111 C/112 C	Principles of Biology 1 (Lec/Lab)	2, 3
BIOL113 C/114 C	Principles of Biology 2 (Lec/Lab)	2, 3
BIOL122 C	Marine Biology	5
BIOL127 C	Natural History	5
BIOL128 C	Plants and Society	5
BIOL 160 C	Integrated Medical Science	3
BIOL174 C	Biological Diversity	3
BIOL175 C	Lower-Division Laboratory	2
BIOL210 C	Anatomy and Physiology	5
BIOL230 C	General Anatomy	4

#### Physical Sciences

ASTR 116 C, 117 C	Introduction to Astronomy - Lec/Lab	3,1
ASTR 116HC, 117HC	Honors Intro to Astronomy - Lec/Lab	3,1
CHEM 100 C	Chemistry for Daily Life	3
CHEM 101 C	Introduction to Chemistry	5
CHEM 107 C	Foundations of College Chemistry	5
CHEM 111AC	General Chemistry	5
CHEM 111BC	General Chemistry	5
GEOG 102 C, 102LC	Physical Geography - Lec/Lab	3, 1
GEOL100 C, 101 C	Physical Geology - Lec/Lab	3, 1
or GEOL115 C	Physical Geology Field Lab	1
GEOL102 C	Physical Geology - Lec/Lab	4
GEOL103 C	Historical Geology	4
GEOL120 C	Geology of California	3
GEOL130 C, 131 C	Intro to Oceanography - Lec/Lab	3,1
GEOL190 C	Environmental Geology	3
PHYS 130 C	Principles of Physics	4
PHYS 201 C	College Physics	4
PHYS 210 C	Physics	4
PHYS 211 C	Physics	4
PHYS 221 C	General Physics	4

#### B2. Mathematics - A minimum of 3 Units

MGT 151 C	Business Mathematics	3
MATH 020 C	Elementary Algebra	4
MATH 040 C	Intermediate Algebra	4
MATH 100 C	Mathematics for Liberal Arts Students	3
MATH 105 C	Statistics for Teachers	4
MATH 110 C	Real Numbers for Teachers	4
MATH 120 C	Intro Probability and Statistics	4

MATH 120HC	Honors Intro to Prob and Stat	4
MATH 130 C	Survey of Calculus	4
MATH 141 C	College Algebra	4
MATH 142 C	Trigonometry	4
MATH 150AC	Calculus and Analytic Geometry	4
MATH 150BC	Calculus and Analytic Geometry	4
MATH 250AC	Intermediate Calculus	4
MATH 250BC	Intermediate Calculus	4
PSY161 C	Probability & Stats - Social Sci. (Same as SOC161C and SOSC 161C)	4
SOC 161 C	Probability & Stats - Social Sci. (Same as PSY161C and SOSC 161C)	4
SOSC 161 C	Probability & Stats - Social Sci. (Same as PSY161C and SOC161C)	4

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

### CATEGORY C - ART AND HUMANITIES (6 Units)

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

##### Art

ART 100 C	Fundamentals of Art	3
ART110 C	Introduction to Art	3
ART 111 C	Survey of Art History I	3
ART112 C	Survey of Art History II	3
ART 112HC	Honors Survey of Art History	3
ART114 C	Modern Art History	3
ART115 C	Museum Survey	3
ART 120 C	Design Concepts	3
ART 125 C	Introduction to Mixed Media	3
ART 150 C	Ceramics Handbuilding	3
ART 151 C	Ceramics Throwing	3
ART 182 C	Freehand Drawing	3
ART185 C	Life Drawing	3
ART188 C	Watercolor Painting	2
ART 189 C	Fundamentals of Painting	2
ART 212 C	Oriental Art	3
ART 213 C	Pre-Columbian Art	3

##### Dance

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

##### Interdisciplinary

INDS 110 C	Multicultural Influences in the Arts in Contemporary America	3
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##### Literature

ENGL125 C	The Film	3
ENGL125HC	Honors The Film	3

##### Music

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

##### Photography

PHOT101 C	Introduction to Photography	3
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##### Theater Arts

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

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

#### Foreign Language

CHIN 101 C	Elementary Chinese Mandarin I	5
CHIN 102 C	Elementary Chinese Mandarin II	5
FREN 101 C	Elementary French I	5
FREN 102 C	Elementary French II	5
FREN 203 C	Intermediate French III	4
FREN 204 C	Intermediate French IV	4
GERM 101 C	Elementary German I	5
GERM 102 C	Elementary German II	5
JAPN 100 C	Spoken Japanese for Beginners	3, 3
JAPN 101 C	Elementary Japanese I	5
JAPN 102 C	Elementary Japanese II	5
JAPN 203 C	Intermediate Japanese III	4
JAPN 204 C	Intermediate Japanese IV	4
SPAN 101 C	Elementary Spanish I	5
SPAN 101HC	Honors Elementary Spanish I	5
SPAN 102 C	Elementary Spanish II	5
SPAN 102HC	Honors Elementary Spanish II	5
SPAN 201 C	Spanish for Spanish Speakers	5
SPAN 203 C	Intermediate Spanish III	4
SPAN 204 C	Intermediate Spanish IV	4

#### Interdisciplinary Studies

INDS 100 C	Humanities and the Arts	3
INDS 101 C	Humanities and the Arts	3
JOUR 110 C	Mass Media Survey	3

#### Literature

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

#### Philosophy

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

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

ANTH 102 C	Cultural Anthropology	3
ANTH 203 C	Introduction to Archaeology	3
ECON 110 C	Survey of Economics	3
ETHS 231 C	Minority Communities in the United States (Same as HIST231C, POSC231C and SOC231 C)	3
ETHS 231HC	Honors Minority Communities in the U.S. (Same as HIST231HC, POSC231HC and SOC 231HC)	3
GEOG 100 C	The Human World: ARegional Study	3
GEOG 100HC	Honors The Human World: ARegional Study	3
GEOG 160 C	Cultural Geography	3
HIST 110AC	Western Civilization	3

HIST 110BC	Western Civilization	3
HIST 112 C	World Civilization I	3
HIST 112HC	Honors World Civilization II	3
HIST 113 C	World Civilization II	3
HIST 162AC	History of the Americas	3
HIST 162BC	History of the Americas	3
HIST 170AC	History of the United States	3
HIST 171 C	History of the US	3
HIST 171HC	Honors History of the U.S.	3
HIST 231 C	Minority Communities in the United States (Same as ETHS 231 C, POSC 231 C and SOC 231C)	3
HIST 231HC	Honors Minority Communities in the U.S. (Same as ETHS 231HC, POSC 231HC and SOC 231HC)	3
HS 277 C	Cultural Awareness & Health Care	3
MGT 161 C	Introduction to Business	3
MGT 266 C	Human Relations in Business	3
POSC 100 C	Government of the United States	3
POSC 100HC	Honors Government of the United States	3
POSC 210 C	Contemporary Political Issues in America	3
POSC 215 C	Comparative Political Systems	3
POSC 230 C	Introduction to International Relations	3
POSC 231 C	Minority Communities in the United States (Same as ETHS 231C, HIST 231C and SOC 231C)	3
POSC 231HC	Honors Minority Communities in the U.S. (Same as ETHS 231HC, HIST 231HC and SOC 231HC)	3
PSY 101 C	General Psychology	3
SOC 101 C	Introduction to Sociology	3
SOC 231 C	Minority Communities in the United States (Same as ETHS 231C, HIST 231C and POSC 231C)	3
SOC 231HC	Honors Minority Communities in the U.S. (Same as ETHS 231HC, HIST 231HC and POSC 231HC)	3
SOC 275 C	Marriage and the Family	3
SOSC 051 C	Survey of the Civilization of the United States	3
<b>CATEGORY E - PHYSICALACTIVITYAND HEALTH (1 Unit</b>		
HRC 100 C	Nutrition	3
PE 100 C - through - PE 221 C	Physical Education Activity Classes	1/2 - 2
PE 234 C	Contemporary Personal Health	3
PE 244 C	Human Performance	3

## CULTURAL PLURALISM

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

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

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

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

Students must take at least one 3 unit course from the following list of classes which meet standards for Cultural Pluralism:		
ANTH 121 C	Indians of North America	3
COUN 152 C	Diversity in the World of Work	3
DANC 101 C	Multicultural Dance in the US	3
ENGL097 C	Multicultural Literature	3
ENGL247 C	Multicultural Literature	3
ETHS 130 C	African-American History in the United States	3
ETHS 141 C	Introduction to Chicana/o History & Culture	3
ETHS 142 C	The Chicana/o in Contemporary Society	3
ETHS 231 C	Minority Communities in the United States (Same as HIST 231 C, POSC 231C and SOC 231 C)	3
ETHS 231HC	Honors Minority Communities in the United States (Same as HIST 231HC, POSC 231HC and SOC 231HC)	3
ETHS 235 C	The Civil Rights Movement	3
HIST 130 C	African-American History in the United States	3
HIST 141 C	Introduction to Chicana/o History and Culture	3
HIST 176 C	Asian American History	3
HIST 231 C	Minority Communities in the United States (Same as ETHS 231 C, POSC 231 C and SOC 231C)	3
HIST 231HC	Honors Minority Communities in the U.S. (Same as ETHS 231HC, POSC 231HC and SOC 231HC)	3
HIST 275 C	History of California	3
HS 277 C	Cultural Awareness & Health Care	3
INDS 110 C	Contemporary Multicultural Arts	3
MKT 205 C	Multicultural Markets in U.S.	3
PE 250 C	Sport and United States Society	3
POSC 209 C	Urban Politics	3
POSC 231 C	Minority Communities in the United States (Same as ETHS 231 C, HIST 231C and SOC 231C)	3
POSC 231HC	Honors Minority Communities in the United States (Same as ETHS 231HC, HIST 231HC and SOC 231HC)	3
PSY 237 C	Cross-Cultural Conflicts in Interpersonal Relationships (Same as SOC 237C)	3
SOC 142 C	The Chicana/o in Contemporary Society	3
SOC 231 C	Minority Communities in the United States (Same as ETHS 231 C, HIST 231 C and POSC 231C)	3
SOC 231HC	Honors Minority Communities in the United States (Same as ETHS 231HC, HIST 231HC and POSC 231HC)	3
SOC 235 C	The Civil Rights Movement	3
SOC 237 C	Cross-Cultural Conflicts in Interpersonal Relationships (Same as PSY 237C)	3
SPCH 120 C	Intercultural Communication	3
THEA107 C	Ethnic Influences in U. S. Theater	3

**Cultural Pluralism Approved Programs:**  
Nursing

## READING PROFICIENCY

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

- ENGL096 C Preparation for College Reading
- ENGL102 C Introduction to Literature
- ENGL142 C Critical Thinking
- Asatisfactory score on a reading proficiency test. (Refer to the *Schedule of Classes* listed under **STEP TWO, ENGLISH ASSESSMENT.**)
- California State University (CSU) general education certification
- IGETC certification

## APPLICATION FOR GRADUATION

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

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

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

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

## HOW TO EARN A VOCATIONAL CERTIFICATE

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

Requirements for Vocational Certificate Programs for the 2002-2003 Catalog Year include:

- Completion of a specific program of vocational courses listed in the catalog with a minimum grade of "C".
- Completion of at least 50% of the required courses at Cypress College.
- Submission of an Application for Certificate in the Records Office.

### Vocational Certificates offered by Cypress College are:

#### AIR CONDITIONING AND REFRIGERATION

Air Conditioning and Refrigeration

#### AIRLINE AND TRAVEL CAREERS

Airline Customer Services  
Flight Attendant  
Travel/Tourism

#### ART

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

#### AUTOMOTIVE

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

#### AVIATION

Professional Pilot

#### BUSINESS

Accounting  
Internet Marketing  
Leadership  
Management  
Marketing  
Merchandising  
Multicultural Marketing  
Retail Management  
Small Business Management

#### COURT REPORTING

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

#### DANCE

Dance Choreography  
Dance Teaching  
Dance Technique

#### DENTAL

Dental Assistant  
\*Dental Hygiene

#### GEOGRAPHIC INFORMATION SYSTEMS

Geographic Information Systems  
Geographic Information Systems/Marketing

#### HEALTH INFORMATION

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

#### HOTEL, RESTAURANT, CULINARYARTS

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

#### HUMAN SERVICES

Alcohol and Drug Studies  
Criminal Justice  
Eating Disorders  
Family Studies Basic/Advanced  
Foster Care Giver Childhood/Adolescent  
Gerontology  
Head Start Parental Support Assistant  
Human Services Generalist  
Victimology

**INFORMATION SYSTEMS**

Advanced Computer Office Applications  
 Cisco Networking Certificate  
 Computer Applications  
 Computer Information Systems  
 Computer Programming  
 Computer Software and Application  
 Internet and Data Communications  
 Oracle Database Administration  
 Visual Basic Programming  
 Visual C++ Programming  
 Web Page Design  
 Windows Networking

**MORTUARYSCIENCE**

Mortuary Science

**MUSIC**

Commercial Music Management  
 Recording Arts

**OFFICE OCCUPATIONS**

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

**PHOTOGRAPHY**

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

**PHYSICALEDUCATION**

Aerobic Instructor  
 Aquatic Specialist  
 Athletic Coach  
 Sports Management

**PSYCHIATRIC TECHNOLOGY**

Psychiatric Technology

**RADIOLOGY**

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

**THEATER**

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

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

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

**DEPARTMENT CERTIFICATES**

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

**APPLICATION FOR CERTIFICATES**

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

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

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

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

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

**HOW TO TRANSFER TO A FOUR-YEAR COLLEGE**

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

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

In general, students who attend Cypress College may transfer to a four-year college or university without loss of time or credits if, while in attendance, they accomplish the following:

- Satisfy the lower-division general education requirements prescribed by the transfer institution.
- Fulfill the lower-division major requirements prescribed by the transfer institution.
- Remove any subject or grade deficiencies incurred in high school, if required by the transfer institution for admission.

- Complete a minimum of 56 and a maximum of 70 transferable units.
- Maintain the appropriate GPA required by the transfer institution.

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

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

## REPEATABLE ACTIVITY COURSES

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

## CSU GENERAL EDUCATION BREADTH REQUIREMENTS

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

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

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

### A. COMMUNICATION IN THE ENGLISH LANGUAGE

(9 Unit minimum)

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

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

A1 SPCH 100 C	Human Communication	3
SPCH 100HC	Honors Human Communication	3
A2 ENGL100 C	College Writing	3
ENGL100HC	Honors College Writing	3
A3 ENGL103 C	Critical Reasoning and Writing	3
ENGL104 C	Critical Analysis & Literature	3
ENGL104HC	Honors Critical Analysis & Lit	3
ENGL142 C	Critical Thinking	3
ENGL201 C	Intermediate College Writing	3
PHIL170 C	Logic and Critical Thinking	3
PHIL172 C	Critical Thinking/Writing	3
SPCH 135 C	Essentials of Argumentation	3
SPCH 138 C	Forensics	1 - 2
SPCH 238 C	Forensics	1 - 2

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

(9 Unit minimum)

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

#### B1/B3 PHYSICAL SCIENCES WITH LAB

ASTR 116 C	Introduction to Astronomy	3
ASTR 116HC	Honors Intro to Astronomy	3
ASTR 117 C	Astronomy Laboratory	3
ASTR 117HC	Honors Astronomy Laboratory	3
CHEM 101 C	Introduction to Chemistry	5
CHEM 107 C	Foundations of College Chemistry	5
CHEM 111AC	General Chemistry	5
CHEM 111BC	General Chemistry	5
CHEM 200 C	Elementary Organic Chemistry - Lecture	3
CHEM 200LC	Methods of Organic Chemistry - Lab	3
GEOG 102 C,	Physical Geography – Lec	3
GEOG 102LC	Physical Geography - Lab	1
GEOL100 C	Physical Geology - Lec	3
GEOL101 C	Physical Geology – Lab	1
GEOL102 C	Physical Geology - Lec/Lab	4
GEOL103 C	Historical Geology	4
GEOL115 C	Physical Geology Field Lab	1
GEOL130 C	Introduction to Oceanography - Lec	3
GEOL131 C	Introduction to Oceanography – Lab	1
PHYS 130 C	Principles of Physics	4
PHYS 201 C	College Physics	4
PHYS 202 C	College Physics	4
PHYS 210 C	Physics	4
PHYS 211 C	Physics	4
PHYS 221 C	General Physics	4
PHYS 222 C	General Physics	4
PHYS 223 C	General Physics	4

#### B2/B3 LIFE SCIENCES WITH LAB

ANTH 201 C	Physical Anthropology	4
BIOL 101 C	General Biology	5
BIOL101HC	Honors General Biology	5
BIOL111 C	Principles of Biology 1 - Lec	3
BIOL112 C	Principles of Biology 1 – Lab	2
BIOL113 C	Principles of Biology 2 - Lec	3
BIOL114 C	Principles of Biology 2 – Lab	2
BIOL122 C	Marine Biology	5
BIOL127 C	Field Biology and Natural History	5
BIOL128 C	Plants and Society	5
BIOL174 C	Biological Diversity	3
BIOL175 C	Lower-Division Laboratory	2
BIOL210 C	Anatomy and Physiology	5
BIOL230 C	General Anatomy	4
BIOL240 C	Human Physiology	5
BIOL262 C	General Microbiology	5



<b>B1 PHYSICAL SCIENCES (NO LAB)</b>			MUS 118 C	Introduction to Opera	3
ASTR 116 C	Introduction to Astronomy	3	MUS 118HC	Honors Introduction to Opera	3
ASTR 116HC	Honors Intro to Astronomy	3	MUS 119 C	History of Rock Music	3
CHEM 100 C	Chemistry for Daily Life	3	MUS 122 C	Concert Hour	1, 1, 1
GEOG 102 C	Physical Geography	3	MUS 126 C	Beginning Voice	1
GEOL100 C	Physical Geology	3	MUS 130 C	Beginning Guitar	1
GEOL120 C	Geology of California	3	MUS 135 C	Beginning Piano	1
GEOL 130 C	Introduction to Oceanography	3	MUS 143 C	Beginning Strings	1
GEOL180 C	Summer Field Geology	5	MUS 146 C	Woodwind Class	1
GEOL190 C	Environmental Geology	3	MUS 150 C	Beginning Brass	1
<b>B2 LIFE SCIENCES (NO LAB)</b>			MUS 282 C	Cypress <i>Masterworks</i> Chorale	1, 1, 1, 1
BIOL102 C	Human Biology	3	MUS 291 C	Acting, Singing and Dancing for the Musical Theater	3
BIOL103 C	Human Ecology	3	PHOT101 C	Introduction to Photography	3
BIOL111 C	Principles of Biology 1	3	THEA100 C	Introduction to the Theater	3
BIOL113 C	Principles of Biology 2	3	THEA102 C	History of World Theater	3
BIOL174 C	Biological Diversity	3	THEA102HC	Honors History of World Theater	3
<b>B4 MATHEMATICS (GRADE OF "C" OR BETTER REQUIRED)</b>			THEA104 C	Introduction to Theater Appreciation	3
CSCI 185AC	Computer Science I	4	THEA106 C	Principles of Playwriting	2, 2
CSCI 186 C	Data Structures	4	THEA107 C	Ethnic Influence in U.S. Theater	3
CSCI 205 C	FORTRAN Programming	4	THEA120 C	Acting I	3
MATH 100 C	Math for Liberal Arts Students	3	THEA121 C	Movement for Actors	2
MATH 115 C	Finite Mathematics	3	THEA129 C	Voice and Diction	3
MATH 120 C	Intro to Probability and Statistics	4	THEA132 C	Musical Theater Workshop	2 - 3
MATH 120HC	Honors Intro to Prob & Stat	4	THEA133 C	Rehearsal and Performance	2 - 3
MATH 130 C	Survey of Calculus	4	THEA145 C	Fundamentals of Costume Design	3, 3
MATH 141 C	College Algebra	4	THEA149 C	Stage Crew Activity	2 - 3
MATH 142 C	Trigonometry	4	THEA229 C	Acting, Singing, Dancing for the Musical Theater	3
MATH 150AC	Calculus and Analytic Geometry	4	<b>C2 HUMANITIES (Literature, Philosophy, Foreign Language)</b>		
PSY 161 C	Probability & Stats-Social Sci	4	CHIN 101 C	Elementary Chinese-Mandarin I	5
	<i>(Same as SOC161C and SOSC 161C)</i>		CHIN 102 C	Elementary Chinese-Mandarin II	5
SOC 161 C	Probability & Stats-Social Sci	4	ENGL102 C	Introduction to Literature	3
	<i>(Same as PSY161C and SOSC 161C)</i>		ENGL110 C	Humanities and the Arts	3
SOSC 161 C	Probability & Stats-Social Sci	4	ENGL111 C	Humanities and the Arts	3
	<i>(Same as PSY161C and SOC161 C)</i>		ENGL207 C	The Short Story	3
<b>C. THE ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGES (9 Unit minimum)</b>			ENGL211 C	English Literature - Part One	3
<b>REQUIREMENT: MUST INCLUDE at least one course in the Arts AND one course in the Humanities</b>			ENGL212 C	English Literature - Part Two	3
<b>C1 ARTS (Art, Dance, Music, Theater)</b>			ENGL221 C	American Literature - Part One	3
ART100 C	Fundamentals of Art	3	ENGL222 C	American Literature - Part Two	3
ART110 C	Introduction to Art	3	ENGL234 C	Shakespeare	3
ART111 C	Survey of Art History I	3	ENGL234HC	Honors Shakespeare	3
ART112 C	Survey of Art History II	3	ENGL247 C	Multicultural Literature	3
ART 112HC	Honors Survey of Art History II	3	ETHS 141 C	Intro to Chicana/o History and Culture	3
ART114 C	Modern Art History	3		<i>(Same as HIST 141 C)</i>	
ART120 C	Design Concepts	3	FREN 101 C	Elementary French I	5
ART150 C	Ceramics Handbuilding	3	FREN 102 C	Elementary French II	5
ART151 C	Ceramics Throwing	3	FREN 200 C	Conversational French	2, 2
ART 182 C	Freehand Drawing	3	FREN 203 C	Intermediate French III	4
ART189 C	Fundamentals of Painting	3	FREN 204 C	Intermediate French IV	4
ART212 C	Oriental Art	3	GERM 101 C	Elementary German I	5
ART213 C	Pre-Columbian Art	3	GERM 102 C	Elementary German II	5
DANC 101 C	Multicultural Dance in the U. S.	3	HIST 110AC	Western Civilization I	3
DANC 105 C	Ballet	1 - 2	HIST 110BC	Western Civilization II	3
DANC 106 C	Classical Dance	1 - 2	HIST 112 C	World Civilization I	3
DANC 107 C	Modern Dance	1 - 2	HIST 113 C	World Civilization II	3
DANC 108 C	Free Form Dance	1 - 2	HIST 141 C	Intro to Chicana/o History and Culture	3
DANC 109 C	Dance Improvisation	1		<i>(Same as ETHS 141 C)</i>	
DANC 111 C	Jazz Dance	1 - 2	HIST 160AC	Asian Civilization	3
DANC 112 C	Intermediate Jazz Dance	1 - 2	HIST 160BC	Asian Civilization	3
DANC 120 C	Dance History	3	HIST 163 C	History of Mexico	3
DANC 134 C	Latin Jazz	1 - 2	HIST 180 C	People and Culture in East Asia	3
ENGL125 C	The Film	3	INDS 100 C	Humanities and the Arts	3
ENGL125HC	Honors The Film	3	INDS 101 C	Humanities and the Arts	3
INDS 110 C	Multicultural Influences in the Arts in Contemporary America	3	JAPN 101 C	Elementary Japanese I	5
MUS 101 C	Music Fundamentals	3	JAPN 102 C	Elementary Japanese II	5
MUS 103AC	Theory and Musicianship I	4	JAPN 200 C	Conversational Japanese	2, 2
MUS 113 C	Jazz History	3	JAPN 203 C	Intermediate Japanese III	4
MUS 115 C	Music Cultures of the World	3	JAPN 204 C	Intermediate Japanese IV	4
MUS 116 C	Music Appreciation	3	PHIL100 C	Introduction to Philosophy	3
MUS 117 C	American Popular Music	3	PHIL110 C	Religions of the East	3
			PHIL120 C	Religions of the Middle East and West	3

PHIL160 C	Introduction to Ethics	3
PHIL202 C	History of Philosophy: Modern	3
PHIL230 C	Philosophy of Religion	3
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	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  
Group B: HIST 162AC, 162BC, 170AC, 171 C, 171HC

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

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

**D1 ANTHROPOLOGY AND ARCHAEOLOGY**

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

**D2 ECONOMICS**

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

**D3 ETHNIC STUDIES**

ETHS 130 C	African-American History in the US (Same as HIST 130 C)	3
ETHS 141 C	Intro to Chicana/o History and Culture (Same as HIST 141 C)	3
ETHS 142 C	The Chicana/o in Contemporary Society (Same as SOC 142 C)	3
ETHS 231 C	Minority Communities in the U.S. (Same as HIST 231 C, POSC 231 C, SOC 231 C)	3
ETHS 231HC	Honors Minority Communities in U.S. (Same as HIST 231HC, POSC 231HC, SOC 231HC)	3
HS 277 C	Cultural Awareness & Health Care	3
HIST 130 C	African-American History in the US (Same as ETHS 130 C)	3
HIST 141 C	Intro to Chicana/o History and Culture (Same as ETHS 141 C)	3
HIST 176 C	Asian Experience in the US	3
HIST 231 C	Minority Communities in the U.S. (Same as ETHS 231 C, POSC 231 C, SOC 231 C)	3
HIST 231HC	Honors Minority Communities in U.S. (Same as ETHS 231HC, POSC 231HC, SOC 231HC)	3
POSC 231 C	Minority Communities in the U.S. (Same as ETHS 231 C, HIST 231 C, SOC 231 C)	3
POSC 231HC	Honors Minority Communities in U.S. (Same as ETHS 231HC, HIST 231HC, SOC 231HC)	3
PSY 142 C	Middle Childhood Development	½
PSY 237 C	Cross-Cultural Conflicts in Int Rel (Same as SOC 237 C)	3

SOC 142 C	The Chicana/o in Contemporary Society (Same as ETHS 142 C)	3
SOC 231 C	Minority Communities in the U.S. (Same as ETHS 231 C, HIST 231 C, POSC 231 C)	3
SOC 231HC	Honors Minority Communities in U.S. (Same as ETHS 231HC, HIST 231HC, POSC 231HC)	3
SOC 237 C	Cross-Cultural Conflicts in Int Rel (Same as PSY 237 C)	3

**D4 Gender Studies**

SOC 225 C	Sociology of Women	3
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**D5 GEOGRAPHY**

ECON 260 C	Economic Geography (Same as GEOG 260 C)	3
GEOG 100 C	The Human World: A Regional Study	3
GEOG 100HC	Honors: Human World: Regional Study	3
GEOG 130 C	California Geography	3
GEOG 140 C	Weather and Climate	3
GEOG 160 C	Cultural Geography	3
GEOG 260 C	Economic Geography (Same as ECON 260 C)	3

**D6 HISTORY**

HIST 105 C	History of Physical Science	3
HIST 110AC	Western Civilization I	3
HIST 110BC	Western Civilization II	3
HIST 112 C	World Civilization I	3
HIST 112HC	Honors World Civilization I	3
HIST 113 C	World Civilization II	3
HIST 151 C	Survey of British History	3
HIST 152 C	Survey of British History Since 1715	3
HIST 160AC	Asian Civilization	3
HIST 160BC	Asian Civilization	3
HIST 162AC	History of the Americas	3
HIST 162BC	History of the Americas	3
HIST 163 C	History of Mexico	3, 3
HIST 170AC	History of the United States	3
HIST 171 C	History of the US	3
HIST 171HC	Honors History of the U.S.	3
HIST 180 C	People and Culture in East Asia	3
HIST 275 C	History of California	3

**D7 INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE**

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

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

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

**D9 PSYCHOLOGY**

PSY101 C	General Psychology-Intro	3
PSY 110 C	Intro to Applied Psychology	3
PSY 139 C	Developmental Psychology	3
PSY 222 C	Abnormal Psychology	3

**D10 SOCIOLOGY AND CRIMINOLOGY**

SOC 101 C	Introduction to Sociology	3
SOC 225 C	Sociology of Women	3

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

CIS 111 C	Computer Lit-Intro to Info Sys	3
COUN 105 C	Stress and Anxiety Management	1
COUN 141 C	Career Exploration	1
COUN 144 C	Women and Careers	1
COUN 145 C	Changing Careers	1
COUN 146 C	Decision Making	1
COUN 150 C	Academic and Life Success	3
COUN 151 C	Career/Life Planning	3
PE 100 C through PE 221 C	Physical Ed Activity Classes ( <i>CSU Certification One (1) Unit limit</i> )	½ - 1
PE 231 C	Elem School Movement-PE	3
PE 234 C	Contemporary Personal Health	3
PE 235 C	First Aid, CPR and Safety Ed	3
PE 237 C	Lifesaving	1
PE 242 C	Wheelchair Athletics	2
PE 244 C	Human Performance	3
PSY 120 C	Human Sexuality ( <i>Same as SOC 120 C</i> )	3
PSY 233 C	The Psychology of Adjustment	3
SOC 120 C	Human Sexuality ( <i>Same as PSY120 C</i> )	3
SPCH 105 C	Interpersonal Communication	3

**INTERSEGMENTAL GENERAL  
EDUCATION TRANSFER  
CURRICULUM (IGETC)**

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

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

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

Students must apply for IGETC certification in the Admissions and Records Office. Courses will be certified ONLY if they are on the official IGETC list during the catalog year they are taken. In addition to the course requirements for each

subject area, full certification for the CSU must include completion of the Oral Communications requirement. With the UC, Oral Communications is NOT required, but the certification must include satisfactory completion of the Language Other Than English proficiency requirements. A course or sequence used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. All courses must be completed with a "C" or better. Students must apply for IGETC Certification through the Admissions and Records Office during the semester in which requirements will be completed or thereafter.

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

**AREA1 ENGLISH COMMUNICATION**

**CSU:** 3 courses required, one from each group below  
**UC:** 2 courses required, one each from Group A and B

**GROUP A: ENGLISH COMPOSITION (Code = IA)**

1 course, 3 semester units, (4 - 5 quarter units)		
ENGL100 C	College Writing	3
+ ENGL100HC	Honors College Writing	3

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

1 course, 3 semester units, (4-5 quarter units)		
ENGL103 C	Critical Reasoning and Writing	3
ENGL104 C	Critical Analysis & Literature	3
ENGL104HC	Honors Critical Analysis & Lit	3
ENGL201 C	Intermediate College Writing	3
PHIL172 C	Critical Thinking/Writing	3

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

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

**AREA2 MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING**

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

**MATH (Code = 2A)**

+ MATH 100 C	Math for Liberal Arts Students ( <i>Cannot be used to clear High School Math deficiency</i> )	3
MATH 115 C	Finite Mathematics	3
+ MATH 120 C	Intro Probability and Statistics	4
+ MATH 120HC	Honors Intro to Prob & Stat	4
+ MATH 130 C	Survey of Calculus	4
MATH 141 C	College Algebra	4
+ MATH 150AC	Calculus and Analytic Geometry	4
MATH 150BC	Calculus and Analytic Geometry	4
MATH 250AC	Intermediate Calculus	4
MATH 250BC	Intermediate Calculus	4
PSY 161 C	Probability & Stats-Social Sci ( <i>Same as SOC 161 C, SOSC 161 C</i> )	4
SOC 161 C	Probability & Stats-Social Sci ( <i>Same as PSY161 C, SOSC 161 C</i> )	4
SOSC 161 C	Probability & Stats-Social Sci ( <i>Same as PSY161 C, SOC 161 C</i> )	4
+ MATH 120 C/120HC, PSY161 C, SOC 161 C, SOSC 161 C combined:	Maximum credit, one course	
+ MATH 130 C and 150AC combined:	Maximum credit, 4 units	

**AREA3 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
ART110 C	Introduction to Art	3
ART 111 C	Survey of Art History I	3
ART112 C	Survey of Art History II	3
ART112HC	Honors Survey of Art History II	3
ART114 C	Modern Art History	4
ART 212 C	Oriental Art	3
ART 213 C	Pre-Columbian Art	3
DANC 101 C	Multicultural Dance in the U.S.	3
DANC 120 C	Dance History	3
ENGL125 C	The Film	3
ENGL125HC	Honors The Film	3
INDS 110 C	Contemporary Multicultural Arts	3
MUS 103AC	Theory and Musicianship I	4
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
THEA100 C	Introduction to Theater	3
THEA102 C	History of World Theater	3
THEA102HC	Honors History of World Theater	3
THEA104 C	Introduction to Theater Appreciation	3
THEA107 C	Ethnic Influences in U. S. Theater	3

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

ENGL102 C	Introduction to Literature	3
ENGL110 C	Humanities and the Arts	3
+ ENGL111 C	Humanities and the Arts (Same as INDS 101 C)	3
ENGL207 C	The Short Story	3
ENGL211 C	English Literature - Part One	3
ENGL212 C	English Literature - Part Two	3
ENGL221 C	American Literature - Part One	3
ENGL222 C	American Literature - Part Two	3
ENGL234 C	Shakespeare	3
ENGL234HC	Honors Shakespeare	3
ENGL247 C	Multicultural Literature	3
* ETHS 141 C	Introduction to Chicana/o History and Culture (Same as HIST 141 C)	3
FREN 203 C	Intermediate French III	4
FREN 204 C	Intermediate French IV	4
* HIST 110AC	Western Civilization I	3
* HIST 110BC	Western Civilization II	3
* HIST 112 C	World Civilization I	3
* HIST 113 C	World Civilization II	3
* HIST 141 C	Introduction to Chicana/o Culture and Culture (Same as ETHS 141 C)	3
* HIST 160AC	Asian Civilization	3
* HIST 160BC	Asian Civilization	3
* HIST 163 C	History of Mexico	3
* HIST 180 C	People and Culture in East Asia	3
+ INDS 100 C	Humanities and the Arts (Same as ENGL110 C)	3
+ INDS 101 C	Humanities and the Arts (Same as ENGL111 C)	3
JAPN 203 C	Intermediate Japanese III	4
JAPN 204 C	Intermediate Japanese IV	4
PHIL100 C	Introduction to Philosophy	3
PHIL110 C	Religions of the East	3
PHIL120 C	Religions of the Mid East and West	3
PHIL160 C	Introduction to Ethics	3
PHIL202 C	History of Philosophy: Modern	3
PHIL230 C	Philosophy of Religion	3
SPAN 203 C	Intermediate Spanish III	4
SPAN 204 C	Intermediate Spanish IV	4

**AREA4 SOCIALAND BEHAVIORAL SCIENCES**

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

**A. ANTHROPOLOGYand ARCHAEOLOGY(Code = 4A)**

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

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

ECON 100 C	Principles of Economics (Macro)	3
ECON 100HC	Honors Principles of Economics (Macro)	3
ECON 105 C	Principles of Economics (Micro)	3
ECON 105HC	Honors Principles of Economics (Micro)	3
+ ECON 110 C	Survey of Economics	3
* ECON 260 C	Economic Geography (Same as GEOG 260 C)	3
GEOG 260 C	Economic Geography (Same as ECON 260 C)	3

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

* ETHS 142 C	Chicana/o in Contemporary Society (Same as SOC 142 C)	3
* ETHS 231 C	Minority Communities in the United States (Same as HIST 231 C, POSC 231 C, SOC 231 C)	3
* ETHS 231HC	Honors Minority Communities in the United States (Same as HIST 231HC, POSC 231HC, SOC231HC)	3
* HIST 231 C	Minority Communities in the United States (Same as ETHS 231 C, POSC 231 C, SOC 231 C)	3
* HIST 231HC	Honors Minority Communities in the United States (Same as ETHS 231HC, POSC 231HC, SOC231HC)	3
* POSC 231 C	Minority Communities in the United States (Same as ETHS 231 C, HIST 231 C, SOC 231 C)	3
* POSC 231HC	Honors Minority Communities in the United States (Same as ETHS 231HC, HIST 231HC, SOC 231HC)	3
* PSY 237 C	Cross Cultural Conflicts in Interpersonal Relationships (Same as SOC 237 C)	3
* SOC 142 C	Chicana/o in Contemporary Society (Same as ETHS 142 C)	3
* SOC 231 C	Minority Communities in the United States (Same as ETHS 231 C, POSC 231 C, SOC 231 C)	3
* SOC 231HC	Honors Minority Communities in the United States (Same as ETHS 231HC, POSC 231HC, SOC 231HC)	3
* SOC 237 C	Cross Cultural Conflicts in Interpersonal Relationships (Same as PSY237 C)	3
SPCH 120 C	Intercultural Communication	3

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

* ECON 260 C	Economic Geography (Same as GEOG 260 C)	3
+ GEOG 100 C	The Human World: ARegnl Study	3
+ GEOG 100HC	Honors Human World: ARegnl Study	3
GEOG 130 C	California Geography	3
GEOG 140 C	Weather and Climate	3
GEOG 160 C	Cultural Geography	3
* GEOG 260 C	Economic Geography (Same as ECON 260 C)	3

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

* ETHS 141 C	Introduction to Chicana/o History and Culture (Same as HIST 141 C)	3
HIST 105 C	History of Physical Science	3
* HIST 110AC	Western Civilization I	3
* HIST 110BC	Western Civilization II	3
* HIST 112 C	World Civilization I	3
* HIST 112HC	Honors World Civilization I	3
* HIST 113 C	World Civilization II	3
* HIST 141 C	Introduction to Chicana/o History and Culture (Same as ETHS 141 C)	3
HIST 151 C	Survey of British History	3
HIST 152 C	Survey of British History Since 1715	3
* HIST 160AC	Asian Civilization	3
* HIST 160BC	Asian Civilization	3
* HIST 162AC	History of the Americas	3
* HIST 162BC	History of the Americas	3
* HIST 163 C	History of Mexico	3
* HIST 170AC	History of the United States	3
* HIST 171 C	History of the US	3
* HIST 180 C	People and Culture in East Asia	3

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

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

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

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

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

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

**AREA5 PHYSICALAND 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 Laboratory</b>	<b>1</b>
<b>ASTR 117HC</b>	<b>Honors Astronomy Laboratory</b>	<b>1</b>
+ CHEM 100 C	Chemistry for Daily Life	3
+ <b>CHEM 107 C</b>	<b>Foundations of College Chemistry</b>	<b>5</b>
<b>CHEM 111AC</b>	<b>General Chemistry</b>	<b>5</b>
<b>CHEM 111BC</b>	<b>General Chemistry</b>	<b>5</b>
GEOG 102 C	Physical Geography	3
<b>GEOG 102LC</b>	<b>Physical Geography - Lab</b>	<b>1</b>
+ GEOL100 C	Physical Geology	3
+ <b>GEOL101 C</b>	<b>Physical Geology - Lab</b>	<b>1</b>
+ <b>GEOL102 C</b>	<b>Physical Geology - Lec/Lab</b>	<b>4</b>
<b>GEOL103 C</b>	<b>Historical Geology-Lec/Lab</b>	<b>4</b>
+ <b>GEOL 115 C</b>	<b>Physical Geology Field-Lab</b>	<b>1</b>
GEOL120 C	Geology of California	3
GEOL130 C	Introduction to Oceanography	3
<b>GEOL131 C</b>	<b>Introduction to Oceanography - Lab</b>	<b>1</b>
+ GEOL190 C	Environmental Geology	3
<b>GEOL220 C</b>	<b>Mineralogy</b>	<b>4</b>
+ <b>PHYS 130 C</b>	<b>Principles of Physics</b>	<b>4</b>
+ <b>PHYS 201 C</b>	<b>College Physics</b>	<b>4</b>
+ <b>PHYS 202 C</b>	<b>College Physics</b>	<b>4</b>
+ <b>PHYS 210 C</b>	<b>Physics</b>	<b>4</b>
+ <b>PHYS 211 C</b>	<b>Physics</b>	<b>4</b>
+ <b>PHYS 221 C</b>	<b>General Physics</b>	<b>4</b>
+ <b>PHYS 222 C</b>	<b>General Physics</b>	<b>4</b>
+ <b>PHYS 223 C</b>	<b>General Physics</b>	<b>4</b>

+ GEOL100 C, 101 C and 102 C combined: maximum credit, 4 units

+ No credit for GEOL115 C or 190 C if taken after GEOL101 C or 102 C

+ No credit for PHYS 130 C if taken after PHYS 201 C or 221 C

+ PHYS 201 C, 202 C combined with 210 C, 211 C, 221 C, 222 C, or 223 C: maximum credit, one series

**BIOLOGICAL SCIENCES (Code 5B)**

<b>ANTH 201 C</b>	<b>Physical Anthropology</b>	<b>4</b>
+ <b>BIOL101 C</b>	<b>General Biology</b>	<b>5</b>
+ <b>BIOL 101HC</b>	<b>Honors General Biology</b>	<b>5</b>
BIOL102 C	Human Biology	3
BIOL103 C	Human Ecology	3
+ BIOL111 C	Principles of Biology 1	3
+ <b>BIOL112 C</b>	<b>Principles of Biology 1 Lab</b>	<b>2</b>
+ BIOL113 C	Principles of Biology 2	3
+ <b>BIOL114 C</b>	<b>Principles of Biology 2 Lab</b>	<b>2</b>
<b>BIOL122 C</b>	<b>Marine Biology</b>	<b>5</b>
<b>BIOL127 C</b>	<b>Natural History</b>	<b>5</b>
<b>BIOL128 C</b>	<b>Plants and Society</b>	<b>5</b>
+ BIOL174 C	Intro to the Diversity of Life	3
+ <b>BIOL 175 C</b>	<b>Lower-Division Laboratory</b>	<b>2</b>
<b>BIOL 230 C</b>	<b>General Anatomy</b>	<b>4</b>
<b>BIOL240 C</b>	<b>Human Physiology</b>	<b>5</b>
<b>BIOL 262 C</b>	<b>General Microbiology</b>	<b>5</b>

+ No credit for BIOL101 C/101HC if taken after BIOL 174 C, 176 C, or 177 C

+ BIOL111 C, 112 C, 113 C, 114 C combined with 174 C, 175 C, 176 C, 177 C: maximum credit, one series

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

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

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

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

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

* POSC 100 C	Government of the United States	3
* POSC 100HC	Honors Government of the United States	3

**HISTORY (Code = 7B)**

* HIST 162AC	History of the Americas	3
* HIST 162BC	History of the Americas	3
* HIST 170AC	History of the United States	3
* HIST 171 C	History of the United States	3

**LEGEND**

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

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

Please *consult with a counselor, or the Transfer Center located in the Fine Arts Building - 1st floor.* - 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**

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

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

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



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

# Course Prefixes

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



# Standard Definitions

## Definition of *Advisory*

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

## Definition of *ASSIST*

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

## Definition of *CAN*

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

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

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

## Definition of *Corequisite*

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

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

## Definition of *Prerequisite*

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

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

## Definition of *Unit*

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

## Definition of *Electives*

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

# Description of Courses

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

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

- College and university parallel courses (transfer courses,) have title numbers ranging from 100 through 299. If appropriate to the student's major, they usually will be accepted as transfer units to institutions of higher education for their full credit value.
- Several general education courses, in addition to occupational, vocational and technical courses will bear the title numbers ranging from 001 through 099 and generally are not transferable to institutions of higher education except as they apply to major programs in the California State Universities. Students are advised to confer with their counselors regarding the transferability of these courses to particular colleges or universities.

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

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

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

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

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

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

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

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

# Accounting

## Division of Business and Computer Information Systems

Division Dean – Dave Wassenaar

### Faculty

Michael Capsuto  
Jeanne Miller  
Alan Ransom

### Counselors

Don Tyrrell  
Jean England

## ASSOCIATE IN SCIENCE DEGREE ACCOUNTING

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

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

### Required courses are listed in suggested sequence:

Course #	Title	Units
ACCT101 C	Financial Accounting	4
CIS 111 C	Computer Literacy - Introduction to 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 110 C	Survey of Economics	(3)
ACCT 201 C	Intermediate Accounting	3
ACCT 011 C	Payroll Accounting	2
ACCT202 C	Cost Accounting	3
ACCT 204 C	Acct-Govt & Nonprofit Entities	3
	<b>Total Units Required</b>	<b>34</b>

## ACCOUNTING CERTIFICATE

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

### Required courses are listed in suggested sequence:

Course #	Title	Units
ACCT 101 C	Financial Accounting	4
CIS 111 C	Computer Literacy - Introduction to 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)
ACCT201 C	Intermediate Accounting	3
ACCT 011 C	Payroll Accounting	2
ACCT 202 C	Cost Accounting	3
ACCT204 C	Acct-Govt & Nonprofit Entities	3
	<b>Total Units Required</b>	<b>31</b>

## 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.

These requirements are most often found listed under Business Administration.

# Accounting (ACCT)

## ACCT 011 C PAYROLLACCOUNTING

### 2 Units

Two hours lecture and

One hour laboratory TBA per week.

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

## ACCT 099 C BOOKKEEPING PRINCIPLES & PRAC.

### 3 Units

Three hours lecture and

One hour laboratory TBA per week.

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

## ACCT 101 C FINANCIALACCOUNTING

### 4 Units

Five hours lecture per week.

*Credit by Examination*

UC/CSU, CAN BUS 2

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

**ACCT 102 C MANAGERIAL ACCOUNTING****4 Units***Five hours lecture and**One hour laboratory TBA per week.**UC/CSU, CAN BUS 4**Prerequisite: ACCT 101 C, with a grade of "C" or better. Advisory: Knowledge of spreadsheet software recommended.*

This course provides a foundation for advanced courses in managerial accounting. Instructional topics include the application of managerial accounting to a manufacturing environment, job and process cost accounting systems, cost allocation, cost-volume-profit analysis, absorption and variable costing, differential analysis for decision making, capital investment analysis, budgeting, financial statement analysis, standard costing, and responsibility accounting in a decentralized operation. Computer applications are integrated into the homework. This course is required of all accounting and business administration majors. \$3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

**ACCT 103 C COMPUTERIZED ACCOUNTING****1 Unit***One hour lecture and**One hour laboratory TBA per week.**CSU*

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

**ACCT 112 C INCOME TAX PROCEDURES****3 Units***Three hours lecture per week.**CSU*

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

**ACCT 190 C ACCOUNTING SYS. DESIGN & APPL.****3 Units***Three hours lecture and**One hour laboratory TBA per week.**CSU*

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

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

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

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

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

**ACCT 203 C AUDITING****3 Units***Three hours lecture per week.**CSU*

*Prerequisite: ACCT 101 C.* This course will focus on procedures involved in verifying the records and financial statements of a business. The subject areas include ethics and liabilities, internal control, statistical sampling, work papers, audit procedures for cash, receivables, inventories, plant assets, liabilities, and owner's equity.

**ACCT 204 C ACCT-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; federal, state and local governments, school districts, universities, hospitals, religious and social service organizations. The focus is on the principles and procedures of accounting, financial reporting, budgeting and auditing requirements.

**Administrative Support  
See – Office Administration  
(OFF)**

**Aeronautics  
See – Aviation (AVIA)**

# Air Conditioning and Refrigeration

## Division of Vocational Education

Division Dean – Steve Donley

### Faculty

Wayne Freiman  
Douglas Sallade  
Ronald Trulock

### Counselor

Jane Jepson

## ASSOCIATE IN SCIENCE DEGREE

### AIR CONDITIONING AND REFRIGERATION

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

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

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

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

#### Electives

ELEC 051 C	Basic Electricity	2
ENGT101 C	Technical Drawing	3
MATH 020 C	Elementary Algebra	4
ENGL095 C	Effective Writing	3
or		
ENGL100 C	College Writing	(3)
CIS 101 C	Beginning Computer Keyboarding	3
CIS 111 C	Computer Literacy - Introduction to Information Systems	3

## AIR CONDITIONING AND REFRIGERATION CERTIFICATE

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

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

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

Course #	Title	Units
AC/R 101 C	Refrigeration Principles and Practice - Lecture	4
AC/R 102 C	Refrigeration Principles and Practice – Laboratory	4
AC/R 103 C	Psychrometrics	2
AC/R 111 C	Electrical Controls for Air Conditioning and Refrigeration - Lecture	4
AC/R 112 C	Electrical Controls for Air Conditioning and Refrigeration - Lecture/Laboratory	4
AC/R 113 C	Low Velocity Duct Selection	2
AC/R 201 C	Refrigeration Systems	4
AC/R 202 C	Air Conditioning and Refrigeration Advanced - Lecture/Laboratory	5
AC/R 203 C	Refrigeration Layout and Design	2
AC/R 211 C	Air Conditioning Heat Load	4
AC/R 212 C	Mechanical Codes and Mechanical Cost Estimating	5
AC/R 213 C	Air Conditioning Layout and Design	2
MATH 020 C	Elementary Algebra (or equivalent)	4
ENGL095 C	Effective Writing	3
or		
ENGL100 C	College Writing	(3)
or		
SPCH 050 C	Communication Skills	(3)
or		
SPCH 100 C	Human Communication	(3)
CIS 111 C	Computer Literacy - Introduction to Information Systems	3
PHYS	Physics Elective (or equivalent)	4
	<b>Total Units Required</b>	<b>56</b>

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

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

#### Electives

MATH 030 C	Plane Geometry	4
ELEC 051 C	Basic Electricity	2
ENGT104 C	Computer Aided Design (Auto CAD 2000)	3
ENGT140 C	AC & DC Circuits I	4

## INDUSTRIAL TECHNOLOGY TRANSFER PROGRAM

### AIR CONDITIONING SYSTEMS OPTION

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

# Air Conditioning and Refrigeration (AC/R)

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

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

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

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

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

**4 Units**

Four hours lecture per week.

CSU

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

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

**4 Units**

Three hours lecture and

Three hours laboratory per week.

CSU

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

## AC/R 103 C PSYCHROMETRICS

**2 Units**

One and one-half hour lecture and

One and one-half hour laboratory per week.

CSU

This course is a study of the behavior of air vapor mixtures with an emphasis on application of the psychrometric chart. Processes such as heating, cooling, dehumidifying, and evaporative cooling are studied.

## AC/R 111 C ELECTRICAL CONTROLS FOR AIR CONDITIONING AND REFRIGERATION - LECTURE

**4 Units**

Four hours lecture per week.

CSU

*Corequisite:* Concurrent enrollment in AC/R 112 C. This course includes the basic concepts of electrical principles as used in Air Conditioning and Refrigeration. Schematic reading, single-phase motor starting and electrical safety will be covered.

## AC/R 112 C ELECTRICAL CONTROLS FOR AIR CONDITIONING AND REFRIGERATION - LECTURE/LABORATORY

**4 Units**

Three hours lecture and

Three hours laboratory per week.

CSU

*Corequisite:* Concurrent enrollment in AC/R 111 C. This course emphasizes laboratory projects and experiments in the principles and application of electric circuits, equipment and controls as used in air conditioning and refrigeration. Included are schematic reading and circuit wiring.

## AC/R 113 C LOW VELOCITY DUCT SELECTION

**2 Units**

One and one-half hour lecture and

One and one-half hour laboratory per week.

CSU

This course is a study of fans, outlets and ducting for air conditioning systems. The procedure for designing a duct system using the ASHRAE duct friction chart and the circular duct-sizing calculator is emphasized.

## AC/R 130 C PNEUMATIC CONTROL FOR A/C

**4 Units**

Three hours lecture and

Three hours laboratory per week.

CSU

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

## AC/R 131 C DIRECT DIGITAL CONTROLS FOR A/C

**4 Units**

Three hours lecture and

Three hours laboratory per week.

CSU

*Advisory:* Completion of or concurrent enrollment in AC/R 130 C. A course designed to instruct the student in the application of direct digital controls as used in commercial building systems. Students will apply the theories and skills taught in the classroom on laboratory mockups simulating industry standards.

## AC/R 201 C REFRIGERATION SYSTEMS

**4 Units**

Four hours lecture per week.

CSU

*Prerequisite:* AC/R 101 C, AC/R 102 C, AC/R 111 C, AC/R 112 C. *Corequisite:* Concurrent enrollment in AC/R 203. This is an advanced course with emphasis on the refrigeration cycle. Pipe sizing, compressor sizing, h.p. requirements, single and two stage refrigeration systems, absorption systems, centrifugal systems and other advanced refrigeration systems will be included.

**AC/R 202 C AIR CONDITIONING AND REFRIGERATION ADVANCED - LECTURE/LABORATORY**

**5 Units**

*Three and one half hours lecture and Four and one half hours laboratory per week.*

CSU

*Prerequisite: AC/R 101 C, AC/R 102 C, AC/R 103 C, AC/R 111 C, AC/R 112 C and AC/R 113 C.* This is an advanced course in which the student will measure air and water flow, KW, find EER and COP. The student will wire and troubleshoot complex electrical controls for refrigeration and air conditioning systems. Psychrometric applications to air problems and system capacity will be emphasized. The student will use recovery and recycling machines, and will recover refrigerant from operating laboratory systems.

**AC/R 203 C REFRIGERATION LAYOUT AND DESIGN**

**2 Units**

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

CSU

*Prerequisite: AC/R 101 C, AC/R 102 C, AC/R 111 C, AC/R 112 C.* *Corequisite: Concurrent enrollment in AC/R 201 C.* This is an advanced course with emphasis on the refrigeration cycle. The student will select components and design systems, using the knowledge gained in AC/R 201 C.

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

**4 Units**

*Four hours lecture per week.*

CSU

*Prerequisite: AC/R 101 C, AC/R 102 C, AC/R 103 C, AC/R 111 C, AC/R 112 C.* *Corequisite: Concurrent enrollment in AC/R 213 C; and completion of, or concurrent enrollment in, AC/R 113.* This is an advanced air conditioning class in which the student will learn how to calculate the heat load of a building.

**AC/R 212 C MECHANICAL CODES AND MECHANICAL COST ESTIMATING**

**5 Units**

*Three and one half hours lecture and Four and one half hours laboratory per week.*

CSU

*Prerequisite: AC/R 101 C, AC/R 102 C, AC/R 111 C, AC/R 112 C and completion of, or concurrent enrollment in, AC/R 113 C.* This course is an advanced lab class in which the student will develop a material and labor cost estimate and prepare construction bids for air conditioning systems. Building and mechanical codes and inspection procedures will be covered. Estimating processes by spreadsheet will be introduced.

**AC/R 213 C AIR CONDITIONING LAYOUT AND DESIGN**

**2 Units**

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

CSU

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

**AC/R 298 C AIR CONDITIONING/REFRIGERATION SEMINAR**

**½ - 3 Units (Variable Units) (May be taken for credit 4 times)**

*Lecture/discussion hours will vary according to credit given.*

CSU

This is a course for students who wish to increase their knowledge of air conditioning and refrigeration. Various topics will be offered. Unit credit may range from ½ to 3 units in any given semester. Consult the class schedule to verify credit for a particular semester.

# Airline and Travel Careers

## Division of Vocational Education

Division Dean – Steve Donley

### Faculty

Kathleen Reiland

### Counselor

Jane Jepson

## BASIC AIRLINE CUSTOMER SERVICES

### CERTIFICATE

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

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

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

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

Course#	Title	Units
ATC 070 C	Professional Image	1½
HRC 101 C	Intro to Hospitality Careers	3
or		
AVIA100 C	Introduction to Aviation	(3)
ATC 170 C	Job Skills Communications	1½
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>12</b>

## ASSOCIATE OF SCIENCE DEGREE FLIGHT ATTENDANT

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

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

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

Course #	Title	Units
ATC 050 C	Special Projects: Airline (To be taken twice)	2, 2
ATC 070 C	Professional Image	1½
HRC 101 C	Intro to Hospitality Careers	3
ATC 170 C	Job Skills Communication	1½
ATC 174 C	Destinations: Americas/Europe	3
ATC 175 C	Destinations: Africa/Pacific	3
ATC 182 C	Multicultural Hospitality	3
ATC 183 C	Customer Care: Airline/Travel	3
ATC 270 C	Airline Operations	3
ATC 274 C	Passenger Services & Safety	3
ATC 278 C	Public Relations	3
Select a minimum of five units from the electives below:		5
<b>Total Units Required</b>		<b>36</b>

#### Electives

AVIA100 C	Introduction to Aviation	3
ATC 123 C	Travel Sales & Tour Operations	3
HRC 125 C	Dining Room Management	3
ATC 191 C	Airline Reservations: APOLLO	3
ATC 192 C	Airline Reservations: SABRE	3
ATC 295 C	Airline/Travel Internship	3
ATC 298 C	Airline/Travel Seminar	½ - 3
ATC 299 C	Independent Study	½ - 2

## ADVANCED FLIGHT ATTENDANT CERTIFICATE

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

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

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

Course #	Title	Units
ATC 050 C	Special Projects – Airline (To be taken twice)	2, 2
ATC 070 C	Professional Image	1½
HRC 101 C	Intro to Hospitality Careers	3
ATC 170 C	Job Skills Communication	1½
ATC 174 C	Destinations: Americas/Europe	3
ATC 175 C	Destinations: Africa/Pacific	3
ATC 182 C	Multicultural Hospitality	3
ATC 183 C	Customer Care: Airline/Travel	3
ATC 270 C	Airline Operations	3
ATC 274 C	Passenger Services & Safety	3
ATC 278 C	Public Relations	3
Select a minimum of five units from the electives below:		5
<b>Total Units Required</b>		<b>36</b>

#### Electives

AVIA100 C	Introduction to Aviation	3
ATC 123 C	Travel Sales & Tour Operations	3
HRC 125 C	Dining Room Management	3
ATC 191 C	Airline Reservations: APOLLO	3
ATC 192 C	Airline Reservations: SABRE	3
ATC 295 C	Airline/Travel Internship	3
ATC 298 C	Airline/Travel Seminar	½ - 3
ATC 299 C	Independent Study	½ - 2



**BASIC FLIGHT ATTENDANT SKILLS CERTIFICATE**

The Flight Attendant Program provides students with the customer service experiences, communication skills, professional image practice, and technical understanding necessary for pursuing a career as a flight attendant. Because the airline recruiting and training programs for flight attendants are so rigorous, students learn valuable information that enhances their chance for a successful career in the exciting travel industry. Students may earn a Basic Flight Attendant Skills Certificate (12 units), which will prepare them to pursue working in the travel industry as an intern.

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

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

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

**ASSOCIATE OF SCIENCE DEGREE TRAVEL/TOURISM**

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

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

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

Course #	Title	Units
ATC 070 C	Professional Image	1½
HRC 101 C	Intro to Hospitality Careers	3
ATC 123 C	Travel Sales & Tour Operations	3
ATC 126 C	Travel Office Management	3
ATC 170 C	Job Skills Communication	1½
ATC 174 C	Destinations: Americas/Europe	3
ATC 175 C	Destinations: Africa/Pacific	3
ATC 182 C	Multicultural Hospitality	3
ATC 191 C	Airline Reservations: APOLLO	3
ATC 192 C	Airline Reservations: SABRE	3
ATC 278 C	Public Relations	3
Select a minimum of six units from the elective courses below		6
<b>Total Units Required</b>		<b>36</b>

**Electives**

ATC 183 C	Customer Care: Airline/Travel	3
ATC 270 C	Airline Operations	3
ATC 295 C	Airline/Travel Internship	3
ATC 298 C	Airline/Travel Seminar	½ - 3
ATC 299 C	Independent Study	½ - 2
HRC 164 C	Hospitality Law	3

**ADVANCED TRAVEL/TOURISM CERTIFICATE**

The Travel Tourism Certificate provides students with the customer service experiences, communication skills, professional image practice, and technical training necessary to pursue a career as a travel agent, tour guide, or corporate travel consultant.

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

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

Course #	Title	Units
ATC 070 C	Professional Image	1½
HRC 101 C	Intro to Hospitality Careers	3
ATC 123 C	Travel Sales & Tour Operations	3
ATC 126 C	Travel Office Management	3
ATC 170 C	Job Skills Communication	1½
ATC 174 C	Destinations: Americas/Europe	3
ATC 175 C	Destinations: Africa/Pacific	3
ATC 182 C	Multicultural Hospitality	3
ATC 191 C	Airline Reservations: APOLLO	3
ATC 192 C	Airline Reservations: SABRE	3
ATC 278 C	Public Relations	3
Select a minimum of six units from the elective courses below		6
<b>Total Units Required</b>		<b>36</b>

**Electives**

ATC 183 C	Customer Care: Airline/Travel	3
ATC 270 C	Airline Operations	3
ATC 295 C	Airline/Travel Internship	3
ATC 298 C	Airline/Travel Seminar	½ - 3
ATC 299 C	Independent Study	½ - 2
HRC 164 C	Hospitality Law	3

**BASIC TRAVEL/TOURISM CERTIFICATE**

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

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

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

Course #	Title	Units
ATC 070 C	Professional Image	1½
ATC 123 C	Travel Sales & Tour Operations	3
ATC 170 C	Job Skills Communications	1½
ATC 191 C	Airline Reservations: APOLLO	3
or		
ATC 192 C	Airline Reservations: SABRE	(3)
HRC 101 C	Intro. To Hospitality Careers	3
<b>Total Units Required</b>		<b>12</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 two times.)

One hour lecture and

Three hours laboratory TBA per week.

*Corequisite: Completion of, or concurrent enrollment in ATC 070 C and/or ATC 170 C. Advisory: Concurrent enrollment in ATC 270 C or ATC 274 C.* This course provides students with service learning opportunities that put into practice the abstract theories of their course work. Students will develop their public contact and customer care skills as they host various campus, community, civic, and travel-related events. Service learning offers students an opportunity to improve their self-directed and critical thinking skills – abilities considered essential in the airline and travel industries. To prepare for industry employment, students will update their career portfolios and practice interviewing on video.

## **ATC 070 C PROFESSIONAL IMAGE**

**1½ Units**

One and one half hours lecture per week.

*Advisory: Recommend taking in sequence with ATC 170 C.* Presenting a professional image can make the difference in achieving personal career success. This course studies the power of visual perception, attire, grooming, body language, and oral communication. Students will learn about the basic principles of dressing for success, using appropriate business etiquette, and developing their personal style for professional success.

## **ATC 123 C TRAVEL SALES & TOUR OPERATIONS**

**3 Units**

Three hours lecture per week.

CSU

Students will learn the essentials of travel sales and tour operations, including the latest trends, itinerary planning, and the technologies available to travel/tourism consultants in the leisure, recreational, and corporate travel markets.

## **ATC 126 C TRAVEL OFFICE MANAGEMENT**

**3 Units**

Three hours lecture per week.

CSU

This course is a study of management practices in the travel/tourism business, including ARC requirements, location and staffing, sales reports and agency accounting. Travel markets, product lines, marketing techniques, advertising, and promotions are explored. Techniques for personal and telephone selling and guidelines for handling job stress, sales, and client crises are included.

## **ATC 170 C JOB SKILLS COMMUNICATION**

**1½ Units**

One and one half hours lecture per week.

CSU

Students will update and/or prepare a career portfolio, including resume, work samples, and recommendations. Video will be used to help students achieve maximum effectiveness in mock-interviews. Recommend taking in sequence with ATC 070 C.

## **ATC 174 C DESTINATIONS:**

**AMERICAS/EUROPE**

**3 Units**

Three hours lecture per week.

CSU

This course introduces students to world geography from a travel and tourism perspective. Students will learn about domestic and international travel considerations including itineraries, currencies, travel documents, customs, language, health requirements, and time considerations for locations throughout the Americas and Europe.

## **ATC 175 C DESTINATIONS: AFRICA/PACIFIC**

**3 Units**

Three hours lecture per week.

CSU

This course continues the study of world geography from a travel and tourism perspective. Students will examine international travel considerations including itineraries, currencies, travel documents, customs, language, health requirements, and time considerations for the following locations: Africa, the Middle East, Asia, and the Pacific Islands.

## **ATC 182 C MULTICULTURAL HOSPITALITY**

**3 Units**

Three hours lecture per week.

CSU

Whether traveling for business or pleasure, in the role of a host or a guest, students will examine the rules and taboos of multicultural hospitality throughout the world. Students will learn the appropriate greetings, gifts, food, and serving considerations for a range of cultures while considering the historical and social contexts that contributed to these customs. Students will study how, despite cultural differences, people can work toward goals of common courtesy and respect.

## **ATC 183 C CUSTOMER CARE:**

**AIRLINE/TRAVEL**

**3 Units**

Three hours lecture per week.

CSU

This course examines the priority of customer service and satisfaction in the competitive airline industry. Topics include the safety regulations and service standards of the Federal Aviation Administration, the Department of Transportation, and airlines themselves. Students will study these standards in relation to current performance, public opinion, and service ideology. Students will also investigate how airlines differentiate their service to be competitive in a particular market niche. Students will “shop” airlines and service related businesses to gain tools for developing a personal approach to customer care.

## **ATC 191 C AIRLINE RESERVATIONS: APOLLO**

**3 Units**

Two hours lecture and

Three hours laboratory per week.

Credit by Examination

CSU

This course is an introduction to APOLLO, the computer reservations system used by United Airlines and one of the two major systems used by travel consultants. Students will learn how to build PNR's (passenger name records), quote fares, and calculate prices through hands-on applications on computers. **\$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

**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 Laboratory Fee - PAYABLE AT REGISTRATION.

**ATC 270 C AIRLINE OPERATIONS****3 Units**

*Three hours lecture per week.  
CSU*

*Advisory: Concurrent enrollment in ATC 050 C recommended.* 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: Recommended taking concurrently with ATC 050 C.* In this course special emphasis is placed on emergency procedures and federal regulations. The essential professional attitude and teamwork needed to successfully perform as a crew member to insure onboard passenger safety and comfort will be covered.

**ATC 278 C PUBLIC RELATIONS****3 Units**

*Three hours lecture per week.  
CSU*

This course introduces students to the public relations concepts and practices in the hospitality and travel industries. Students will examine promotional campaigns and develop their own public relations proposal with emphasis on practical applications.

**ATC 295 C AIRLINE/TRAVEL INTERNSHIP****3 Units**

*One hour lecture and  
Fifteen hours laboratory per week.  
CSU*

*Prerequisite: Completion of the Basic Airline Customer Services Certificate; or Basic Flight Attendant Certificate; or Basic Travel/Tourism Certificate.* This course offers practical work experience in an approved airline and travel related industry for the student(s) in the Airline and Travel Careers program. This course is designed to provide vocational learning opportunities through employment.

**ATC 298 C AIRLINE/TRAVEL SEMINAR**

*½ - 3 Units (Variable Units) (May be taken for credit 4 times)*

*One half to 3 hours lecture and  
One half to nine hours laboratory per week.  
CSU*

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 3 units in any given semester. Consult the class schedule to verify credit for a particular semester.

**ATC 299 C INDEPENDENT STUDY**

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

*One half to two hours lecture per week.  
CSU*

*Prerequisite: Approved Independent Study Learning Contract.* This course is designed for 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, Kay Andrews*

## *Faculty*

Henry Koerper

## *Counselors*

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

## **ANTHROPOLOGY TRANSFER PROGRAM**

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

## Anthropology (ANTH)

### **ANTH 098 C ANTHROPOLOGY NON-TRANSFER SEMINAR**

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

*Lecture/discussion hours will vary according to credit given.*

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

### **ANTH 102 C CULTURAL ANTHROPOLOGY** **3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC, CAN ANTH 4*

This course is an introduction to the cross-cultural study of man's behavior. The course includes a study of the nature and evolution of culture, social organization, family structure, religion, language, and other basic topics.

### **ANTH 104 C COMPARATIVE CULTURES**

**3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC*

This course is a cross-cultural survey of comparative cultures, comparative analysis of different modes of production, modes of reproduction, domestic economics, political economics, and ideologies. There is a study and analysis of a broad selection of human societies, which will provide a perspective on how human problems have been solved and the possibilities for new solutions to our own problems.

### **ANTH 121 C INDIANS OF NORTH AMERICA**

**3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, CSU GE, IGETC, CUL PL*

This course is a survey of North American Indian culture areas. Subject matter includes peopling of the New World, traditional culture, the impacts of Euro American culture and native peoples cultures on one another, and contemporary issues (e.g. discrimination, sovereignty, assimilation, Red Power, health, Pan-Indianism).

### **ANTH 201 C PHYSICAL ANTHROPOLOGY**

**4 Units**

*Three hours lecture*

*Two hours laboratory and*

*One hour laboratory/quiz and problem solving per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC, CAN ANTH 2*

This is an introductory course in genetics, evolutionary theory and primatology. It includes the study of the primate fossil record, with primary emphasis on human evolution and human variation.

### **ANTH 203 C INTRODUCTION TO ARCHAEOLOGY**

**3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC, CAN ANTH 6*

This is a survey of the science of archaeology; its development, methods, theories and objectives. Discoveries and their discoverers will be covered. Pre-history in both the Old World and the New World will be presented with emphasis on the latter.

**ANTH 231 C FIELD COURSE IN  
ARCHAEOLOGY****3 Units** (May be taken for credit 2 times)

One hour lecture and

Six hours laboratory per week.

Credit/No Credit/Letter Grade Option

CSU

Practical experience in site survey and field excavation on a local archaeological site, laboratory analysis, lectures on methodology, local prehistory, and museum preparation will be presented in a fieldwork setting.

**ANTH 298 C ANTHROPOLOGY SEMINAR****½ - 3 Units** (Variable Units) (May be taken for credit 4 times)

Lecture/discussion hours will vary with credit given.

UC Credit Limitation/CSU

*Prerequisite:* May be required. (See class schedule). This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge on a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ to 3 units. Consult the class schedule for the offerings in a particular semester.

**ANTH 299 C ANTHROPOLOGY INDEPENDENT  
STUDY****1 Unit** (May be taken for credit 3 times)

Varying hours of scheduled conferences per week.

UC Credit Limitation/CSU

*Prerequisite:* Approved Independent Study Learning Contract. Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.

# Art

**Division of Fine Arts**

Division Dean – Kaleta Brown

**Faculty**

Ellen Berger

Betty Disney

Charlene Felos

Ian Holmes

Michael Johnson

Roger Mendes

Paul Paiement

Joyce Patti

**Counselors**

Renay Laguana

Renee Ssensalo-Collins

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

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

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

Course #	Title	Units
ART 182 C	Freehand Drawing	3
*ART 110 C	Introduction to Art	3
ART120 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 I/Mac	3
ART 141 C	Advertising/Graphic Design 2	3
ART142 C	Advertising/Graphic Design 3	3
ACG 131 C	2D Computer Graphics	3
ART 244 C	Illustration	3

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

<b>Total Units Required</b>	<b>41</b>
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**Electives**

ART111 C, 112 C	Survey of Art History I & II	3, 3
ART 182 C	Freehand Drawing	3
ART185 C	Life Drawing	3
ART130 C	Printmaking	3
PHOT101 C	Introduction to Photography	3
MKT103 C	Principles of Advertising	3
ACG 147 C	Desktop Publishing 3/WIN	3

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

**ASSOCIATE IN ARTS DEGREE - ART**

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 pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required Courses are listed in suggested sequence:

Course #	Title	Units
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	Design Concepts	3
<b>Select at least 6 units from the following:</b>		
ART 185 C	Life Drawing	(3)
ART 182 C	Freehand Drawing	(3)
ART 189 C	Fundamentals of Painting	(3)
<b>Select a minimum of 11 Units from the Art course offerings not listed above except ART 179 C.</b>		
	<b>Total Units Required</b>	<b>35</b>

### ART TRANSFER PROGRAM

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

## Art (ART)

### ART 100 C FUNDAMENTALS OF ART

#### 3 Units

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC*

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

### ART 110 C INTRODUCTION TO ART

#### 3 Units

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC*

This course is designed to expose the student to art from prehistoric times to the present: its purposes, materials, themes, history, and significance. It also acquaints the student with art and artists' roles in present and past societies, and helps the student understand the uses of materials and visual elements (i.e., line, color, etc.) to communicate ideas in architecture, sculpture, painting, ceramics, crafts, filmmaking, printmaking, etc. Eligibility for ENGL 100 C recommended. *Cost of museum visit will not exceed \$15.00.*

### ART 111 C SURVEY OF ART HISTORY I

#### 3 Units

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC, CAN ART 2*

This course studies the development of ancient and medieval architecture, sculpture and painting in the Western and Eastern cultures. Emphasis is placed on examining how art records and shapes history, how style communicates the ideas of the artist and his culture, and how symbols, techniques, materials and subjects are used and transferred from one culture to another. Eligibility for ENGL 100 C recommended. *Cost of museum visit will not exceed \$15.00.*

### ART 112 C SURVEY OF ART HISTORY II

#### 3 Units

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC, CAN ART 4*

This course studies the development of architecture, sculpture and painting in the Western world from the Renaissance through the twenty-first century. Emphasis is placed on examining how art records and shapes history, how style communicates the ideas of the artist and his culture, and how symbols, techniques, materials and subjects are used and transferred from one culture to another. Eligibility for ENGL 100 C recommended. *Cost of museum visit will not exceed \$15.00. Duplicate credit not granted for ART 112HC.*

### ART 112HC HONORS SURVEY OF ART HISTORY II

#### 3 Units

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC, CAN ART 4*

This is an enhanced course that studies basic art theory and the development of architecture, sculpture, and painting of the Western world from the Renaissance through the twenty-first century. Emphasis is placed on examining how art records and shapes history, how style communicates the ideas of the artist and his culture, and how symbols, techniques, materials, and subjects are used and transferred from one culture to another. Eligibility for ENGL 100 C recommended. *Cost of museum visit will not exceed \$15.00. Duplicate credit not granted for ART 112 C.*

### ART 114 C MODERN ART HISTORY

#### 3 Units

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC*

This course deals with the nature of twentieth and twenty-first century art and its origins in the late nineteenth century. Emphasis is placed on examining how art reflects history, how style communicates the ideas of the artist and his/her culture and how symbols, techniques, materials and subjects are used and expanded in twentieth and twenty-first century artistic expression. Eligibility for ENGL 100 C recommended. *Cost of museum visit will not exceed \$15.00.*

**ART 115 C MUSEUM SURVEY****3 Units** (May be taken for credit 4 times)*Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU, (1 credit) AAGE*

In this course various local museums and galleries will be visited and their collections studied. Field trips to museums and galleries will alternate with classroom slide lectures designed to provide background information and suggested techniques for viewing and analyzing the art in each collection.

**ART 120 C TWO-DIMENSIONAL DESIGN****3 Units***Two hours lecture and**Four hours laboratory per week.**UC/CSU, AAGE, CSU GE. CAN ART 14*

Using the elements and principles of art, two-dimensional images are created. As a foundation for all the visual arts, this course studies the concepts, vocabulary, techniques and materials necessary for the successful creation of two-dimensional design. *Laboratory fees are used for materials provided by the Art Department. \$10.00 PAYABLE AT REGISTRATION.*

**ART 121 C DESIGN CONCEPTS****3 Units***Two hours lecture and**Four hours laboratory per week.**UC/CSU, CAN ART 16*

This course explores three-dimensional (3-D) forms, space manipulation and color interactions with an emphasis on professional three-dimensional (3-D) design presentations through the use of a variety of materials and tools, including power equipment. *\$10.00 fee for materials used in com - mon - PAYABLE AT THE BOOKSTORE.*

**ART 122 C GALLERY/PORTFOLIO DESIGN****3 Units** (May be taken for credit 4 times)*Two hour lecture and**Four hours laboratory per week.**CSU*

This course provides practical experience in gallery operation, art exhibit installation, and artist portfolio preparation. Students will have an opportunity to collaborate in the planning, designing, and installing of art exhibitions in the college gallery and to visit and evaluate exhibitions in other local galleries and museums. Students will also create individual art installations and professional artist portfolios.

**ART 125 C AN INTRODUCTION TO MIXED MEDIA****3 Units** (May be taken for credit 4 times)*Two hours lecture and**Four hours laboratory per week.**UC/CSU, (1 credit) AA GE*

This course is designed to explore traditional and non-traditional use of materials. It focuses on interdisciplinary attitudes in 20th Century Art and explores a variety of contemporary mixed-media approaches such as collage, assemblage and combine paintings.

**ART 130 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 laboratory fee - PAYABLE AT REGISTRATION.*

**ART 140 C ADVERTISING/GRAPHIC DESIGN 1****3 Units***Two hours lecture and**Four hours laboratory per week.**CSU*

*Prerequisite: ART 120 C or concurrent enrollment.* This is a basic course in advertising/graphic design, with emphasis on problem solving in lettering, typography and trademark design. The course includes development of layout skills, marker rendering, and presentation skills. Projects include lettering design, layout, trademark design, and typography. Students are introduced to computer generated graphics and electronic design.

**ART 141 C ADVERTISING/GRAPHIC DESIGN 2****3 Units***Two hours lecture and**Four hours laboratory per week.**CSU*

*Prerequisite: ART 140 C.* This is an intermediate course in advertising/graphic design with emphasis upon development of a highly comprehensive finished portfolio. Course includes refinement of design and layout skills and development of technical emphasis in use of stat-camera, type-setting procedures and desktop publishing software as related to advertising, packing and graphic design.

**ART 142 C ADVERTISING/GRAPHIC DESIGN 3****3 Units***Two hours lecture and**Four hours laboratory per week.**CSU*

*Prerequisite: ART 141 C.* This is an advanced course in advertising/graphic design with emphasis upon development of comprehensive finished portfolio pieces. This course includes group and individual design projects planned to provide experience in all steps of graphic design from concepts and development of a campaign continuity to production specifications. Special attention and emphasis is placed on planning and preparation of an advertising/graphic portfolio.

**ART 149 C AIRBRUSH****2 Units** (May be taken for credit 4 times)*One hour lecture and**Three hours laboratory per week.**CSU*

This class will cover basic airbrush techniques and opportunities relating to fine art, illustration and photography.

**ART 150 C CERAMICS HANDBUILDING****3 Units***Two hours lecture and**Four hours laboratory per week.**UC/CSU, AAGE, CSU GE, CAN ART 6*

Basic information about ceramics will be covered. Learning to construct with off wheel (handbuilding) techniques will be applied to convey ideas, images, and feelings. Visual vocabulary as it pertains to all of the arts will be stressed. Basic technology of clay, glazes, and firing procedures are included. \$15.00 fee for materials used in common - PAYABLE AT REGISTRATION.

**ART 151 C CERAMICS THROWING****3 Units***Two hours lecture and**Four hours laboratory per week.**UC/CSU, AAGE, CSU GE*

Basic information about ceramics will be covered. With an emphasis on learning to use the potter's wheel as a tool, students will use it to convey ideas, images, and feelings. Visual vocabulary as it pertains to all of the arts is emphasized. Basic technology of clay, glazes, and firing procedures are included. \$15.00 fee for materials used in common - PAYABLE AT REGISTRATION.

**ART 152 C TECHNICAL AND CONCEPTUAL CERAMICS****3 Units***Two hours lecture and**Four hours laboratory per week.**UC/CSU*

*Prerequisite: ART 150 C or ART 151 C.* This course deals with advanced technical skills in ceramic construction and visual concepts. Learning to identify one's personal aesthetic will be emphasized. Application of that aesthetic will be explored. Clay, glazes, and firing techniques are integral to this course. \$15.00 fee for materials used in common - PAYABLE AT REGISTRATION.

**ART 153 C ADVANCED CERAMICS****3 Units (May be taken for credit 4 times)***Two hours lecture and**Four hours laboratory per week.**UC/CSU*

*Prerequisite: ART 150 C or ART 151 C and completion of ART 152 C.* Advanced technical and conceptual skills will be covered. Synthesizing the individual development of a personal aesthetic will be stressed. Application of this aesthetic will be used to create ceramic objects. Further technology of clay, glazes, and firing possibilities is expected. \$15.00 fee for materials used in common - PAYABLE AT REGISTRATION.

**ART 154 C RAKU CERAMICS****3 Units (May be taken for credit 4 times)***Two hours lecture and**Four hours laboratory per week.**UC/CSU*

*Prerequisite: ART 150 C or ART 151 C and ART 152 C and ART 153 C.* This class which explores raku process and philosophy is designed for the advanced ceramic student. Developing a personal aesthetic towards raku will be emphasized. Experimentation of raku glazes will be stressed. \$15.00 fee for materials used in common - PAYABLE AT REGISTRATION.

**ART 155 C ART - OPEN LAB****½ - 2 Units (Variable Units) (May be taken for credit 4 times)***One-and-one-half hours to**Six hours laboratory per week.**Credit/No Credit**CSU*

*Prerequisite: Concurrent enrollment in any art class.* This course is designed as an open laboratory. Working time can be anytime the laboratory is open on an individual basis. This open lab with flexible hours and variable units is designed to provide students with space and equipment needed to complete art assignments; therefore, concurrent enrollment in any art studio class is required. Twenty-seven (27) hours are required for each 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 an introductory course covering the design and construction of jewelry and small fabricated metal pieces. Emphasis will be placed on fabrication and lost wax techniques and their design potential. \$10.00 fee for materials used in common - PAYABLE AT THE BOOKSTORE.

**ART 179 C DRAWING FOR NON-ART MAJORS****2 Units***One hour lecture and**Three hours laboratory per week.**Credit/No Credit/Letter Grade Option**UC/CSU*

The purpose of this course is to approach drawing in a traditional and an experimental manner for the non-art major. Self-expression will be stressed as the student draws from natural and geometric subjects. A variety of drawing media will be explored, such as graphite pencil, charcoal, conte, pen and ink, and mixed media.

**ART 182 C FREEHAND DRAWING****3 Units (May be taken for credit 4 times)***Two hours lecture and**Four hours laboratory per week.**UC/CSU, (1 credit) AAGE, (1 credit) CSU GE, CAN ART 8*

This course is designed to explore traditional and experimental drawing. Perceptual skills and self-expression will be stressed. The student will work from nature, man-made objects, and photographic images. Non-objective and abstract considerations will be examined in representational and experimental drawing. A variety of black and white and color drawing media will be explored such as graphite, charcoal, conte, pen and ink, colored pencil, pastel and colored ink.



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

Two hours lecture and

Four hours laboratory per week.

(1 credit) AAGE, UC/CSU, CAN ART 24

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

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

One hour lecture and

Three hours laboratory per week.

CSU

Advisory: ART 180 C is recommended. Students will learn to create convincing visual representations of exteriors, interiors and objects through drawing and painting. Selected mediums will come from pencil, pens, colored pencils, markers and pastels to achieve finished dramatic presentations. Use of perspective techniques is an integral part of creating convincing drawings.

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

One hour lecture and

Three hours laboratory per week.

UC/CSU, (1 credit) AA GE

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

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

Two hour lecture and

Four hours laboratory per week.

UC/CSU, (1 credit) AA GE, (1 credit) CSU GE

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

One hour lecture and

Three hours laboratory per week.

UC/CSU

*Prerequisite:* ART 186 C, or ART 189 C. Life Painting is an introduction to painting the human figure, as a means to a more developed perception of visual phenomena, and as a means of creative expression. The course provides the opportunity for examination of historical and contemporary examples of figure painting and for exploration of various methods, approaches and media. This course satisfies the requirements for units in lower division Life Painting for transfer.

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

Three hours lecture per week.

*Credit/No Credit/Letter Grade Option*

UC/CSU, AAGE, CSU GE, IGETC

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

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

Three hours lecture per week.

UC/CSU, AAGE, CSU GE, IGETC

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

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

One hour lecture and

Three hours laboratory per week.

CSU

*Prerequisite:* ART 140 C or taken concurrently. This is a course intended to provide advertising/graphic design students with practical knowledge of preparation of camera-ready art for printed reproduction. Class projects provide experience involving steps from layout to paste-up. Projects and topics include exercises in type selection, copy fitting, desktop publishing, Photostat camera usage, color separation and production instructions to the printer.

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

Two hours lecture and

Four hours laboratory per week.

CSU

*Prerequisite:* ART 182 C or taken concurrently. This is an introductory to intermediate course in the art of illustration. Primary emphasis is on the design and execution of illustrations for various uses in a variety of media. Course content includes designing to communicate a message, composition, style, development of preliminary drawings, preparation of drawings for printed reproduction, and experiments in the use of various media.

**ART 298 C ART SEMINAR****½ - 3 Units** (Variable Units) (May be taken for credit 4 times)

Hours will vary with credit given.

UC Credit Limitation/CSU

*Prerequisite:* May be required. Various classes may be offered which are designed to meet the interests and needs of the student and faculty.

**ART 299 C ART INDEPENDENT STUDY****½ - 2 Units** (Variable Units) (May be taken for credit 4 times)

One half to two hours conference per week.

UC Credit Limitation/CSU

*Prerequisite:* Approved Independent Study Learning Contract. This is a course that is designed for the student to pursue an increased knowledge of a particular art discipline. Unit credit may range from 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 – Kaleta Brown

**Faculty**

Ian Holmes

Michael Johnson

Roger Mendes

**Counselors**

Renay Laguana

Renee Ssensalo-Collins

**ANIMATION 2D COMPUTER GRAPHICS CERTIFICATE**

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

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

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

Course#	Title	Units
ART120 C	Two-Dimensional Design	3
ART182 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	Multimedia Authoring/Mac	3
or		
ACG 165 C	Multimedia Authoring/Win	(3)
	<b>Total Units Required</b>	<b>15</b>

**ANIMATION 3D COMPUTER GRAPHICS CERTIFICATE**

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

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

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

Course#	Title	Units
ACG 104 C	Intro to Mac 3D Graphics	3
or		
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
or		
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**

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

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

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

Course #	Title	Units
ART 120 C	Two-Dimensional Design	3
ART 182 C	Freehand Drawing	3
ART 189 C	Fundamentals of Painting	3
ART 244 C	Illustration	3
ACG 100 C	Intro to Computer Graphics/Mac	3
or		
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>

**Electives**

ART 140 C	Advertising/Graphic Design I	3
ART 182 C	Freehand Drawing	3
ART 185 C	Life Drawing	3
ACG 114 C	Electronic Illustration 2/Mac	3
ACG 115 C	Electronic Illustration 2/Win	3

**ELECTRONIC PUBLISHING DESIGN CERTIFICATE**

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

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

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

Course #	Title	Units
ART 120 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 I/Mac	3
or		
ACG 141 C	Desktop Publishing 1/Win	(3)
ACG 147 C	Desktop Publishing 3/Win	3
or		
ACG 146 C	Desktop Publishing 3/Mac	(3)
or		
ACG 142 C	Desktop Publishing 2/Mac	(3)
or		
ACG 143 C	Desktop Publishing 2/Win	(3)
Select a minimum of 3 Units from the elective courses listed below		3
<b>Total Units Required</b>		<b>30</b>

**Electives**

ART 130 C	Printmaking	3
ART 142 C	Advertising/Graphic Design 3	3
ART 185 C	Life Drawing	3
ART 244 C	Illustration	3

**VECTOR ILLUSTRATION CERTIFICATE**

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

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

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

Course #	Title	Units
ART 120 C	Two-Dimensional Design	3
ART 182 C	Freehand Drawing	3
ART 189 C	Fundamentals of Painting	3
ART 244 C	Illustration	3
ACG 100 C	Intro to Computer Graphics/Mac	3
or		
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
ACG 133 C	Electronic Paint/Win	3
ART 140 C	Advertising/Graphic Design 1	3
ART182 C	Freehand Drawing	3
ART 185 C	Life Drawing	3

## Art – Computer Graphics (ACG)

### ACG 100 C INTRO TO COMPUTER GRAPHICS/MAC

#### 3 Units

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

CSU

*Corequisite: Concurrent enrollment in ACG 199 C.* This course focuses on the use of paint, drawing and page layout programs. The use of various input and output devices will be covered. Designed for artists to input, create, manipulate and output graphic imagery. This class is intended as a gateway into the varied offerings of the Art Computer Graphics program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.

### ACG 101 C INTRO TO COMPUTER GRAPHICS/WIN

#### 3 Units

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

CSU

*Corequisite: Concurrent enrollment in ACG 199 C.* This course focuses on the use of paint, drawing and page layout programs. The use of various input and output devices will be covered. Designed for artists to input, create, manipulate and output graphic imagery. This class is intended as a gateway into the varied offerings of the Art Computer Graphics program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.

### ACG 102 C INTRO TO MAC WEB GRAPHICS

#### 3 Units

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

CSU

*Corequisite: Concurrent enrollment in ACG 199 C.* This is an overview of the many uses of computer multimedia, with an emphasis on electronic publishing over the Internet. In the course of the semester, 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 Laboratory Fee - PAYABLE AT REGISTRATION.

### ACG 103 C INTRO TO WIN WEB GRAPHICS

#### 3 Units

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

CSU

*Corequisite: Concurrent enrollment in ACG 199 C.* This is an overview of the many uses of computer multimedia, with an emphasis on electronic publishing over the Internet. In the course of the semester, 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 Laboratory Fee - PAYABLE AT REGISTRATION.

### ACG 104 C INTRO TO MAC 3D GRAPHICS

#### 3 Units

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

CSU

*Corequisite: ACG 199 C.* This is an overview of 3D computer graphics, with an emphasis on 2D paint and 3D modeling & animation software used in animation on the Macintosh. In the course of the semester, students create original 3D still and animation imagery for their portfolio. This class is intended as a gateway into the varied offerings of the Art Computer Graphics program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.

### ACG 105 C INTRO TO WIN 3D GRAPHICS

#### 3 Units

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

CSU

*Corequisite: ACG 199 C.* This is an overview of 3D computer graphics, with an emphasis on 2D paint and 3D modeling & animation software used in animation on a Windows computer. In the course of the semester, students create original 3D still and animation imagery for their portfolio. This class is intended as a gateway into the varied offerings of the Art Computer Graphics program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.

### ACG 112 C ELECTRONIC ILLUSTRATION/MAC

#### 3 Units

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

CSU

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 120 C.* This course focuses on the Macintosh generation of Postscript (vector) images for the integration into desktop publishing/page layout software and as stand-alone images allowing high resolution output. The course offers the professional artist basic Macintosh skills needed for employment and/or advancement. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.

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

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 120 C. This course focuses on the Windows generation of Postscript (vector) images for integration into desktop publishing/page layout software and as stand-alone images allowing high-resolution output. The course offers the professional artist basic Windows skills needed for employment and/or advancement. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199. Advisory: ACG 112 C or ACG 113 C. This course is intended for the graphic designer, illustrator and fine artist, focusing on the advanced usage of several 2D vector based drawing software packages. The course focuses on the advanced usage of Macintosh generation of Postscript(vector) images for integration into desktop publishing/page layout software and as stand-alone images allowing high-resolution output. The course offers the professional artist advanced Macintosh skills needed for employment and/or advancement. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199. Advisory: ACG 112 C or ACG 113 C. This course is intended for the graphic designer, illustrator and fine artist, focusing on the advanced usage of several 2D vector based drawing software packages. The course focuses on the advanced usage of Windows generation of Postscript (vector) images for integration into desktop publishing/page layout software and as stand-alone images allowing high-resolution output. The course offers the professional artist advanced Windows skills needed for employment and/or advancement. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: ACG 199 C. Advisory: ACG 104 C or ACG 105 C and ART 120 C. This course focuses on computer generated 3D design techniques through the use of Macintosh based three-dimensional design programs. The course emphasis is on the introduction of three-dimensional concepts, the use of modeling tools, menu structures and modeling building applications of 3D design systems. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of organic or mechanical design and animate them. \$15.00 Laboratory Fee – PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: ACG 199 C. Advisory: ACG 104 C or ACG 105 C and ART 120 C. This course focuses on computer generated 3D design techniques through the use of Windows based three-dimensional design programs. The course emphasis is on the introduction of three-dimensional concepts, the use of modeling tools, menu structures and modeling building applications of 3D design systems. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of organic or mechanical design and animate them. \$15.00 Laboratory Fee – PAYABLE AT REGISTRATION*

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

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

*Prerequisite: ART 120 C or qualify through portfolio review, or six months computer design experience - professional/industry. Corequisite: Concurrent enrollment in ACG 199 C. This course is an introduction to the basic concepts and application of computer graphics for the graphic designer, illustrator and fine artist. Several paint and graphic software packages on an IBM PC/AT compatible will be examined. It offers the professional artist Windows skills needed for employment and/or advancement. Students will be required to take three hours of laboratory time (to be arranged) for hands-on applications. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 120 C. The course focus is on the usage of Macintosh based software using a variety of natural-media software for the manipulation of bit-mapped (raster) images. Course topics include creation of original drawings; paintings and illustrations, using an assortment of digitally based chalks, pens, paints, inks, papers and textures. The course offers the professional artist raster based digital drawing/painting and illustration skills, on a Macintosh computer, needed for employment and/or advancement. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 120 C. The course focus is on the usage of Microsoft Windows based software using a variety of natural-media software for the manipulation of bit-mapped (raster) images. Course topics include creation of original drawings; paintings and illustrations, using an assortment of digitally based chalks, pens, paints, inks, papers and textures. The course offers the professional artist raster based digital drawing/painting and illustration skills, on a Windows computer, needed for employment and/or advancement. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 120 C. The course focus is on the usage of Macintosh based software for the manipulation of bit-mapped (raster) images using illustrative, photographic, scanned and video images as the basis of image manipulation. Course topics include: image enhancement, editing, composite retouching, photomontages, prepress, color separations and web-based images. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 120 C. The course focus is on the usage of Microsoft Windows based software for the manipulation of bit-mapped (raster) images using illustrative, photographic, scanned and video images as the basis for image manipulation. Course topics include: image enhancement, editing, composite retouching, photomontages, prepress, color separations and web-based images. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**ACG 136 C DIGITAL IMAGING 2/MAC****3 Units**

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: ACG 199 C. Advisory: ACG 134 C or ACG 135 C. The course focus is on the advanced usage of Macintosh based software for the manipulation of bit-mapped (raster) images using illustrative, photographic, scanned and video images as the basis for image manipulation. Course topics include image enhancement, editing, composite, retouching, photo montages, prepress, color separations and web based images. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**ACG 137 C DIGITAL IMAGING 2/WIN****3 Units**

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: ACG 199 C. Advisory: ACG 134 C or ACG 135 C. The course focus is on the advanced usage of Windows based software for the manipulation of bit-mapped (raster) images using illustrative, photographic, scanned and video images as the basis for image manipulation. Course topics include image enhancement, editing, composite, retouching, photo montages, prepress, color separations and web based images. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 140 C. This course focuses on the use of Macintosh software as an Ad-design tool to generate digital "camera ready" page layouts, integrating graphics, illustrations, photographs and text. Emphasis is placed on design of the page, precision and accuracy allowed by the computer, and varied output options for color composites and separations. Course topics include page design, page layout, text editing, font manipulation, importing artwork, prepress tools, spot and color separations. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 140 C. This course focuses on the use of Microsoft Windows software as an Ad-design tool to generate digital "camera ready" page layouts, integrating graphics, illustrations, photographs and text. Emphasis is placed on design of the page, precision and accuracy allowed by the computer, and varied output options for color composites and separations. Course topics include page design, page layout, text editing, font manipulation, importing artwork, prepress tools, spot and color separations. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C. Advisory: ACG 140 C or ACG 141 C. This course focuses on the intermediate use of Macintosh software as an Ad-design tool to generate page layouts, integrating graphics, illustrations, photographs and text. Emphasis is placed on the design of multi page layout for various types of publications, prepress, color separation and providing digital "camera ready" files for commercial projects. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C. Advisory: ACG 140 C or ACG 141 C. This course focuses on the intermediate use of Windows software as an Ad-design tool to generate page layouts, integrating graphics, illustrations, photographs and text. Emphasis is placed on the design of multi page layout for various types of publications, prepress, color separation and providing digital "camera ready" files for commercial projects. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C. Advisory: ACG 140 C or ACG 141 C. This course focuses on the advanced use of Macintosh based software as an Ad-design tool to generate digital "camera ready" page layouts, integrating graphics, illustrations, photographs and text. Emphasis on computer assisted layout, design and production techniques used in a "hands on" environment to create *Visions* magazine. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C. Advisory: ACG 140 C or ACG 141 C. This course focuses on the advanced use of Windows based software as an Ad-design tool to generate digital "camera ready" page layouts, integrating graphics, illustrations, photographs and text. Emphasis on computer assisted layout, design and production techniques used in a "hands on" environment to create *Visions* magazine. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**ACG 150 C INTERMEDIATE ANIMATION/MAC****3 Units**

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: ACG 199 C. Advisory: ACG 120 C or ACG 121 C. The course focuses on intermediate skills in 3D computer modeling and animation with a Macintosh software program that is a standard in the industry. The course focus is on intermediate techniques in modeling, texturing, lighting, motion control, and rendering animations for various purposes. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of intermediate organic or mechanical design with a high degree of realism and resolution. Animation techniques explored will provide cinematic realism and presentation. \$15.00 Laboratory Fee – PAYABLE AT REGISTRATION.*

**ACG 151 C INTERMEDIATE ANIMATION/WIN****3 Units**

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: ACG 199 C. Advisory: ACG 120 C or ACG 121 C. The course focuses on intermediate skills in 3D computer modeling and animation with a Windows software program that is a standard in the industry. The course focus is on intermediate techniques in modeling, texturing, lighting, motion control, and rendering animations for various purposes. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of intermediate organic or mechanical design with a high degree of realism and resolution. Animation techniques explored will provide cinematic realism and presentation. \$15.00 Laboratory Fee – PAYABLE AT REGISTRATION.*

**ACG 156 C ADVANCED ANIMATION/MAC****3 Units**

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: ACG 199 C. Advisory: ACG 150 C or ACG 151 C. The course focuses on advanced skills in 3D computer modeling and animation with a Macintosh software program that is a standard in the industry. The course 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 intermediate organic or mechanical design with a high degree of realism and resolution. Animation techniques explored will provide cinematic realism and presentation. The course will combine 3D modeling and animation with 2D graphics imagery through mapping, editing, techniques and visual effects. \$15.00 Laboratory Fee – PAYABLE AT REGISTRATION.*

**ACG 157 C ADVANCED ANIMATION/WIN****3 Units**

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: ACG 199 C. Advisory: ACG 150 C or ACG 151 C. The course focuses on advanced skills in 3D computer modeling and animation with a Windows software program that is a standard in the industry. The course 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 intermediate organic or mechanical design with a high degree of realism and resolution. Animation techniques explored will provide cinematic realism and presentation. The course will combine 3D modeling and animation with 2D graphics imagery through mapping, editing, techniques and visual effects. \$15.00 Laboratory Fee – PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C. Advisory: ACG 102 C or ACG 103 C and ART 120 C. This course focuses on the Macintosh generation of multi-media content for integration into interactive visual presentations. Students will create personal interactive presentations by using drawings, photographs, charts, graphs, sound, text and 2D animation. The final presentations will use various outputs including WEB, CD, videotape, color and black and white laser printers etc. The course offers the professional artist Macintosh multi media skills needed for employment and/or advancement. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C. Advisory: ACG 102 C or ACG 103 C and ART 120 C. This course focuses on the Windows generation of multi-media content for integration into interactive visual presentations. Students will create personal interactive presentations by using drawings, photographs, charts, graphs, sound, text and 2D animation. The final presentations will use various outputs including WEB, CD, videotape, color and black and white laser printers etc. The course offers the professional artist Windows multi media skills needed for employment and/or advancement. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C. Advisory: ACG 162 C or ACG 163 C. This course focuses on the advanced usage of Macintosh generated multi-media content for integration into interactive visual presentations. Students will create advanced personal interactive presentations for CD-ROMs, WEB, videodiscs and videotape. Current software and hardware tools and techniques for designing and programming interactive multimedia presentations will be explored. The course offers the professional artist advanced Macintosh multi media skills needed for employment and/or advancement. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**ACG 165 C MULTIMEDIA AUTHORIZING/WIN****3 Units**

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C. Advisory: ACG 162 C or ACG 163 C. This course focuses on the advanced usage of Windows generated multi-media content for integration into interactive visual presentations. Students will create advanced personal interactive presentations for CD-ROMs, WEB, videodiscs and videotape. Current software and hardware tools and techniques for designing and programming interactive multimedia presentations will be explored. The course offers the professional artist advanced Windows multi media skills needed for employment and/or advancement. \$15.00 Laboratory Fee - PAYABLE AT REGISTRATION.*



**ACG 180 C DIGITAL VIDEO/MAC****3 Units**

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: ACG 199 C. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 120 C.* The course includes the study and hands on use of Macintosh computers, assorted software, CD-ROMs, videodiscs, and other tools and techniques used for digitizing, editing and composition of video and audio sources. The course is to provide a thorough introduction to the world of desktop video used in the fields of multimedia, video editing (both on line and off line) and the creation of Quicktime movies. **\$15.00 Laboratory Fee – PAYABLE AT REGISTRATION.**

**ACG 181 C DIGITAL VIDEO/WIN****3 Units**

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

*Prerequisite: By consent of instructor pending portfolio review. Corequisite: ACG 199 C. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 120 C.* The course includes the study and hands on use of Windows computers, assorted software, CD-ROMs, videodiscs, and other tools and techniques used for digitizing, editing and composition of video and audio sources. The course is to provide a thorough introduction to the world of desktop video used in the fields of multimedia, video editing (both on line and off line) and the creation of Quicktime movies. **\$15.00 Laboratory Fee – PAYABLE AT REGISTRATION.**

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

*Three hours laboratory per week.  
CSU*

*Prerequisite: Concurrent enrollment in Fine Arts Computer Graphic class(es) or seminar.* This is an open studio course for students who are currently enrolled in a fine arts computer graphics course. The studio facility is equipped with computers, software, and related equipment for student use in completing computer graphics course projects.

## 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 – Larry Mercadante, Interim*

**Faculty**

Ron Armale

**Counselors**

Carol Mattsom

Tom Nordee

Alice Payne

## Astronomy (ASTR)

**ASTR 116 C INTRODUCTION TO ASTRONOMY****3 Units**

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

This course is an introduction to the ideas and concepts, and theories of astronomy. Topics include the night sky, history of astronomy, the solar system, extra solar planets, stars and the interstellar medium, galaxies and cosmology, and extraterrestrial life in the universe. Visits to local observatories and planetaria may be arranged. High School Algebra or equivalent is recommended. *Duplicate credit not granted for ASTR 116HC.*

**ASTR 116HC HONORS INTRO TO ASTRONOMY****3 Units**

*Three hours lecture per week.  
UC/CSU, AAGE, CSU GE, IGETC*

This course is an enhanced introduction to the concepts and theories of astronomy. Topics include the night sky, history of astronomy, the solar system, the sun, moon, planets, extra solar planets, stars and the interstellar medium, black holes, galaxies, cosmology, and life in the universe. Visits to local observatories and planetariums may be arranged. *Duplicate credit not granted for ASTR 116 C.*

**ASTR 117 C ASTRONOMY LABORATORY****1 Unit**

*Three hours laboratory per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

*Corequisite: Completion of, or concurrent enrollment in, ASTR 116 C.* This course comprises an introduction to techniques of Astronomical measurement and analysis of Astronomical data. Emphasis will be on understanding how scientific knowledge is constructed, i.e. answering the question: how do we know what we know about the universe? Students will perform hands-on measurements, observations and exercises in data analysis relating to the solar system, stars, galaxies, large-scale structure of the universe, and cosmology. Students will use the World Wide Web to access current Astronomical data and images. Field trips to local sites of astronomical interest may be arranged. *Duplicate credit not granted for ASTR 117HC.*

**ASTR 117HC HONORS ASTRONOMY LABORATORY****1 Unit**

*Three hours laboratory per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

*Prerequisite: Completion of, or concurrent enrollment in, ASTR 116HC.* This enhanced course comprises an introduction to Astronomical measurement and analysis of Astronomical data. Emphasis will be on how scientific knowledge is constructed, i.e. answering the question: how do we know what we know about the universe? Students will perform hands-on measurements, observations and exercises in data analysis relating to the solar system, stars, galaxies, large-scale structure of the universe, and cosmology. Students will learn how to use a telescope, which may be computer controlled and take digital images. Students will access the World Wide Web to access Astronomical data and images. Field trips to local sites of astronomical interest may be arranged. *Duplicate credit not granted for ASTR 117 C.*

# Automotive Collision Repair

## Division of Vocational Education

*Division Dean – Steve Donley*

### Faculty

Anthony Jones

Daniel Snook

### Counselor

Jane Jepson

## ASSOCIATE IN SCIENCE DEGREE AUTOMOTIVE COLLISION REPAIR

The following program is designed to prepare students for employment as automotive collision technicians and in numerous other related areas of the automotive and transportation industry. Training is given in both theory and practical skills. Directed practical work is given in all areas of automotive collision repair under simulated on-the-job conditions. The program suggested will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive collision technician.

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

Required Courses are listed in suggested sequence:

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 and Car Care	3
ACR 050 C	Automotive Collision - Special Projects	1 - 3
ACR 060 C	Collision Repair Management	3
ACR 070 C	Automotive Color Matching	3

## AUTOMOTIVE COLLISION REPAIR CERTIFICATE

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

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

Course #	Title	Units
ACR 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
ENGL095 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	Automotive Detailing and Car Care	3
ACR 050 C	Automotive Collision - Special Projects	1 - 3
ACR 060 C	Collision Repair Management	3
ACR 070 C	Automotive Color Matching	3
AT 065 C	Basic Automotive Electricity	4
AT101 C	Survey of the Automobile	3
MATH 010 C	Basic Mathematics	4
MGT 261 C	Small Business Management	3
MKT208 C	Principles of Selling	3
SPCH 050 C	Effective Oral Communication	3

**Automotive Damage Appraisal Certificate**

The following program is designed to prepare students for employment as automotive damage appraisers. Training is given in both theory and practical application. Directed practical work is given in all areas of automotive damage appraisal.

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

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

Course#	Title	Units
ACR 010AC	Automotive Collision Repair	6
ACR 011 C	Auto Painting and Refinishing	4
ACR 012 C	Automotive Damage Appraisal	3
ACR 013 C	Computerized Automotive Damage Appraisal	3
<b>Total Units Required</b>		<b>16</b>

**Automotive Detailing Certificate**

This program is designed to prepare students with the skills necessary to enter the auto detailing industry. Training is given in both theory and practical skills. Directed practical work is given in all areas of automotive detailing in a simulated on-the-job environment.

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

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

Course#	Title	Units
ACR 020AC	Auto Detailing & Car Care	3
ACR 020BC	Advanced Auto Detailing	3
ACR 011 C	Auto Painting and Refinishing	4
<b>Total Units Required</b>		<b>10</b>

**Automotive Paint and Refinishing Certificate**

This program is designed to prepare students with the skills necessary to enter the Auto Paint and Refinishing industry. Training is given in both theory and practical skills. Directed practical work is given under simulated on-the-job conditions.

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

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

Course#	Title	Units
ACR 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 and Car Care	3
ACR 070 C	Automotive Color Matching	3
ENGL095 C	Effective Writing	3
Select a minimum of 6 Units from the elective course list		6
<b>Total Units Required</b>		<b>36</b>

**Electives**

ACR 020BC	Advanced Auto Detailing	3
ACR 050 C	Auto Collision - Special Projects	1 - 3
ACR 060 C	Collision Repair Management	3
AT101 C	Survey of the Automobile	3
MKT 208 C	Principles of Selling	3

**Automotive Sales and Service Certificate**

This program is designed to prepare students for customer service and sales positions in the automotive industry. It provides students with a basic knowledge of automobile operations, general maintenance requirements, and damage appraisal procedures along with marketing and management principles. The certificate will enable students to work in a variety of non technical areas in an automobile dealership, repair shop, or insurance company as a service representative, salesperson, or estimator.

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

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

Course#	Title	Units
AT101 C	Survey of the Automobile	3
or		
AT131 C	Automotive Fundamentals	(4)
ACR 012 C	Automotive Damage Appraisal	3
MGT 266 C	Human Relations in Business	3
MKT222 C	Principles of Marketing	3
MKT 208 C	Principles of Selling	3
<b>Total Units Required</b>		<b>15 - 16</b>

**Insurance CO/Auto Collision Repair Industry Management Skills Certificate**

This program is designed to prepare students for employment as insurance company appraisers and managers of automotive collision repair facilities. It is also designed to give the students knowledge in the auto collision repair process and to develop management skills necessary for success in their chosen profession.

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

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

#### 3 Units

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

This course is an introductory automotive detailing and car care course. Detail chemicals, processes, tools and equipment are covered in the class. Topics include the theory, diagnosis of paint conditions, and communication with the customer. Laboratory activities will emphasize skill competency in paint condition identification, washing, waxing, polishing, and interior care.

### ACR 020BC ADVANCED AUTO DETAILING

#### 3 Units

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

*Prerequisite: ACR 020AC.* This is an advanced course in automotive detailing and car care. Topics include: starting a detailing business, location determination, customer service, and advanced detailing techniques. Laboratory activities include receipt and delivery of customer vehicles, use of chemicals, and advanced detailing.

**ACR 030 C ADVANCED AUTO COLLISION AND ELECTRICAL COMPONENT REPAIR****4 Units**

*Three hours lecture and*

*Four hours laboratory per week.*

*Prerequisite: Completion of, or concurrent enrollment in, ACR 010BC, ACR 010CC, or ACR 010DC; or employment in the industry.* This course will include advanced techniques in Auto Collision Repair. Topics included are: collision related electrical repairs, supplemental restraint systems (SRS), sheet mold compound (SMC), interior and exterior plastic repairs, plastic welding, bumper energy absorbing systems, air conditioning, sun roofs, metal inert gas welding (MIG), tool repair, aluminum repair and welding. Students are given practical applications for diagnosis, repair and servicing on both laboratory and live projects.

**ACR 040 C AUTOMOTIVE BODY/STRUCTURAL ALIGNMENT AND REPAIR****4 Units**

*Three hours lecture and*

*Three hours laboratory per week.*

*Prerequisite: Completion of, or concurrent enrollment in ACR 010BC, ACR 010CC, or ACR 010DC; or employment in the industry.* This course will emphasize the diagnosis and restructuring of the unitized automobile and light truck frame and body, use of manuals, structural restoration, gauge, universal, and dedicated measurement, sectioning techniques, corrosion control, welding techniques, relationship of suspension and structural repair and maintenance of hydraulic pumps and rams.

**ACR 050 C AUTOMOTIVE COLLISION - SPECIAL PROJECTS**

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

*One hour lecture and*

*Six hours laboratory per week.*

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

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

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

*One hour lecture per week.*

*Prerequisite: Must be enrolled in seven units, including work experience. Concurrent enrollment in Automotive Collision Program.* The course requires a minimum of five hours employment in an automotive collision related occupation per week. Refer to class schedule for an explanation of unit credit.

**ACR 060 C COLLISION REPAIR MANAGEMENT****3 Units**

*Three hours lecture per week.*

This course is designed for those interested in management practices of the collision repair industry. There will be special emphasis on management concepts, productivity control, labor and parts, pricing, essential financial statements and budgeting. In addition, inventory control, customer relations, insurance company billing and negotiation guidelines as applicable to the collision repair industry will be covered.

**ACR 070 C AUTOMOTIVE COLOR MATCHING****3 Units**

*Three hours lecture per week.*

This course is an introduction to the concepts and techniques of matching color applied to automobiles. The course covers color theory, application theory, matching solid colors, metallic and two or three stage colors. The class will be using automotive paint mixing systems. The student will be required to provide certain safety and respiratory protection equipment.

**ACR 298 C AUTOMOTIVE COLLISION REPAIR SEMINAR**

**½ - 3 Units (Variable Units) (May be taken for credit 4 times)**

*Lecture/discussion hours will vary according to unit credit given.*

*CSU*

This is a course for students who wish to increase their knowledge of automotive collision repair. Various topics will be offered. Unit credit may range from ½ to 3 units in any given semester. Consult the class schedule to verify credit for a particular semester.

# Automotive Technology

## Division of Vocational Education

Division Dean – Steve Donley

### Faculty

John Alexander  
Richard Bettendorf  
Luciano Orozco  
Charles Sherard

### Counselor

Jane Jepson

## ASSOCIATE IN SCIENCE DEGREE AUTOMOTIVE TECHNOLOGY

The following program is designed to prepare students for employment as automotive technicians and in numerous other related areas of the automotive and transportation industry. Training is given in both theory and practical skills. Directed practical work is given in all areas of automotive maintenance and repair under simulated on-the-job conditions. The sequence in which courses are taken may be modified to meet individual needs.

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

### Required courses are listed in suggested sequence:

Course #	Title	Units
AT025 C	Automotive Engine Repair & Machining	12
AT 026 C	Automotive Chassis & Brake System	12
AT 027 C	Automatic Transmission & Power Trains	12
AT 028 C	Automotive Tune-Up & Emission Controls	12
<b>Total Units Required</b>		<b>48</b>

### Electives

AT030 C	Automatic Transmission - Advanced	4
AT 041 C	Automotive Air Conditioning	4
AT 044 C	Electrical, Fuel & Tune-Up Advanced	4
AT050 C	Special Projects - Automotive Tech	1 - 3
AT 055 C	Automotive Technology - Work Experience - Vocational	1 - 4
AT060 C	Diesel Engines	6
AT 065 C	Basic Automotive Electricity and Electronics	4
AT 101 C	Survey of the Automobile	3
AT131 C	Automotive Fundamentals	4
AT298 C	Automotive Service Seminar	½ - 3

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

PHYS 130 C	Principles of Physics	4
ECON 100 C	Principles of Economics (Macro)	3
PSY 101 C	General Psychology	3
PHIL160 C	Introduction to Ethics	3
ENGL100 C	College Writing	3
SPCH 100 C	Human Communication	3
ENGL142 C	Critical Thinking	3
MGT 151 C	Business Mathematics	3

## AUTOMOTIVE TECHNOLOGY CERTIFICATE

This program is designed to prepare students for employment as automotive technicians. Training is given in both theory and practical skills. Directed practical work is given in all areas of the automotive maintenance and repair under simulated on-the-job conditions. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive technician. The sequence in which courses are taken may be modified to meet individual needs. Primary emphasis is to prepare the student for occupational competency in automotive technology.

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

### Required courses are listed in suggested sequence:

Course #	Title	Units
AT 025 C	Automotive Engine Repair & Machining	12
AT 026 C	Automotive Chassis & Brake System	12
AT 027 C	Automatic Transmissions & Power Trains	12
AT028 C	Automotive Tune-Up & Emission Controls	12
AT 065 C	Basic Automotive Electricity	4

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

**Total Units Required** **55**

### Electives

AT030 C	Automatic Transmission - Advanced	4
AT041 C	Automotive Air Conditioning	4
AT044 C	Electrical, Fuel and Tune-Up-Advanced	4
AT 050 C	Special Projects - Automotive Tech	1 - 3
AT055 C	Automotive Technology - Work Experience - Vocational	1 - 4
AT 060 C	Diesel Engines	6
AT070 C	Automatic Transmissions (T-TEN 262)	1½
AT 071 C	Manual Transmissions (T-TEN 301)	1
AT 072 C	Suspension Systems (T-TEN 450)	1
AT073 C	Brake Systems (T-TEN 550)	1
AT074 C	Electric Circuit Diagnosis (T-TEN 622)	2
AT 075 C	Body Electrical Systems (T-TEN 652)	1
AT 076 C	Air Conditioning (T-TEN 750)	1
AT077 C	Engine Control Systems (T-TEN 850)	2
AT101 C	Survey of the Automobile	3
AT131 C	Automotive Fundamentals	4
AT 298 C	Automotive Service Seminar	½ - 3
ENGL095 C	Effective Writing	3
MGT 266 C	Human Relations in Business	3

## AUTOMOTIVE TECHNOLOGY CERTIFICATE - BRAKE AND ALIGNMENT SPECIALIST

This program is designed to prepare students for employment as automotive brake and alignment technicians. Training is given in theory and practical skills. Directed practical work is given in areas of automotive maintenance and repair under simulated on-the-job conditions. Particular emphasis is placed on those competencies required of brake, suspension, and alignment technicians. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive brake, suspension, and alignment technician. The sequence in which courses are taken may be modified to meet individual needs.

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

Required courses are listed in suggested sequence:

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

### ELECTRICAL SYSTEMS SPECIALIST CERTIFICATE

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

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

Required courses are listed in numeric sequence:

Course#	Title	Units
AT 065 C	Basic Automotive Electricity and Electronics	4
AT067 C	Diagnostics & Digital Meters	1
AT 092 C	Diagnostics & Scan-Tools	2
AT093 C	Diagnostics & Digital Scopes	2
AT094 C	Diagnostics & OBD II	2
<b>Total Units Required</b>		<b>11</b>

### AUTOMOTIVE TECHNOLOGY CERTIFICATE - EMISSION CONTROL SPECIALIST

This program is designed to prepare students for employment as automotive emission control specialist. Training is given in theory and practical skills. Directed practical work is given in areas of automotive maintenance and repair under simulated on-the-job conditions. Particular emphasis is placed on those competencies required of emission control technicians. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive emission control specialist. The sequence in which courses are taken may be modified to meet individual needs.

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

Required courses are listed in suggested sequence:

Course #	Title	Units
AT044 C	Electrical, Fuel, and Tune-up-Advanced	4
AT050 C	Special Projects-Automotive Technology	3
AT065 C	Basic Automotive Electricity and Electronics	4
AT 090 C	Clean Air Car	4
AT 095 C	Advanced Clean Air Car Course	1½
<b>Total Units Required</b>		<b>16½</b>

### AUTOMOTIVE TECHNOLOGY CERTIFICATE - ENGINE SPECIALIST

This program is designed to prepare students for employment as automotive engine repair specialist. Training is given in theory and practical skills. Directed practical work is given in all areas of automotive maintenance and repair under simulated on-the-job conditions. Particular emphasis is placed on those competencies required of engine repair technicians and machinists. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive engine specialist. The sequence in which courses are taken may be modified to meet individual needs.

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

Required courses are listed in suggested sequence:

Course #	Title	Units
AT 025 C	Automotive Engine Repair and Machining	12
AT065 C	Basic Automotive Electricity and Electronics	4
<b>Total Units Required</b>		<b>16</b>

### AUTOMOTIVE TECHNOLOGY CERTIFICATE - PERFORMANCE AND DRIVEABILITY SPECIALIST

This program is designed to prepare students for employment as automotive performance and driveability specialist. Training is given in theory and practical skills. Directed practical work is given in areas of automotive maintenance and repair under simulated on-the-job conditions. Particular emphasis is placed on those competencies required of performance and driveability technicians. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive performance and driveability specialist. The sequence in which courses are taken may be modified to meet individual needs.

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

Required courses are listed in suggested sequence:

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

### AUTOMOTIVE SALES AND SERVICE CERTIFICATE

This program is designed to prepare students for customer service and sales positions in the automotive industry. It provides students with a basic knowledge of automobile operations, general maintenance requirements, and damage appraisal procedures along with marketing and management principles. The certificate will enable students to work in a variety of non technical areas in an automobile dealership, repair shop, or insurance company as a service representative, salesperson, or estimator.

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

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

Course#	Title	Units
AT101 C	Survey of the Automobile	3
or		
AT131 C	Automotive Fundamentals	(4)
ACR 012 C	Automotive Damage Appraisal	3
MGT 266 C	Human Relations in Business	3
MKT222 C	Principles of Marketing	3
MKT 208 C	Principles of Selling	3
<b>Total Units Required</b>		<b>15 - 16</b>

**AUTOMOTIVE TECHNOLOGY CERTIFICATE - TOYOTA SPECIALIST**

This program is designed to prepare students for employment as automotive technicians in Toyota dealerships. Training is given in theory and practical skills. Directed practical work is given in all areas of automotive maintenance and repair under simulated on-the-job conditions. Particular emphasis is placed on those competencies required of Toyota technicians. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern Toyota technician. The sequence in which courses are taken may be modified to meet individual needs.

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

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

Course #	Title	Units
AT 026 C	Automotive Chassis and Brake System	12
AT 028 C	Automotive Tune-up and Emission Controls	12
AT 065 C	Basic Automotive Electricity and Electronics	4
AT 041 C	Automotive Air Conditioning	4
AT 085 C	Toyota Engine Diagnosis and Repair	4
AT 087 C	Toyota Automatic Transmission Diagnosis and Repair	6
AT088 C	Toyota Manual Transmission and Driveline Diagnosis and Repair	4
<b>Total Units Required</b>		<b>46</b>

**AUTOMOTIVE TECHNOLOGY CERTIFICATE - TRANSMISSION SPECIALIST**

This program is designed to prepare students for employment as automotive transmission and power train specialist. Training is given in theory and practical skills. Directed practical work is given in areas of automotive maintenance and repair under simulated on-the-job conditions. Particular emphasis is placed on those competencies required of transmission and power train technicians. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive transmission and power train specialist. The sequence in which courses are taken may be modified to meet individual needs.

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

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

Course #	Title	Units
AT 027 C	Auto Transmissions and Power Trains	12
AT065 C	Basic Automotive Electricity and Electronics	4
<b>Total Units Required</b>		<b>16</b>

# Automotive Technology (AT)

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

*Nine hours lecture and*

*Nine hours laboratory per week.*

*Prerequisite: Completion of, or concurrent enrollment in, AT 101 C, or AT 131 C, or successful completion of high school/ROP Automotive Program.* This course covers the acquisition of practical skills needed for accurate engine diagnosis and repair and all phases of engine rebuilding machine work. Demonstrated lecture, simulated problem diagnosis, and practical application on *live* vehicles will be used. Individualized instruction on Automotive rebuilding tools and machinery is an integral part of this course. Engine theory, practical and theoretical high performance application is part of the course. Preparation for ASE certification will be covered.

**AT 026 C AUTOMOTIVE CHASSIS AND BRAKE SYSTEM****12 Units**

*Nine hours lecture and*

*Nine hours laboratory per week.*

*Prerequisite: Completion of, or concurrent enrollment in AT 101 C, or AT 131 C, or successful completion of high school/ROP Automotive Program.* This course emphasizes operating principles, design, service, repair and diagnosis of chassis and brake systems of domestic and import vehicles. Major topics of study will be wheel alignment techniques, wheel balance, power steering systems, hydraulics, disc and drum brake systems, and power assisting systems, including brake boost and hydro boost. Application will be applied under simulated repair shop procedures using *live* vehicles. Preparation for ASE certification will be covered.

**AT 027 C AUTOMATIC TRANSMISSIONS AND POWER TRAINS****12 Units**

*Nine hours lecture and*

*Nine hours laboratory per week.*

*Prerequisite: Completion of, or concurrent enrollment in AT 101 C, or AT 131 C, or successful completion of high school/ROP Automotive Program.* This course will include operating principles, design, repair, overhaul and service procedures of automatic transmissions, 4 and 5 speed synchromesh transmissions, clutch assemblies, drive lines, final drive axles and transaxle units. Demonstrated lectures and shop laboratory work on automatic transmissions will be covered with emphasis on procedures to industry standards. Practical application will be under simulated shop conditions on *live* vehicles. Preparation of ASE certification will be covered.



**AT 028 C AUTOMOTIVE TUNE-UP AND EMISSION CONTROLS****12 Units**

*Nine hours lecture and  
Nine hours laboratory per week.*

*Prerequisite: Completion of, or concurrent enrollment in AT 101 C, or AT 131 C, or successful completion of high school/ROP Automotive Program.* This course will include operating principles, design, and repair procedures of automotive electrical and fuel systems. In addition, alternators, starters, batteries, standard and electronic ignition systems, computerized engine management systems, emission control systems to include positive crankcase ventilation, evaporative controls, exhaust control systems, and electronic engine control systems will be covered. Legal aspects of the emission control program will also be covered. Practical application will be under simulated shop conditions on "live" vehicles. Preparation for VIP, MVPC licensing and ASE certification will be covered.

**AT 030 C AUTOMATIC TRANSMISSION - ADVANCED****4 Units**

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

*Prerequisite: AT 027 C.* This course will include advanced techniques in diagnostic procedures of automatic transmission problems, modifications and update. Demonstrated lectures and shop laboratory work on overdrive and front wheel drive units will be covered as well as operating principles of lock-up torque converter, electronic controlled units, overdrive and front wheel drive transmission.

**AT 041 C AUTOMOTIVE AIR CONDITIONING****4 Units**

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

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

**AT 044 C ELECTRICAL, FUEL AND TUNE-UP - ADVANCED****4 Units**

*Four hours lecture and  
Two hours laboratory per week.*

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

**AT 050 C SPECIAL PROJECTS – AUTOMOTIVE TECHNOLOGY****1 - 3 Units (Variable Units) (May be taken for credit 3 times)**

*One hour lecture and  
Six hours laboratory per week.*

*Prerequisite: Completion of one of the following: AT 025 C, AT 026 C, AT 027 C, or AT 028 C.* This course will include supervised independent lab work on lab units and *live* vehicles. This class is designed to allow the student to gain more practical experience repairing components and servicing automotive systems already covered by the completion of the prerequisite. Only approved project work will be allowed.

**AT 055 C AUTOMOTIVE TECHNOLOGY - WORK EXPERIENCE - VOCATIONAL****1 - 4 Units (Variable Units) (May be taken for credit 4 times)**

*One hour lecture per week and a Job Site.*

*Prerequisite: Must be enrolled in seven units, including work experience. Concurrent enrollment in Automotive Technology Program.* The course requires a minimum of five hours employment in an automotive servicing-related occupation per week. Refer to class schedule for an explanation of unit credit.

**AT 060 C DIESEL ENGINES****6 Units**

*Three hours lecture and  
Nine hours laboratory per week.*

*Prerequisite: AT 025 C, AT 101 C, AT 131 C, or employment in the field.* This course is a comprehensive study of light diesel engines as used in passenger cars, light marine propulsion applications (power and sailboats), stationary and auxiliary power plants (generators). The course will include servicing, overhaul, troubleshooting and diagnosis of the diesel engine and auxiliary systems. Practical application will be on laboratory engines and/or *live* diesel engines.

**AT 061 C INTRODUCTION TO ELECTRIC AND HYBRID VEHICLES****2 Units**

*Two hours lecture and  
One hour laboratory per week.*

This course is an introductory course in electric (EV) and electric/hybrid vehicles as used in the transportation industry. Topics include the theory, design, operation, maintenance, and repair of batteries, motors, controllers, chargers, and regenerative braking systems. Technician safety is also covered.

**AT 062 C INTRODUCTION TO GASEOUS FUEL SYSTEMS AND VEHICLE CONVERSION****4 Units**

*Four hours lecture and  
Two hours laboratory per week.*

This course is an introductory course on alternative fuels as used in the transportation industry. Various fuels will be compared, with an emphasis on compressed natural gas. Topics include the theory, design, operation, conversion, diagnosis, and repair of gaseous fuel systems. Laboratory activities will emphasize skill competency in vehicle preparation, fuel system conversion and the diagnosis and repair of alternative fuel vehicles.

**AT 065 C BASIC AUTOMOTIVE ELECTRICITY AND ELECTRONICS****4 Units**

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

This is an introductory course in the concepts of electrical and electronic control of the automobile. Course instruction will include lecture, demonstration and student application in the use of test equipment on simulator board and *on-car* diagnosis with electrical diagrams charts, and schematics.

**AT 067 C DIAGNOSTICS & DIGITAL METERS****1 Unit**

*One hour lecture per week.*

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

**AT 070 C AUTOMATIC TRANSMISSIONS (T-TEN 262)****1½ Units**

*One and one half hour lecture per week.*

*Prerequisite: AT 027 C.* Automatic Transmissions is designed to familiarize the technician with the operation of Toyota automatic transmissions. Although there are both rear wheel drive and front wheel drive transmissions, the operations and functions are similar. The material stresses the operation, diagnosis and service of the torque converter, planetary gear train and holding devices and the valve body. This material is complemented with two transmission demonstration sessions to familiarize the technician with the component parts of the transmission.

**AT 071 C MANUAL TRANSMISSIONS (T-TEN 301)****1 Unit**

*One hour lecture per week.*

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

**AT 072 C SUSPENSION SYSTEMS (T-TEN 450)****1 Unit**

*One hour lecture per week.*

*Prerequisite: AT 026 C.* This course is designed to familiarize the technician with information regarding Toyota suspension components and suspension design alignment geometry and types of wheel alignment, pre-alignment inspection, Toyota electrical modulated suspensions and noise vibration harshness.

**AT 073 C BRAKE SYSTEMS (T-TEN 550)****1 Unit**

*One hour lecture per week.*

*Prerequisite: AT 026 C.* Brake Systems is designed to familiarize the student with Toyota information regarding the following: brake system components, operation and adjustments, disc and drum refinishing, anti-lock brake systems, diagnosis and testing of ABS, actuator checker operation.

**AT 074 C ELECTRICAL CIRCUIT DIAGNOSIS (T-TEN 622)****2 Units**

*Two hours lecture per week.*

*Prerequisite: Completion of, or concurrent enrollment in, AT 065 C.* This course is designed to give a basic understanding of Toyota electrical concepts and troubleshooting techniques, and to give in-depth knowledge of the operation, diagnosis, and repair of the battery, starting, and charging system.

**AT 075 C BODY ELECTRICAL SYSTEMS (T-TEN 652)****1 Unit**

*One hour lecture per week.*

*Prerequisite: Completion of AT 074 C.* This course is designed to familiarize students with a basic understanding of Toyota body electrical concepts and troubleshooting techniques, and to give them in-depth knowledge of the operation, diagnosis, and repair of body computer systems on the vehicle; supplemental restraint systems included.

**AT 076 C AIR CONDITIONING (T-TEN 750)****1 Unit**

*One hour lecture per week.*

This course is designed to familiarize students with fundamental operating principles of the Toyota automotive climate control systems including components, operation, and servicing. Handling of R-12 and R-134 will be included.

**AT 077 C ENGINE CONTROL SYSTEMS (T-TEN 850)****2 Units**

*Two hours lecture per week.*

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

**AT 085 C TOYOTA ENGINE DIAGNOSIS AND REPAIR****4 Units**

*Three hours lecture and*

*Three hours laboratory per week.*

This course covers the design, operation, diagnosis, and repair of Toyota engines. Emphasis is on the mastery of job skills commonly required to succeed at the dealership level. Learning strategies include: demonstrated lecture; simulated problem diagnosis; practical application on *live* vehicles; group and individual activities. Preparation for ASE and Toyota certification will be covered.

**AT 087 C TOYOTA AUTOMATIC TRANSMISSION DIAGNOSIS AND REPAIR****6 Units***Four hours lecture and**Six hours laboratory per week.*

This course covers the design, operation, diagnosis, and repair of Toyota automatic transmissions. Emphasis is on the mastery of job skills commonly required to succeed at the dealership level. Learning strategies include: demonstrated lecture; simulated problem diagnosis; practical application on *live* vehicles; group and individual activities. Preparation for ASE and Toyota certification will be covered.

**AT 088 C TOYOTA MANUAL TRANSMISSION AND DRIVELINE DIAGNOSIS AND REPAIR****4 Units***Three hours lecture and**Three hours laboratory per week.*

This course covers the design, operation, diagnosis, and repair of Toyota manual transmissions, and drivelines. Emphasis is on the mastery of job skills commonly required to succeed at the dealership level. Learning strategies include: demonstrated lecture; simulated problem diagnosis; practical application on *live* vehicles; group and individual activities. Preparation for ASE and Toyota certification will be covered.

**AT 090 C CLEAN AIR CAR****4 Units***Three hours lecture and**Three hours laboratory per week.*

This course prepares students for the State of California Licensed Smog Check Mechanic Test. Modern diagnostic equipment including the infrared analyzer and the chassis dynamometer will be used in lab sessions.

**AT 092 C DIAGNOSTICS & SCAN-TOOLS****2 Units***One and a half hours lecture and**One and a half hours laboratory per week.*

This course emphasizes diagnostic strategies, repair and service of power-train control systems using scan tools. Demonstrated lecture in combination with shop laboratory activities using a variety of scan-tools is included. Practical application on "live" vehicles is an integral part of the course. Topics include testing engine control systems, diagnostic trouble codes, data stream, OBD I and OBD II systems.

**AT 093 C DIAGNOSTICS & DIGITAL SCOPES****2 Units***One and a half hours lecture and**One and a half hours laboratory per week.*

This course includes advanced principles and procedures of power train control diagnosis. Demonstrated lectures in conjunction with shop laboratory work using digital storage oscilloscopes is included. Practical application under simulated shop conditions on "live" vehicles is an integral component of this course. Topics include lab scope functions, sensor evaluation and analysis, actuator diagnosis and circuit testing.

**AT 094 C DIAGNOSTICS & OBD II****2 Units***One and a half hours lecture and**One and a half hours laboratory per week.*

This course emphasizes operating principles, diagnostic strategies and repair procedures of the OBD II system. Demonstrated lecture in conjunction with shop laboratory work are emphasized. Practical application on laboratory vehicles is an integral component of the course. This course meets Bureau of Automotive Repair requirements for smog check technician licensing.

**AT 095 C ADVANCED CLEAN AIR CAR COURSE****1½ Units***One and one half hour lecture and**One quarter hour laboratory per week.*

This course covers operating procedures, diagnostic strategies, and repair procedures for loaded mode emissions testing. Course emphasizes baseline techniques, five gas analysis and lab scope use. Practical application using lab scopes, scan tools and emissions analyzer are an essential part of the course. Course meets BAR smog check licensing requirements.

**AT 101 C SURVEY OF THE AUTOMOBILE****3 Units***Three hours lecture per week.**CSU*

This course provides fundamental knowledge of the automobile, including engines, power trains, suspension and brakes, electrical and fuel systems. Other areas of instruction will be in the use of tools and equipment normally used in automotive service and repair.

**AT 131 C AUTOMOTIVE FUNDAMENTALS****4 Units***Three hours lecture and**Three hours laboratory per week.**CSU*

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

**AT 298 C AUTOMOTIVE SERVICE SEMINAR***½ - 3 Units (Variable Units) (May be taken for credit 4 times)**Lecture/discussion hours will vary according to units given.**CSU*

This is a course for students who wish to increase their knowledge of automotive repair. Various topics will be offered. Unit credit may range from ½ to 3 units in any given semester. Consult the class schedule to verify credit for a particular semester.

# Aviation

## Division of Vocational Education

Division Dean – Steve Donley

### Faculty

Charles Gifford  
Counselor  
Jane Jepson

### ASSOCIATE IN SCIENCE DEGREE AVIATION MANAGEMENT

This curriculum is designed to assist the management student preparing to enter the aviation industry. By selecting proper electives, the student may develop needed skills and understanding in the fields of flight services, airport management, cargo and freight handling or travel services.

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

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

Course #	Title	Units
AVIA100 C	Introduction to Aviation	3
or		
AVIA132 C	Private Pilot	(4)
ATC 270 C	Airline Operations	3
or		
AVIA104 C	Air Transportation	(3)
ACCT 101 C	Financial Accounting	4
CIS 111 C	Computer Literacy - Introduction to Information Systems	3
MGT 061 C	Survey of Business	3
or		
MGT 161 C	Introduction to Business	(3)
MGT 041 C	Survey of Business Law	3
or		
MGT 241 C	Legal Aspects-Business Trans.	(3)
MGT 261 C	Small Business Management	3
or		
MGT262 C	Principles of Management	(3)
ECON 110 C	Survey of Economics	3
or		
ECON 100 C	Principles of Economics (Macro)	(3)
<b>Total Units Required</b>		<b>25 - 26</b>

#### Electives

Course #	Title	Units
AVIATION/TRAVEL CAREERS		
AVIA112 C	Airline/Aviation Management	3
AVIA116 C	Aviation Law	3
AVIA148 C	Air Traffic Control	3
AVIA132 C	Private Pilot	4
AVIA136 C	Air Navigation	3
AVIA140 C	Meteorology	3
AVIA232 C	Instrument Rating	3
ATC 278 C	Public Relations	3
ATC 191 C	Airline Reservations: APOLLO	3
ATC 192 C	Airline Reservations: SABRE	3

### BUSINESS

ACCT 102 C	Managerial Accounting	4
ECON 105 C	Principles of Economics (Micro)	3
MKT103 C	Principles of Advertising	3
MGT 261 C	Small Business Management	3
MKT222 C	Principles of Marketing	3
MGT 266 C	Human Relations in Business	3

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

PHYS 130 C	Principles of Physics	4
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Typing proficiency of 30 net words per minute is recommended.

### ASSOCIATE IN SCIENCE DEGREE COMMERCIAL PILOT

This curriculum is designed to prepare the student to fly commercially, executive and/or light aircraft as a pilot or instructor.

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

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

Course #	Title	Units
AVIA132 C	Private Pilot	4
AVIA136 C	Air Navigation	3
AVIA140 C	Meteorology	3
*AVIA144 C	Aircraft and Engines	3
AVIA232 C	Instrument Rating	3
AVIA240 C	Commercial Pilot Seminar	3
AVIA244 C	Aviation Instructor	3
PHYS 130 C	Principles of Physics	4
AVIA196 C	Ground Trainer Lab - Instrument Flight	3
<b>Total Units Required</b>		<b>29</b>

\*AVIA224 C or AVIA228 C may be substituted for AVIA144 C

#### Electives

AVIA152 C	Glider Theory	3
AVIA160 C	Aircraft Survival	3
AVIA164 C	Aircraft Survival Laboratory	1
AVIA090 C - 093 C	Flight Training (Maximum 3 Units)	3
MGT 266 C	Human Relations in Business	3
PSY 110 C	Introduction to Applied Psychology	3
MGT 161 C	Introduction to Business	3
GEOG 102 C, 103 C	Physical Geography	3, 1
MGT061 C	Survey of Business	3

### PROFESSIONAL PILOT CERTIFICATE

This curriculum is designed to prepare the student to a proficiency level required for entry into the commercial pilot profession. To qualify for the certificate, the student must have attained the FAA Commercial Pilot Certificate with instrument and flight instructor ratings.

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

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

Course #	Title	Units
AVIA196 C	Ground Trainer Lab - Instrument Flight	1, 1
AVIA132 C	Private Pilot	4
AVIA136 C	Air Navigation	3
AVIA140 C	Meteorology	3
*AVIA144 C	Aircraft and Engines	3
AVIA232 C	Instrument Rating	3
AVIA240 C	Commercial Pilot Seminar	3
AVIA244 C	Aviation Instructor	3
Select a minimum of 3 units from the elective courses listed below.		3
<b>Total Units Required</b>		<b>26 - 27</b>

\*AVIA224 C Aircraft Structures, and AVIA 228 C Aircraft Power Plants may be substituted for AVIA144 C Aircraft and Engines

**Electives**

AVIA112 C	Airline/Aviation Management	3
AVIA116 C	Aviation Law	3
AVIA148 C	Air Traffic Control	3
AVIA152 C	Glider Theory	3
AVIA160 C	Aircraft Survival	3
AVIA164 C	Aircraft Survival - Basic Laboratory	1

**ARTICULATION AGREEMENTS ARE IN EXISTENCE FOR TRANSFER PROGRAMS TO THE FOLLOWING UNIVERSITIES:**

Arizona State University  
California State University, Los Angeles  
San Jose State University  
Southern Illinois University

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

## Aviation (AVIA)

Through arrangements with the University of Southern California (USC) and Loyola Marymount University (LMU), two-, three-, and four-year Air Force Reserve Officers Training Corps (AFROTC) programs are available to all qualified students at Cypress College. For additional information, contact USC or LMU.

Through arrangement with California State University Long Beach, both two-year and four-year Air Force Reserve Officer Training Corps (AFROTC) programs are available to all qualified, full-time students. Academic units earned in this program are counted as elective units toward fulfillment of graduation requirements. Successful completion of the AFROTC programs leads to a commission as an officer in the United States Air Force. Those students who qualify and desire to enter Air Force pilot training will be given flight instruction in either the two- or four-year program. Competitive scholarships are available to qualified students. All scholarship students receive tuition, laboratory and book fees, and \$100 a month. Students on scholarship must successfully complete courses in English composition, mathematical reasoning, and foreign language. For additional information, contact the Department of Aerospace Studies (AFROTC) at California State University Long Beach, CA 90840-5530, (562) 985-5743.

**CERTIFICATED PILOTS -  
CREDIT BY EXAMINATION**

The Professional Pilot program at Cypress College is intended to prepare a student for employment in the aviation industry. Although the college offers only ground instruction and ground trainer instruction, it is recognized that flight training and pilot certificates are also required for employment.

In order to complete qualifications for employment, the student arranges for, and secures, the flight training necessary for the needed pilot certificates and ratings. Cypress College and the North Orange County Community College District assume no responsibility or liability for the flight training so obtained.

Unit credit (no grade) may be awarded through the Credit by Examination process (see index). Pilot certificates and ratings issued to the student by the Federal Aviation Administration will be used as evidence and certification of competency. A maximum of 12 units will be granted via Credit by Examination.

### AVIA 050 C SPECIAL PROJECTS - AVIATION

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

One hour lecture and

Three hours laboratory per week.

*Prerequisite:* Sophomore standing. This course includes individually directed research by independent study, dealing with present and future problems of the aviation industry. The student applies previously learned principles and procedures to practical problems to develop increased understanding and to demonstrate knowledge of the subject.

### AVIA 055 C WORK EXPERIENCE - VOCATIONAL

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

One hour lecture per week.

*Prerequisite:* Must be enrolled in seven units, including work experience. Concurrent enrollment in Aviation Program. The course requires a minimum of five hours per week employment in an aviation-related occupation.

### AVIA 090 C FLIGHT TRAINING - PRIVATE PILOT

**2 Units**

Hours as required by FAA.

*Credit/No Credit, Credit by Examination*

*Prerequisite:* FAA Private Pilot Certificate and completion of at least three units of AVIA (132 C or above) with a grade of "C" or better. This is a credit/no credit course for the student who has earned the Private Pilot Certificate. Credit may be granted by meeting the above prerequisites and following the current *Credit by Examination* procedures as published in this catalog.

**AVIA 091 C FLIGHT TRAINING - INSTRUMENT RATING****2 Units**

*Hours as required by FAA.*

*Credit/No Credit, Credit by Examination*

*Prerequisite: FAA Pilot Certificate with Instrument Rating and completion of at least three units of AVIA (132 C or above) with a grade of "C" or better. This is a credit/no credit course for the student who has earned the instrument rating on their Pilot Certificate. Credit may be granted by meeting the above prerequisites and following the current Credit by Examination procedures as published in this catalog.*

**AVIA 092 C FLIGHT TRAINING - COMMERCIAL PILOT****2 Units**

*Hours as required by FAA.*

*Credit/No Credit, Credit by Examination*

*Prerequisite: FAA Commercial Pilot Certificate and completion of at least three units of AVIA (132 C or above) with a grade of "C" or better. This is a credit/no credit course for the student who has earned the Commercial Pilot Certificate. Credit may be granted by meeting the above prerequisites and following the current Credit by Examination procedures as published in this catalog.*

**AVIA 093 C FLIGHT TRAINING – FLIGHT INSTRUCTOR****1 - 5 Units (Variable Units) (May be taken for credit 4 times)**

*Hours as required by FAA*

*Credit/No Credit, Credit by Examination*

*Prerequisite: FAA Pilot Certificate with Instrument Rating and completion of at least three units of AVIA (132 or above) with a grade of "C" or better. This is a credit/no credit course for the student who has earned the Flight Instructor Certificate. One unit of credit may be granted for each of the following Flight Instructor Certificates or Ratings: Airplane Single Engine, Airplane Multi-Engine, Rotorcraft, Glider and Instrument. Credit may be granted by meeting the above prerequisites and following the current Credit by Examination procedures as published in this catalog.*

**AVIA 100 C INTRODUCTION TO AVIATION****3 Units**

*Three hours lecture per week.*

*CSU*

This course is a general introductory course covering the development of aviation and its importance in the economy. Special emphasis is placed on the history of aviation, the airlines and general aviation.

**AVIA 104 C AIR TRANSPORTATION****3 Units**

*Three hours lecture per week.*

*CSU*

*Prerequisite: Completion of or concurrent enrollment in AVIA 100 C or AVIA 132 C. This course emphasizes the historical development and present status of air transportation; facilities, State and Federal regulations, legal characteristics, problems and services of United States air carriers and the organization and function of the FAA, NTSB, IATA and ICAO.*

**AVIA 112 C AIRLINE/AVIATION MANAGEMENT****3 Units**

*Three hours lecture per week.*

*CSU*

*Prerequisite: AVIA 104 C or HTC 270 C or concurrent enrollment and eligibility for ENGL 060 C. This course covers the application of management principles to aviation enterprises. These enterprises include airlines, general aviation and travel agencies. Major areas of study include planning, organization, regulations, manpower management, facilities, marketing, administration and decision making process.*

**AVIA 116 C AVIATION LAW****3 Units**

*Three hours lecture per week.*

*CSU*

*Prerequisite: AVIA 100 C or AVIA 132 C or concurrent enrollment or some aviation background and eligibility for ENGL 060 C. The course covers the regulations and liabilities of public and private air carriers, both domestic and foreign use. It includes a study of the development of aviation law through enactment of laws and judicial decisions applying those laws. Local, Federal and international laws forming the present legal structure and possible future changes are studied, as well as rights and liabilities of aviators and operators.*

**AVIA 132 C PRIVATE PILOT****4 Units**

*Three hours lecture and*

*Three hours laboratory per week.*

*CSU*

This course is an introduction to basic principles of aviation, meteorology, navigation, radio communication and Federal Aviation Regulations to qualify the student for the FAA written examination for the Private Pilot Certificate and meets the FAA requirement for ground instruction.

**AVIA 136 C AIR NAVIGATION****3 Units**

*Three hours lecture per week.*

*CSU*

*Prerequisite: Completion of or concurrent enrollment in AVIA 132 C. This course is a study of pilotage, dead reckoning, and radio navigation techniques; solution and application of navigation problems. This course meets partial fulfillment of the requirements of the FAA for ground instruction.*

**AVIA 140 C METEOROLOGY****3 Units**

*Three hours lecture per week.*

*CSU*

*Prerequisite: Completion of or concurrent enrollment in AVIA 132 C. This is a course of study of weather recognition, icing, fog, fronts, clouds, weather maps and symbols, forecasting pressure patterns, wind systems, temperature-humidity-dew point relationships, precipitation, with emphasis on the practical application of this knowledge to safe flying practices. The services and assistance available from the US Weather Bureau will be highlighted. The course meets the meteorology requirements of the FAA for ground instruction.*

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

*Three hours lecture per week.*

CSU

*Prerequisite: Completion of or concurrent enrollment in AVIA 132 C.* This course is a study of the theory of flight, aircraft design, construction, operation limitations, repair and maintenance, maintenance records and aircraft accessories. Engine study includes principles of internal combustion engines, engine design and construction, fuel, lubrication and cooling systems, propellers, trouble shooting and preventive maintenance. This course meets partial fulfillment of the requirements of the FAA for ground instruction.

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

*Three hours lecture per week.*

CSU

*Prerequisite: AVIA 132 C or equivalent, eligibility for ENGL 060 C.* This course is a study of rules and procedures involving the movement and control of airborne and ground traffic during VFR and IFR conditions, including tower control, manual and radar approach, departure control, and enroute control. Presentation of this material is designed to also aid pilots in understanding and benefiting from the Air Traffic Control System.

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

*Three hours lecture per week.*

CSU

This is an introductory course in glider flying including theory of flight, weather, Federal Aviation Regulations, as well as principles and techniques of cross-country and competition flying. It prepares the student for the FAA Private Pilot-Glider written examination.

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

*Three hours lecture per week.*

CSU

*Prerequisite: Student pilot certificate or equivalent.* This course contains survival information required by pilots flying in the Southwestern United States. The course will detail facts pilots should know, procedures they should follow, and equipment they should obtain to improve their chances for survival if they should be forced to land at sea, in the desert, in the mountains or in an urban area.

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

*One hour laboratory per week plus*

*Thirty-six hours TBA (field trips).*

CSU

*Prerequisite: Completion of, or concurrent enrollment in, AVIA 160 C.* This is a laboratory course including classroom discussion and field trips which give practical demonstrations of material covered during the AVIA 160 class. Two (2) field trips to local mountains and two (2) weekend trips to desert areas are a part of this curriculum.

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

*One hour lecture and*

*One hour laboratory per week.*

*Credit/No Credit/Letter Grade Option*

CSU

*Prerequisite: Completion of, or concurrent enrollment in, AVIA 232 C or AVIA 240 C.* This course offers the student the opportunity to develop and maintain necessary instrument flight skills. Laboratory time will be divided between instrument ground trainer and audio visual aids. Flight time in the approved ground trainers may be applied toward requirements for both attaining and maintaining flight ratings. (Course may be repeated for credit.)

**AVIA 220 C ADVANCED AIR NAVIGATION****2 Units**

*Two hours lecture per week.*

CSU

*Prerequisite: Completion of or concurrent enrollment in AVIA 136 C.* This is a course stressing advanced navigation methods and principles including radio and electronic navigation aids, celestial navigation, computerized flight planning and cruise control.

**AVIA 224 C AIRCRAFT STRUCTURES****3 Units**

*Three hours lecture per week.*

CSU

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

**AVIA 228 C AIRCRAFT POWERPLANTS****3 Units**

*Three hours lecture per week.*

CSU

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

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

*Three hours lecture per week.*

*Credit by Examination (for first credit only)*

CSU

*Prerequisite: AVIA 136 C, AVIA 140 C or 120 hours of flight time.* This course is an introduction to basic principles of aviation, meteorology, navigation, radio communication and Federal Aviation Regulations to qualify the student for the FAA written examination for the Private Pilot Certificate and meets the FAA requirements for ground instruction. *Credit by Examination* procedures as published in this catalog.

**AVIA 236 C AERODYNAMICS****3 Units**

Three hours lecture per week.

CSU

*Prerequisite:* Sophomore standing in Aviation Program, eligibility for MATH 040 C and PHYS 130 C. This course is a study of the basic principles of aerodynamics. A consideration of airfoil shapes and characteristics, viscous effects, propellers, and aircraft performance viewed in terms of basic laws of physics, aircraft limitations and Federal Aviation Regulations. Emphasis will be on physical aspects of flight time.

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

Three hours lecture per week.

CSU

*Prerequisite:* AVIA 136 C, AVIA 140 C, or Pilot Certificate. This course is a review of current Federal Aviation Regulations and Government Publications for the active pilot; aircraft loading and weight and balance; review of the aeronautical knowledge required to pass the FAA Commercial Pilot written examination. This course meets partial fulfillment of the FAA requirements for ground instruction. (Only the first credit may count toward the Aviation Major requirements. Ground Instrument Trainer flight time is available by concurrent enrollment in AVIA 196 C).

**AVIA 244 C AVIATION INSTRUCTOR****3 Units**

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

CSU

*Prerequisite:* AVIA 240 C and 120 hours of flight time. This course is a study of principles of learning and teaching, elements of practical educational psychology, and a review of current trends and techniques in aviation instruction. Class participation in lesson preparation is included. This course meets partial fulfillment of the requirements of the FAA for ground instruction.

**AVIA 248 C FLIGHT ENGINEER****9 Units**

Nine hours lecture per week.

CSU

*Prerequisite:* AVIA 232 C and AVIA 240 C, or instrument rating and commercial pilot certificate. This course prepares the student for the FAA Flight Engineer's Basic and Turbo Jet written examination. The student will become familiar with construction features and component functions, normal operations, trouble analysis, and isolation and correcting of faults in the airplane and power plant system. The student will also know the proper procedures for ground and in-flight emergencies, as well as the reasons for operating in an approved manner and the possible effects if improper methods are used.

**AVIA 298 C AVIATION SEMINAR****½ - 3 Units (Variable Units) (May be taken for credit 4 times)**

Lecture/discussion hours vary according to credit given.

CSU

This is a course for students who wish to increase their knowledge of Aviation. Various topics will be offered. Unit credit may range from ½ to 3 in any given semester. Consult the class schedule to verify credit for a particular semester.

# Biology

**Division of Science/  
Engineering/Mathematics**

Division Dean – Larry Mercadante, Interim

**Faculty**

Robert Azen  
David Gill  
Robert Harkrider  
Karen Merickel  
Alex Mintzer  
Adel Rajab  
Stephanie Spooner  
Robert Vandergrift

**Counselors**

Carol Mattson  
Tom Nordee  
Alice Payne

**BIOLOGICAL SCIENCES TRANSFER  
PROGRAM**

Students should consult a counselor or [www.assist.org](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.

No Credit if taken after BIOL 174 C, BIOL 176 C or BIOL 177 C.

Credit/No Credit/Letter Grade Option

UC(Credit Limitation)/CSU

AA GE, CSU GE, IGETC, CAN BIOL 2

*Advisory:* High school chemistry or CHEM 101 C or CHEM 107 C are recommended. The course is a survey of modern biological concepts from the areas of molecular, cellular, organismic, and population biology, stressing evolution as the central theme of modern biology. The study of the flow of energy through biological systems is emphasized. This is a general education course in the biological science area. This course will satisfy the Biological Sciences portion of the state college and university general education requirement. *Duplicate credit not granted for BIOL 101HC.*



**BIOL 101HC HONORS GENERAL BIOLOGY****5 Units**

*Four hours lecture and*

*Three hours laboratory per week.*

*No Credit if taken after BIOL 174 C, BIOL 176 C or BIOL 177 C.*

*UC(Credit Limitation)/CSU*

*AA GE, CSU GE, IGETC, CAN BIOL 2*

*Advisory: High school chemistry or CHEM 101 C or CHEM 107 C are recommended.* The course is an enhanced survey of modern biological concepts for Honors students. The emphasis of this course is on contemporary readings of relevant biology literature. Written essays pertaining to current issues in biology will be paramount. The class will be conducted as a seminar and will require a significant research project that uses correct documentation skills. The course will develop increased critical thinking, reading and writing skills. BIOL 101HC will satisfy the Geological Sciences portion of the state college and university general education requirement. *Duplicate credit not granted for BIOL 101 C.*

**BIOL 102 C HUMAN BIOLOGY****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC*

The course is a study of modern biological concepts presented in a human context. The concepts will include human evolution, anatomy, physiology, genetics, population biology, and ecological principles. Included in the course will be discussion on current topics on environmental and public health issues as they relate to the human condition. (Not open to students with credit in BIOL 101 C.)

**BIOL 103 C HUMAN ECOLOGY****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC*

This course is a study of the ecological principles which form the basis for understanding human existence in relation to environmental quality. The topics include human, biological, and cultural evolution, ecological principles, human population problems, and problems relating to energy development and pollution. The development of an earthmanship ethic toward the world will be stressed.

**BIOL 107 C NUTRITION & WORLD FOOD ISSUES****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE*

This course is a study of basic nutritional requirements for the human, including a survey of anatomical and physiological principles. A study of the human diet in the context of disease prevention, world food supply, and ecological factors will also be included.

**BIOL 111 C PRINCIPLES OF BIOLOGY 1****3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC*

*Prerequisite: Completion of or concurrent enrollment in CHEM 111AC.* This is the first course in a two-semester lecture sequence for biology majors. This course presents the biochemistry and molecular biology of cells. In addition, cell principle, cell structure and function, cell growth and reproduction, the development of animals, and Mendelian and molecular genetics will be presented. Finally, population genetics and microevolution will be introduced. This course will meet the preparation needs of students transferring to upper division biology study. Eligibility for English 100 C is recommended.

**BIOL 112 C PRINCIPLES OF BIOLOGY 1 LAB****2 Units**

*Six hours laboratory per week.*

*UC/CSU, CSU GE, IGETC*

*Prerequisite: Completion of or concurrent enrollment in BIOL 111 C.* This is a laboratory course that complements BIOL 111 C. The course explores modern experimental molecular, biochemical, and cellular biology techniques. This course may be taken concurrently with or subsequently to BIOL 111 C. Both BIOL 111 C and BIOL 112 C are required for the biology major. Eligibility for English 100 C is recommended.

**BIOL 113 C PRINCIPLES OF BIOLOGY 2****3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC*

*Prerequisite: Completion of BIOL 111 C or equivalent course with a "C" or better.* This is the second course in a two-semester lecture sequence for biology majors. This course is designed to familiarize students with the diversity, evolution, physiology, and ecology of living organisms. Population genetics will also be presented. This class is designed for science majors in transfer programs to upper-division study of biology.

**BIOL 114 C PRINCIPLES OF BIOLOGY 2 LAB****2 Units**

*Six hours laboratory per week.*

*UC/CSU, CSU GE, IGETC*

*Prerequisite: Completion of or concurrent enrollment in BIOL 113 C.* This is a laboratory course that complements BIOL 113 C in a two-semester sequence for biology majors. This course is designed to familiarize students with the diversity, evolution, physiology, and ecology of living organisms. Population genetics will also be presented. This course may be taken concurrently with or after BIOL 113 C. Both BIOL 113 C and BIOL 114 C are required for the biology major.

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

*Four hours lecture and*

*Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, CSU GE, IGETC*

*Prerequisite: High school biology with a grade of "B" or better.* This is a survey of biological activities of marine organisms, and includes an introduction to physical oceanography, ecology, and energy flow within the marine environment, as well as some basic biological concepts using live ecosystems as examples. Pollution and conservation of the marine environment will also be considered. The course satisfies the laboratory biological science transfer requirement of universities and state colleges.

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

*Twenty-four hours lecture and*

*Thirty-six hours laboratory, including field study.*

*Credit/No Credit/Letter Grade Option*

*CSU*

This course is designed to acquaint the student with the nature and diversity of island life. It offers the student an opportunity to study marine communities. The course emphasizes marine life forms and includes a consideration of marine wilderness and conservation problems, as well as biological processes as they occur on islands. A week-end field trip for snorkeling, free diving and field study is an integral part of the course.

**BIOL 127 C NATURAL HISTORY****5 Units**

*Four hours lecture and*

*Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC*

This course is a study of population and community ecology of major world biomes, such as grasslands, deserts, and tropical and temperate forests. Adaptive responses of the plant and animal inhabitants of these areas will be stressed. The disruptive effects of pollutants will be considered, as will conservation and preservation of major ecosystems. This general education course in the biological science area satisfies the laboratory natural science transfer requirement for universities and state colleges.

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

*Four hours lecture and*

*Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC*

Plant structure, function, genetics, evolution, and domestication are studied. Economic, aesthetic, and ecological roles of plants, as well as, the role of plants as a force in the historical molding of civilization are continuous themes throughout the course. The laboratory portion will emphasize plant structure, function, propagation, and the importance of plants and plant products in everyday life. The experience will introduce the student to basic scientific principles and techniques using plants and their products to gain an understanding of science and its value in today's society. *Not open to students with credit in BIOL 108 C or BIOL 108LC.*

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

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU, AAGE*

This is a one-semester course that includes a systematic coverage of fundamental physical/chemical principles, basic biological concepts, and fundamentals of anatomy and physiology. The course is designed for various allied health programs (psychiatric technician, mortuary science, court reporting, etc.) or others who desire a background in human biology.

**BIOL 161 C INTEGRATED MEDICAL SCIENCE LAB****1 Unit**

*Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

*Prerequisite: Completion of, or concurrent enrollment in, BIOL 160 C.* The course is a one-semester laboratory that offers the student exposure to the basic principles discussed in BIOL160 C. The course is designed primarily for allied health vocational programs that require a laboratory course, but is open to other interested students.

**BIOL 174 C BIOLOGICAL DIVERSITY****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC*

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

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

*Six hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC*

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

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

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU*

*Prerequisite: BIOL 174 C or BIOL 113 C.* This course presents ecological principles and their relevance at several levels of organization. Individuals, populations, communities, and ecosystems are studied along with the interactions of these levels of organization with the physical and biotic environment.

**BIOL 177 C GENETICS****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU*

*Prerequisite: BIOL 174 C or BIOL 113 C.* This course presents an introduction to genetics and the genetics of populations. Basic features of the replication and expression of DNA, cell division and gene transmission are considered. Recombination and mutation in diploid organisms are discussed. Concepts of genetic variability and natural selection in populations are presented.

**BIOL 180 C SUMMER FIELD BIOLOGY****5 Units**

*Eighteen hours lecture and*

*Fourteen hours laboratory per week for four weeks.*

*Credit/No Credit/Letter Grade Option*

*CSU*

This course includes two weeks of classroom preparation in the biology of selected natural areas and two weeks of driving, camping, hiking or other activity to study the natural history of a particular biotic region.

**BIOL 196 C REGIONAL FIELD BIOLOGY****1 - 4 Units (Variable Units) (May be taken for credit 4 times)**

*Nine hours lecture and*

*Twenty-seven hours laboratory, including field study for one unit of credit.*

*Credit/No Credit/Letter Grade Option*

*CSU*

This course involves lecture and field study of selected biological communities of California, Mexico and the Channel Islands. During a given semester, multiple sections may be offered to different study areas. The study areas include, but are not limited to, Death Valley, Newport Bay, the Sierra Nevada, Santa Catalina and other islands, and Baja California. Field trips are required.

**BIOL 210 C ANATOMY AND PHYSIOLOGY****5 Units**

*Three hours lecture and*

*Six hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*CSU, AAGE, CSU GE*

The course includes a study of the normal structure and function of the human body using mammalian specimens as examples. Selected physiological exercises are included which often utilize the student's own body function. This course is designed for students pursuing the health professions (registered nursing, radiological technology, medical records technology, dental hygiene, respiratory therapy, etc.), physical education majors, and any other interested students. (Not open to students with credit in BIOL 240 C.) Strongly recommended background is BIOL 160 C, or one semester each of college biology/chemistry, or one year each of high school biology/chemistry completed within the last five years.

**BIOL 220 C MEDICAL MICROBIOLOGY****4 Units**

*Three hours lecture and*

*Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

This course is a study of the diagnosis, etiology, transmission, pathology, and control of infectious disease. Special attention is given to the topics of immunology and chemotherapy. Laboratory emphasis is placed on providing experience and insight into the processes of specimen handling, isolation, identification, and sensitivity testing of pathogenic microorganisms. Aseptic techniques are stressed throughout the course. This course is recommended for students of nursing (RN), dental technology, medical records, and baccalaureate degree medical or public health programs. Recommended background is one year each, high school chemistry/biology, or one semester each, college chemistry/biology. If the student has no science background, prior completion of BIOL 160 C is strongly recommended.

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

*Two hours lecture and*

*Six hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC, CAN BIOL 10*

This course presents a logical analysis of body tissues, organs, and systems. It stresses the microscopic, developmental, and gross anatomy of mammals, with special emphasis on human anatomy. Special attention is given to pathological as well as normal conditions. The laboratory work includes study of fresh and preserved specimens and models. It is designed primarily for physical education and allied health majors. High school biology and chemistry, or equivalent is recommended background. *Students are encouraged to take BIOL 101 C and BIOL 160 C if they have no previous science background.*

**BIOL 234 C ORAL HISTOLOGY AND****EMBRYOLOGY****3 Units**

*Two hours lecture and*

*Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

*Prerequisite: Satisfactory completion of BIOL 210 C and concurrent enrollment in DH 101 C and DH 106 C.* This course is an introduction to the microscopic characteristics of the tissues, histology, and embryology of the head and neck with an emphasis on the structure of the oral cavity.

**BIOL 235 C HEAD AND NECK ANATOMY****2 Units**

*Two hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

*Prerequisite: BIOL 234 C, DH 101 C, and DH 106 C.* This course is a study of the gross anatomical structures of the head and neck. The relationship and function of the organs of the head and neck regions in the human body are studied, with an emphasis on structures and innervations of the oral cavity.

**BIOL 240 C HUMAN PHYSIOLOGY****5 Units***Three hours lecture**Four hours laboratory and**Two hours lecture/discussion per week.**Credit/No Credit/Letter Grade Option**UC/CSU, CSU GE, IGETC, CAN BIOL 12*

*Prerequisite: BIOL 230 C and CHEM 101 C, or BIOL210 C or equivalent.* This is an in-depth study of human function. Special attention is given to the abnormal as well as the normal functional state. The laboratory experience includes selected exercises that emphasize the interrelationships between structure and function. It is designed for all majors that require a separate course in physiology, including nursing and physical education majors.

**BIOL 262 C GENERAL MICROBIOLOGY****5 Units***Three hours lecture and**Six hours laboratory per week.**Credit/No Credit/Letter Grade Option**UC/CSU, CSU GE, IGETC, CAN BIOL 14*

*Prerequisite: One year each of high school biology/chemistry, or one semester each of college biology/chemistry.* This course includes a study of the taxonomy, cytology, physiology, ecology, genetics, and evolution of microorganisms. Laboratory emphasis is placed on the techniques of microbial isolation, cytology, culture, and physiological investigation. Fungi, protozoa, bacteria, rickettsias, chlamydias, and viruses will also be considered. This course is recommended for nursing students pursuing a bachelor's degree and biology majors with career objectives in microbiology (in addition to the sequence for majors). *Prior completion of, or concurrent enrollment in CHEM 111AC is recommended.*

**BIOL 278 C MOLECULAR BIOLOGY****4 Units***Four hours lecture per week.**UC/CSU*

*Prerequisite: BIOL 177 C and CHEM 211AC.* This course presents mechanisms of gene expression and its regulation at the transcriptional and translational levels in eukaryotic and prokaryotic systems. The structure and biosynthesis of proteins and nucleic acids, as well as the importance of viral life cycles in understanding basic cellular processes, will be included. The major biochemical pathways in cells, with an emphasis on the thermodynamic constraints on living systems, will also be studied.

**BIOL 279 C MOLECULAR BIOLOGY LABORATORY****1 Unit***Three hours laboratory per week.**UC/CSU*

*Corequisite: BIOL 278 C.* This course presents an introduction to the laboratory techniques of molecular biology. Exercises will include procedures associated with the purification of genomic DNA, cell transformation plasmid purification, and endonuclease restriction experiments. Students will learn the use of micropipets, agarose gel electrophoresis, PCR, and biological resources on the World Wide Web.

**BIOL 298 C BIOLOGY SEMINAR***½ - 3 Units (Variable Units) (May be taken for credit 4 times)**Lecture/discussion hours or**Laboratory hours determined by course offering.**Credit/No Credit/Letter Grade Option**UC Credit Limitation/CSU*

*Prerequisite: Concurrent enrollment in any other biology course.* These seminars are designed to intensify knowledge in a variety of biological topics. They may include lectures, discussions, field excursions, and other activities at the discretion of the instructor. Actual seminar topics will be listed in the class schedule for a particular semester.

**BIOL 299 C INDEPENDENT STUDY FOR BIOLOGY***½ - 2 Units (Variable Units) (May be taken for credit 4 times)**Minimum three hours research per week per unit.**Credit/No Credit/Letter Grade Option**UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* This is for biology majors who have demonstrated interest and capability for increased knowledge of biological and medical sciences through individual study, small group discussion/conference, special laboratory projects, or field research projects.

**Business -**

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

**Business Administration****BUSINESS ADMINISTRATION****TRANSFER PROGRAM**

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

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

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

# Chemistry

**Division of Science/  
Engineering/Mathematics**

*Division Dean – Larry Mercadante, Interim*

## Faculty

William Centobene  
Richard Fee  
Kathleen Hess

## Counselors

Carol Mattson  
Tom Nordee  
Alice Payne

## CHEMISTRY TRANSFER PROGRAM

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

## Chemistry (CHEM)

### CHEM 060 C CHEMISTRY REVIEW

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

*One hour lecture per week.*

*Credit/No Credit*

This course is a review of the concepts and principles of general, inorganic, and organic chemistry, as taught in: Introduction to Chemistry (CHEM 101 C), Fundamentals of College Chemistry (CHEM 107 C), and/or General Chemistry (CHEM 111AC & 111BC). It is recommended for students who have completed or are currently enrolled in one of the previously named courses.

### CHEM 100 C CHEMISTRY FOR DAILY LIFE

**3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

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

This is a general education course in chemistry. A non-mathematical approach will be taken to examine the fundamental concepts of chemistry and their application to various facets of life in a highly technological society. Topics will include a discussion of chemicals in air, water, food, drugs, and the environment, as well as areas of current interest.

### CHEM 101 C INTRODUCTION TO CHEMISTRY

**5 Units**

*Four hours lecture*

*One hour discussion/quiz*

*Two hours laboratory and*

*One hour problem solving per week.*

*UC/CSU, AAGE, CSU GE, CAN CHEM 6*

*Advisory: MATH 020 C is recommended background.* This course is the first semester of a two-semester sequence (CHEM 101 C and CHEM 201 C), and includes the study of basic concepts and principles of general, inorganic, and organic chemistry. Laboratory includes gravimetric and volumetric analysis, and experiments designed for identification of organic compounds. It is especially recommended for students in health and life sciences. *UC credit limitation: no credit if taken after CHEM 111AC. \$10.00 refundable breakage fee - PAYABLE AT REGISTRATION.*

### CHEM 107 C FOUNDATIONS OF COLLEGE CHEMISTRY

**5 Units**

*Four hours lecture*

*One hour discussion/quiz*

*Two hours laboratory and*

*One hour problem solving per week.*

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

*Prerequisite: One year high school algebra or MATH 020 C. Corequisite: Completion of, or concurrent enrollment in, MATH 040 C is required. Advisory: CHEM 107 is a recommended preparatory course for students planning to take CHEM 111AC and CHEM 111BC.* This course provides an introduction to the chemical elements and general principles and laws of modern inorganic chemistry. This course includes a study of chemical reactions, basic atomic theory, and molecular structure, as well as chemical bonding and the behavior of gases. Laboratory includes gravimetric and volumetric analysis, elementary qualitative analysis, and experiments in solution chemistry. This course applies to the physical science requirement for general education and is not acceptable for credit for students majoring in physical science. *No credit if taken after CHEM 111AC. \$10.00 refundable breakage fee - PAYABLE AT REGISTRATION.*

### CHEM 111AC GENERAL CHEMISTRY

**5 Units**

*Three hours lecture*

*Four hours laboratory and*

*Two hours discussion/quiz per week.*

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

*Prerequisite: CHEM 107 C, with a grade of "C" or better, or a passing score on the Chemistry Proficiency Test. High school algebra, two years, or MATH 040 C.* Topics covered include the general principles of inorganic chemistry, with associated laboratory analysis and chemical computations. This includes properties of solutions, solution stoichiometry, gasses, thermochemistry, atomic structure and periodicity, and the chemistry of liquids and solids. *\$10.00 refundable breakage fee - PAYABLE AT REGISTRATION.*

**CHEM 111BC GENERAL CHEMISTRY****5 Units**

Three hours lecture and  
Four hours laboratory and  
Two hours discussion/quiz per week.  
UC Credit Limitation/CSU

AA GE, CSU GE, IGETC, CAN CHEM 4

*Prerequisite:* Completion of CHEM 111AC with a grade of "C" or better. Topics covered include chemical kinetics, behavior of chemical systems in equilibrium, acid-base, thermodynamics, electrochemistry and transition elements. Molecular orbital theory is introduced and included in discussions of coordination compounds. Laboratory work includes experimental studies of chemical kinetics, equilibria, thermodynamics, and electrochemistry that require quantitative analytical methods. Included in the course also are procedures for qualitative analysis of groups of metal ions. \$10.00 refundable breakage fee - PAYABLE AT REGISTRATION.

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

Three hours lecture per week.  
UC Credit Limitation/CSU

*Prerequisite:* Completion of CHEM 111AC with a grade of "C" or better. Topics covered include chemical kinetics, behavior of chemical systems in equilibrium, acid-base, thermodynamics, electrochemistry, and transition elements. Molecular orbital theory is introduced and included in discussions of coordination compounds.

**CHEM 200 C INTRO ORGANIC CHEMISTRY LEC.****3 Units**

Three hours lecture per week.  
UC Credit Limitation/CSU, CSU GE

*Prerequisite:* CHEM 107 C or CHEM 101 C with a grade of "C" or better. This course is an introductory study of the compounds of carbon, including the aliphatic and aromatic derivations. It is recommended for students of dental hygiene, home economics, pre-nursing, life science, and health science.

**CHEM 200LC INTRO ORGANIC CHEMISTRY LAB****3 Units**

One hour lecture and  
Six hours laboratory per week.  
UC Credit Limitation/CSU, CSU GE

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

**CHEM 201 C BASIC ORGANIC AND BIOCHEMISTRY****5 Units**

Four hours lecture and  
Two hours laboratory and  
One hour discussion/quiz and  
One hour problem solving per week.  
CSU, CAN CHEM 8

*Prerequisite:* CHEM 101 C. This course is the second semester of a two-semester sequence (CHEM 101 C and CHEM 201 C). This course is a study of organic chemistry: structures, nomenclature, reactions, and functions of organic and biochemical compounds; and includes cell structure, metabolism, bioenergetics, biochemical genetics, and mechanisms of vitamin and enzyme action. This course is designed for the health professions. *No credit if taken after CHEM 211 C.* \$10.00 refundable breakage fee - PAYABLE AT REGISTRATION.

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

Two hours lecture  
Six hours laboratory per week.  
UC/CSU, CAN CHEM 12

*Prerequisite:* CHEM 111BC or CHEM 112 C. This is an introduction to analytical methods of chemical analysis. It includes gravimetric and volumetric methods for qualitative and quantitative determination of chemical compounds. Laboratory work emphasizes the use of modern chemical instrumentation methods and the tools for spectroscopic analysis, chromatography, potentiometric titration, NMR, electro-chemical analysis, and mass spectroscopy. \$10.00 refundable breakage fee - PAYABLE AT REGISTRATION.

**CHEM 211AC ORGANIC CHEMISTRY****5 Units**

Three hours lecture and  
Four hours laboratory and  
Two hours discussion/quiz per week.  
UC/CSU

*Prerequisite:* CHEM 111BC. This course is a comprehensive introductory course in the fundamental concepts, principles, and methods of organic chemistry. This course covers the study of simple functional, multifunctional, and heterocyclic compounds, aliphatic, and aromatic, with emphasis upon molecular structure, bonding, reaction mechanisms, modern instrumental tools and analysis. Laboratory work includes quantitative chemical measurements, synthesis, and separation of organic compounds, and qualitative analysis. This course is primarily designed for majors in chemistry, biochemistry, life sciences, and premedical/dental programs. \$20.00 refundable breakage fee - PAYABLE AT REGISTRATION.

**CHEM 211BC ORGANIC CHEMISTRY****5 Units**

*Three hours lecture and  
Four hours laboratory and  
Two hours discussion/quiz per week.*

*UC/CSU*

*Prerequisite: CHEM 211AC.* This course is a continuation of CHEM 211AC. This course includes the study of aldehydes and ketones, carboxylic acids, amines, carboxylic acid derivatives, multifunctional and heterocyclic compounds, the effects of neighboring groups on reactivity, and strategy in organic synthesis. Laboratory work includes quantitative chemical measurements, synthesis, and separation of organic compounds, and qualitative organic analysis. This course is designed primarily for majors in chemistry, biochemistry, life sciences, and professional medical/dental programs. *\$20.00 refundable breakage fee - PAYABLE AT REGISTRATION.*

**CHEM 298 C CHEMISTRY SEMINAR**

*½ - 3 Units (Variable Units) (May be taken for credit 4 times)*

*Lecture/discussion hours or*

*Laboratory hours determined by course offering.*

*UC/CSU*

*Prerequisite: May be required.* Seminars are designed to help students conceptualize and intensify knowledge in a variety of chemical topics. They may include lecture, discussions, and other activities at the discretion of the instructor. Actual seminar topics will be listed in the class schedule for a particular semester. Consult the class schedule to verify unit credit and prerequisites for a particular semester.

# Chinese

**Division of Language Arts**

*Division Dean – Juliet Falce-Robinson*

**Faculty**

Hong Chi

**Counselors**

Velia Lawson

Daniel Pelletier

Therese Mosqueda-Ponce

## Chinese (CHIN)

**CHIN 098 C CHINESE SEMINAR**

*½ - 3 Units (Variable Units) (May be taken for credit 4 times)*

*One half to three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion.

**CHIN 101 C ELEMENTARY CHINESE - MANDARIN I****5 Units**

*Five hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC, CAN CHIN 2*

The course emphasizes the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing, and the grammar and vocabulary necessary to acquire these skills. Students will be introduced to customs, culture, and geography of China through lectures, films, and reading assignments.

**CHIN 102 C ELEMENTARY CHINESE - MANDARIN II****5 Units**

*Five hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC, CAN CHIN 4*

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

**CHIN 298 C CHINESE SEMINAR**

**½ - 3 Units** (*Variable Units*) (*May be taken for credit 4 times*)

*One half to three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC Credit Limitation/CSU*

This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion.

## Communications – See Journalism

# Computer Information Systems

## *Division of Business and Computer Information Systems*

*Division Dean – Dave Wassenaar*

### *Faculty*

Patricia Dellinger  
Jerrilyn Hayes-Williams  
Kenneth Hinkson  
Behzad Izadi  
Susana Jianto  
Richard McKnight  
Alireza Moady  
Patricia Pelachik  
Jesse Saldana  
Ronald VonSoosten  
Donna Woo  
Penn Wu

### *Counselors*

Jean England  
Don Tyrrell

### **CISCO NETWORKING CERTIFICATE**

This curriculum prepares the students for a career in the area of computer networking. The program is designed to teach students the skills needed to design, build, and maintain small to medium-size networks. The certificate totals 12 units in required courses.

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

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

<b>Course#</b>	<b>Title</b>	<b>Units</b>
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</b>

### **ASSOCIATE IN SCIENCE DEGREE COMPUTER APPLICATIONS**

This curriculum prepares the student for a career in the area of computer applications. The program is designed to develop a working knowledge of what is required to be successful in business computer applications.

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



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

Course #	Title	Units
CIS 107 C	Introduction to Windows	1
CIS 108 C	Introduction to Internet	2
CIS 111 C	Computer Literacy - Introduction to 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 180 C	Data Comm. & Network Admin.	2
CIS 181 C	Network Software Admin/Install	1
CIS 211 C	Introduction to Programming	3
CIS 115 C	Desktop Publishing PageMaker	2
CIS 250 C	Word Proc. - Machine Operations	4
<b>Total Units Required</b>		<b>27</b>

**COMPUTER APPLICATIONS CERTIFICATE**

This curriculum gives the student a working knowledge for a career in the area of computer applications. The certificate totals 27 units in required courses.

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

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

Course #	Title	Units
CIS 107 C	Introduction to Windows	1
CIS 108 C	Introduction to Internet	2
CIS 111 C	Computer Literacy - Introduction to 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 180 C	Data Comm. and Network Admin.	2
CIS 181 C	Network Software Admin./Install	1
CIS 211 C	Introduction to Programming	3
CIS 115 C	Desktop Publishing PageMaker	2
CIS 250 C	Word Proc. - Machine Operations	4
<b>Total Units Required</b>		<b>27</b>

**ADVANCED COMPUTER OFFICE APPLICATIONS CERTIFICATE**

This certificate program will provide the student with higher level skills needed to work in a business office environment or in an Information Technology department. Successful completion will enable the student to work in the capacity of office assistant, computer application specialist, or administration assistant.

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

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

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

**ASSOCIATE IN SCIENCE DEGREE COMPUTER INFORMATION SYSTEMS**

This curriculum prepares the student for a career in the area of computer information systems. The program is designed to develop a working knowledge of what is required to be successful in business computer information systems.

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

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

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

**COMPUTER INFORMATION SYSTEMS CERTIFICATE**

This curriculum prepares the student for a career in the area of computer information systems. The program is designed to develop a working knowledge of what is required to be successful in business computer information systems. The certificate totals 27 units in required courses.

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

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

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

**ASSOCIATE IN SCIENCE DEGREE COMPUTER PROGRAMMING**

This program prepares the student for a career in the area of computer programming. The curriculum is designed to develop a working knowledge of what is required to be successful in business computer programming.

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

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

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

**COMPUTER PROGRAMMING CERTIFICATE**

This curriculum prepares the student for a career in the area of computer programming. The program is designed to develop a working knowledge of what is required to be successful in business computer programming. The certificate totals 18 units in required courses.

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

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

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

**COMPUTER SOFTWARE AND APPLICATION CERTIFICATE**

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

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

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

Course #	Title	Units
CIS 050 C	Intro. - Comp. & Software Concepts	2
CIS 125 C	Personal Typing/Keyboarding	2
or		
CIS 101 C	Beginning Computer Keyboarding	(3)
CIS 150 C	Intro. to Business Computers	3
CIS 108 C	Introduction to Internet	2
CIS 250 C	Word Proc.-Machine Operations	2
CIS 115 C	Desktop Publishing PageMaker	2
CIS 251 C	Advanced Word Processing	1
CIS 155 C	Web Publishing w/MS FrontPage	2
<b>Total Units Required</b>		<b>16 - 17</b>

**INTERNET AND DATA COMMUNICATIONS CERTIFICATE**

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

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in numeric sequence:**

Course #	Title	Units
CIS 107 C	Introduction to Windows	1
CIS 108 C	Introduction to Internet	2
CIS 109 C	Bus. Applications-The Internet	2
CIS 150 C	Intro. to Business Computers	3
or		
CIS 217 C	Visual Basic Programming	(3)
CIS 155 C	Web Publishing w/MS FrontPage	2
CIS 179 C	Intro. to Web Page Design	2
CIS 180 C	Data Comm. & Network Admin.	2
CIS 181 C	Network Software Admin/Install	1
CIS 227 C	JavaScript Programming	2
<b>Total Units Required</b>		<b>17</b>

**INTERNET MARKETING CERTIFICATE**

This curriculum prepares students for a career in the area of Internet Marketing. The program is designed to develop a working knowledge of what is required to utilize the Internet as a marketing tool to promote a business, interact with customers, suppliers and distributors, generate sales, and obtain marketing research information. The certificate totals 17 units in required courses.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in numeric sequence:**

Course #	Title	Units
MKT 222 C	Principles of Marketing	3
MKT 210 C	Consumer Behavior	3
MKT 103 C	Principles of Advertising	3
CIS 108 C	Introduction to Internet	2
CIS 109 C	Bus. Applications-The Internet	2
CIS 179 C	Intro. to Web Page Design	2
CIS 115 C	Desktop Publishing PageMaker	2
<b>Total Units Required</b>		<b>17</b>

**ORACLE DATABASE ADMINISTRATOR CERTIFICATE**

This curriculum prepares the students for a career in the area of enterprise database. The program is designed to teach students the skills needed to create, maintain, and fine-tune an enterprise database. The certificate totals 9 units in required courses.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in numeric sequence:**

Course#	Title	Units
CIS 236 C	Intro to Oracle: SQL& PL/SQL	3
CIS 237 C	Oracle: Architecture and Admin	3
CIS 238 C	Oracle: Backup and Recovery	3
<b>Total Units Required</b>		<b>9</b>

**VISUAL BASIC PROGRAMMING CERTIFICATE**

This program is designed to develop a working knowledge of what is required to be successful in business computer programming. A curriculum consisting of: beginning, intermediate, and advanced Visual Basic programming courses.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
CIS 211 C	Introduction to Programming	3
CIS 217 C	Visual Basic Programming	3
CIS 219 C	Advanced Visual Basic	3
<b>Total Units Required</b>		<b>9</b>

**VISUAL C++ PROGRAMMING CERTIFICATE**

This program is designed to develop a working knowledge of what is required to be successful in business computer programming. A curriculum consisting of: beginning, intermediate, and advanced C++ programming courses.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
CIS 211 C	Introduction to Programming	3
CIS 223 C	C++ Programming	3
CIS 224 C	C++ and Windows Programming	3
<b>Total Units Required</b>		<b>9</b>

**WEB PAGE DESIGN CERTIFICATE**

This certificate focuses on the current development in Web page technologies used in academia and the business industry. This certificate prepares students to design and modify Web pages using current software programs or programming languages and apply their knowledge to on-the-job learning situations.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
CIS 108 C	Introduction to Internet	2
CIS 179 C	Intro. to Web Page Design	2
CIS 227 C	JavaScript Programming	2
CIS 155 C	Web Publishing w/MS FrontPage	2
CIS 109 C	Bus. Applications-The Internet	2
CIS 226 C	Java Programming	3
CIS 223 C	C++ Programming	3
<b>Total Units Required</b>		<b>16</b>

**ADVANCED WEB PAGE DESIGN CERTIFICATE**

The Advanced Web Page Design Certificate offers comprehensive and latest programming technologies in the area of Web publishing and Web site management. This certificate is designed for students who need to apply for positions such as Web Programmer, Web Master, Marketing and Advertising Coordinator, Administrative Assistant, and Technical Support.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in numeric sequence:**

Course#	Title	Units
CIS 184 C	MS Win 2000 Professional	2
CIS 211 C	Introduction to Programming	3
CIS 227 C	JavaScript Programming	2
CIS 228 C	Dynamic HTML Programming	2
CIS 226 C	Java Programming	3
CIS 229 C	Intro to XML Programming	2
CIS 185 C	Microsoft Windows 2000 Server	2
<b>Total Units Required</b>		<b>16</b>

**WINDOWS NETWORKING CERTIFICATE**

This certificate program prepares the student for a career using computer networks in business. This will include skills in installing and managing Windows networks.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
CIS 184 C	MS Win 2000 Professional	2
CIS 185 C	Microsoft Windows 2000 Server	2
CIS 186 C	MS Win Information Server	2
CIS 187 C	MS Win 2000 Exchange Server	3
CIS 188 C	Microsoft Windows TCP/IP	2
CIS 189 C	MS Win 2000 Active Directory	3
<b>Total Units Required</b>		<b>14</b>

**Computer Information Systems (CIS)****CIS 050 C INTRO-COMP & SOFTWARE CONCEPTS****2 Units**

*Two hours lecture and  
One hour laboratory TBA per week.*

**NON-DEGREE CREDIT**

This course is designed to teach the basics of computer hardware and software. Students will receive hands-on experience using various types of software. Students may elect to take this class as a preparation for CIS 111 C, CIS 150 C, or CIS 250 C. *\$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**CIS 075 C BUSINESS SKILLS DEVELOPMENT**

**½ - 10 Units (Variable Units) (May be taken for a cumulative total of 10 units)**

*(Open Entry-Open Exit)*

*One half to ten hours lecture and*

*One and a half to thirty hours laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

This variable unit, open entry/open exit course with flexible hours is designed for the student who needs to gain marketable job skills in a short period of time. Occupational training will be provided in the areas of computer applications, information processing, office occupations, and communication skills. *\$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**CIS 090 C MS OFFICE - WORD MOUS PREP****½ Unit**

*One half hour lecture per week.*

*Credit/No Credit/Letter Grade Option*

This eight-hour lecture presents the skills needed to pass the Microsoft Office User Specialist (MOUS) exam in Microsoft Word. Students will review the areas covered in the Core and Expert level exams as well as test-taking strategies. Students must successfully pass a MOUS Word exam to receive credit for the class. *\$50.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**CIS 091 C MS OFFICE - EXCEL MOUS PREP****½ Unit**

*One half hour lecture per week.*

*Credit/No Credit/Letter Grade Option*

This eight-hour lecture presents the skills needed to pass the Microsoft Office User Specialist (MOUS) exam in Microsoft Excel. Students will review the areas covered in the Core and Expert level exams as well as test-taking strategies. Students must successfully pass a MOUS Excel exam to receive credit for the class. \$50.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 092 C MS OFFICE - ACCESS MOUS PREP****½ Unit**

*One half hour lecture per week.*

*Credit/No Credit/Letter Grade Option*

This eight-hour lecture presents the skills needed to pass the Microsoft Office User Specialist (MOUS) exam in Microsoft Access. Students will review the areas covered in the exam as well as test-taking strategies. Students must successfully pass a MOUS Access exam to receive credit for the class. \$50.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 093 C MS OFFICE - POWERPOINT MOUS PREP****½ Unit**

*One half hour lecture per week.*

*Credit/No Credit/Letter Grade Option*

This eight-hour lecture presents the skills needed to pass the Microsoft Office User Specialist (MOUS) exam in Microsoft PowerPoint. Students will review the areas covered in the exam as well as test-taking strategies. Students must successfully pass a MOUS PowerPoint exam to receive credit for the class. \$50.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 101 C BEGINNING COMPUTER KEYBOARDING****1 - 3 Units (Variable Units)(May be taken for credit 3 times)**

*(Open Entry-Open Exit)*

*One to three hours lecture*

*Three to nine hours laboratory per week.*

*CSU*

This course is designed for all students whose keyboarding skills will be primary and/or secondary to their vocation and/or for personal use. Beginning Computer Keyboarding provides basic keyboarding skills by touch, using a micro-computer with a 10-key pad. Students will also receive basic formatting instructions for letters, memoranda, tables, and reports. \$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 102 C INTERMEDIATE COMP.****KEYBOARDING****3 Units**

*Three hours lecture*

*Two hours laboratory per week.*

*CSU*

*Prerequisite: CIS 101 C, or CIS 125 C, or a basic knowledge of word processing and the ability to type 20 wpm.* This course focuses on building speed and accuracy, arranging letters, memos, reports, business forms, and tables in proper format. Advanced word processing features will be taught in this class. \$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 103 C ADVANCED COMPUTER KEYBOARDING****3 Units**

*Three hours lecture and*

*Two hours laboratory per week.*

*CSU*

*Prerequisite: CIS 102 C, or CIS 112 C or a basic knowledge of word processing and the ability to type 30 wpm.* This course teaches formatting a variety of business documents using advanced word processing features. Integration of word processing with spreadsheet and presentation software will be introduced in the class. Keyboarding speed and accuracy development are integrated into the class. \$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 105 C INTRO. DISK OPERATING SYSTEM****1 Unit**

*One hour lecture and*

*One hour laboratory TBA per week.*

*CSU*

This course is an introductory microcomputer applications course which studies microcomputer operating systems (MS-DOS and PC/DOS). It covers hardware system components as well as the role and function of system software including the operating commands in various applications of routine computer work functions. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 106 C INTRODUCTION TO WINDOWS 3.1****1 Unit**

*One hour lecture and*

*One hour laboratory TBA per week.*

*CSU*

This course is designed to use Microsoft Windows software on the personal computer. The course will cover, but is not limited to, the program manager, the file manager, the control panel, and the print manager. Additional windows accessories include write, paintbrush, terminal, calculator, calendar, card file, clock, notepad, macro recorder, and PIF editor. The course will also include memory management as handled by the windows environment. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**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 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 108 C INTRODUCTION TO INTERNET****2 Units**

*Two hours lecture and  
One hour laboratory TBA per week.  
CSU*

This course will prepare students to use the Internet, a worldwide computer network. Emphasis is on introducing the features of Internet, including electronic mail, Telnet, FTP (File Transfer Protocol), Usenet, and Gopher, as well as other Internet services and utilities. Students will explore the vast resources of the Internet and learn to access information using a variety of hands-on methods. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 109 C BUS. APPLICATIONS-THE INTERNET****2 Units**

*Two hours lecture and  
One hour laboratory TBA per week.  
CSU*

This course will prepare students to use the Internet with a business or home-based business. Emphasis will be placed on doing business over the Internet. Students learn how to use common Internet browsers, how to publish a Web page to conduct business on the Internet, how to use E-mail, how to do marketing and market research on the Internet, and how other businesses are using the Internet. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 111 C COMPUTER LITERACY - INTRODUCTION TO INFORMATION SYSTEMS****3 Units**

*Three hours lecture and  
Two hours laboratory TBA per week.  
CSU, AAGE, CSU GE, CAN BUS 6*

This course provides an overview of the fundamental concepts and terminology of information systems, including lab experience with the IBM personal computer. Students will learn the uses of word processing, spreadsheet, and data base programs in the business and educational environment. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 112 C DOCUMENT FORMATTING****3 Units**

*Two hours lecture and  
Three hours laboratory per week.  
CSU*

*Prerequisite: CIS 101 C, or CIS 125 C, or a basic knowledge of word processing and the ability to type 20 wpm.* This course is designed to teach formatting of letters, tables, reports, and other business documents used in business and industry. Keyboarding speed and accuracy development are integrated into the class. \$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 113 C BUSINESS SIMULATIONS****3 Units**

*Two hours lecture and  
Three hours laboratory per week.  
CSU*

*Prerequisite: CIS 102 C, or CIS 112 C or a basic knowledge of word processing and the ability to type 30 wpm.* In this course the students will use advanced word processing features to generate documents in a variety of business simulations. Integration of word processing with spreadsheet and presentation software will be introduced in the class. Students will receive keyboarding speed and accuracy development to prepare them for employment. \$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 115 C DESKTOP PUBLISHING PAGERMAKER****1 - 2 Units (Variable Units) (May be taken for credit 2 times)**

*(Open Entry-Open Exit)  
One hour lecture and  
Three hours laboratory TBA per week.  
CSU*

This class is designed for office support staff, secretaries, administrative assistants, small business owners, and others who require a basic knowledge of business desktop publication applications. \$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 119 C DATA PROC.-INDEPENDENT STUDY****1 - 2 Units (Variable Units)**

*One hour lecture per week for minimum credit.  
UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* In this course, the student will investigate, plan, block diagram, design, program, test, debug, run, and document a data processing application. The application may be chosen by the student (with the instructor's approval), or it may be assigned by the instructor. The actual programming can be done in any programming language or application software package.

**CIS 122 C WORD PROCESSING - WORDPERFECT****1 - 2 Units (Variable Units) (May be taken for credit 2 times)**

*One hour lecture and  
Three hours laboratory per week.  
CSU*

*Prerequisite: CIS 101 C, or CIS 125 C or the ability to type a minimum of 20 wpm.* Students enrolling for one unit of credit will learn basic text editing which will include inserting, deleting, moving, copying, search and replace. Students enrolling for two units of credit will learn basic and advanced text editing including automatic outlining, footnoting, mathematics, spell checking, macros, and merging. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 123 C WORD PROCESSING - MICROSOFT WORD****1 - 2 Units** (*Variable Units*) (*May be taken for credit 2 times*)*One hour lecture and**Three hours laboratory per week.*

CSU

*Prerequisite: CIS 101 C or CIS 125 C or ability to type a minimum of 20 wpm.* Students enrolling for one unit of credit will learn basic text editing which will include inserting, deleting, moving, copying, search and replace. Students enrolling for two units of credit will learn basic and advanced text editing including automatic outlining, footnoting, mathematics, spell checking, macros, and merging. *\$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**CIS 125 C PERSONAL TYPING/KEYBOARDING****2 Units***One hour lecture and**Two hours laboratory per week.**Credit/No Credit/Letter Grade Option*

CSU

This is a beginning course designed for students to learn typing for personal use. The emphasis is on developing keyboarding skills and creating personal business documents. *\$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**CIS 130 C SPREADSHEET-LOTUS 1-2-3/DOS****2 Units***Two hours lecture and**Two hours laboratory TBA per week.*

CSU

This course is designed to introduce the student to use the spreadsheet programs in the solution of problems. Students will use LOTUS 1-2-3 software to create, graph, and list worksheets. The student will operate LOTUS 1-2-3 in the computer laboratory utilizing the IBM personal computer. CIS 111 C is recommended. *\$3.00 Laboratory 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 Laboratory Fee - PAYABLE AT REGISTRATION.*

**CIS 133 C SPREADSHEET-LOTUS 1-2-3/WIN****2 Units***Two hours lecture and**Two hours laboratory TBA per week.*

CSU

This course is designed to introduce students to the use of spreadsheet programs in the solution of problems. Students will use spreadsheet software to create, edit, graph, save, and print out spreadsheets. *\$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**CIS 140 C DATABASE - dBASE FOR DOS****2 Units***Two hours lecture and**Two hours laboratory TBA per week.*

CSU

This course is designed to introduce the student to the use of database programs in the solution of record keeping problems. Students will use dBASE III software to create, update and report data files. The student will operate dBASE III in the computer laboratory utilizing the IBM personal computer. CIS 111 C is recommended. *\$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**CIS 141 C DATABASE - dBASE FOR WINDOWS****2 Units***Two hours lecture and**Two hours laboratory TBA per week.*

CSU

This course is designed to introduce the student to the use of database programs in the solution of record keeping problems. Students will use database software to create, update, and report data files. *\$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**CIS 142 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 in the solution of record keeping problems. Students will use database software to create, update, and report data files. *\$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**CIS 150 C INTRO. TO BUSINESS COMPUTERS****3 Units** (*May be taken for credit 4 times*)*Three hours lecture and**One hour laboratory TBA per week.**Credit/No Credit/Letter Grade Option*

CSU

This course studies the technologies that are used in today's office. A variety of software will be used to illustrate how office technologies can potentially be used. *\$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**CIS 155 C WEB PUBLISHING W/MS FRONTPAGE****2 Units***Two hours lecture and**One hour laboratory TBA per week.*

CSU

*Corequisite: CIS 108 C.* This course offers the introductory features of Microsoft FrontPage and how it can be utilized in a business environment. Topics include introducing FrontPage, creating and revising Web pages, using links, images, and task lists, creating tables, frames, borders, and form applications. *\$2.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**CIS 160 C INFORMATION SYSTEMS MANAGEMENT****3 Units***Three hours lecture per week.**CSU*

This course is for students interested in managing a Computer Information Systems Center. The subject areas to be studied are planning, equipping, staffing, and managing a computerized business office.

**CIS 179 C INTRO. TO WEB PAGE DESIGN****2 Units***Two hours lecture and**One hour laboratory TBA per week.**CSU*

This course introduces students to Web publishing with HTML(HyperText Markup Language) for business and personal applications. Students will learn fundamentals of the Internet and how to employ HTML techniques to convey their messages, and design a professional-looking Web site. Emphasis is placed on learning the HyperText Markup Language from the basic tags to the advanced topics such as tables, forms, graphics, and creation of the business-related Web pages. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 180 C DATA COMM. & NETWORK ADMIN.****2 Units***Two hours lecture and**One hour laboratory per week.**CSU*

This course is a comprehensive introductory overview of today's technology in networking and telecommunications. Moreover, this course will provide basic hands-on commands on how to operate a local area network software (LAN). Topics include communication concepts, communication components and hardware, communication media, topologies, protocols, local and wide area networks, disk management, network utilities, file usage, users, and printer management. It is designed for managers, analysts, operators/technicians, and others with an interest in data communications and system administration. Computer-related projects will be completed in the laboratory. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 181 C NETWORK SOFTWARE ADMIN/INSTALL****1 Unit***Two hours lecture and**Two hours laboratory per week for nine weeks.**CSU*

*Prerequisite: CIS 180 C.* This course provides textbook and hands-on experience covering the duties of a LAN administrator. The course also includes hands-on practice of installing local area networks (LANs), including network boards, cables, and operating software. Topics include using network printers, backing up the network, network security, log in scripts, network accounting, network E-mail, server resources, custom menus, server and workstation hardware, server and workstation software, and troubleshooting. Computer-related projects will be completed in the laboratory. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 184 C MS WIN 2000 PROFESSIONAL****2 Units***Two hours lecture and**One hour laboratory per week.**Credit/No Credit/Letter Grade Option**CSU*

*Prerequisite: CIS 107 C.* This course introduces students to Microsoft Windows 2000 Professional on the personal computer. Students will learn the features and architecture of Windows 2000 operating system. This course will cover an overview of Windows 2000 installation, working with files and folders, how to manipulate Windows 2000 desktop settings, configuring browser as well as client software, user management, and working with graphics. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 185 C MICROSOFT WINDOWS 2000 SERVER****2 Units***Two hours lecture and**One hour laboratory per week.**Credit/No Credit/Letter Grade Option**CSU*

*Prerequisite: CIS 107 C and CIS 180 C.* This course introduces students to Microsoft Windows 2000 Server and enterprise networks. Topics include installing Windows 2000, administrating user accounts, managing system resources, installing active directory, and implementing DNS service. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 186 C MS WIN INFORMATION SERVER****2 Units***Two hours lecture and**One hour laboratory per week.**Credit/No Credit/Letter Grade Option**CSU*

This course introduces students to Microsoft Windows Information Server and enterprise networks. Students learn an overview of the Windows 2000 environment, installing and administrating Internet Information Server, domain management, and networking. Emphasis is placed on managing Internet Information Server, setting up user accounts and user access, and managing resources. Students should be familiar with the basic concepts of data communications and using Microsoft Windows 2000. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 187 C MS WIN 2000 EXCHANGE SERVER****3 Units***Three hours lecture and**One hour laboratory per week.**Credit/No Credit/Letter Grade Option**CSU*

This course introduces students to the administration of Microsoft Exchange Server. Students learn an overview of the Exchange Server environment, installing and administrating Exchange Server, user and database management, and operating Exchange Server in a networking environment. Emphasis is placed on installing and administering Exchange Server, setting up user accounts and user access, and managing resources. Students should be familiar with the basic concepts of data communications and using Microsoft Windows 2000. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 188 C MICROSOFT WINDOWS TCP/IP****2 Units**

*Two hours lecture and  
One hour laboratory per week.  
Credit/No Credit/Letter Grade Option  
CSU*

This course increases student knowledge of the Transmission Control/Internet Protocol (TCP/IP) by introducing theory on how the protocol functions, installation and configuration techniques, and utilities to manage a TCP/IP based network. Topics include TCP/IP theory and operation, installing TCP/IP on a Microsoft network, configuring protocol settings, troubleshooting, and managing a TCP/IP network. Students should be familiar with the basic concepts of data communications and using Microsoft Windows 2000. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 189 C MS WIN 2000 ACTIVE DIRECTORY****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
Credit/No Credit/Letter Grade Option  
CSU*

This course introduces students to Microsoft Windows 2000 Active Directory and enterprise networks. Students learn an overview of the Windows 2000 environment, installing and administering DNS servers, Active Directory management and networking. Emphasis is placed on managing a Windows 2000 Active Directory network, setting up user accounts and user access, and managing resources. Students should be familiar with the basic concepts of data communications and using Microsoft Windows 2000. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 211 C INTRODUCTION TO PROGRAMMING****3 Units**

*Three hours lecture and  
Two hours laboratory TBA per week.  
UC/CSU, CAN CSCI 6*

This course includes instruction in the development and writing of C++ and Visual Basic programs. The students will design, code, and test programs common to the business environment. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 214 C COBOL PROGRAMMING****3 Units**

*Three hours lecture and  
Two hours laboratory TBA per week.  
UC/CSU, CAN CSCI 8*

*Prerequisite: CIS 211 C.* The course includes instruction in the development and writing of computer programs using the COBOL programming language. The students will design, code, and test programs common to the business environment. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 217 C VISUAL BASIC PROGRAMMING****3 Units**

*Three hours lecture and  
Two hours laboratory TBA per week.  
UC/CSU*

*Prerequisite: CIS 211 C.* This course is designed to extend the skills already acquired in BASIC programming to business and industrial applications. The advanced concepts include a structured design approach to the creation, maintenance, and processing of sequential and random files, and the development of graphic output. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 219 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 programming. Special emphasis will be placed on the application of the Visual Basic language to solve business problems, including requirements definition, design, construction, testing, and documenting. Multiple forms, objects, controls, Object Linking and Embedding (OLE), and the use of the data control object to interface with databases external to Visual Basic will be covered. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 221 C SYSTEM ANALYSIS AND DESIGN****3 Units**

*Three hours lecture per week.  
CSU*

*Prerequisite: CIS 211 C.* This course provides an introduction to the systems approach to problem solving. Basic systems concepts in business data processing are covered with attention given to the understanding of the application, procedure, flowcharting, and the management derived.

**CIS 223 C C++ PROGRAMMING****3 Units**

*Three hours lecture and  
Two hours laboratory TBA per week.  
UC/CSU, CAN CSCI 16*

*Prerequisite: CIS 211 C.* This course is designed for students who have some experience with structured programming techniques. Students will learn the C++ programming language as it applies to business applications. Documenting, coding, entering, computing and executing programs will take place on the personal computer. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 224 C C++ AND WINDOWS PROGRAMMING****3 Units**

*Three hours lecture and  
Two hours laboratory TBA per week.  
UC/CSU*

*Prerequisite: CIS 223 C with a grade of "C" or better, or the equivalent programming experience.* Students will design, code, and test programs using object-oriented programming concepts and the C++ language system. Emphasis will be placed on solving business problems using C++. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 226 C JAVA PROGRAMMING****3 Units**

*Three hours lecture and  
Two hours laboratory TBA per week.  
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. \$2.00 Laboratory Fee - PAYABLE AT REGISTRATION.



**CIS 227 C JAVASCRIPT PROGRAMMING****2 Units**

*Two hours lecture and  
One hour laboratory TBA per week.  
CSU*

*Prerequisite: CIS 179 C.* This course teaches the students to use the JavaScript programming languages to enhance Web pages. Emphasis is placed on creating HTML pages that include JavaScript programs. The student will learn the basic syntax of the JavaScript language, how to create JavaScript programs inside HTML documents, and how to use JavaScript programs to enhance Web pages. \$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 228 C DYNAMIC HTML PROGRAMMING****2 Units**

*Two hours lecture and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
CSU*

*Prerequisite: CIS 179 C.* This course introduces students to advanced topics in Web publishing to develop more sophisticated layouts, font scheme, and interactivity for their pages. Students will learn the Cascading Style Sheet (CSS) which permits more control of desktop publishing, document layout, and text formatting. Emphasis is placed on learning Cascading Style Sheet, multiple page layers, and scripting. Using these tools and techniques, students will learn to create dynamic effects based on users interaction, simple animation, drop-down menu, and other sophisticated and useful design effects. \$3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

**CIS 229 C INTRO TO XML PROGRAMMING****2 Units**

*Two hours lecture and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
CSU*

*Prerequisite: CIS 228 C.* 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 (Extensible Markup Language) and use it to build a wide range of dynamic effects and compelling Web applications from formatting and managing documents to E-commerce and searching and managing data. In this class, students will master the fundamentals of XML (Extensible Markup Language), including XSL (Extensible Stylesheet Language), DTDs (Document Type Definitions), CSS (Cascading Style Sheets) and XML schemas. This course is designed for those with experience in creating Web pages and who have some knowledge of style sheets. \$3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

**CIS 230 C CISCO NETWORKING 1****3 Units**

*Two hours lecture and  
Three hours laboratory per work.  
CSU*

This course covers fundamentals of computer networking. Topics include evolution of networking, seven layers of the Open System Interconnection reference model, and networking devices such as bridges, hubs, switches, and routers. Internet protocol, IP addressing, subnetting network topology, and cabling will also be included in the course. \$3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

**CIS 231 C CISCO NETWORKING 2****3 Units**

*Two hours lecture and  
Three hours laboratory per work.  
CSU*

*Prerequisite: CIS 230 C.* This course covers wide area inter-networking fundamentals. Topics include router fundamentals, router setup and configuration, network management, routing and routed protocols, and network troubleshooting. \$3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

**CIS 232 C CISCO NETWORKING 3****3 Units**

*Two hours lecture and  
Three hours laboratory per work.  
CSU*

*Prerequisite: CIS 231 C.* This course covers router configurations for various industry standard protocols such as Transmission Control Protocol/Internet Protocol and Novell Inter-network Packet Exchange/Sequenced Packet Exchange. Topics include segmentation of Local Area Network's using bridges, switches, and routers. Virtual LANs, Fast Ethernet, Cut-through, and Store-and-Forward LAN switching are also discussed. \$3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

**CIS 233 C CISCO NETWORKING 4****3 Units**

*Two hours lecture and  
Three hours laboratory per work.  
CSU*

*Prerequisite: CIS 232 C.* This course covers Wide Area Network design and configuration. Various techniques and terms used to configure Wide Area Network including Frame Relay, Integrated Service Digital Network, and Point to Point protocol are discussed. \$3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

**CIS 235 C INTRO. TO MICROSOFT NT SERVER****3 Units**

*Three hours lecture and  
One hour laboratory per week.  
CSU*

*Prerequisite: CIS 111 C.* This course introduces students to Microsoft Windows NT server and enterprise networks. Students learn an overview of the NT environment, installing and administrating servers, domain management, and networking. Emphasis is placed on managing an NT server, setting up user accounts and user access, and managing resources. \$2.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 236 C INTRO TO ORACLE: SQL & PL/SQL****3 Units**

*Two hours lecture and  
Three hours laboratory per week.  
CSU*

This course offers students an extensive introduction to data server technology. The class covers the concepts of both relational and object relational databases and the powerful SQL (Structured Query Language) and PL/SQL (Programming Language/Structured Query Language) programming languages. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. In addition, students learn to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. Demonstrations and hands-on practice reinforce the fundamental concepts. \$3.00 Laboratory 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 Laboratory Fee – PAYABLE AT REGISTRATION.

**CIS 238 C ORACLE: BACKUP AND RECOVERY****3 Units**

*Two hours lecture and  
Three hours laboratory per week.  
CSU*

*Prerequisite: CIS 237 C.* This course introduces the students to the critical task of planning and implementing database backup and recovery strategies. The class addresses backup and recovery techniques and examines various backup, failure, restore, and recovery scenarios. In the hands-on exercises, students examine backup methodologies based on business requirements in a mission critical enterprise. Students utilize multiple strategies and Oracle tools such as Recovery Manager to perform backup, restore, and recovery operations. \$3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

**CIS 250 C WORD PROC.-MACHINE OPERATIONS**

**1 - 8 Units** (*Variable Units*) (*May be taken for a cumulative total of 8 units*)  
(Open Entry-Open Exit)

*One hour lecture and  
Three hours laboratory TBA per week.  
CSU*

*Advisory: Knowledge of keyboarding recommended.* This course consists of basic and advanced text editing performed using a variety of word processing software. Software taught includes, but is not limited to, WordPerfect and Microsoft Word. Students will enroll for one or two units of credit on one software at a time. One unit of credit will be given upon successful completion of the first unit of instruction. Only upon successful completion of the first unit of instruction will the student be eligible for the second unit of credit for the semester. \$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 251 C ADVANCED WORD PROCESSING**

**1 - 5 Units** (*Variable Units*) (*May be taken for a cumulative total of 5 units*)  
(Open Entry-Open Exit)

*One hour lecture and  
Three hours laboratory TBA per week.  
CSU*

*Prerequisite: Two units of CIS 250 C.* This course is designed as a continuation of CIS 250 C. Advanced applications include, but are not limited to, desktop publishing, macros, merging, and records processing. \$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 255 C MACHINE DICTATION & TRANS.****1 Unit**

*One hour lecture and  
Two hours laboratory TBA per week.  
CSU*

*Prerequisite: CIS 101 C, or CIS 125 C, or a minimum of 20 wpm.* This course is designed to provide instruction in the use of modern dictation equipment. Emphasis is placed on employing effective dictation and transcription techniques using acceptable formats. \$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 298 C COMPUTER INFO SYSTEMS SEMINAR**

**½ - 3 Units** (*Variable Units*) (*May be taken for credit 4 times*)

*Lecture/laboratory hours determined by course offering.  
Credit/No Credit/Letter Grade Option  
CSU*

*Prerequisite: Determined by subject matter of seminar.* This course will utilize a lecture and/or lab approach for students enrolled in the Computer Information Systems Program to increase their knowledge in applied areas. Topics will be offered to increase the student's knowledge of the computer information systems profession by updating content on recent changes and requirements and by preparing for new trends in Computer Information Systems.

**CIS 299 C CIS INDEPENDENT STUDY**

**½ - 2 Units** (*Variable Units*) (*May be taken for credit 4 times*)

*One-half to two hours lecture per week.  
CSU*

*Prerequisite: Approved Independent Study Learning Contract.* This course is designed for students who wish to gain further experience, knowledge, or expertise beyond their current offerings in their area of study. The number of class hours or activities per week will be determined by the scope of the topic. The instructor will devise learning strategies to be followed by the student. Students must obtain permission from the program coordinator to be enrolled in this class.

# Computer Science

*Division of Science/Engineering/Mathematics*

*Division Dean – Larry Mercadante, Interim*

## Faculty

William Baldwin

## Counselors

Carol Mattson

Tom Nordee

Alice Payne

## ASSOCIATE OF SCIENCE IN COMPUTER SCIENCE

This curriculum prepares the student for a career in the area of computer science or as a foundation for transfer to a bachelors program at a four year college or university.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

### Required Courses are listed in suggested sequence:

Course #	Title	Units
CSCI 123 C	Intro to Prog Concepts in C++	4
CSCI 133 C	Data Structures in C++	4
MATH 171 C	Discrete Mathematics	4
MATH 172 C	Graph Theory & Linear Algebra	4
CSCI 241 C	Assembly Language Programming	4
	<b>Total Units Required</b>	<b>20</b>

### Electives

CSCI 205 C	FORTRAN Programming	3
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## 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 080 C COMPUTER SCIENCE LABORATORY

**0 Units** (May be taken for credit 4 times)

Laboratory hours vary according to use on individual basis. Credit/No Credit

Corequisite: Concurrent enrollment in at least one of the following: CSCI 123 C, CSCI 133 C, CSCI 185AC, CSCI 186 C, CSCI 205 C, or CSCI 241 C. This is an open laboratory course for students who are currently enrolled in a computer science lecture course. The laboratory is equipped with computers and data processing hardware for use by students in completing their computer science projects. Use of the facility can be scheduled on an individual basis any time it is open.

### CSCI 123 C INTRO TO PROG CONCEPTS IN C++

**4 Units**

Four hours lecture and

One hour laboratory TBA per week.

UC/CSU

Prerequisite: MATH 141 C and MATH 142 C, or three years in equivalent college preparatory mathematics in high school with at least a "C" average. Concurrent enrollment in CSCI 080 C. This course is an introduction to the basic principles of programming using C++ as the development tool. Topics include the structure and design of algorithms, input/output, branching structures, functions, recursion, built-in data types, arrays, structures, files, pointers and elementary operations on linked structures. The object-oriented programming paradigm will be introduced. Topics include encapsulation, polymorphism, libraries, streams, inheritance and abstract data types. Students will design algorithms, write external and internal documentation and design and write source code in C++. \$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

### CSCI 133 C DATA STRUCTURES IN C++

**4 Units**

Four hours lecture and

One hour laboratory TBA per week.

UC/CSU

Prerequisite: CSCI 123 C with a grade of "C" or better. Concurrent enrollment in CSCI 080 C. This course is a course in algorithm design and data structures implemented using C++. Data structures examined are arrays, linked lists, stacks, queues, trees, tables, and graphs. Algorithm topics include hashing, sorting heaps, searches and algorithm efficiency using Big-O notation. Students will create and modify class libraries to implement these structures. \$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

### CSCI 185AC COMPUTER SCIENCE I

**4 Units**

Four hours lecture and

One hour (minimum) laboratory per week.

UC/CSU, AAGE, CSU GE, CAN CSCI 2

Prerequisite: MATH 142 C, or three and one-half years of high school college preparatory mathematics, with grades of "C" or better. Concurrent enrollment in CSCI 080 C. This is an introductory course in basic principles and operation of digital computers. It includes the study of binary and hexadecimal arithmetic, Boolean algebra, computer logic, problem-solving methodology, computer programming with ADA, and program documentation. Elementary numerical techniques are used for problem solving. \$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

### CSCI 186 C DATA STRUCTURES

**4 Units**

Four hours lecture and

One hour (minimum) laboratory per week.

UC Credit Limitation/CSU, CSU GE

Prerequisite: CSCI 185AC, with a grade of "C" or better. Concurrent enrollment in CSCI 080 C. This course includes problem solving methodology with the development and application of data structures, including records, multidimensional arrays, stacks, queues, linked lists, trees, sorting, searching, and recursion, using ADA. \$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CSCI 205 C FORTRAN PROGRAMMING****3 Units**

Three hours lecture and

One hour (minimum) laboratory per week.

UC/CSU, CAN CSCI 4

*Prerequisite:* MATH 142 C, or MATH 130AC, or three and one-half years of high school college preparatory mathematics. *Corequisite:* Concurrent enrollment in CSCI 080 C. This is a course for science, engineering, and mathematics students to acquaint them with the use of digital computers and to enable them to write programs in the FORTRAN language. Elementary numerical methods, algorithms, flowcharting, and program documentation are included. \$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CSCI 241 C ASSEMBLY LANGUAGE PROGRAMMING****4 Units**

Four hours lecture and

One hour laboratory TBA per week.

UC/CSU, CAN CSCI 10

*Prerequisite:* CSCI 185AC or CSCI 133 C with a grade of "C" or better. *Corequisite:* Concurrent enrollment in CSCI 080 C. This course is an introduction to assembly language programming. It includes reviews of computer organization, programming techniques and concepts, addressing techniques, input/output, hardware architecture, and data structures. \$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CSCI 298 C COMPUTER SCIENCE SEMINAR**

**½ - 3 Units (Variable Units) (May be taken for credit 4 times)**

Lecture/laboratory hours vary with credit given.

UC Credit Limitation/CSU

This is a lecture/discussion approach to special topics involving computer science. It may be a problem session related to a particular course in the curriculum, or a study of topics not ordinarily covered within the curriculum. Consult the class schedule to verify unit credit for a particular semester.

**CSCI 299 C COMPUTER SCI INDEPENDENT STUDY**

**½ - 2 Units (Variable Units) (May be taken for credit 4 times)**

Six hours assigned independent study or research per week for maximum credit.

UC Credit Limitation/CSU

*Prerequisite:* Approved Independent Study Learning Contract. This course is for students who have demonstrated interest and capability for increased knowledge of computer science topics not ordinarily covered in the curriculum. Students will participate in independent study or research on assigned projects under faculty supervision.

# Continuing Education Program

The Division of Health Science offers courses through extended day sessions at Cypress College and through the Adult Continuing Education Department of the North Orange County Community College District. Continuing education courses are designed for programs within the Health Science Division.

General inquiries and application to programs may be obtained from the Health Science Counseling Office (ext. 47270). The classes offered are approved by the California Board of Regional Nursing (Provider Number 00110), for the number of hours the class meets. Request list of approved classes from the Health Science Division.

# Counseling and Student Development

## Division of Counseling

Dean – Robert E. Nadell

Director, DSP&S – Kimberly K. Bartlett

Coordinator, Matriculation – Kristine Nelson

## Faculty – Counselors

Dana Bedard

Kelly Carter

Sharon Easton

Jean England

Penny Gabourie

Robert Grantham

Jane Jepson

Renay Laguana

Velia Lawson

Carol Mattson

Deborah Michelle

Therese Mosqueda-Ponce

Tom Nordee

Cindy Owens

Alice Payne

Daniel Pelletier

Renee Ssensalo-Collins

Don Tyrrell

Denise Vo

# Counseling and Student Development (COUN)

## COUN 060 C ACADEMIC SUCCESS AND COLLEGE SURVIVAL

### 1 Unit

*One hour lecture per week.*

*Credit/No Credit*

*AA/AS*

This course is designed to help students who are experiencing difficulties in succeeding in college. Students will learn skills such as time management, decision-making, and study skills which will enable them to identify and overcome educational difficulties.

## COUN 071 C CAREER PREPARATION AND LIFE MANAGEMENT

### 3 Units

*Two hours lecture and*

*Three hours laboratory per week.*

*NON-DEGREE CREDIT*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Entry in Special Assistance Program - Disabled Student Programs and Services.* This course is designed for students needing special assistance in career planning, job search techniques, personal adjustment, life management and academic skills.

## COUN 072 C LEARNING DISABILITIES ASSESSMENT

### ½ Unit

*(Open Entry-Open Exit)*

*One-half hour lecture per week.*

*NON-DEGREE CREDIT*

*Credit/No Credit*

*Prerequisite: Learning Disability Specialist Approval.* Intensive diagnostic learning assessment for students with learning disabilities whose learning disabilities have impeded academic performance. Emphasis is on assessing specific academic and learning modality strengths and weaknesses. Development of an individual education plan (IEP) outlining long term goals/short term objectives for identified eligible students with learning disabilities.

## COUN 073 C COMPUTER ACCESS I

### 3 Units

*Two hours lecture and*

*Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Eligibility for services from the Disabled Students Programs and Services office.* This course is designed for students with verified disabilities. This course provides training in the use of assistive technology which enhances a disabled student's ability to access and use personal computers. The course will also cover word processing and an introduction to the Internet.

## COUN 074 C COMPUTER ACCESS II

### 3 Units (May be taken for credit 2 times)

*Two hours lecture and*

*Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: COUN 073 C.* This course is designed for students with verified disabilities. This course provides training in more advanced computer concepts using prescribed assistive technology. The course will also cover intermediate to advanced Internet skills. Students will enhance computer access skills through completion of assigned projects in a variety of formats (word processing, spreadsheets, presentations, and publications).

## COUN 075 C COMPUTER ACCESS PROJECTS

### 1 Unit (May be taken for credit 2 times)

*Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Student must be eligible for services and instruction from Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from programs and services offered by the High Tech Center. Completion of COUN 074 C.* This course is designed for students with learning, visual, physical, or hearing disabilities. This course provides additional training for students who require access to specialized technologies in order to complete assignments for other classes in which they are concurrently enrolled and to also continue to develop advanced strategies in adaptive equipment.

## COUN 100 C COLLEGE ORIENTATION FOR THE LEARNING DISABLED

### 2 Units

*Two hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

*Prerequisite: Entry in Special Assistance Program - Disabled Student Programs and Services.* This course will facilitate an awareness of community and college support services, provide experimental activity in the use of these support services, coordinate student assessment, provide vocational and educational planning, and give orientation into college life.

## COUN 105 C STRESS AND ANXIETY MANAGEMENT

### 1 Unit (May be taken for credit 4 times)

*(Open Entry-Open Exit)*

*One hour lecture per week.*

*Credit/No Credit*

*CSU, CSU GE*

This is an open entry/open exit course designed to increase the student's awareness of the effects of stress and anxiety on academic performance and daily life. Emphasis will be placed on understanding effective and ineffective responses to stress/anxiety and on planning a personal stress/anxiety management program. Students will explore and practice a variety of practical management techniques. **\$3.00 Materials Fee - PAYABLE AT REGISTRATION.**

**COUN 110 C TEACHING AS A CAREER****3 - 4 Units (Variable Units)***Two hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course is designed as an introduction to the teaching profession where students will examine concepts and issues related to education in a democratic society within historical, social, philosophical, legal and political contexts. Students will develop personal knowledge and understanding of (1) the competing purpose and values of schools in society, (2) the nature of teaching and the teaching profession, (3) the impact of local, state, and federal government policies on schools, and (4) contemporary educational issues. Course content and assignments will be related to their field experience (a minimum of 45 hours of classroom fieldwork is required for 3 units; 90 hours for 4 units).

**COUN 111 C TEACHING IN DIVERSE CLASSROOMS****1 Unit***One hour lecture per week.**CSU*

This course will provide an introduction to teaching and learning skills for students interested in the teacher preparation program. The course will address the qualities of an effective teacher, components and purposes of an effective professional portfolio, and critical issues in diverse contemporary classrooms. Students will begin their professional portfolio, begin classroom observations, and learn about their own learning needs and styles. (10 hours of Fieldwork required per semester)

**COUN 135 C LEADERSHIP****3 Units***Three hours lecture per week.**CSU*

This course includes the study and practical application of group and individual leadership techniques. It is designed to improve awareness of group dynamics, listening skills, personal values, decision-making, problem solving and organizational development. *Duplicate credit not granted for COUN 135HC.*

**COUN 135HC HONORS LEADERSHIP****3 Units***Three hours lecture per week.**CSU*

This course is designed for Honors students and requires leadership participation in a campus or community organization. It includes the study and practical application of group and individual leadership techniques. It is designed to improve awareness of group dynamics, listening skills, personal values, decision-making, problem solving and organizational development. It emphasizes critical analysis of leaders in the news, history or literature. *Duplicate credit not granted for COUN 135 C.*

**COUN 140 C EDUCATIONAL PLANNING****½ Unit***Nine total hours lecture.**Credit/No Credit**CSU*

This course is required the first semester of attendance as part of the matriculation process for all new students who are taking more than two classes or who plan to earn the Associate Degree, obtain a Certificate, or transfer to a four year college. The course includes orientation to college life and responsibilities, college requirements and regulations, career guidance, and development of a personal educational plan. *Duplicate credit not granted for COUN 140HC. \$3.00 Materials Fee - PAYABLE AT REGISTRATION.*

**COUN 140HC HONORS EDUCATIONAL PLANNING****½ Unit***Nine total hours lecture.**Credit/No Credit**CSU*

This course is required during the first semester of attendance as part of the matriculation process for Honors Program students. The course is an enhanced orientation to college life and responsibilities. It includes Cypress College regulations, Certificate, Associate Degree, and transfer requirements, career guidance and development of personal educational plan. Emphasis will be placed on use of student support services and researching transfer options. *Duplicate credit not granted for COUN 140 C. \$3.00 Materials Fee - PAYABLE AT REGISTRATION.*

**COUN 141 C CAREER EXPLORATION****1 Unit***Eighteen hours lecture and**Three hours (minimum) laboratory as assigned per semester.**Credit/No Credit**CSU, CSU GE*

This class is for students who are undecided about their educational or career goals. Using a career planning process, students assess interests, skills, personality, values, life and work style choices. Students research potential educational and career goals and relate their self-assessment information to occupational possibilities and college majors. *\$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**COUN 144 C WOMEN AND CAREERS****1 Unit***Eighteen hours lecture and**Three hours (minimum) laboratory as assigned per semester.**Credit/No Credit**CSU, CSU GE*

This course is designed to help women expand their self-image to know themselves better by providing personal exploration through testing, values clarification and skills analysis. The course provides creative job search techniques- application and resume writing, interviewing, decision-making and goal setting. *\$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**COUN 145 C CHANGING CAREERS****1 Unit**

*Eighteen hours lecture and  
Three hours (minimum) laboratory as assigned per semester.  
Credit/No Credit  
CSU, CSU GE*

This course is designed to provide personal exploration through testing, values clarification and skills analysis. It provides creative job search techniques - applications, resume writing, interviewing, decision-making and goal setting. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**COUN 146 C DECISION MAKING****1 Unit**

*Eighteen hours lecture per semester.  
Credit/No Credit  
CSU, CSU GE*

This course is designed to teach students decision-making concepts and skills for application in career planning, educational planning, and everyday life. Emphasis will be placed on practicing decision-making through class discussions, role-playing, and simulation.

**COUN 147 C PEER ADVISING****1 Unit**

*Eighteen hours lecture per semester.  
Credit/No Credit  
CSU*

This course is designed to provide skills in specific peer advisement situations, observations, and communications. Training in active listening, group processes, and role-playing are emphasized. May be repeated with instructor's approval for a maximum of 2 units.

**COUN 148 C HUMAN POTENTIAL****1 Unit**

*Eighteen hours lecture per semester.  
Credit/No Credit/Letter Grade Option  
CSU*

This experiential course enables students to examine and assess their strengths, values, decision-making skills and potential in order to plan realistic educational goals.

**COUN 150 C ACADEMIC AND LIFE SUCCESS****3 Units**

*Three hours lecture per week.  
CSU, CSU GE*

This course will provide students with knowledge, information, and practical skills to better understand themselves as students, people and members of society. It will assist them in achieving academic, and life goals and to develop plans and strategies to successfully meet those goals.

**COUN 151 C CAREER AND LIFE PLANNING****3 Units**

*Three hours lecture per week and  
Three hours (minimum) laboratory as assigned per semester.  
CSU, CSU GE*

A complete class in career/life planning, including introduction to the tools for dealing with change; an analysis of desired lifestyles; self-assessment; overcoming obstacles, and analysis of work, its organizations, and where you want to work; decision-making, people, environments, career-researching and job-finding, resumes, interviewing, and goal setting. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**COUN 152 C DIVERSITY IN THE WORLD OF WORK****3 Units**

*Three hours lecture per week.  
CSU, CUL PL*

This course will explore the past, present and future working conditions and challenges of men, women, and children, various ethnic and cultural groups, people of different socioeconomic status, and people with disabilities and exceptionalities as factors which relate to employment opportunities and conditions.

**COUN 156 C SELF-CONCEPT****1 Unit**

*One hour lecture per week.  
Credit/No Credit  
CSU*

This course introduces the student to the self-concept theory and will assist him/her in acquiring the psychological characteristics necessary to meet daily challenges. Emphasis will be placed on the enhancement of academic performance and success by developing a stronger self-concept.

**COUN 160 C COLLEGE/UNIVERSITY TRANSITION****1 Unit**

*One hour lecture per week.  
Credit/No Credit/Letter Grade Option  
CSU*

This course is designed for students and the parents of students who plan to transfer to a college or university. Topics include the value of pursuing higher education, selection of a transfer institution, admissions, academic requirements, financial aid options, special programs, priority filing deadline, and developing an autobiographical essay. \$4.00 Lab - oratory Fee - PAYABLE AT BOOKSTORE.

**COUN 160HC HONORS COLLEGE/UNIVERSITY TRANSITION****1 Unit**

*One hour lecture per week.  
Credit/No Credit/Letter Grade Option  
CSU*

This course is required during the first semester of attendance as part of the matriculation process for Honors Program students. The course is an enhanced orientation to the transfer process. Topics include the value of pursuing higher education, selection of a transfer institution, admission, academic requirements, financial aid options, special programs, priority filing deadlines, developing an autobiographical essay and personal portfolio. Emphasis will be placed on researching and evaluating transfer options. Duplicate credit not granted for COUN 160 C.

**COUN 215 C TUTORING TECHNIQUES****1 Unit***Eighteen hours lecture per semester.**Credit/No Credit**CSU*

This course is designed to train tutors to assist students in acquiring the necessary knowledge and skills that will enable them to meet challenges posed by academic and vocational classes. Emphasis will be placed on learning reinforcement skills, learning styles, the affective domain, ethnic awareness and sensitivity, and verbal and non-verbal communication. Discussions will focus on solving general and specific problems that tutors face on interacting with their clients.

**COUN 298 C COUNSELING AND GUIDANCE SEMINAR***½ - 3 Units (Variable Units) (May be taken for credit 4 times)**Hours vary according to units assigned.**Credit/No Credit/Letter Grade Option**CSU*

Various classes may be offered which are designed to meet the interests and needs of the students and faculty.

**COUN 299 C COUNSELING - INDEPENDENT STUDY***½ - 2 Units (Variable Units) (May be taken for credit 4 times)**(Open Entry-Open Exit)**Hours vary according to units assigned.**Credit/No Credit**CSU*

*Prerequisite: Approved Independent Study Learning 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

Sue Reichart

Jan Stoltz

**Counselors**

Jean England

Don Tyrrell

**ASSOCIATE IN SCIENCE DEGREE COURT REPORTING****Preparation for State Certificate Examination**

The courses listed meet the requirements of the Court Reporter's Board and for an Associate Degree at Cypress College. This program was accredited by the CR Board on March 7, 1978. Academic courses completed in Adult Education or a private Court Reporting School are not transferable.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**STUDENTS MUST FURNISH  
THEIR OWN MACHINE AND PAPER**

This program is currently being revised. Please see your counselor for more information.

**COURT REPORTING CERTIFICATE****Preparation for State Certificate Examination**

The courses listed are required to meet the requirements of the Court Reporter's Board. This program was accredited by the CR Board on March 7, 1978. Academic courses completed in Adult Education or a private Court Reporting School are not transferable.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**STUDENTS MUST FURNISH  
THEIR OWN MACHINE AND PAPER**

This program is currently being revised. Please see your counselor for more information.



## CALIFORNIA COURT REPORTERS BOARD ACCREDITATION

### ACCREDITED COURT REPORTING PROGRAM

#### CYPRESS COLLEGE BUSINESS/CIS DIVISION COURT REPORTING PROGRAM

This program was approved by the Court Reporter's Board on March 7, 1978. Academic courses completed in Adult Education are not transferable. Courses taken in Distance Education will be evaluated on an individual basis for transferability and hour requirements. Private school academics may be evaluated for certification to take the CSR examination. The California Court Reporter's Board sets the standards for hours of training under the following listed categories. The Cypress College program exceeds all state requirements. The student may go on to earn an Associate in Arts Degree or other specialized certificate. Students must furnish their own equipment, paper, and other supplies. Student must enter the program with a basic typing speed of 25 words per minute.

#### 1. Machine Shorthand & Transcription – 2300 hours (Lab hours do not count for machine credit in this category, per the CR Board.)

##### CORE REQUIREMENTS:

CTRP 040 C	80
CTRP 041 C	80
CTRP 042 C-045 C	320
CTRP 046 C-049 C	320
CTRP 057 C-060 C	320
CTRP 051 C	80
CTRP 052 C	80
CTRP 053 C	80
CTRP 054 C	80
CTRP055 C	80
CTRP 056 C	80
<b>Total Hours</b>	<b>1600</b>

Core Requirements must be completed in order to qualify. Transfer students must demonstrate course comparability in speed building categories.

#### ELECTIVES – After completing the core requirements, students may gain additional machine hours by completing any of the following.

CTRP 050 C	80
(Students must complete the Court Reporter's Board requirements to qualify which is ½ unit in CTRP050 C)	
CTRP 075 C	320
CTRP 090 C	80
CTRP 094 C	80
CTRP 095 C	80
CTRP 096 C	80
CTRP 089 C	80
<b>Total Hours</b>	<b>800</b>

#### 2. ENGLISH - 215 Hours required

MGT 055 C	Business English	48
ENGL142 C	Critical Thinking	48
CTRP 073AC	Spelling for Modern Business	18
CTRP 073BC	Punctuation - Court Reporting	18
CTRP 067 C	Basic Vocabulary Development	32
CTRP 068 C	Adv. Vocabulary Development	27
CTRP 072 C	Legal Procedures	24
<b>Total Hours</b>		<b>215</b>

#### 3. MEDICAL - 125 Hours required

HS 145 C	Survey of Medical Terminology	48
HS 102 C	Legal Aspects of Health Care	36
or		
BIOL160 C	Integrated Medical Science	48
or		
HS 147 C	Survey of Disease	48
CTRP066 C	Machine Transcription - Medical	48
<b>Total Hours</b>		<b>(132) or 144</b>

#### 4. LEGAL- 175 Hours required

CTRP 071 C	Legal Terminology and Rhetoric	48
MGT 041 C	Survey of Business Law	
or		
MGT 141 C	Personal Law	
or		
MGT 240 C	Legal Environment of Business	
or		
MGT 241 C	Legal Aspects - Business Trans.	48
MGT 242 C	American Judicial Systems	64
CTRP 072 C	Legal Procedures	10
CTRP 076 C	Court Procedures	5
<b>Total Hours</b>		<b>175</b>

#### 5. KEYBOARDING: 45 words per minute net

(Cypress requirement 50 net words per minute)

#### 6. TRANSCRIPT PREPARATION – 55 Hours required

MGT 143 C	Introduction to Legal Research	18
CTRP 076 C	Court Procedures	19
CTRP 072 C	Legal Procedures	23
<b>Total Hours</b>		<b>60</b>

#### 7. RESOURCE MATERIALS – 5 Hours required

CTRP081 C	Internship Court Reporting	5
<b>Total Hours</b>		<b>5</b>

#### 8. APPRENTICESHIP TRAINING/COURT OBSERVATION – 60 Hours required

CTRP 081 C	Internship: Court Reporting	51
	20 Hours - Court	
	20 Hours - Deposition	
	16 Hours - In Class	
Observation Hours may be completed in various classes:		
	5 Hours – Observation	
	(prior to 120 wpm)	5
	5 Hours – Observation	
	(prior to 180 wpm)	5
CTRP074 C	CSR/RPR Exam Preparation	18
<b>Total Hours</b>		<b>79</b>

#### 9. Technology - 25 Hours required

CTRP 092 C	Realtime Writing Concepts	18
CTRP 085 C	Comp. Aided Trans: Dict. Bldg.	18
<b>Total Hours</b>		<b>36</b>

#### SUGGESTED ELECTIVES

CTRP 082 C	Comp. Aided Trans: ProCAT
CTRP083 C	Comp. Aided Trans: Stenograph
CTRP 084 C	Comp. Aided Trans: Eclipse
CTRP 070 C	Comp. Aided Trans: StenoCAT
CTRP 073AC	Spelling for Modern Business
CTRP 073BC	Punctuation - Court Reporting
CTRP 073CC	Formatting, Style, and Usage

#### For your information:

Department of Consumer Affairs  
Court Reporter's Board  
2535 Capitol Oaks Drive, Suite 230  
Sacramento, CA92583

**Note:** This program was accredited by the Court Reporter's Board on March 7, 1978. *ALL CANDIDATES MUST HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT TO TAKE THE CSR EXAMINATION. (Revised March 18, 2002)*

**CAPTIONING CERTIFICATE**

The courses listed are required to meet the requirements of the Captioning Certificate. Academic courses completed in Adult Education or a private Court Reporting School are not transferable.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

This program is currently being revised. Please see your counselor for more information.

**COMPUTER EDITOR (SCOPIST) CERTIFICATE  
STUDENTS MUST FURNISH  
THEIR OWN MACHINE AND PAPER**

Academic courses completed in an Adult Education Program or a private Court Reporting School are not transferable. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

This program is currently being revised. Please see your counselor for more information.

**STENOINTERPRETING CERTIFICATE  
STUDENTS MUST FURNISH  
THEIR OWN MACHINE AND PAPER**

The courses listed are required to meet the requirements of the Stenointerpreting Certificate. Academic courses completed in Adult Education or a private Court Reporting School are not transferable. Students must maintain a minimum of a "C" grade in all courses.

This program is currently being revised. Please see your counselor for more information.

**TEXT-ENTRY SPECIALIST: BUSINESS  
CERTIFICATE**

**STUDENTS MUST FURNISH  
THEIR OWN MACHINE AND PAPER**

Academic courses completed in an Adult Education Program or a private Court Reporting School are not transferable. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

This program is currently being revised. Please see your counselor for more information.

**TEXT-ENTRY SPECIALIST: MEDICAL  
CERTIFICATE**

**STUDENTS MUST FURNISH  
THEIR OWN MACHINE AND PAPER**

Academic courses completed in an Adult Education Program or a private Court Reporting School are not transferable. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

This program is currently being revised. Please see your counselor for more information.

**Court Reporting (CTRP)****CTRP 040 C BEG. MACHINE SHORTHAND THEORY****3 Units**

*Three hours lecture and*

*Two hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

This first semester course covers the basic theory of machine shorthand and mastery of the keyboard. 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 Units) (May be taken for credit 3 times)**

*(Open Entry-Open Exit)*

*Two hours lecture and*

*Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Concurrent enrollment in or completion of CTRP 040 C.* This course covers the basic theory of court reporting which emphasizes reporting theory, reading fluency, and transcribing skills. This course meets partial requirements of the Court Reporter's Board and the National Court Reporter's Association.

**CTRP 042 C MACHINE SHORTHAND SPEED BLDG 1**

**½ - 2 Units (Variable Units) (May be taken for credit 4 times)**

*(Open Entry-Open Exit)*

*One hour lecture and*

*Four hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Completion of CTRP 041 C.* This course promotes further development of speed and accuracy in taking dictation on the machine. The student will review theory and develop sufficient skills to take new material dictation at 80 wpm for a minimum of three minutes with 95 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets partial requirements of the Court Reporter's Board and the National Court Reporter's Association.

**CTRP 043 C MACHINE SHORTHAND SPEED BLDG 2**

**½ - 2 Units (Variable Units) (May be taken for credit 4 times)**

*(Open Entry-Open Exit)*

*One hour lecture and*

*Four hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Completion of CTRP 042 C.* This course promotes further development of speed and accuracy in taking dictation on the machine. The student will review theory and develop sufficient skills to take new material dictation at 100 wpm for a minimum of five minutes with 95 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets partial requirements of the Court Reporter's Board and the National Court Reporter's Association.

**CTRP 044 C MACHINE SHORTHAND SPEED  
BLDG 3**

$\frac{1}{2}$  - 2 Units (Variable Units) (May be taken for credit 4 times)

(Open Entry-Open Exit)

One hour lecture and

Four hours laboratory per week.

Credit/No Credit/Letter Grade Option

*Prerequisite:* Completion of CTRP 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**

$\frac{1}{2}$  - 2 Units (Variable Units) (May be taken for credit 4 times)

(Open Entry - Open Exit)

One hour lecture and

Four hours laboratory per week.

Credit/No Credit/Letter Grade Option

*Prerequisite:* Completion of CTRP 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**

$\frac{1}{2}$  - 2 Units (Variable Units) (May be taken for credit 4 times)

(Open Entry-Open Exit)

One hour lecture and

Four hours laboratory per week.

Credit/No Credit/Letter Grade Option

*Prerequisite:* Completion of CTRP 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**

$\frac{1}{2}$  - 2 Units (Variable Units) (May be taken for credit 4 times)

(Open Entry-Open Exit)

One hour lecture and

Four hours laboratory per week.

Credit/No Credit/Letter Grade Option

*Prerequisite:* Completion of CTRP 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**

$\frac{1}{2}$  - 2 Units (Variable Units) (May be taken for credit 4 times)

(Open Entry-Open Exit)

One hour lecture and

Four hours laboratory per week.

Credit/No Credit/Letter Grade Option

*Prerequisite:* Completion of CTRP 047 C. This course promotes further development of speed and accuracy in taking dictation on the machine. The student will develop sufficient skills to take new material dictation at 200 wpm for fifteen minutes with 98 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony.

**CTRP 049 C MACHINE SHORTHAND SPEED  
BLDG 8**

$\frac{1}{2}$  - 2 Units (Variable Units) (May be taken for credit 4 times)

(Open Entry-Open Exit)

One hour lecture and

Four hours laboratory per week.

Credit/No Credit/Letter Grade Option

*Prerequisite:* Completion of CTRP 048 C. This course promotes further development of speed and accuracy in taking dictation on the machine. The student will develop sufficient skills to take new material dictation at 220 wpm for five minutes with 98 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony.

**CTRP 050 C CSR/RPR DIRECTED PRACTICE**  
**½ - 2 Units** (Variable Units) (May be taken for credit 4 times)*(Open Entry-Open Exit)**One hour lecture and**Four hours laboratory per week.**Credit/No Credit/Letter Grade Option*

*Prerequisite: Completion of CTRP 049 C.* This course promotes a further development of speed and accuracy in taking dictation on the machine. The student will develop sufficient skills to take new material dictation at speeds up to 240/260 wpm. Units of credit will be granted when the speed and accuracy objective is attained. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony.

**CTRP 051 C COURT/CONF. REPORTING: LEGAL****1 - 3 Units** (Variable Units) (May be taken for credit 4 times)*(Open Entry-Open Exit)**Two hours lecture**Three hours laboratory per week.*

*Prerequisite: CTRP 071 C and CTRP 042 C.* This course consists of an application of court reporting theory to the keyboard to develop dictation rates of 60-100 wpm for a minimum of three minutes with 95 percent accuracy. Emphasis is on jury charge, literary, and question and answer material. Legal vocabulary, acceptable California formats, and court reporting punctuation rules are introduced. Three hours of court observation required.

**CTRP 052 C COURT/CONF. RPTG: MEDICAL****1 - 3 Units** (Variable Units) (May be taken for credit 4 times)*(Open Entry-Open Exit)**Two hours lecture and**Three hours laboratory per week.*

*Prerequisite: HS 145 C and CTRP044 C.* This course applies court reporting theory to the keyboard to develop dictation rates of 120-140 words per minute for a minimum of three minutes with 95 percent accuracy with emphasis on medical terminology. Three hours of court observation required.

**CTRP 053 C COURT/CONF. RPTG: CONGRESSIONAL****1 - 3 Units** (Variable Units) (May be taken for credit 4 times)*Two hours lecture and**Three hours laboratory per week.*

*Prerequisite: CTRP045 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 Units)(May be taken for credit 4 times)*(Open Entry-Open Exit)**Two hours lecture and**Three hours laboratory per week.**Credit/No Credit/Letter Grade Option*

*Prerequisite: CTRP 073CC and CTRP 044 C.* This course develops familiarity with a simulated courtroom scene consisting of the judge, the clerk, attorneys for the plaintiff and the defendant, and a witness participating in two/four-voice dictation. Students will identify each speaker with appropriate machine designations in multi-voice testimony at 120-140 wpm for a minimum of three minutes, transcribed in proper format with 98 percent accuracy.

**CTRP 055 C COURT/CONF. RPTG: JURY CHARGE 1****½ - 3 Units** (Variable Units) (May be taken for credit 4 times)*(Open Entry-Open Exit)**Two hours lecture**Three hours laboratory per week.**Credit/No Credit/Letter Grade Option*

*Prerequisite: CTRP 045 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 Units) (May be taken for credit 4 times)*(Open Entry-Open Exit)**Two hours lecture and**Three hours laboratory per week.**Credit/No Credit/Letter Grade Option*

*Prerequisite: CTRP 055 C.* This course presents an intensive application of court reporting theory to develop further reading and transcribing skills in jury charge, opening and closing arguments, legal opinion and other courtroom material at speeds ranging from 180 to 200 wpm. This course prepares the student for the machine portion of the RPR examination.

**CTRP 057 C MACH. SHORTHAND CHALLENGE-160****½ - 2 Units** (Variable Units) (May be taken for credit 4 times)*(Open Entry-Open Exit)**One hour lecture and**Four hours laboratory per week.**Credit/No Credit/Letter Grade Option*

*Prerequisite: CTRP 045 C and CTRP054 C.* This course is designed for the advanced court reporting student and the transfer student to gain additional proficiency in taking multiple-voice testimony in a simulated environment at 160 wpm. Live reading will be introduced.

**CTRP 058 C MACH. SHORTHAND CHALLENGE-180**

*½ - 2 Units (Variable Units) (May be taken for credit 4 times)*

*(Open Entry-Open Exit)*

*One hour lecture and*

*Four hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: CTRP 057 C. This course is designed for the advanced court reporting student and the transfer student to gain additional proficiency in taking multiple-voice testimony in a simulated environment at 180 wpm. Live reading will be introduced.*

**CTRP 059 C MACH. SHORTHAND CHALLENGE-200**

*½ - 2 Units (Variable Units) (May be taken for credit 4 times)*

*(Open Entry-Open Exit)*

*One hour lecture and*

*Four hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: CTRP 058 C. This course is designed for the advanced court reporting student and the transfer student to gain additional proficiency in taking multiple-voice testimony in a simulated environment at 200 wpm. Videotaped testimony and live reading will be introduced.*

**CTRP 060 C MACH. SHORTHAND CHALLENGE-220**

*½ - 2 Units (Variable Units) (May be taken for credit 4 times)*

*(Open Entry-Open Exit)*

*One hour lecture and*

*Four hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: CTRP 059 C. This course is designed for the advanced court reporting student to gain additional proficiency in taking multiple-voice testimony in a simulated environment at 220 wpm. Videotaped testimony and live reading will be introduced.*

**CTRP 066 C MACHINE TRANSCRIPTION - MEDICAL**

**2 Units**

*One hour lecture and*

*Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: CIS 101 C, or CIS 125 C, or a minimum of 20 wpm. Advisory: HS 145 C or a knowledge of medical terminology is recommended. This course is designed to teach medical transcription skills. Physician's correspondence, case histories, and reports will be transcribed using transcribing machines and a personal computer. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**CTRP 067 C BASIC VOCABULARY DEVELOPMENT**

**2 Units**

*Two hours lecture per week.*

*This course is a basic course designed to enrich vocabulary and improve spelling. The emphasis is on increasing general business and professional terminology.*

**CTRP 068 C ADV. VOCABULARY DEVELOPMENT**

**1½ Units**

*One and one-half hour lecture per week.*

*Prerequisite: CTRP 067 C. This course is an advanced course designed to enrich vocabulary and improve spelling. The emphasis is on increasing general business and professional terminology.*

**CTRP 070 C COMP. AIDED TRANS: STENOCAT**

**1 Unit**

*One hour lecture and*

*Three hours laboratory TBA per week.*

*This course uses computer-based instruction as well as hands-on applications to introduce the court reporting student to Stenocat Computer Aided Transcription software using personal computers.*

**CTRP 071 C LEGAL TERMINOLOGY AND RHETORIC**

**3 Units**

*Three hours lecture per week.*

*The course includes instruction in the terminology used in legal proceedings and legal documents. Topics cover both civil and criminal litigation.*

**CTRP 072 C LEGAL PROCEDURES**

**4 Units**

*Four hours lecture and*

*One hour laboratory per week.*

*Prerequisite: Typing speed of 40 wpm, and CTRP 071 C. This course is designed to train the legal secretarial, para-legal, or court reporting student in legal procedures and practical law office skills and knowledge in the areas of general office duties, non-court documents, the courts, court documents, litigation, appeals, and other court actions. This course may be taught using a computer. Three hours of court observation required.*

**CTRP 073AC SPELLING FOR MODERN BUSINESS**

**1 Unit**

*One hour lecture per week.*

*This course is designed as an 18-hour intensive review of frequently misspelled words, homonyms, synonyms, and antonyms. The emphasis will be on business, legal, medical, and technical terminology. This course meets partial requirements of the Court Reporter's Board for Section II and the Certification Program.*

**CTRP 073BC PUNCTUATION-COURT REPORTING**

**1 Unit**

*One hour lecture per week.*

*This course is designed as an 18-hour intensive review of punctuation styles and rules used in court documents, letters, legal office documents, contracts, memorandums, and reports. The emphasis will be on basic punctuation rules as they apply to written business, legal, medical, and technical documents. This course meets partial requirements of the Court Reporter's Board for Section II and the Certification Program.*

**CTRP 073CC FORMATTING, STYLE, AND USAGE****1 Unit**

*One hour lecture per week.*

This course is designed to provide the court reporting student and the computer editor major with instruction in preparing and formatting California court transcripts and depositions. Instruction will include format styles, usage, and fundamentals of document production using the computer.

**CTRP 074 C CSR/RPR EXAM PREPARATION**

**½ - 1 Unit (Variable Units) (May be taken for credit 2 times)**

*One hour lecture per week.*

*Prerequisite: Student must be qualified by an approved court reporting school according to state and national guidelines to take the CSR or RPR examination.* This course is designed to prepare the student to successfully pass the written knowledge portion of the CSR and/or RPR examination. This class is a nine-week course offered to coincide with the Fall and Spring CSR and RPR examinations.

**CTRP 075 C SIMULATED COURTROOM**

**½ - 6 Units (Variable Units) (May be taken for a cumulative total of 6 units)**

*(Open Entry-Open Exit)*

*One hour lecture and*

*Four hours laboratory per week.*

*Prerequisite: CTRP 046 C.* This course is designed to offer a simulated courtroom and deposition environment with special emphasis on live reading with 2, 3, 4, and 5-voice dictation practice at speeds ranging from 180 to 200 wpm.

**CTRP 076 C COURT PROCEDURES**

**½ - 3 Units (Variable Units)**

*Three hours lecture per week.*

*Prerequisite: CTRP072 C for legal secretaries. Completion of CTRP 058 C, 180/5 multiple voice for court reporters.* This course provides intensive training in the procedural aspects of the state court system. A heavy emphasis is placed on court structure, pre-trial and trial procedures, law office procedures, ethics, and document production.

**CTRP 077 C DICTATION/TRANSCRIPTION**

**½ - 2 Units (Variable Units) (May be taken for credit 4 times)**

*(Open Entry-Open Exit)*

*One hour lecture and*

*Four hours laboratory per week.*

*Credit/No Credit*

*Prerequisite: Concurrently enrolled in speed building, jury charge, or two/four voice testimony.* This course provides further development of speed and accuracy in taking dictation at the machine at intermediate speeds. Emphasis is on reinforcement and improvement.

**CTRP 078 C INTERNSHIP: MEDICAL REPORTING****2 Units**

*Two hours lecture per week and*

*Forty hours of internship plus*

*Ten hours of observation.*

*Prerequisite: CTRP 052 C and HS 145 C.* This course is designed to provide the court reporting medical transcriptionist student with practical work experience recording and reporting medical lectures, seminars, and hearings. There will be 40 hours of internship plus 10 hours of observation.

**CTRP 079 C INTERNSHIP: STENOINTERPRETING****2 Units**

*Two hours lecture per week plus*

*Forty hours of internship plus*

*Ten hours of observation.*

*Prerequisite: CTRP 045 C.* This course is designed to provide the stenointerpreting student with practical work experience recording and reporting seminars, hearings, and lectures. There will be 40 hours of internship plus 10 hours of observation.

**CTRP 080 C INTERNSHIP: LAW OFFICE****2 Units**

*Two hours lecture plus*

*40 hours in a law office or legal environment plus*

*Ten hours of observation.*

*Prerequisite: CTRP 072 C.* This course offers practical work experience in an approved law office in the County of Orange or Los Angeles. Internship will be scheduled during the semester, depending on available law office openings. This course fulfills partial requirements of the Legal Secretary Certificate and Degree Programs.

**CTRP 081 C INTERNSHIP: COURT REPORTING**

**1 - 2 Units (Variable Units)**

*Two hours lecture plus*

*40 hours in the courtroom or in deposition proceedings plus*

*Ten hours of observation.*

*Prerequisite: CTRP047 C.* This course offers practical work experience in approved court and deposition proceedings. Internship will be scheduled during the semester, depending on available court and deposition openings. This course fulfills partial requirements of the Court Reporter's Board.

**CTRP 082 C COMP. AIDED TRANS: ProCAT****1 Unit**

*One hour lecture and*

*Three hours laboratory TBA per week.*

*Prerequisite: CTRP 040 C, CTRP 041 C, CIS 050 C, and CIS 107 C.* This course uses computer-based instructions as well as *hands-on* applications to introduce the court reporting student to ProCAT Computer Aided Transcription software using IBM personal computers.

**CTRP 083 C COMP. AIDED TRANS:  
STENOGRAPH****1 Unit**

*One hour lecture and*

*Three hours laboratory TBA per week.*

*Prerequisite: CTRP 040 C, CTRP 041 C, CIS 050 C, and CIS 107 C.* This course uses computer based instructions as well as *hands-on* applications to introduce the court reporting student to Stenograph Computer-Aided Transcription software using IBM personal computers.

**CTRP 084 C COMP. AIDED TRANS: ECLIPSE****1 Unit**

*One hour lecture and*

*Three hours laboratory TBA per week.*

*Prerequisite: CTRP 040 C, CTRP 041 C, CIS 050 C, and CIS 107 C.* This course uses computer-based instructions as well as *hands-on* applications to introduce the court reporting student to ECLIPSE Computer-Aided Transcription software using IBM personal computers.

**CTRP 085 C COMP. AIDED TRANS: DICT.  
BLDG.****1 Unit**

*One hour lecture and*

*Three hours laboratory TBA per week.*

*Prerequisite: CTRP 046 C and CTRP 082 C or CTRP 083 C or CTRP 084 C.* This course will enable court reporting students to start building their personal electronic dictionary using several "CAT" software systems before entering into the job market. Students will have an opportunity to record a verbatim proceeding using an electronic steno writer, and produce a final transcript.

**CTRP 090 C COURT/CONF. RPTG: LITERARY  
1 - 3 Units (Variable Units) (May be taken for credit  
4 times)**

*(Open Entry-Open Exit)*

*Two hours lecture and*

*Three hours laboratory per week.*

*Prerequisite: CTRP 043 C or 100 words per minute.* This course is designed to prepare the student to record a variety of literary dictation material at speeds ranging from 110 to 150 wpm. Students will be introduced to a broad spectrum of vocabulary designed to prepare them for convention reporting, hearing reporting, steno interpreting, and other alternative careers.

**CTRP 091 C COMPUTERIZED NOTE READING****1 Unit**

*One hour lecture and*

*Three hours laboratory per week for nine weeks.*

*Prerequisite: CTRP 041 C.* This course is designed for scopist/computer editors to gain experience in reading other court reporters' notes. Students will have an opportunity for hands-on learning.

**CTRP 092 C REALTIME WRITING CONCEPTS****2 Units**

*One hour lecture and*

*Three hours laboratory per week.*

*Prerequisite: CTRP 085 C and CTRP 046 C.* A programmed approach is used with guided instructions to introduce court reporting students to realtime writing. Students will use their completed electronic dictionary and the appropriate software with which their electronic dictionary is compatible. Students will use hands-on application to write various exercises covering a variety of concepts in realtime.

**CTRP 093 C RAPID TEXT ENTRY-DICT. BLDG****1 Unit**

*One-half hour lecture and*

*One and one-half hour laboratory per week.*

*Prerequisite: CTRP 043 C and CIS 250 C or CIS 101 C, or CIS 125 C.* This course consists of rapid text entry which is a high-speed method of entering words or data into the computer using an electronic steno writer. The course includes building a personal computer shorthand dictionary that will be used in learning RapidTEXT theory in order to go on-line editing when writing realtime as a Text-Entry Specialist. This skill is applied in the following professions: Closed Captioning, Computer Interpreting, Medical Reporting, and Business Reporting. **\$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

**CTRP 094 C EXPERT TESTIMONY-PROF  
REPORTER****2 Units (May be taken for credit 4 times)**

*Two hours lecture per week.*

This class is designed for students and reporters to further develop dictionary refinement and writing skills in realtime. Students must furnish a steno machine, a lap top computer, and other related court reporting supplies.

**CTRP 095 C REALTIME WRITING-PROF  
REPORTER****2 Units (May be taken for credit 4 times)**

*Two hours lecture per week.*

This class is an advanced realtime writing class designed for students and reporters who studied a non-compatible computer theory. The class focuses on realtime writing concepts and their application to dictionary development, conflict resolution, and non-translates. Students are required to furnish their own steno machine, lap top computer, and other related court reporting supplies.

**CTRP 096 C COURT AND CONF. RPTG.: LIT. III****1 - 3 Units (Variable Units) (May be taken for credit  
4 times)**

*(Open Entry-Open Exit)*

*Two hours lecture and*

*Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: CTRP 046 C or 160 wpm.* This course is designed to prepare the student to record a variety of literary dictation material at speeds ranging from 180 to 220 wpm. Students will be introduced to a broad spectrum of vocabulary designed to prepare them for convention reporting, hearing reporting, steno interpreting, and closed captioning.

**CTRP 097 C RAPID TEXT ENTRY-FORMATTING****1 Unit**

*One-half hour lecture and*

*One and one-half hour laboratory per week.*

*Prerequisite: CTRP 093 C.* This course consists of Rapid-Text entry which is a high-speed method of entering words or data into the computer using an electronic steno writer. The course includes completing and refining a personal computer shorthand dictionary that will be used in formatting business and medical documents, creating macros, and developing realtime skills when writing as a Text-Entry Specialist. This skill is applied in the following professions: Closed Captioning, Computer Interpreting, Medical Reporting, and Business Reporting. *\$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**CTRP 098 C COURT REPORTING SEMINAR**

**½ - 2 Units (Variable Units) (May be taken for credit 4 times)**

*Lecture/laboratory hours determined by course offering.*

*Prerequisite: Determined by subject matter of seminar.*

This course will utilize a lecture and/or laboratory approach for students enrolled in the Court Reporting Program to increase their knowledge in applied areas. A variety of classes will be offered to increase the student's knowledge of the court reporting profession by updating content on recent changes and requirements and by preparing for new trends in court reporting.

**CTRP 099 C COURT RPTG. INDEPENDENT STUDY**

**½ - 2 Units (Variable Units) (May be taken for credit 4 times)**

*Lecture/laboratory hours determined by course offering.*

*Credit/No Credit*

*Prerequisite: Approved Independent Study Learning Contract.* The number of class hours or activities per week will be determined by the scope of the topic. The instructor will devise learning strategies to be followed by the student. This course is designed for students who wish to gain further experience, knowledge, or expertise in applied areas of court reporting. Students must obtain permission from the program coordinator to be enrolled in this class. This course does not meet the requirements of the Court Reporting Certificate. This course may be used to fulfill hour requirements as mandated by the Court Reporter's Board.

**CTRP 199 C COURT REPORTING LAB****0 Units**

*(Open Entry-Open Exit)*

This is an open lab course for students who are currently enrolled in the court reporting program. The court reporting lab is equipped with computers, typewriters, video players, tape recorders, stenowriters, and laptop computers for student use in completing assignments related to court reporting class requirements. *\$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

## Culinary Arts - See Hospitality, Restaurant, Culinary Arts (HRC)

# Dance

**Division of Fine Arts**

*Division Dean – Kaleta Brown*

**Faculty**

Stacie Finn

Marilyn Glattly

**Counselors**

Renay Laguana

Renee Ssensalo-Collins

**ASSOCIATE IN ARTS DEGREE DANCE**

This program is designed to prepare the student for certain occupations related to teaching in community centers and private dance studios.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**Required Courses**

Course #	Course Title	Units
DANC 105 C	Ballet	1½
DANC 107 C	Modern Dance	1½
DANC 111 C	Jazz Dance	1½
DANC 202 C	Elements of Dance Composition & Choreography	2
DANC 106 C	Classical Dance	1½
DANC 108 C	Free Form Dance	1½
DANC 112 C	Intermediate Jazz Dance	1½
DANC 120 C	Dance History	3
DANC 204 C	Dance Rehearsal & Performance	3
DANC 215 C	Commercial Dance	2
DANC 214 C	Dance Repertory	3

**Select 2 courses from the following:**

DANC 109 C	Dance Improvisation	1
DANC 124 C	Partnering	1
DANC 208 C	Pointe Class	1
DANC 113 C	Tap Dance I	1
DANC 114 C	Rhythm Dance	1

**Select 2 courses from the following:**

DANC 115 C	Hip Hop Dance	1
DANC 130 C	Afro-Caribbean Dance	1
DANC 131 C	Ballet Folklorico	1
DANC 132 C	Flamenco Dance I	1
DANC 133 C	Dance of Andalusia	1½

**Select 1 course from the following:**

THEA142 C	Theater Sound & Recording Techniques	2
THEA144 C	Lighting Design Fundamentals	3
THEA145 C	Fundamentals of Costume Design	3
MUS 124 C	Recording Studio I	3
<b>Total Units Required</b>		<b>28 - 29</b>

**Electives**

THEA120 C	Acting I	3
THEA132 C	Musical Theater Workshop	3
THEA229 C	Acting, Singing and Dancing for the Musical Theater	3
MUS 102 C	Music Reading	3



**DANCE CHOREOGRAPHY CERTIFICATE**

This program is designed to prepare the student for certain occupations related to dance choreography for entertainment parks, community theater, video and television.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in numeric sequence:**

Course #	Title	Units
DANC 109 C	Dance Improvisation	1
DANC 120 C	Dance History	3
DANC 124 C	Partnering	1
DANC 202 C	Elements of Dance Composition and Choreography	2
DANC 214 C	Dance Repertory	3
THEA144 C	Lighting Design Fundamentals	3
THEA145 C	Fundamentals of Costume Design	3
<b>Total Units Required</b>		<b>16</b>

**Electives**

MUS 102 C	Music Reading	3
MKT103 C	Principles of Advertising	3
THEA142 C	Theater Sound and Recording Techniques	2
MUS 124 C	Recording Studio I	3

**DANCE TEACHING CERTIFICATE**

This program is designed to prepare the student to teach dance at private dance studios and community centers. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in numeric sequence:**

Course #	Title	Units
DANC 102 C	Conditioning for Dance	1
DANC 109 C	Dance Improvisation	1
DANC 202 C	Elements of Dance Composition & Choreography	2
DANC 230 C	Dance Teaching Methodologies	3
PE 235 C	First Aid, CPR, and Responding to Emergencies	3
PE 236 C	Prevention and Care of Athletic Injuries	3
PSY 139 C	Developmental Psychology	3
or		
PSY 140 C	Developmental Psychology Pre-Adult	(3)
<b>Total Units Required</b>		<b>16</b>

**Electives**

PE 248 C	Psychology of Sport	3
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**DANCE TECHNIQUE CERTIFICATE**

This program is designed to prepare the student for certain occupations related to performing dance for entertainment parks, community theater, video and television.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in numeric sequence:**

Course #	Title	Units
DANC 204 C	Dance Rehearsal & Performance	3

**Select 3 units from the following:**

DANC 105 C	Ballet	1½
DANC 106 C	Classical Dance	(1½, 1½)

**Select 3 units from the following:**

DANC 107 C	Modern Dance	1½
DANC 108 C	Free Form Dance	(1½, 1½)

**Select 3 units from the following:**

DANC 111 C	Jazz Dance	1½
DANC 112 C	Intermediate Jazz Dance	(1½, 1½)
DANC 215 C	Commercial Dance	(1½, 1½)

**Select 2 courses from the following:**

DANC 109 C	Dance Improvisation	1
DANC 113 C	Tap Dance I	1
DANC 114 C	Rhythm Dance	1
DANC 124 C	Partnering	1
DANC 208 C	Pointe Class	1

**Select 3 courses from the following:**

DANC 115 C	Hip Hop Dance	1
DANC 130 C	Afro-Caribbean Dance	1
DANC 131 C	Ballet Folklorico	1
DANC 132 C	Flamenco Dance I	1
DANC 133 C	Dance of Andalusia	1
<b>Total Units Required</b>		<b>17</b>

**DANCE TRANSFER PROGRAM**

Students should consult a counselor or [www.assist.org](http://www.assist.org) for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

**Dance (DANC)****DANC 101 C MULTICULTURAL DANCE IN THE US****3 Units**

*Three hours lecture per week.*

*UC/CSU, IGETC, CUL PL*

Social and theatrical dances of the U.S. today will be viewed and examined in terms of cultural influences, historical and social origins, and the functions they fulfill for individual artists, their cultures, and society in general. African American, Asian, Hispanic, European and Native American dances, choreographers and dancers will be studied. The class work will include readings, discussions, group projects, and analysis of dance performances on video and live theater. Attendance at a selected group of performances is required. *Cost of dance concert admission will not exceed \$30.00.*

**DANC 102 C CONDITIONING FOR DANCE****1 - 2 Units (Variable Units) (May be taken for credit 4 times)**

*Two to four hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*UC Credit Limitation/CSU*

This class is designed to prepare a student mentally and physically for dance. Students will learn floor mat exercises and a floor barre to increase flexibility, strength, body alignment and use of turn out. Relaxation and visualization techniques will be covered.

**DANC 105 C BALLET**

**1 - 2 Units** (Variable Units) (May be taken for credit 4 times)

Two to four hours laboratory per week.

Credit/No Credit/Letter Grade Option

UC/CSU, (1 credit) AA GE, (1 credit) CSU GE

This course introduces the rudiments of classical ballet to the beginning dance student. The students will develop the strength and coordination to perform the technical skills of basic ballet through barre and center work and by learning simple movement combinations. Ballet terminology will be covered. *Dance concert admission will not exceed \$10.00.*

**DANC 106 C CLASSICAL DANCE**

**1 - 2 Units** (Variable Units) (May be taken for credit 4 times)

Two to four hours laboratory per week.

UC/CSU, (1 credit) AA GE, (1 credit) CSU GE

*Prerequisite: Demonstrated mastery of beginning level dance technique.* This class covers the rudiments of classical dance for the intermediate ballet student. The student will develop technical skills to perform intermediate level steps and combinations of movement. Classical dance terminology will be covered. *Dance concert admission will not exceed \$10.00.*

**DANC 107 C MODERN DANCE**

**1 - 2 Units** (Variable Units) (May be taken for credit 4 times)

Two to four hours laboratory per week.

Credit/No Credit/Letter Grade Option

UC/CSU, 107 AA GE, 107 CSU GE

Students will learn basic skills of modern dance with emphasis on body alignment, strength and coordination. Simple movement combinations created to music by new age, jazz and classical composers will be learned. *Dance concert admission will not exceed \$10.00.*

**DANC 108 C FREE FORM DANCE**

**1 - 2 Units** (Variable Units) (May be taken for credit 4 times)

Two to four hours laboratory per week.

UC/CSU, (1 credit) AA GE, (1 credit) CSU GE

*Prerequisite: Demonstrated mastery of beginning level dance techniques.* Students will continue to prepare their bodies as an instrument for dance, progressing to longer, faster-paced, more diversified and complex movement combinations. The course work will include some creative dance experiences.

**DANC 109 C DANCE IMPROVISATION**

**1 Unit** (May be taken for credit 4 times)

Two hours laboratory per week.

UC/CSU, (1 credit) CSU GE

This course is designed to train the mind and body to respond and explore creative movement problems through improvisation. Choreographic concepts will be studied through improvisation.

**DANC 111 C JAZZ DANCE**

**1 - 2 Units** (Variable Units) (May be taken for credit 2 times)

Two to four hours laboratory per week.

Credit/No Credit/Letter Grade Option

UC/CSU, (1 credit) AA GE, (1 credit) CSU GE

Students will learn basic skills of jazz dance with emphasis on body alignment, strength and coordination.

**DANC 112 C INTERMEDIATE JAZZ DANCE**

**1 - 2 Units** (Variable Units) (May be taken for credit 2 times)

Two to four hours laboratory per week.

UC/CSU. (1 credit) AA GE, (1 credit) CSU GE

*Prerequisite: Demonstrated mastery of beginning level dance technique.* Classwork will deal with technical skills, combinations of steps and the exploration of styles found in television and commercial dance for the intermediate dancer.

**DANC 113 C TAP DANCE I**

**1 Unit** (May be taken for credit 4 times)

Two hours laboratory per week.

Credit/No Credit/Letter Grade Option

UC/CSU

Students will study basic tap dance techniques and elementary tap dances. This class provides students with the opportunity to develop coordination, rhythm and performance skills. Some history of tap will be included.

**DANC 114 C RHYTHM DANCE**

**1 - 1½ Units** (Variable Units) (May be taken for credit 4 times)

Two to three hours laboratory per week.

Credit/No Credit/Letter Grade Option

UC/CSU

*Prerequisite: One semester of DANC 113 C or demonstration of beginning level tap technique.* Students will develop skills in rhythm dancing by studying intermediate level movements and combinations with some provision for student composition of dance. Performance skills will be included.

**DANC 115 C HIP HOP DANCE**

**1 Unit** (May be taken for credit 4 times)

Two hours laboratory per week.

Credit/No Credit/Letter Grade Option

CSU

Students will learn various forms of beginning hip-hop dancing and acquire a basic history of Hip Hop dancing.

**DANC 120 C DANCE HISTORY**

**3 Units**

Three hours lecture per week.

Credit/No Credit/Letter Grade Option

UC/CSU, AAGE, CSU GE, IGETC

Through readings, film and in-class discussion students will study dance from primitive times to present day. Students will also compare various dance techniques, theories and personalities who have contributed to the art. *Cost of dance concert not to exceed \$10.00.*

**DANC 121 C TURNS**

**1 Unit** (May be taken for credit 4 times)

Two hours laboratory per week.

UC/CSU

*Prerequisite: Demonstrated mastery of beginning level dance technique.* This course will cover beginning to advanced turns for modern, ballet and jazz dance.

**DANC 122 C STRETCH AND RELAXATION**

**½ - 1½ Units** (Variable Units) (May be taken for credit 4 times)

One to three hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
UC Credit Limitation/CSU

This class is designed to increase flexibility and circulation and promote relaxation by learning various stretching exercises including reciprocals and yoga postures plus breathing and relaxation techniques.

**DANC 124 C PARTNERING**

**1 Unit** (May be taken for credit 4 times)

Two hours laboratory per week.  
UC/CSU

*Prerequisite:* Demonstrated mastery of intermediate dance level technique. This class introduces the basic elements of partnering to the intermediate dancer. The students will develop the strength and coordination to perform the basic skills for both floor partnering and lifts.

**DANC 130 C AFRO-CARIBBEAN DANCE**

**1 Unit** (May be taken for credit 4 times)

Two hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
UC/CSU

Students will learn the dance styles and rhythms of African and Caribbean cultures. Dance as an inseparable part of the culture will be discussed. *Cost of dance concert not to exceed \$10.00.*

**DANC 131 C BALLET FOLKLORICO**

**1 - 2 Units** (Variable Units) (May be taken for credit 4 times)

Two to four hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
UC/CSU

Students will learn combinations based on Mexican folk dances from various regions of Mexico such as Vera Cruz, Jalisco and Pueblo. The cultural background of each dance will be discussed, and students will create a dance using the steps and styles learned in class. *Cost of dance concert not to exceed \$10.00.*

**DANC 132 C FLAMENCO DANCE I**

**1 - 2 Units** (Variable Units) (May be taken for credit 4 times)

Two to four hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
UC/CSU

Students will study basic Flamenco dance technique and learn movement combinations. This class provides students with the opportunity to develop coordination, rhythm, and performance skills. Some history of Flamenco will be included.

**DANC 133 C DANCE OF ANDALUSIA**

**1 - 2 Units** (Variable Units) (May be taken for credit 4 times)

Two to four hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
UC/CSU

*Prerequisite:* DANC 132 C. Students will study the dance of Andalusia, Spain, dance techniques and movement combinations with increasingly difficult rhythmic patterns.

**DANC 134 C LATIN JAZZ**

**1 - 2 Units** (Variable Units) (May be taken for credit 4 times)

Two to four hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
UC/CSU

Students will study and learn basic skills of Latin jazz dance with emphasis on body alignment, strength, and coordination. Students will work on the skills and styles inherent in Jazz dance, Flamenco, Mexican Folklorico and Latin popular rhythms such as Cha Cha Cha, Mambo, Salsa, Merengue, Bolero, Cumbia, Corridos, Flamenco Rumba. Classwork will deal with technical skills, combinations of steps and exploration of composition in Latin jazz style.

**DANC 140 C SUMMER DANCE FESTIVAL**

**4 - 5 Units** (Variable Units) (May be taken for credit 4 times)

Sixteen to Twenty hours of laboratory per week.  
CSU

*Prerequisite:* Audition. The Summer Dance Festival is designed to give both high school and college students the opportunity for intensive study of a variety of dance styles by taking technique classes while rehearsing choreography of faculty and students. All phases of the dance concert process from audition to rehearsal to backstage preparation will be covered.

**DANC 202 C ELEMENTS OF DANCE COMPOSITION AND CHOREOGRAPHY**

**2 Units** (May be taken for credit 4 times)

Two hours lecture and  
One hour laboratory per week.  
UC/CSU

*Prerequisite:* One semester of DANC 107 C or demonstration of beginning level dance technique. Students will study the theories and practices involved in basic dance composition. Practical experience in the creation and development of dance composition is continuous throughout the semester.

**DANC 203 C DANCE PRODUCTION**

**2 - 3 Units** (Variable Units) (May be taken for credit 4 times)

Eight to twelve hours laboratory per week.  
UC/CSU

This course offers practical experience in the technical aspects of dance production including costume design, set design, makeup, lighting, sound production, and publicity.

**DANC 204 C DANCE REHEARSAL & PERFORMANCE**

**2 - 3 Units** (Variable Units) (May be taken for credit 4 times)

Eight to twelve hours laboratory per week for maximum credit.  
UC/CSU

*Prerequisite:* Audition. *Corequisite:* DANC 203 C. This course provides the experience of learning and performing choreographic works of faculty, students, and guest artist. All phases of the dance concert process from audition to rehearsal to backstage preparation will be covered.

**DANC 205 C DANCE ENSEMBLE****2 Units** (May be taken for credit 4 times)

One hour lecture

Three hours laboratory plus

One and one-half hour TBA per week.

UC/CSU

*Prerequisite: Audition.* This class is designed to give theater and dance students at all skill levels an opportunity to develop their performance technique while performing on campus and/or throughout the community.

**DANC 208 C POINTE CLASS****1 Unit** (May be taken for credit 4 times)

Two hours laboratory per week.

UC/CSU

*Prerequisite: Audition at first class meeting.* Students will learn exercises to develop the strength and coordination to perform ballet steps in pointe shoes. Proper shoe fit, injury prevention and correct body alignment will be covered.

**DANC 212 C DANCE FOR STAGE, FILM & VIDEO****1 - 2 Units** (Variable Units) (May be taken for credit 4 times)

Two to four hours laboratory per week.

UC/CSU

*Prerequisite: Demonstrated mastery of intermediate level dance technique.* This class is designed for the technically strong dancer. Classwork will include instruction in performance techniques and various styles of dance used in film, stage and music videos.

**DANC 214 C DANCE REPERTORY****2 - 3 Units** (Variable Units) (May be taken for credit 4 times)

Eight to twelve hours laboratory per week for maximum credit.

UC/CSU

*Prerequisite: Audition. Corequisite: DANC 203 C.* This course provides the opportunity to rehearse and perform works choreographed by faculty and/or artist-in-residence under professional working conditions and requirements. All phases of the dance concert process from audition to rehearsal to backstage preparation will be covered.

**DANC 215 C COMMERCIAL DANCE****1 - 2 Units** (Variable Units) (May be taken for credit 4 times)

Two to four hours laboratory per week.

CSU

*Prerequisite: Demonstration of advanced level dance technique or by audition.* This class is designed for the experienced and technically advanced dancer. Classwork will include instruction in performance techniques and combinations required for television as well as musical comedy dance performance.

**DANC 230 C DANCE TEACHING METHODOLOGIES****3 Units**

Two hours lecture and

Two hours laboratory per week.

CSU

*Prerequisite: Demonstrated mastery of intermediate level dance technique.* Dance teaching methodologies will be studied and applied as appropriate for teaching in private dance studios and community centers. Subject matter will include movement principles, creation of movement sequences, analysis of music and the creation of lesson plans for a variety of dance forms.

**DANC 296 C DANCE OPEN LABORATORY****1 - 6 Units** (Variable Units) (May be taken for credit 4 times)

(Open Entry-Open Exit)

Two to twelve hours laboratory per week.

UC Credit Limitation/CSU

This is an open entry/open exit class for students to obtain production experience in dance through dancing, choreographing, technical work, management, and publicity.

**DANC 298 C DANCE SEMINAR****½ - 3 Units** (Variable Units) (May be taken for credit 4 times)

Hours will vary with credit given.

UC Credit Limitation/CSU

*Prerequisite: May be required.* Various classes may be offered which are designed to meet the interests and needs of students and faculty.

**DANC 299 C DANCE - INDEPENDENT STUDY****½ - 2 Units** (Variable Units) (May be taken for credit 4 times)

One to four hours per week for maximum credit.

UC Credit Limitation/CSU

*Prerequisite: Approved Independent Study Learning Contract.* This course is for advanced students who wish to increase their knowledge of dance and/or performance through individual study or research. Unit credit may range from one-half to two units in any given semester.

**Data Processing - See Computer Information Systems (CIS)**

# Dental Assistant

## Division of Health Science

Division Dean – Andrea Hannon

### Faculty

Mary Kay Davis

### Counselors

Kelly Carter

Denise Vo

## REGISTERED DENTAL ASSISTANT

The one-year Registered Dental Assistant (RDA) program includes patient care, experiences in a fully equipped on-site facility, and externship experiences in clinics and dental offices. The Cypress College Dental Assistant program is accredited by the Commission on Dental Accreditation, and has been granted the accreditation status of approval. The Commission is a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and by the United States Department of Education.

At the completion of the program the student will be certified by the State of California to take x-rays, and will be eligible to take the California Registered Dental Assistant's Examination and the National Certification Examination for Dental Assistants. Upon successful completion of the California RDA Examination the student will be licensed to perform all of the expanded functions in the California Dental Practice Act.

Registered Dental Assistants are highly valued by the dental professions and have a choice of work environments from private offices to hospitals and clinics. They are involved in a variety of duties including managing the front office, preparing the patient, taking radiographs, mixing dental materials, and now with expanded functions, not only assisting chairside, but performing certain procedures in the mouth.

## PROGRAM GOALS AND OBJECTIVES

The goals and objectives of the Cypress College Dental Assistant Program are the following:

1. To provide the student with the academic knowledge and skill, and competence necessary to qualify for both the National Certification Exam and the California State Registered Dental Assistant Exam.
2. To prepare the student for dental assisting entry-level employment as an integral member of the dental health team.

## THE CYPRESS COLLEGE DENTALASSISTANT PROGRAM OBJECTIVES ARE TO:

1. Provide a dental assisting program to meet challenges presented by demographic changes of the current decade.
2. Promote a dental assisting curriculum that helps build student's educational and career goals in a success-oriented learning environment.
3. To provide students with the academic resources and clinical experiences to perform the functions approved by the California Dental Practice Act for a Registered Dental Assistant with competence and judgment.
4. Prepare the student to qualify for certification in Radiology Safety and Coronal Polishing.
5. Prepare the student to attain laboratory competency in the ultrasonic removal of excess cement from coronal surfaces of teeth under orthodontic treatment.
6. Maintain a positive communication network between the advisory committee, dental community, and dental assistant program alumni.
7. To create a safe learning environment in compliance with federal and California state standards and regulations.

## MINIMUM STANDARD

1. High School graduation or completion of the General Education Development test (GED) or passing of high school proficiency examination.
2. Minimum age of 17 years. (RDA licensure requires candidate to be a minimum age of 18 years).
3. Completion of ENGL 058 C/ESL 185 C or a comparable course, with grade of "C" or better, or submission of test scores that indicate eligibility for ENGL060 C/ESL 186 C.

## APPLICATION PROCEDURES

1. Meet with a counselor to determine fulfillment of the English requirements. Examples of ways to meet these requirements include taking the English assessment test at Cypress or another college and scoring into ENGL060 C or ESL 186 C, or completing ENGL 058 C or ESL 185 C at Cypress or a comparable course at another college, with a grade of "C" or better.
2. Complete the Dental Assistant program application which may be obtained from the Health Science Counseling Office, Health Science Building, Cypress College, 9200 Valley View, Cypress, CA90630. Applications are available February 1 until the program is full.
3. Attach an unofficial copy of your high school transcript, diploma or GED test or high school proficiency examination to the Dental Assistant application.
4. Submit a Cypress College application to the Admissions and Records Office. Fall applications may be submitted beginning March 1.
5. Enrollment is limited to the first 30 qualified applicants.

## SELECTION PROCEDURES

Priority will be given to those students who have completed the minimum standards for application.

## ASSOCIATE IN SCIENCE DEGREE REGISTERED DENTAL ASSISTING

This program is designed to enable a student to receive a Dental Assisting Associate in Science Degree. To earn an Associate Degree students must complete all graduation requirements to include: (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**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>		
DA016 C	Dental Materials	3
DA058 C	Clinical Externship I	1½
DA061 C	Oral Anatomy/Dental Assistant	3
DA062 C	Preventive Dental Health	2
DA063 C	Chairside Assisting I	3
DA065 C	Radiology for Dental Assistants	3
		<b>15½</b>
<b>SPRING SEMESTER</b>		
DA059 C	Clinical Externship II	3
DA066 C	Clinical Dental Radiology	1
DA067 C	Dental Specialties	3
DA068 C	Chairside Assisting II	3
DA069 C	Clinical Externship III	2
DA070 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

Upon completion of the 29½ units of Dental Assistant course work, as listed for the Dental Assistant Associate of Science Degree, the student becomes eligible to apply for the Registered Dental Assistants Examination. To earn a certificate, complete the required major courses as listed for the Dental Assistant Associate Degree with a minimum grade of "C".

## Dental Assistant (DA)

### DA 016 C DENTAL MATERIALS

**3 Units**

*Two hours lecture and*

*Three hours laboratory per week.*

*Prerequisite: Acceptance into the Dental Assistant Program.* A study of the structure, chemical and physical properties and manipulation of materials used in dentistry will be covered. Laboratory application of dental materials and the relationship of dental materials to the oral environment is included. Emphasis in this course is on specific materials and functions delegated to the registered dental assistant by the State of California. **\$25.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

### DA 058 C CLINICAL EXTERNSHIP I

**1½ Units**

*One hour lecture and*

*Six hours laboratory per week for nine weeks.*

*Prerequisite: Acceptance in the Dental Assistant Program.* Dental Assistant students work with senior dental students in the Dental Clinic at the University of Southern California under the supervision of a Cypress College faculty member.

### DA 059 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. **\$20.00 Laboratory 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 on mannequins and clinical instruction on patients required by the California State Practice Act in regard to radiation safety. Upon successful completion of the course, the student will be certified to take x-rays on patients in the dental office. The student will complete 72 (seventy-two) hours of instruction (two hour lecture, three hours laboratory per week) to meet state requirements. \$60.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**DA 066 C CLINICAL DENTAL RADIOLOGY****1 Unit**

*Three hours clinical laboratory per week.*

*Prerequisite: Enrollment in the Dental Assistant Program.*

This course provides advanced clinical instruction on the exposure of intraoral and extraoral radiographs. The bisecting angle technique; paralleling technique; panelipse machine; and adjunct dental radiology aids will be utilized. Emphasis in this course is placed upon the student's performance and demonstrated ability to consistently produce diagnostic radiographs. \$40.00 Laboratory 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, pedodontics, prosthodontics, and oral surgery. It also provides information and clinical practice in those functions legally delegated to the Dental Assistant and Registered Dental Assistant in the California Dental Practice Act. It includes rules and regulations implemented by the Board of Dental Examiners pertaining to licensure. \$23.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**DA 068 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 in offices per week.*

*Prerequisite: Enrollment in the Dental Assistant Program and successful completion of first semester. A minimum of eight hours per week will be spent in rotations in dental offices as well as the VA Hospital, Long Beach. Students will assist the dentist in general practice. At the VA, the student will assist in the Periodontal and Endodontic Departments gaining experience in dental specialties and expanded duties.*

**DA 070 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 Laboratory Fee - PAYABLE AT REGISTRATION.*

**DA 079 C CAREERS IN DENTISTRY****1 Unit**

*One hour lecture per week.*

*Credit/No Credit/Letter Grade Option*

This course will provide the student with an exposure to various aspects of the profession of dentistry; the duties and responsibilities of each profession will be discussed, including dentistry, dental hygiene, dental assisting and dental technology.

**DA 099 C DENTAL ASSISTING INDEP. STUDY**

**½ - 2 Units (Variable Units) (May be taken for credit 4 times)**

*Varying hours of scheduled conferences or clinics per week according to instructor.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Approved Independent Study Learning Contract. This course is designed for students with background/experience in Dental Assisting who wish to increase their knowledge and experience in applied areas. Students will participate in independent study on assigned areas under staff supervision.*

# Dental Hygiene

## Division of Health Science

Division Dean – Andrea Hannon

### Faculty

Kathleen Alvarez  
Carol Green  
Ina Rydalch  
Carol Zakala

### Counselors

Kelly Carter  
Denise Vo

## ASSOCIATE IN SCIENCE DEGREE DENTAL HYGIENE

The Cypress College Dental Hygiene Program is accredited by the Commission on Dental Accreditation, and has been granted the Accreditation status of approval. The Commission is a specialized accrediting body recognized by the United States Department of Education and the Council on Higher Education Accreditation. This program offers a curriculum that provides the student with the appropriate academic instruction to achieve eligibility for the National Board of Dental Hygiene Examiners written examination, and the California State Board Examination for licensure as a Registered Dental Hygienist qualifying the candidate as stipulated in the California Dental Practice Act.

To earn an Associate Degree students must complete all graduation requirements to include: (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

## PROGRAM GOAL

The goal of the Cypress College Dental Hygiene Program is to provide the student with the educational opportunity to attain the knowledge and skills necessary to qualify for licensure as a Registered Dental Hygienist, and a professional member of the allied health team.

## PROGRAM OBJECTIVES

1. Create a learning environment which promotes a quality education for the student's academic success.
2. Prepare the student to deal effectively with changes in demographics, cultural diversity, information technology and scientific advancement in dental hygiene practice and health care delivery.
3. Promote learning experiences that support a scientific approach to problem solving, and develop the critical thinking skills needed for professional and ethical judgments.
4. Provide the information necessary to establish a clinical or laboratory environment which maintains optimal infection control for safe learning and working conditions.
5. Encourage research and innovation within the dental hygiene profession and application of research principles to clinical practice and professional advancement.
6. Promote clinical competence by introduction of diverse patient experiences and diverse clinical facilities.
7. Provide an educational environment which incorporates data on the latest technologies available in research, equipment and facilities.
8. Discern current information pertinent to the practice of dental hygiene through liaison with the dental community and dental hygiene professionals.

## MINIMUM STANDARDS FOR APPLICANTS

1. Eligibility for admission to Cypress College.
2. High school graduation or completion of the General Education Development (GED) test or passing of high school proficiency examination.
3. GPA of 2.5 or higher in all college work completed.
4. Evidence of good physical and mental health as determined by medical examination upon admission to the program and prior to enrollment.
5. Completion of specific science courses with a minimum of "C" grade and overall GPA of 2.5. See list below.
6. Completion of nine units of specific related courses prior to application. See list below.

## PREREQUISITES

The following courses must be completed with a minimum grade of "C" and an overall GPA of 2.5

1. Science: All courses must be completed within five years of filing the initial application. Two courses must be completed prior to application; the remainder must be completed no later than the end of the spring semester prior to enrollment in the fall program.

### Required courses are listed in suggested sequence:

Course #	Title	Units
CHEM 101 C	Introduction to Chemistry	5
or		
CHEM 107 C	Foundations of College Chemistry	(5)
BIOL220 C	Medical Microbiology	4
BIOL230 C	General Anatomy	4
BIOL240 C	Human Physiology	5

2. In addition a minimum of three units of the following related courses must be completed prior to application. All courses must be completed by the end of the spring semester prior to fall enrollment into the program.

PSY 101 C	General Psychology	3
SOC 101 C	Introduction to Sociology	3
SPCH 100 C	Human Communication	3
ENGL100 C	College Writing	3



**ADDITIONAL COURSES**

The following courses are required for the Associate Degree must be completed prior to the end of the program if an Associate Degree has not already been earned by the student:

**Electives**

MATH 020 C	Elementary Algebra (or equivalent)	4
	Arts and Humanities - see General	
	Education for course selection	3
PE	Elective Activity Course	1
	Reading Proficiency	3
	Cultural Pluralism	3

**SELECTION PROCEDURE**

Applications normally exceed capacity. Selection of applicants is based on accumulation of points. Criteria are available in the Health Science Counseling Office. Criteria are subject to change. It is the applicant's responsibility to verify that evidence of criteria is on file at Cypress College.

**APPLICATION PROCEDURES**

1. Application packets must be completed in person at the Health Science Counseling Office, Health Science Building, Cypress College, 9200 Valley View, Cypress, CA 90630.
2. Application must be made during the month of February for the following Fall enrollment.
3. March 31 - Transcripts and RDA Certificate verification must be submitted to the Health Science Counseling Office. For questions, please contact the Health Science Counseling Office.

**DENTAL HYGIENE CURRICULUM**

Dental Hygiene courses must be taken in a specific sequence. Students must obtain a minimum grade of "C" or better in all courses listed in the Dental Hygiene Curriculum to continue in the program. Refer to the General Education Requirement of the college to obtain an Associate Degree.

Upon completion of the Dental Hygiene curriculum listed below and the general education requirements, the graduate will be eligible for an Associate Degree from Cypress College. Those students who have previously earned an Associate Degree and have completed all the Cypress College Dental Hygiene curriculum requirements will be eligible for a Certificate in Dental Hygiene.

Required Courses are listed in suggested sequence:

Course #	Title	Units
<b>SEMESTER 1</b>		
DH 101 C	Dental Anatomy & Morphology	2
DH 104 C	Oral Health Assessment	3
BIOL234 C	Oral Histology and Embryology	3
DH 106 C	Radiology Tech./Hygienists	3
DH 109 C	Pre-Clinical Dental Hygiene	4½
	<b>Total Units Required</b>	<b>15½</b>
<b>SEMESTER 2</b>		
DH 110 C	Clinical Dental Hygiene	6
BIOL235 C	Head and Neck Anatomy	2
DH 113 C	General and Oral Pathology	2
DH 116 C	Dental Materials/Hygienists	2
DH 125 C	Perio Pathology & Therapy	2
*BIOL107 C	Nutrition & World Food Issues	3
or		
HRC 100 C	Nutrition	(3)
	<b>Total Units Required</b>	<b>17</b>

**SEMESTER 3**

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>

**SEMESTER 4**

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>

**Program Total Units 59½**

**Electives**

DH 275 C	Clinical Dental Hygiene	½
DH 299 C	Dental Hygiene Indep. Study	½ - 2

\*May be completed prior to enrollment in the Dental Hygiene Program and must be completed within five years of filing the application and prior to the third semester of the Dental Hygiene Program

**DENTAL HYGIENE CERTIFICATE**

Students who have previously earned an Associate Degree and have completed all the Cypress College Dental Hygiene curriculum requirements will be eligible for a Certificate in Dental Hygiene. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At Least 50% of all course work must be completed at Cypress College.

**PRE-DENTAL HYGIENE TRANSFER PROGRAM**

Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

**Dental Hygiene (DH)**

**DH 101 C DENTAL ANATOMY & MORPHOLOGY**  
**2 Units**

*Two hours lecture per week.*

*CSU*

*Prerequisite: Enrollment in the Dental Hygiene program and all support courses.* This course presents a study in dental anatomy, morphology, and occlusion essential to the proper care of patients during clinical treatment. An emphasis will be placed on the proper identification of oral and dental structures, the utilization of proper terminology, the recognition of normal occlusion in contrast to malocclusion and the clinical significance of temporomandibular joint dysfunction.

**DH 104 C ORAL HEALTH ASSESSMENT****3 Units***Three hours lecture per week.*

CSU

*Prerequisite: Current enrollment in the Dental Hygiene Program.* This course is a multifaceted course that presents foundation information skills for the beginning student clinician to utilize daily in direct patient care. Primarily, it is an introduction to the recognition, gathering and interpretation of assessment data as an aid to formulating checklist dental hygiene treatment plans. In addition, it provides the basics to dental disease prevention through the dissemination and application of existing dental health knowledge through chairside instruction.

**DH 106 C RADIOLOGY TECH./HYGIENISTS****3 Units***Two hours lecture and**Three hours laboratory per week.*

CSU

*Prerequisite: Enrollment in the Dental Hygiene Program.* This course for dental hygiene students includes didactic and pre-clinical instruction in the essentials of dental radiography. Lecture emphasizes the technical aspects of radiation production, protection against the hazards of radiation, and utilization of radiographs during patient care. The laboratory provides demonstrations and practical application in the fundamentals of intraoral and extraoral radiographic techniques, processing, mounting and identification of normal anatomical landmarks. \$66.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**DH 109 C PRE-CLINICAL DENTAL HYGIENE****4½ Units***Two and one half hours lecture and**Six hours laboratory per week.*

CSU

*Prerequisite: Enrollment in the Dental Hygiene program and all support courses.* This is the first in a series of four courses designed to prepare the student for clinical dental hygiene practice. An emphasis will be on maintenance of aseptic technique/infection/hazard control, care and operation of dental equipment, identification and purpose and function of basic instrumentation skills, instrument sharpening, polishing agents and methods, topical fluoride application, clinic forms and procedures, clinic duties, and clinical practice utilizing examination procedures and scaling techniques on student patient partners. \$63.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**DH 110 C CLINICAL DENTAL HYGIENE****6 Units***One hour lecture and**Three hours laboratory and**Twelve hours clinic per week.*

CSU

*Prerequisite: Current enrollment in Dental Hygiene program and successful completion of all first semester courses; DH 109 C.* 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: Current enrollment in the Dental Hygiene program and successful completion of first semester courses.* This course introduces students to concepts of general pathology and specific pathologic processes, including inflammatory and immunologic defenses, as well as neoplastic, metabolic, inherited and developmental disturbances. A summary of each condition is presented and includes information to aid the Dental Hygienist in developing a clinically useful differential diagnosis.

**DH 115 C ESSENTIALS OF NUTRITION FOR THE DENTAL HEALTH PROFESSIONAL****2 Units***Two hours lecture per week.*

CSU

*Prerequisite: Current enrollment in the Dental Hygiene program and successful completion of first semester courses.* This course is designed to provide knowledge in nutrition and biochemistry. Instruction will emphasize the principles of nutrition, their application to dental health instruction, nutritional counseling, dental survey, and patient nutritional assessment.

**DH 116 C DENTAL MATERIALS/HYGIENISTS****2 Units***One hour lecture and**Three hours laboratory per week.*

CSU

*Prerequisite: Current enrollment in the Dental Hygiene program and successful completion of first semester courses.* The structure, chemical and physical properties, and manipulation of materials used in dentistry will be covered. Laboratory application of dental materials and the relationship of dental materials to the oral environment is included. Emphasis will be placed on specific materials and functions delegated to the registered dental assistant and dental hygienist by the State of California. \$25.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**DH 125 C PERIO PATHOLOGY & THERAPY****2 Units***Two hours lecture per week.*

CSU

*Prerequisite: Current enrollment in the Dental Hygiene program and successful completion of first semester courses.* This course is designed to provide the dental hygiene student with current theory in periodontics. The healthy periodontium as well as the diseased states will be explored. New surgical concepts and techniques in periodontics will be discussed. The relation of periodontics to clinical treatment will be emphasized.

**DH 220 C CLINICAL DENTAL HYGIENE****6 Units**

*One hour lecture and  
Sixteen hours laboratory per week.  
CSU*

*Prerequisite: Sophomore standing in the Dental Hygiene program. This is the third in a series of four courses designed to prepare the student for clinical dental hygiene practice. Lecture and clinical instruction will be applied by experience on clinical patients in the Cypress College Dental Hygiene facility and off campus clinical site, and/or an enriching facility. An emphasis will be placed on the assimilation and utilization of previous instruction and demonstration of progressive learning. This course also emphasizes the performance of those expanded duties in dental hygiene as allowed by the California State Dental Practice Act and the progressive development of professional and managerial skills. \$23.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**DH 221 C CLINICAL DENTAL HYGIENE****6 Units**

*One hour lecture and  
Sixteen hours laboratory per week.  
CSU*

*Prerequisite: Sophomore standing in the Dental Hygiene program; DH 220 C. This is the final course in clinical dental hygiene designed to prepare the student for clinical dental hygiene practice and to provide students advanced instruction in patient care. Lecture and clinical instruction will be applied by clinical experience on clinical patients in the Cypress College Dental facility and off campus clinical site, and/or an enriching facility. An emphasis will be placed on: (1) periodontal therapy, (2) supportive periodontal treatment, (3) expanded and supportive periodontal treatment, (3) expanded and supportive procedures, (4) treatment planning, (5) organization and implementation of a Student Research presentation/Table Clinic, and (6) the completion and presentation of a Case Presentation of extensive and comprehensive dental hygiene treatment of a patient.*

**DH 230 C DENTAL SPECIALTIES****2 Units**

*Two hours lecture per week.  
CSU*

*Prerequisite: Sophomore standing in the Dental Hygiene program. This is a study of the dental hygienist's role within the various dental practices. Each dental specialty practice is studied to establish a proper perspective of dental hygiene in relationship to dentistry and to have a greater comprehension of total patient care.*

**DH 240 C COMMUNITY ORAL HEALTH I****2 Units**

*Two hours lecture per week.  
CSU*

*Prerequisite: Sophomore standing in the Dental Hygiene program. This is the first of two courses designed to provide the student with the knowledge and experience necessary to work within the community in the area of public health. Emphasis will be placed on developing a community health project, use of statistics, and the development of teaching strategies for use in the classroom. Students are expected to work with target groups within the community.*

**DH 241 C COMMUNITY ORAL HEALTH II****2 Units**

*Two hours lecture per week.  
CSU*

*Prerequisite: Sophomore standing in the Dental Hygiene program; DH 240 C. This course is the second of two courses in Community Oral Health to develop principles and practices of dental public health. Emphasis of instruction will be placed on community-wide problems such as water fluoridation and the delivery of care. Students will participate in target groups within the community.*

**DH 245 C DENTAL JURISPRUDENCE****2 Units**

*Two hours lecture per week.  
CSU*

*Prerequisite: Sophomore standing in the Dental Hygiene program. This lecture course offers a study of the fundamental factors necessary to conduct a well-regulated practice based on sound dental management principles within the legal and ethical framework of the State Dental Practice Act. Emphasis is placed on the historical aspects of dental hygiene, the ethical and legal responsibilities of the dental hygienist, interpersonal relations among members of the dental team, and patient-office relationships.*

**DH 248 C MEDICAL/DENTAL EMERGENCIES****1 Unit**

*One hour lecture per week.  
CSU*

*Prerequisite: Enrollment in Dental Hygiene Program or Registered Dental Hygienist. This course will provide the graduating student with a consolidation of information concerning medical/life threatening situations within the dental setting. Early recognition of clinical signs and symptoms, emergency treatment of the condition and CPR Re-certification will be included in this course.*

**DH 250 C PHARMACOLOGY****2 Units**

*Two hours lecture per week.  
CSU*

*Prerequisite: Sophomore standing in the Dental Hygiene program. This course includes the principles of drug interaction with living tissue (pharmacodynamics) and the time course of drugs within living organisms (pharmacokinetics); drug effects on the cardiovascular, autonomic, and central nervous systems; drug management of anxiety, pain and infection as related to dental practice and the harmful aspects of drugs (toxicology).*

**DH 255 C DENTAL ANESTHESIOLOGY****2 Units**

*One hour lecture and  
Three hours laboratory per week.  
CSU*

*Prerequisite: Sophomore standing in the Dental Hygiene Program. This course includes the classification, theories and practices of local anesthesia and nitrous oxide in dentistry as related to the State Dental Practice Act. The student will use anesthesia as it relates to the anxiety and control of pain and will practice techniques in lab and work on patients utilizing local anesthesia and nitrous oxide.*

**DH 260 C DENTAL CARE FOR SPECIAL NEEDS****2 Units***Two hours lecture per week.*

CSU

*Prerequisite: Sophomore standing in the Dental Hygiene Program.* This course is designed to give the student a study in the needs of the medically compromised, or the mentally and physically challenged patient. Emphasis will be placed on therapeutic techniques in treating these special needs patients in a dental clinical situation.

**DH 275 C CLINICAL DENTAL HYGIENE****½ Unit (May be taken for credit 3 times)***One and one half hours laboratory per week.**Credit/No Credit*

CSU

*Prerequisite: DH 110 C.* This is a clinical course in dental hygiene designed to provide students advanced instruction in patient care. An emphasis will be placed on treatment planning, and clinical instrumentation. This course provides the student with 24 hours of clinical instruction.

**DH 299 C DENTAL HYGIENE INDEP. STUDY****½ - 2 Units (Variable Units) (May be taken for credit 3 times)***Lecture/laboratory hours vary according to units given.**Credit/No Credit/Letter Grade Option*

CSU

*Prerequisite: Approved Independent Study Learning Contract.* This course is designed for students enrolled in the Dental Hygiene Program who wish to increase their knowledge and experience in applied areas. Students will participate in independent study on assigned areas under staff supervision.

## Dentistry

**DENTISTRY TRANSFER PROGRAM**

Professional programs such as dentistry, medicine, pharmacy, optometry, physician assistant, physical therapy and veterinary medicine are most often graduate programs that require a bachelor degree or significant preparation prior to entering the program. The appropriate preparation varies according to the school and specific program. Students are advised to meet with a counselor to discuss options for their bachelor degree and the lower division requirements for the program and school of their choice.

## Drafting – See Engineering Technology

# Economics

**Division of Social Science***Division Dean, Kay Andrews***Faculty**

Fola Odebunmi  
James Phillips  
Charlene Schick

**Counselors**

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

**ECONOMICS TRANSFER PROGRAM**

Students should consult a counselor or [www.assist.org](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 098 C ECONOMICS NON-TRANSFER SEMINAR****½ - 2 Units (Variable Units) (May be taken for credit 4 times)***Lecture/discussion hours will vary according to units given.*

*Prerequisite. May be required (See class schedule).* This is a non-transfer lecture/discussion approach to particular problems for students who wish to increase their knowledge of subjects which are not of a nature generally taught in college. Various topics will be offered according to the interests of the instructor and students as stated in the class schedule. Various types of measuring devices will be used and unit credit may range from ½ to 2 non-transfer units in any given semester. Consult class schedule to verify credit for particular term.

**ECON 100 C PRINCIPLES OF ECONOMICS (MACRO)****3 Units***Three hours lecture per week.**Credit by Examination**UC/CSU, CSU GE, IGETC, CAN ECON 2*

The course concentrates on macroeconomic analysis. Topics emphasized are aggregate supply/demand concepts, economic aggregates and the overall functioning of the American economy, with special emphasis on the role of the government. The course includes national income accounting, employment theory, business cycles, fiscal and monetary policy and economic growth. *Duplicate credit not granted for ECON 100HC.*

**ECON 100HC HONORS PRINCIPLES OF ECONOMICS (MACRO)****3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC*

The course is an enhanced study of macroeconomics, focusing on the structure and operation of the American economy. Special topics include simulated practice of fiscal and monetary policy, and web-site updates of statistical economics. *Duplicate credit not granted for ECON 100 C.*

**ECON 105 C PRINCIPLES OF ECONOMICS (MICRO)****3 Units**

*Three hours lecture per week.*

*Credit by Examination*

*UC/CSU, CSU GE, IGETC, CAN ECON 4*

This course concentrates on microeconomic analysis. Topics emphasized are basic structure of the United States economic system, and interrelationships within this structure. The course includes a study of supply and demand, price determination, the market models, resource pricing and allocation, comparative economic systems, and foreign trade/exchange analysis. *Duplicate credit not given for ECON 105HC.*

**ECON 105HC HONORS PRINCIPLES OF ECONOMICS (MICRO)****3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC*

This course is an enhanced study of microeconomics focusing on the structure and operation of the American economy. Special topics include simulated practice of fiscal and monetary policy, and web-site updates of statistical economics. *Duplicate credit not granted for ECON 105 C.*

**ECON 110 C SURVEY OF ECONOMICS****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC*

Economics 110 C is a survey of the American economic system, with the purpose of developing a level of economic education sufficient for a citizen's understanding of economic issues. Includes price determination, the role of government in economic activity, and economic relations of the United States with foreign nations. Economics 110 C does not meet the course requirements for majors in economics and business administration. *No UC credit if taken after ECON 100 C or ECON 105 C.*

**ECON 130 C CONSUMER ECONOMICS****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

The student will examine practical consumer choices involving gathering information, spending money, saving/investing and other consumer choices. Emphasis will be given to daily consumer applications of beneficial consumer behavior.

**ECON 260 C ECONOMIC GEOGRAPHY****3 Units**

*(Same as GEOG 260 C)*

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC*

Investigation and interpretation of the world's economic organization, its natural resources, raw material, crop and crop production, manufacturing and service industries, new trends in producing, and the changing centers of production and consumption are covered in this course.

**ECON 298 C ECONOMICS SEMINAR**

**½ - 3 Units (Variable Units) (May be taken for credit 4 times)**

*Lecture/discussion hours will vary with credit given.*

*UC Credit Limitation/CSU*

*Prerequisite: May be required. (See class schedule).*

This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ unit to 3 units. Consult class schedule for the offerings in a particular semester.

**ECON 299 C ECONOMICS INDEPENDENT STUDY**

**1 Unit (May be taken for credit 3 times)**

*Varying hours of scheduled conferences per week according to instructor.*

*UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.

# Electricity

*Division of Science/Engineering/Mathematics*

*Division Dean – Larry Mercadante, Interim*

*Faculty*

Allen Mottershead

*Counselors*

Carol Mattson

Tom Nordee

Alice Payne

## Electricity (ELEC)

### ELEC 051 C BASIC ELECTRICITY

#### 2 Units

*Two hours lecture and*

*Two hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

This course provides a non-mathematical treatment of AC and DC circuits including the following: current, voltage, resistance, power, magnetism, relays, motors, generators, automotive electrical system, rectifying circuits, and the use of the oscilloscope and related test equipment. This course is not open to those who have completed a previous college course in electricity or electronics and cannot be counted toward the electronic engineering technology major.

## Electronics - See Engineering Technology (ENGT)

# Engineering

*Division of Science/Engineering/Mathematics*

*Division Dean – Larry Mercadante, Interim*

*Faculty*

Allen Mottershead

*Counselors*

Carol Mattson

Tom Nordee

Alice Payne

## ASSOCIATE IN SCIENCE DEGREE

### PRE- ENGINEERING

This Pre-Engineering program is designed to prepare students for junior standing at most CSU and UC institutions.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

#### Required courses are listed in suggested sequence:

Course #	Title	Units
MATH 150AC	Calculus and Analytic Geometry	4
MATH 150BC	Calculus and Analytic Geometry	4
MATH 250AC	Intermediate Calculus	4
MATH 250BC	Intermediate Calculus	4
PHYS 221 C	General Physics	4
PHYS 222 C	General Physics	4
PHYS 223 C	General Physics	4
CHEM 111AC	General Chemistry	5
CHEM 112 C	Chemistry for Engineers	3
ENGT 101 C	Technical Drawing	3
ENGT104 C	Computer Aided Design (Auto CAD 2000)	3
ENGR 102 C	Engineering Graphics	3
ENGR 110 C	Engineering Problem Analysis	2
ENGR 201 C	Statics	3
ENGR 210 C	Electric Circuits	4
CSCI 185AC	Computer Science I	4
or		
CSCI 205 C	FORTTRAN Programming	(3)
<b>Total Units Required</b>		<b>58</b>

## ENGINEERING TRANSFER PROGRAM

Students should consult a counselor or [www.assist.org](http://www.assist.org) for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

# Engineering (ENGR)

## ENGR 102 C ENGINEERING GRAPHICS

### 3 Units

*Two hours lecture and  
Four hours laboratory per week.  
UC/CSU, CAN ENGR 2*

*Prerequisite: ENGT 101 C and MATH 020 C, or equivalent high school mathematics, with a grade of "C" or better.* Descriptive geometry methods for drawing of points, lines, planes, plane intersections and developments, vector graphics with the use of base line dimensioning, tolerances, weight calculations, notes, bill of materials composition and graphs. The solution of three-dimensional problems arising in various branches of engineering and the elementary introduction to AutoCAD.

## ENGR 110 C ENGINEERING PROBLEM ANALYSIS

### 2 Units

*(Same as ENGT 110 C)  
Three hours lecture per week.  
Credit/No Credit/Letter Grade Option  
UC/CSU*

*Prerequisite: MATH 040 C.* The course is an introduction to science and engineering as professions and associated career responsibilities and opportunities. The course includes a selection of computational and mathematical methods and tools to be found useful in problem solving. The use of pocket calculators in the determination of measurement limitations and errors, dimensional analysis, quantifying laboratory data, graphical techniques, and design theory in engineering analysis is also studied. The course includes the application of engineering and scientific problem methods to introductory mechanics and electricity.

## ENGR 201 C STATICS

### 3 Units

*Three hours lecture per week.  
UC/CSU, CAN ENGR 8*  
*Prerequisite: ENGR 110 C, PHYS 201 C or PHYS 221 C, MATH 142 C or MATH 150AC.* This course includes the study of force systems, equilibrium conditions, and analytical vector mechanics as applied to practical engineering problems. It also includes force and moment equilibrium analysis of solid bodies, beams, machine members, and structures in two and three dimensions, elementary bending moment and shear analysis of simple beams, distributed beam loading, centroids, friction forces, fluid forces on submerged surfaces, virtual work, and moment of inertia.

## ENGR 205 C ADVANCED ENGINEERING AUTOCAD

### 3 Units (May be taken for credit 2 times)

*Two hours lecture and  
Four hours laboratory per week.  
CSU*

*Prerequisite: ENGT 104 C and ENGR 102 C.* This is an advanced course in the use of Computer Aided Design (CAD) systems for projects that emphasize dimensioning and detailing for interchangeable assemblies and 3-D working drawings for mechanical, electrical, and aerospace applications. \$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

## ENGR 210 C ELECTRIC CIRCUITS

### 4 Units

*Three hours lecture and  
Three hours laboratory per week.  
UC/CSU, CAN ENGR 6*  
*Prerequisite: PHYS 222 C, MATH 250AC, and ENGR 110 C.* The course consists of an analysis of circuits under steady state and transient conditions; network theorems, phasors and steady-state sinusoids.

# Engineering Technology

*Division of Science/Engineering/Mathematics*

*Division Dean – Larry Mercadante, Interim*

## Faculty

Allen Mottershead

## Counselors

Carol Mattson  
Tom Nordee  
Alice Payne

## ASSOCIATE IN SCIENCE DEGREE DRAFTING ENGINEERING TECHNOLOGY

The primary emphasis is to prepare the student for employment. Students must complete 40 units from the core section and 25 units from General Education.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

### Required courses are listed in suggested sequence:

Course #	Title	Units
MATH 130 C	Survey of Calculus	4
MATH 141 C	College Algebra	4
MATH 142 C	Trigonometry	4
PHYS 201 C, 202 C	College Physics	4, 4
ENGT101 C	Technical Drawing	3
ENGT104 C	Computer Aided Design (Auto CAD 2000)	3
ENGT205 C	Advanced Engineering Auto CAD	3, 3
ENGR 102 C	Engineering Graphics	3
ENGR 110 C	Engineering Problem Analysis	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, base line dimensioning with tolerances, weight calculations, notes and bill of materials composition.

## ENGT 104 C COMPUTER AIDED DESIGN (AutoCAD 2000)

### 3 Units

*Two hours lecture and  
Four hours laboratory per week.  
CSU*

*Prerequisite: ENGT 101 C, or employed in the field.* This is an introduction to Computer Aided Design (AutoCAD 2000) systems and techniques with emphasis on using a menu driven software package for creating drawing data files of schematics, multiview (orthographic projections), sections, isometrics, base line dimensioning with tolerances, notes, and bill of materials. The course is designed to prepare the student for industry, technology, or engineering uses of the CAD system. *\$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

## ENGT 110 C ENGINEERING PROBLEM ANALYSIS

### 2 Units

*(Same as ENGR 110 C)  
Three hours lecture per week.  
Credit/No Credit/Letter Grade Option  
UC/CSU*

*Prerequisite MATH 040 C.* The course is an introduction to science and engineering as professions and associated career responsibilities and opportunities. The course includes a selection of computational and mathematical methods and tools to be found useful in problem solving. The use of pocket calculators in the determination of measurement limitations and errors, dimensional analysis, quantifying laboratory data, graphical techniques, and design theory in engineering analysis is also studied. The course includes the application of engineering and scientific problem methods to introductory mechanics and electricity. This course also meets requirements for credit in Engineering.



**ENGT 140 C AC & DC CIRCUITS I****4 Units***Three hours lecture and**Three hours laboratory per week.**Credit/No Credit/Letter Grade Option**Credit by Examination**CSU*

*Prerequisite: MATH 040 C may be taken concurrently.* This is an introductory course in AC and DC circuits, with emphasis on the measurement of electrical quantities using equipment such as the voltmeter, ammeter, ohmmeter, capacitor-checker, oscilloscope, impedance bridge, potentiometer, and wattmeter. Also introduced are some basic electronic circuits using solid-state devices and the use of the transistor tester. This course is designed for those wishing to continue beyond ELEC 051 C or as the first course in an electronic engineering technology program. It is also a required course for all engineering technology students.

**ENGT 141 C AC & DC CIRCUITS II****4 Units***Three hours lecture and**Three hours laboratory per week.**CSU*

*Prerequisite: MATH 142 C, may be taken concurrently, ENGT 140 C or equivalent; recommended ENGR 110 C.* This course includes a comprehensive study of the analysis of AC and DC circuits. It is designed for those majoring in electronics. The following topics are covered: Thevenin's and Norton's theorems, network analysis, capacitors, magnetic circuits, inductors, alternating current, complex numbers, series and parallel AC circuits, power factor correction, resonance, and transformers. The laboratory will emphasize analysis of circuits and comparison with calculated values.

**ENGT 205 C ADVANCED ENGINEERING AUTOCAD****3 Units (May be taken for credit 2 times)***Two hours lecture and**Four hours laboratory per week.**CSU*

*Prerequisite: ENGT 104 C and ENGR 102 C.* This is an advanced course of Computer Aided Design CAD (AutoCAD 2000) systems that emphasize the use of surfaces, surfaces of revolution, solids (primitives) and extrusions techniques to create 3D working drawings. To convert 3D drawings by layout methods to 2D drawings that emphasize baseline dimensioning with tolerances, notes, weights and bill of materials. To write unique graphical programs by using LISP. \$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**ENGT 240 C ELECTRONIC DEVICES & CIRCUITS****4 Units***Three hours lecture and**Three hours laboratory per week.**Credit/No Credit/Letter Grade Option**CSU*

*Prerequisite: MATH 142 C and ENGT 140 C.* Following a review of semiconductor physics and diodes, the following topics are covered with an emphasis on solid-state discrete devices: bipolar junction transistors, amplifier performance, equivalent circuits, bias stabilization, multistage amplifiers, field-effect transistors, thyristors, optoelectronic devices, integrated circuit construction, operational amplifiers, and applications.

**ENGT 241 C DIGITAL DEVICES AND CIRCUITS****4 Units***Three hours lecture and**Three hours laboratory per week.**Credit/No Credit/Letter Grade Option**CSU*

*Prerequisite: ENGT 140 C.* This course emphasizes integrated circuits (ICs) as applied to digital devices, using primarily the functional block approach. The following topics are covered: logic, Boolean algebra, IC logic families, binary numbers, and arithmetic, arithmetic operations, flip-flops, counters, registers, multivibrators, binary codes, memory devices, A to D and D to A conversion and introduction to microprocessors. ENGT 240 C is recommended background.

**ENGT 299 C ENGR TECHNOLOGY IND STUDY****½ - 2 Units (Variable Units) (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 – Juliet Falce-Robinson

### Faculty

Linda Borla  
Joan Daniels  
Nancy Deutsch  
Cherie Dickey  
Christie Diep  
Mary Forman  
Sarah Jones  
Barbara Kashi  
Lawrence Keel  
Margaret Klein  
Charles Licari  
Jian-er Lin  
Barbara Marshall  
Kathleen Mc Alister  
Melanie Nabahani  
John Payne  
Stuart Rosenberg  
Sandra Schaefer  
Kathyn Sonne  
Ambika Talwar  
Randa Wahbe  
Kim Wise  
Eldon Young

### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

### ENGLISH TRANSFER PROGRAM

Students should consult a counselor or [www.assist.org](http://www.assist.org) for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

# English (ENGL)

## PLACEMENT IN ENGLISH COMPOSITION CLASSES

Students are placed in English composition classes according to test scores on the College Test for English Placement (CTEP). Non-native English speakers should take the CELSA Test (see English as a Second Language course program). Students are strongly advised to take a placement test prior to their first registration at Cypress College.

Students with appropriate CTEPscores will be placed in ENGL 100 C (College Writing). Students needing additional fundamental work will be placed in either ENGL 057 C (Reading and Writing I), ENGL 058 C (Reading and Writing II), or ENGL 060 C (College Writing Preparation). AT THE FIRST CLASS MEETING ALL STUDENTS WILL BE REQUIRED TO WRITE A SHORT COMPOSITION IN ORDER TO CONFIRM APPROPRIATE PLACEMENT. ENGL 057 C and ENGL 058 C students' reading comprehension skills will also be evaluated.

ENGL 060 C students must earn at least a "C" grade to be eligible for ENGL 100 C; ESL 186 C students must earn a "B" for eligibility.

All students are encouraged to fulfill English course requirements as early as possible in their college programs.

## READING PROFICIENCY EXAMINATION

The READING PROFICIENCY EXAMINATION which satisfies the Reading Proficiency Graduation Requirement for the Associate Degree, will be administered by the Matriculation Office three times a year during registration activities. See the section in the Schedule of Classes titled, STEP TWO, ENGLISH ASSESSMENT. Proficiency in reading may also be satisfied by receiving a "C" or better in ENGL 096 C, ENGL 102 C, or ENGL 142 C, or by CSU General Education Certification of IGETC certification. No units are given for passing the Reading Proficiency Examination, nor is the total number of units required to complete the Associate Degree lowered. Students who meet the area requirement by the proficiency exam are still required to satisfy the 60-unit requirement for graduation. A student may attempt to pass the proficiency exam only one time.

## ENGL 027 C BASIC STUDY SKILLS

### 3 Units

Three hours lecture and  
One hour laboratory TBA per week.

NON-DEGREE CREDIT

Credit/No Credit/Letter Grade Option

The purpose of this course is to assist students with limited academic backgrounds in experiencing college success by taking responsibility for their college experience. Intensive practice and guidance in campus orientation, goal setting, time management, listening and note taking, textbook reading, concentration, memory strategies, and test taking are provided.

## FLOW CHART FOR PRE-ENGLISH 100 COURSES

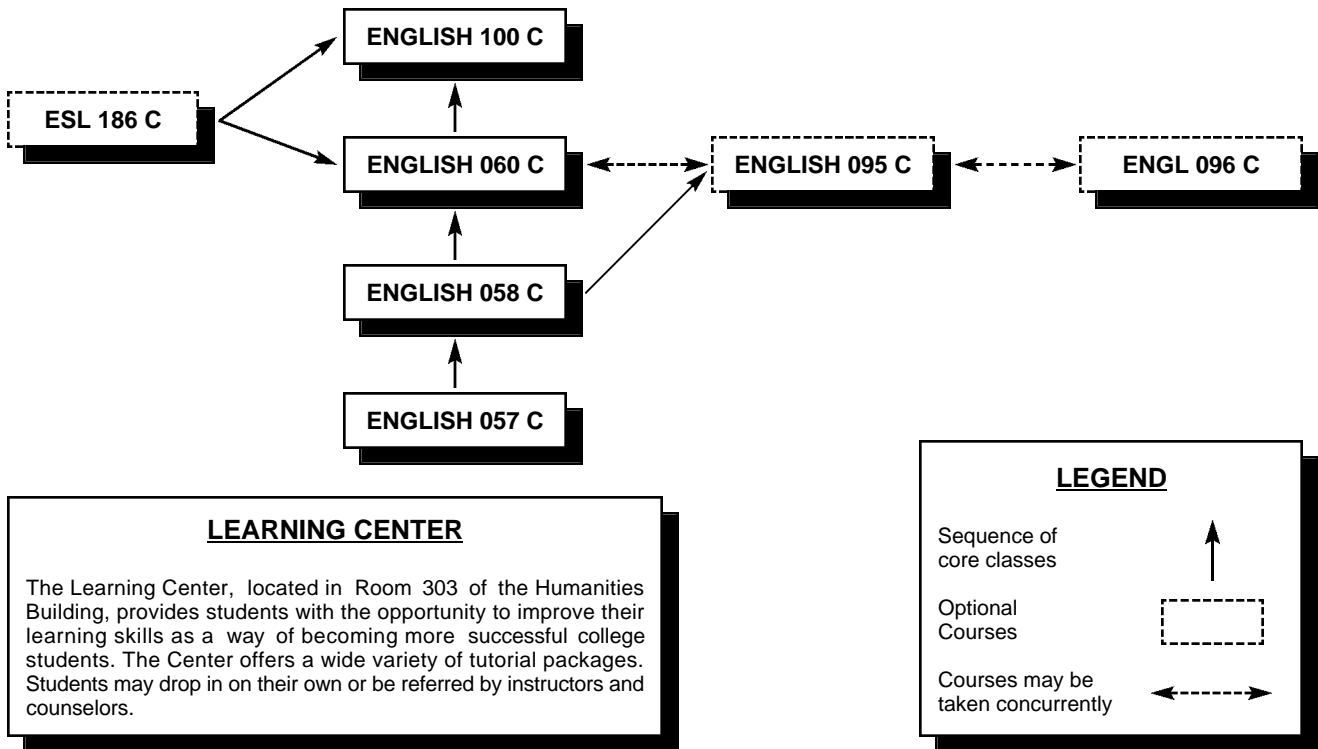
Students are advised to take English classes according to scores on the following test:

### COLLEGE TEST FOR ENGLISH PLACEMENT (CTEP)

The CTEP is designed to measure the English skills of non-native speakers of English. It is required for proper placement in English courses. Exemptions are: completion of an AA degree or higher, enrollment in one class that has no prerequisite; transcripts/grade reports showing completion of college English with a grade of "C" or better. The CTEP may not be used for placement in ESL courses.

Students with appropriate scores on the CTEP will be advised to take ENGL 100 C (College Writing). Students needing additional fundamental work will be advised to take either ENGL 057 C (Reading and Writing I), ENGL 058 C (Reading and Writing II), or ENGL 060 C (Preparation for College Writing). Students enrolled in pre-English 100 C classes must earn at least a "C" grade in ENGL 060 C to be eligible for enrollment in ENGL 100 C. All students are encouraged to complete their English coursework as early as possible in their educational programs.

Students enrolled in core classes will be required to write an essay on the first day of instruction to verify skill level and assessment placement score.



**LEARNING CENTER**

The Learning Center, located in Room 303 of the Humanities Building, provides students with the opportunity to improve their learning skills as a way of becoming more successful college students. The Center offers a wide variety of tutorial packages. Students may drop in on their own or be referred by instructors and counselors.

### ENGL 057 C READING AND WRITING I 4 Units

Four hours lecture and  
One hour laboratory TBA per week.  
NON-DEGREE CREDIT

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Open only to students who have taken the placement test.* This course is designed for first semester college students and emphasizes basic instruction in reading and writing, including such topics as comprehension, vocabulary development, reading efficiency, study techniques, and basic composition. Individualized instruction is provided.

### ENGL 058 C READING AND WRITING II 4 Units

Four hours lecture and  
One hour laboratory per week.  
NON-DEGREE CREDIT

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Completion of ENGL 057 C with a "C" or better, or acceptable score on the placement test.* This course is designed to prepare students for ENGL060 C and for the demands of college reading. It emphasizes a comprehensive approach to reading and writing, and includes such topics as: academic comprehension, vocabulary development, and basic academic composition. Individualized instruction is included.

**ENGL 060 C COLLEGE WRITING PREPARATION****3 Units**

*Four hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Acceptable score on placement test, ENGL 058 C with a grade of "C" or better, or ESL 186 C with a grade of "C" or better.* The course is designed to prepare students for ENGL 100 C. The emphasis is on expository writing of the essay including paragraph structure. The fundamentals of English written expression are reviewed.

**ENGL 068 C ENGLISH SKILLS DEVELOPMENT**

**½ - 10 Units (Variable Units) (May be taken for a cumulative total of 10 units)**

*(Open Entry-Open Exit)*

*One hour lecture and*

*Three hours laboratory TBA per week.*

**NON-DEGREE CREDIT**

*Credit/No Credit/Letter Grade Option*

This variable unit, open entry/open exit course with flexible hours is designed for the student who needs to improve English or study skills in a short period of time. Skill development opportunities will be provided in the areas of reading, writing, vocabulary, spelling, study skills, and speed reading.

**ENGL 095 C EFFECTIVE WRITING****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

**AA GE**

*Prerequisite: Eligibility for ENGL 060 C.* This is a college level course in written communication designed for students majoring in vocational and technical fields. It is designed to develop reading, critical thinking, and writing strategies necessary for the job market and academic success and it fulfills the written communication requirement for the AA or AS degree and also for any vocational certificate available through the college.

**ENGL 096 C COLLEGE READING STRATEGIES****3 Units**

*Three hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*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.*

**AAGE, CUL PL**

The course is a study of multicultural literature, by both immigrant and native American writers, which explores varied responses - ethnic, gender, and regional - in the cultural context of a diverse country. Students critically analyze a variety of literary sources, including such genres as fiction, drama, expository writing - essays, journals, autobiography, letters - and other less traditional literary forms - tales, chants, and rituals. The course is designed to enrich students' lives by exploring the multicultural literary sources of America that contribute to the cultural history and development of contemporary American society. Not open to students with credit in ENGL247 C.

**ENGL 098 C LANGUAGE ARTS SEMINAR**

**½ - 3 Units (Variable Units) (May be taken for credit 4 times)**

*One half to three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

This seminar is for students who wish to extend their knowledge of English, reading, and study skills through small group discussion.

**ENGL 099 C LEARNING SKILLS - INDEPENDENT STUDY**

**½ - 2 Units (Variable Units) (May be taken for credit 3 times)**

*Sixteen hours per semester per one-half unit.*

*Credit/No Credit*

This course is designed to aid students in achieving success in specific college courses or in the college experience in general. Students will work under the direction of an instructor on a course of study agreed to in an Independent Study Learning Contract and will utilize a self-pacing laboratory approach.

**ENGL 100 C COLLEGE WRITING****3 Units**

*Four hours lecture per week.*

**UC/CSU, AAGE, CSU GE, IGETC, CAN ENGL 2**

*Prerequisite: Acceptable score on placement test or ENGL 060 C with a grade of "C" or better or ENGL 095 C with a grade of "C" or better or ESL 186 C with a grade of "A".* This course is a college level course 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/CSU, AAGE, CSU GE, IGETC, CAN ENGL 2**

*Prerequisite: Acceptable score on placement test or ENGL 060 C, or ENGL 095 C with a grade of "C" or better, or ESL 186 C with a grade of "A".* This course is a college level course enhanced for Honors students. The emphasis is on reading and writing expository essays. The course will develop increased critical thinking, reading and writing skills. The class will be conducted as a seminar and will require a significant research project that uses correct documentation skills. *Duplicate credit not granted for ENGL 100 C.*

**ENGL 102 C INTRODUCTION TO LITERATURE****3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC, CAN ENGL 4*

*Prerequisite: ENGL 100 C with a grade of "C" or better.* This course is a continuation of ENGL 100 C. It builds from the inferential reading and expository writing of the first semester course to emphasize comprehension and composition of the analytical and critical essay. The content introduces students to techniques and major authors of narrative fiction, drama, and poetry, providing them with an opportunity to enrich their lives, enhance their understanding of the human condition, and develop an appreciation for good literature. **Completion of this course satisfies the Cypress College Associate Degree Graduation Reading Proficiency Requirement.**

**ENGL 103 C CRITICAL REASONING AND WRITING****3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

*Prerequisite: ENGL 100 C with a grade of "C" or better.* This course is designed to develop critical thinking, reading and writing skills beyond the level achieved in ENGL 100 C. The course will focus on the development of logical reasoning and analytical and argumentative writing skills.

**ENGL 104 C CRITICAL ANALYSIS AND WRITING ABOUT LITERATURE****3 Units**

*Three hours of lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

*Prerequisite: ENGL 100 C with a grade of "C" or better.* This course will develop critical thinking, reading and writing skills as they apply to the analysis of literature and literary criticisms from diverse cultural sources and perspectives. There will be an emphasis on the techniques and principles of effective written argument as they apply to literature. Students will demonstrate this understanding by writing and critiquing essays and utilizing research strategies. *Duplicate credit not granted for ENGL 104HC.*

**ENGL 104HC HONORS CRITICAL ANALYSIS AND WRITING ABOUT LITERATURE****3 Units**

*Three hours of lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

*Prerequisite: ENGL 100 C with a grade of "C" or better.* This course is a college level course enhanced for honors students. The emphasis is on developing increased critical thinking, reading and writing skills as they apply to the analysis of literature and literary criticism. Writing expanded argumentative research essays, and utilizing enhanced research strategies and documentation skills will be required. The class will be conducted as a seminar. *Duplicate credit not granted for ENGL 104 C.*

**ENGL 105 C CREATIVE WRITING****3 Units (May be taken for credit 2 times)**

*Three hours lecture per week.*

*UC/CSU, CAN ENGL 6*

*Prerequisite: ENGL 100 C.* This class provides an opportunity for students to explore their interest in literary creativity by writing short fiction, poetry, and a short play. The writers will gain understanding of each literary type, have an opportunity to create in each area, and be afforded the chance to have their work critiqued in a workshop setting.

**ENGL 110 C HUMANITIES AND THE ARTS****3 Units**

*(Same as INDS 100 C)*

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

*Prerequisite: Eligibility for ENGL 100 C.* This course is a survey of the development of Western culture with a focus upon its Greco-Roman roots, and a study of other important influences, including African, Middle Eastern and Asian. The course covers prehistory to the Renaissance, with emphasis on the arts.

**ENGL 111 C HUMANITIES AND THE ARTS****3 Units**

*(Same as INDS 101 C)*

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

*Prerequisite: Eligibility for ENGL 100 C.* This course is a survey of the development of Western culture from the Renaissance to the present, including a study of other important influences from Africa, the Middle East, Asia, and North and South America, with emphasis on the arts.

**ENGL 115 C HEMINGWAY'S WORKS****3 Units**

*Three hours lecture per week.*

*UC/CSU*

*Prerequisite: Eligibility for ENGL 100 C.* This course is a study of Hemingway and representative examples of his fiction. The focus of the course is on the nature of Hemingway as a person and writer and to introduce students to his short stories and novels.

**ENGL 120 C TOPICS IN LITERATURE****½ - 3 Units (Variable Units) (May be taken for credit 4 times)**

*Three hours lecture per week.*

*UC Credit Limitation/CSU*

Topics in language and literature are nine or eighteen week courses designed to provide students with experiences in specialized areas of English and an opportunity to explore and investigate areas of special interest. Courses such as Women's Voices in Literature, Humor in Literature and Modern British Drama are offered.

**ENGL 125 C THE FILM****3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

*Prerequisite: ENGL 100 C.* This course is a critical study of film as literature that will develop critical thinking and writing skills. Students will study the elements of film making and the historical development of film. Film as a story telling art form will be emphasized. Ten to twelve films will be shown in class for analysis and discussion. *Duplicate credit not granted for ENGL 125HC.*

**ENGL 125HC HONORS FILM****3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

*Prerequisite: ENGL 100 C.* This course is a critical study of film as 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*

*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*

*Prerequisite: Eligibility for ENGL 100 C.* This is an advanced course in English grammar and usage. Students will learn about the origins and development of the English language. Parts of speech, parts of sentences, verb tenses, sentence types, syntax, and standard usage will be emphasized. Students will demonstrate their understanding of English grammar and usage by analyzing standard written English. This course is useful for English, journalism, foreign language, and court reporting students and especially for those planning to enter elementary or secondary teaching.

**ENGL 137 C COLLEGE STUDY STRATEGIES****3 Units**

*Three hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

*Prerequisite: Eligibility for ENGL 060 C.* The purpose of this course is to assist students in mastering effective learning and critical thinking strategies crucial for academic success and professional and personal growth. Goal setting and motivation, learning styles, time management, stress management, academic and professional reading, reading rate improvement, listening for note-taking, concentration, memory, test preparation, and test-taking strategies are primary topics. **Completion of this course satisfies the Cypress College Associate Degree Graduation Reading Proficiency Requirement.**

**ENGL 139 C CHILDREN'S LITERATURE****3 Units**

*Three hours lecture per week.*

*CSU, AAGE*

*Prerequisite: Eligibility for ENGL 100 C.* The course emphasizes the important role literature must assume in the social, emotional and intellectual development of children. Besides tracing the historical development of children's literature, the course concentrates upon the nursery rhyme, picture book, nonsense literature, poetry, fable, folktale, legend, myth, sacred literature, juvenile novel, and non-fiction. Included is children's literature for ethnic minorities. Group discussion and individual projects are emphasized. Those who work with children, have children, or wish to write for children will find the course especially beneficial.

**ENGL 142 C CRITICAL THINKING****3 Units**

*Three hours lecture per week.*

*CSU, AAGE, CSU GE*

*Prerequisite: Eligibility for ENGL 100 C.* This course offers the student the opportunity to increase critical reading ability and critical writing skills. Emphasis is placed on learning the strategies necessary to identify and evaluate the validity and logic of written communication. **Completion of this course satisfies the Cypress College Associate Degree Graduation Reading Proficiency Requirement.**

**ENGL 180 C COMM. WITH THE DEAF-I****3 Units**

*Three hours lecture per week.*

*CSU*

This course gives an overview of the philosophy of Signing Exact English (S.E.E.), its structure, technique, and rationale. Over the course of the semester, a 700-word working vocabulary will be introduced to the students. Competency will be evaluated on the basis of exams, quizzes, essays, assigned readings, and signed classroom presentations.

**ENGL 181 C COMM. WITH THE DEAF-II****3 Units**

*Three hours lecture per week.*

*CSU*

*Prerequisite: ENGL 180 C.* This course is a continuation of beginning sign language with emphasis placed on broadening vocabulary, increased speed and clarity of signs. The first half of the course will deal with simple interpreting and the last half will deal with sign-to-voice interpreting.

**ENGL 182 C COMM. WITH THE DEAF-III****3 Units**

*Three hours lecture per week.*

*CSU*

*Prerequisite: ENGL 181 C.* This course is a continuation of the beginning and intermediate sign language classes. In addition to broadening vocabulary, increasing speed and clarity of signs, emphasis will be placed on expressive and receptive skills in finger spelling, creative signing, combining American Sign Language principles with Signing Exact English, voice to sign interpreting, sign to voice interpreting and simultaneous communication.

**ENGL 183 C EDUCATIONAL INTERPRETING****3 Units***Three hours lecture per week.**CSU*

*Prerequisite:* ENGL 182 C. This course prepares the student to offer interpreting services for the deaf with specific focus on service provision in educational settings. Over the course of the semester, the students will learn about the models for educational interpreting, explore the rationale, methods, and ethics of educational interpreting and address appropriate methods for delivery of services over a broad range of educational settings. The settings will include the elementary, middle, secondary, and postsecondary levels.

**ENGL 201 C INTERMEDIATE COLLEGE WRITING****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC*

*Prerequisite:* ENGL 100 C with grade of "C" or better. The course continues instruction in the critical thinking and writing skills taught in ENGL 100 C for university-bound students. The sequence of assignments is academically sophisticated, using research methods and synthesizing multiple sources of evidence. The course stresses critical evaluation of sources, integration of a variety of rhetorical strategies, and research and documentation methods necessary for successful academic writing. The course emphasizes critical thinking and the relationship of the writer to the subject and audience. Further emphasis is placed on refining the student's prose style in expository communication. College level reading assignments are analyzed for their logical structure, credibility of evidence, and style providing models for student writing.

**ENGL 207 C THE SHORT STORY****3 Units***Three hours lecture per week.**UC/CSU, AAGE, IGETC*

*Prerequisite:* ENGL 100 C. This course is an introduction to the short story and related forms of narrative fiction through reading and discussion of selected works. Analysis will emphasize the understanding and appreciation of the short story as a mode of thought and insight into the human condition.

**ENGL 211 C ENGLISH LITERATURE: PART ONE****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC, CAN ENGL 8*

*Prerequisite:* ENGL 100 C. The course is an introduction to the major periods and movements, major authors, and major forms from the beginning of English literature to 1760. It considers such authors as Beowulf, Chaucer, Spenser, Shakespeare, Donne, Milton, Dryden, Pope, and Swift.

**ENGL 212 C ENGLISH LITERATURE: PART TWO****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC, CAN ENGL 10*

*Prerequisite:* ENGL 100 C. The course is an introduction to the major periods and movements, major authors, and major forms from 1760 to the present. It considers such authors as Blake, Wordsworth, Coleridge, Byron, Shelley, Keats, Brownning, Dickens, Joyce, Hopkins, Yeats, Eliot, Woolf, and Beckett.

**ENGL 221 C AMERICAN LITERATURE:****PART ONE****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC, CAN ENGL 14*

*Prerequisite:* ENGL 100 C. This course is a study of the literature of the United States from the Colonial Period through the post Civil War Period. It is designed to increase understanding and appreciation of the development of American culture and literary achievements. The students will experience the many different voices that constitute the literary cultures of the United States. Therefore, the oral tradition of the American Indians, writings by women and the enslaved Blacks as well as the traditional early American writers will be included to reflect organically on the most urgent art and ideas of this early period of our history and literary experience.

**ENGL 222 C AMERICAN LITERATURE: PART TWO****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC, CAN ENGL 16*

*Prerequisite:* ENGL 100 C. This course is designed to be a continuation of ENGL 221 C. A surveying of the literature of the United States from the emergence of modern American literature to the present time. It is designed to increase understanding and appreciation of the development of American culture and literary achievements. Writings by women, American Indians, the American Blacks and other ethnic minorities will be included to reflect organically on the most urgent art and ideas of our history and literary experience.

**ENGL 230 C THEMATIC TOPICS IN LITERATURE****3 Units***Three hours lecture per week.**UC/CSU*

*Prerequisite:* ENGL 100 C. This course is designed to provide students with experiences in specialized areas of English and an opportunity to explore and investigate areas of special interest. Courses such as Gender Issues in Literature, Humor in Literature, and Latino Literature are offered. *Duplicate credit not granted for ENGL 230HC.*

**ENGL 230HC HONORS THEMATIC TOPICS****3 Units***Three hours lecture per week.**UC/CSU*

*Prerequisite:* ENGL 100 C. This is a college level course enhanced for Honors students. The course is designed to provide students with enhanced experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as Gender Issues in Literature, Humor in Literature, and Latino Literature are offered. The class will be conducted as a seminar and will require a significant research project using advanced research skills and documentation. *Duplicate credit not granted for ENGL 230 C.*

**ENGL 231 C FICTION TOPICS IN LITERATURE****3 Units***Three hours lecture per week.**UC/CSU*

*Prerequisite:* ENGL 100 C. This course is designed to provide students with experiences in specialized areas of English and an opportunity to explore and investigate areas of special interest. Courses such as The British Novel and The American Novel are offered. *Duplicate credit not granted for ENGL 231HC.*

**ENGL 231HC HONORS FICTION TOPICS****3 Units**

*Three hours lecture per week.*

*UC/CSU*

*Prerequisite: ENGL 100 C.* This is a college level course enhanced for Honors students. The course is designed to provide students with enhanced experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as The English Novel and The American Novel are offered. The class will be conducted as a seminar and will require a significant research project using advanced research skills and documentation. *Duplicate credit not granted for ENGL 231 C.*

**ENGL 232 C POETRY TOPICS IN LITERATURE****3 Units**

*Three hours lecture per week.*

*UC/CSU*

*Prerequisite: ENGL 100 C.* This course is designed to provide students with experiences in specialized areas of English and an opportunity to explore and investigate areas of special interest. Courses such as The Pre-Raphaelite Poets and The Beat Poets are offered. *Duplicate credit not granted for ENGL 232HC.*

**ENGL 232HC HONORS POETRY TOPICS****3 Units**

*Three hours lecture per week.*

*UC/CSU*

*Prerequisite: ENGL 100 C.* This is a college level course enhanced for Honors students. The course is designed to provide students with enhanced experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as The Pre-Raphaelite Poets and The Beat Poets are offered. The class will be conducted as a seminar and will require a significant research project using advanced research skills and documentation. *Duplicate credit not granted for ENGL 232 C.*

**ENGL 233 C DRAMA TOPICS IN LITERATURE****3 Units**

*Three hours lecture per week.*

*UC/CSU*

*Prerequisite: ENGL 100 C.* This course is designed to provide students with experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as Drama of The Provincetown Players and The Passion Plays are offered. *Duplicate credit not granted for ENGL 233HC.*

**ENGL 233HC HONORS DRAMA TOPICS****3 Units**

*Three hours lecture per week.*

*UC/CSU*

*Prerequisite: ENGL 100 C.* This is a college level course enhanced for Honors students. The course is designed to provide students with enhanced experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as Drama of The Provincetown Players and The Passion Plays are offered. The class will be conducted as a seminar and will require a significant research project using advanced research skills and documentation. *Duplicate credit not granted for ENGL233 C.*

**ENGL 234 C SHAKESPEARE****3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

*Prerequisite: ENGL 100 C.* The course is an introduction to the major works of William Shakespeare. The emphasis is upon the plays and includes a study of selected comedies, histories, and the major tragedies. Ten to twelve plays will be studied along with a selection of the sonnets. *Duplicate credit not granted for ENGL 234HC.*

**ENGL 234HC HONORS SHAKESPEARE****3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, 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 247 C MULTICULTURAL LITERATURE****3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC, CUL PL*

*Prerequisite: ENGL 100 C.* The course is a study of multicultural literature, by both immigrant and native American writers, which explores varied responses - ethnic, gender, and regional - in the cultural context of a diverse country. Students will critically analyze a variety of literary sources, including such genres as fiction, drama, expository writing - essays, journals, autobiography, letters, and other less traditional literary forms - tales, chants, and rituals. The course is designed to enrich students' lives by exploring the multicultural literary sources of America that contribute to the cultural history and development of contemporary American society. Not open to students with credit in ENGL 097 C.

**ENGL 298 C LANGUAGE ARTS SEMINAR**

**½ - 3 Units (Variable Units) (May be taken for credit 3 times)**

*One-half to three hours conference per week.*

*UC Credit Limitation/CSU*

*Prerequisite: For the English section, ENGL 100 C; for the foreign language section, four semesters of foreign languages or recommendation of instructor.* This seminar is for able students who wish to extend their knowledge of literature, language and culture through small group discussion. Subject matter may concern the work of one author or the literary or cultural characteristics of a particular movement or period.

**ENGL 299 C LANGUAGE ARTS INDEPENDENT STUDY**

**½ - 2 Units (Variable Units) (May be taken for credit 3 times)**

*One-half to two hours conference per week.*

*UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* This course is for able students who wish to increase their knowledge of 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 – Juliet Falce-Robinson*

## *Faculty*

Hong Chi  
Kathy Llanos  
Debra McPherson  
Alison Robertson  
Kathryn Wada  
Jane Wood

## *Counselors*

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## English as a Second Language (ESL)

### PLACEMENT IN ENGLISH AS A SECOND LANGUAGE (ESL) CLASSES

The CELSA test is designed to measure the English skills of non-native speakers of English. The CELSA test is required for proper placement in English as a Second Language (ESL) courses; the CTEPtest, which is for native speakers of English, may not be substituted for placement in ESL courses. However, students scoring high on the CELSA test may be referred to English courses for native speakers after writing a successful composition. Go to the Assessment Center to schedule an appointment. Test takes 2 hours.

### **ESL 069 C INTERMEDIATE ESL GRAMMAR**

**2 Units** (May be taken for credit 2 times)

*Two hours lecture and*

*One hour laboratory TBA per week.*

**NON-DEGREE CREDIT**

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Use of a language other than English as the primary language. Eligibility for ESL 080 C, or an acceptable score on the English as a Second Language Placement Test. This course is designed for intermediate ESL students to increase their knowledge and usage of English grammar, to review grammar trouble spots according to individual and class needs, and to improve grammatical accuracy and editing skills in writing.*

### **ESL 072 C HIGH BEGINNING ESL**

**5 Units** (May be taken for credit 2 times)

*Five hours lecture and*

*One hour laboratory per week.*

**NON-DEGREE CREDIT**

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Appropriate skills demonstrated through the assessment process. A multi-skill course designed for high-beginning students of English to improve listening, speaking, reading, and writing.*

### **ESL 074 C PRONUNCIATION IMPROVEMENT**

**2 Units** (May be taken for credit 2 times)

*Two hours lecture and*

*One hour laboratory per week.*

**NON-DEGREE CREDIT**

*Credit/No Credit/Letter Grade Option*

*This course is designed to refine pronunciation, to reduce foreign accent, and to build confidence in oral expression. Recommended to all ESL students.*

### **ESL 075 C INTERMEDIATE CONVERSATION**

**2 Units** (May be taken for credit 2 times)

*Two hours lecture and*

*One hour laboratory TBA per week.*

**NON-DEGREE CREDIT**

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Eligibility for ESL080 C, ESL081 C, ESL 082 C or ESL 083 C. This course is designed for intermediate level non-native English speakers to improve oral communication skills related to social, vocational, and academic areas. The emphasis is on conversation, small group discussion, informal speeches, class discussion and listening comprehension.*

### **ESL 076 C ADVANCED CONVERSATION**

**2 Units** (May be taken for credit 2 times)

*Two hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Eligibility for ESL 184 C, ESL 185 C, or ESL 186 C. This course is designed for advanced level non-native English speakers to improve oral communication skills related to social, vocational, and academic areas. The emphasis is on conversation, small group discussion, informal and formal speeches, class discussion and listening comprehension.*

### **ESL 078 C VOCABULARY DEVELOPMENT**

**2 Units**

*Two hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Eligibility for ESL 184 C, ESL 185 C or ESL 186 C. This is an advanced ESL course in vocabulary development designed to teach various techniques for improving vocabulary. The emphasis is on vocabulary acquisition in preparation for entering fields of higher education or vocational training.*

# FLOW CHART FOR ESL COURSES

Is English your second language? Take the CELSA, the ESL placement test. The CELSA is the right test for you even if:

- you've been in the U.S. for a long time
- you don't have an accent
- you took "regular" English in high school

ESL courses are designed for your specific training needs.

Students are advised to take ESL classes according to scores on the COMBINED ENGLISH LANGUAGE SKILLS ASSESSMENT (CELSA) TEST FOR NON-NATIVE SPEAKERS OF ENGLISH.

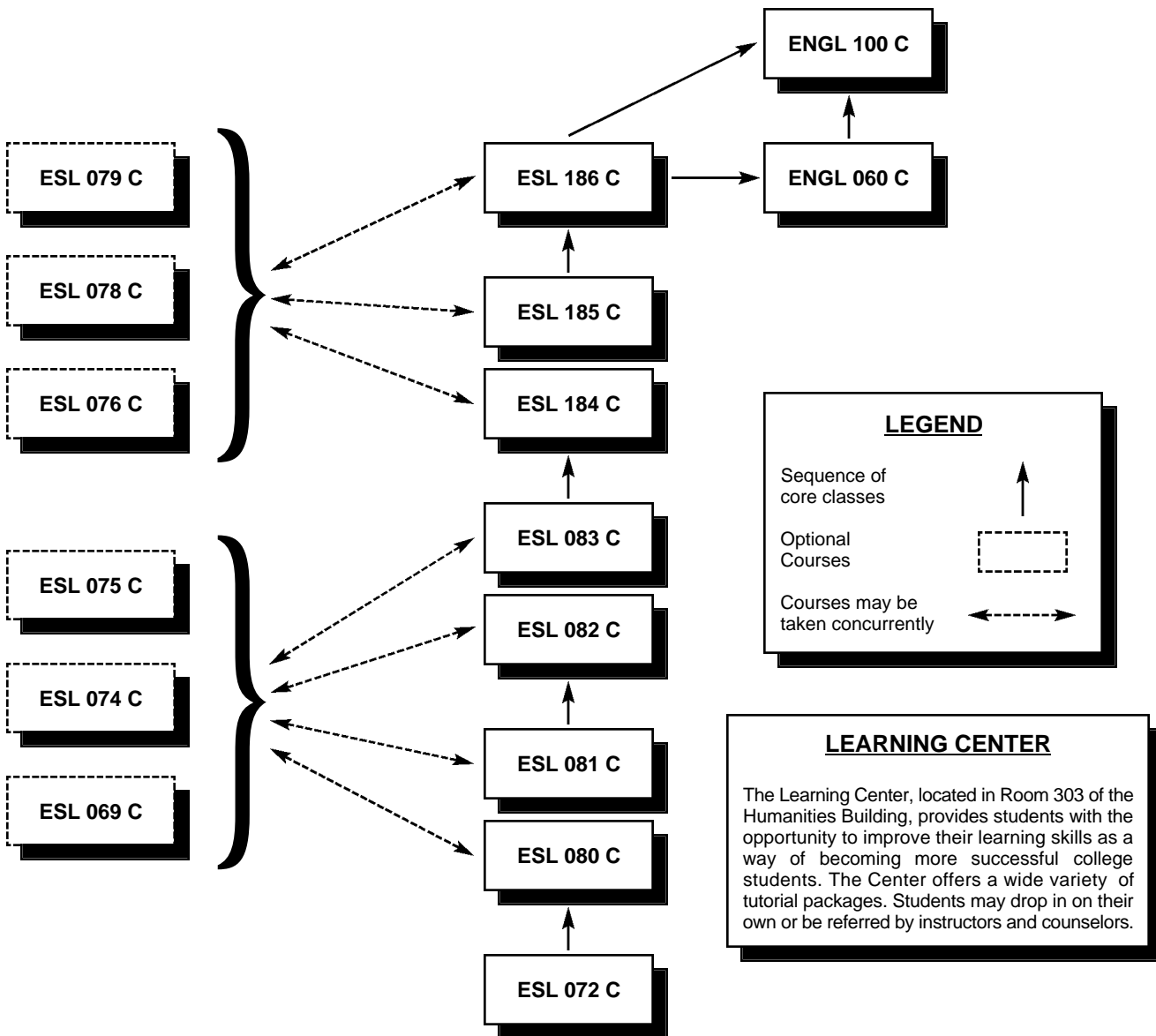
The CELSA test is designed to measure the English skills of non-native speakers of English. The CELSA test is required for proper

placement in English as a Second Language (ESL) courses. The CTEP test, which is for native speakers of English, may not be substituted for placement in ESL courses.

However, students scoring high on the CELSA test may be referred to English courses for native speakers after writing a successful composition.

Students with appropriate scores on the CELSA test will be advised to take ESL core classes and elective classes at different levels.

Students enrolled in core classes will be required to write a composition on the first day of instruction to verify skill level and assessment placement score.



**ESL 079 C ADVANCED ESL GRAMMAR****2 Units** (*May be taken for credit 2 times*)*Two hours lecture and**One hour laboratory TBA per week.**Credit/No Credit/Letter Grade Option**Prerequisite: Eligibility for ESL 184 C, ESL 185 C or ESL 186 C. This course is designed to increase students' knowledge and usage of advanced English grammar, to review grammar trouble spots according to individual and class needs, and to improve grammatical accuracy and editing skills in writing.***ESL 080 C LOW INTERMEDIATE ESL 1****5 Units***Five hours lecture and**One hour laboratory TBA per week.***NON-DEGREE CREDIT***Credit/No Credit/Letter Grade Option**Prerequisite: ESL 072 C with a grade of "C" or better or appropriate skills demonstrated through the assessment process. This is a low intermediate integrated skills course designed to improve the reading, grammar, writing, listening comprehension, and speaking skills of non-native speakers with a basic command of English.***ESL 081 C LOW INTERMEDIATE ESL 2****5 Units***Five hours lecture and**One hour laboratory TBA per week.***NON-DEGREE CREDIT***Credit/No Credit/Letter Grade Option**Prerequisite: ESL 080 C with a grade of "C" or better or appropriate skills demonstrated through the assessment process. This is a low intermediate (Level 1) integrated skills course designed to improve the reading, grammar, writing, listening comprehension, and speaking skills of non-native speakers with a basic command of English.***ESL 082 C INTERMEDIATE ESL 1****5 Units***Five hours lecture and**One hour laboratory TBA per week.***NON-DEGREE CREDIT***Credit/No Credit/Letter Grade Option**No UC Credit if taken after Summer 1995.**Prerequisite: ESL 081 C with a grade of "C" or better or appropriate skills demonstrated through the assessment process. This is an intermediate integrated skills course designed to improve the reading, composition, grammar, listening comprehension, and speaking skills of non-native speakers with a moderate command of English.***ESL 083 C INTERMEDIATE ESL 2****5 Units***Five hours lecture and**One hour laboratory TBA per week.***NON-DEGREE CREDIT***Credit/No Credit/Letter Grade Option**No UC Credit if taken after Summer 1995.**Prerequisite: ESL 082 C with a grade of "C" or better or appropriate skills demonstrated through the assessment process. This is an intermediate integrated skills course designed to improve the reading, composition, grammar, listening comprehension, and speaking skills of non-native speakers with a moderate command of English.***ESL 098 C SEMINAR FOR NON-NATIVE SPEAKERS OF ENGLISH****½ - 3 Units** (*Variable Units*) (*May be taken for credit 2 times*)*Hours will vary according to units given.**Credit/No Credit/Letter Grade Option**Prerequisite: Completion of all regularly scheduled courses in the skill area(s) desired. This is a course for advanced ESL students who have completed all regular courses and wish to pursue in small group instruction additional course work in one or more of the language skills: listening, speaking, reading, writing and/or culture.***ESL 099 C INDEPENDENT STUDY FOR NON-NATIVE SPEAKERS OF ENGLISH****½ - 2 Units** (*Variable Units*) (*May be taken for credit 3 times*)*Two hours conference per week and**appropriate number of laboratory hours for maximum credit.**Credit/No Credit**Prerequisite: Approved Independent Study Learning Contract. This is a course designed for advanced ESL students who have completed all regular courses and wish to pursue additional coursework in one or more of the language skills: listening, speaking, reading, writing and/or culture.***ESL 184 C ADVANCED ESL 1****5 Units***Five hours lecture and**One hour laboratory TBA per week.***UC Credit Limitation/CSU***Prerequisite: ESL 083 C with a grade of "C" or better or appropriate skills demonstrated through the assessment process. This course is an advanced integrated ESL skills course designed to improve the reading, writing, grammar, listening comprehension, and speaking skills of non-native speakers with an advanced command of English.***ESL 185 C ADVANCED ESL 2****5 Units***Five hours lecture and**One hour laboratory TBA per week.***UC Credit Limitation/CSU***Prerequisite: ESL 184 C with a grade of "C" or better or appropriate skills demonstrated through the assessment process. This course is an advanced integrated ESL skills course designed to improve the reading, writing, grammar, listening comprehension, and speaking skills of non-native speakers with an advanced command of English.*

**ESL 186 C ADVANCED ESL WRITING****5 Units***Five hours lecture and**One hour laboratory TBA per week.**UC Credit Limitation/CSU*

*Prerequisite: ESL 185 C with a grade of "C" or better or appropriate skills demonstrated through the assessment process.* This course is designed for the non-native speaker of English as an introduction to college level writing skills. Emphasis is on paragraph and essay development of expository writing. There is practice in reading essays and a novel. The fundamentals of English written expression are reviewed with emphasis on standard American usage problematic to the ESL student. The course is designed to prepare students for ENGL 100 C.

**ESL 298 C ENGLISH AS A SECOND LANGUAGE SEMINAR***½ - 3 Units (May be taken for credit 4 times)**One half to three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC Credit Limitation/CSU*

This seminar is for able students who wish to extend their knowledge of literature, language and culture through small group discussion.

# Ethnic Studies

**Division of Social Science***Division Dean – Kay Andrews***Faculty**

Daniel Lind

**Counselors**

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

## Ethnic Studies (ETHS)

**ETHS 130 C AFRICAN-AMERICAN HISTORY IN THE UNITED STATES****3 Units***(Same as HIST 130 C)**Three hours lecture per week.**UC/CSU, CUL PL*

This course is a survey of the heritage of African Americans from the African past through contemporary experiences in the United States. A special emphasis is placed on the duality of that experience, explored through the ambivalent legacy of racism and the social institutions designed to combat it. Eligibility for ENGL100 C recommended.

**ETHS 141 C INTRODUCTION TO CHICANA/O HISTORY AND CULTURE****3 Units***(Same as HIST 141 C)**Three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC/CSU, CSU GE, IGETC, CUL PL*

This course studies the conception Chicana/o history and culture from the pre-European conquest era of North America to the contemporary period in the United States up to the present. The course examines not only the historical experience of chicanas/os in this country but also investigates the interconnections of racial and ethnic interaction, issues of class, gender and political economy; and social forces of hegemony. Materials to be considered include works in history, the behavioral sciences, literature, and the arts.

**ETHS 142 C THE CHICANA/O IN CONTEMPORARY SOCIETY****3 Units***(Same as SOC 142 C)**Three hours lecture per week.**UC/CSU, CSU GE, IGETC, CUL PL*

This course focuses on the analysis of social institutions in the Chicana/o community and the socio-cultural implications for the development of the Chicana/o. Emphasis is placed on the present contemporary systems such as the educational, political, religious, economic, criminal justice and other social establishments with regard to the Chicana/o. Some field study and research work may be required to provide relevant experiences.

**ETHS 231 C MINORITY COMMUNITIES IN THE UNITED STATES****3 Units***(Same as HIST 231 C, POSC 231 C, & SOC 231 C)**Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC, CUL PL*

This course will encompass an overview of the social, economic, political and psychological/emotional aspects of four ethnic groups (African-Americans, Native-Americans, Latinos and Asian-Americans) in contemporary American culture. It will emphasize the relationship of these groups to the dominant culture and vice-versa.

**ETHS 231HC HONORS MINORITY COMMUNITIES IN THE UNITED STATES****3 Units***(Same as HIST 231HC, POSC 231HC, & SOC 231HC)**Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC, CUL PL*

This course will encompass an overview of the social, economic, political and psychological/emotional aspects of four ethnic groups (African-Americans, Native-Americans, Latinos and Asian-Americans) in contemporary American culture. It will emphasize the relationship of these groups to the dominant culture and vice-versa.

**ETHS 235 C THE CIVIL RIGHTS MOVEMENT****3 Units***(Same as SOC 235 C)**Three hours lecture per week.**UC/CSU, CSU GE, CUL PL*

This course will explore the principal factors that gave rise to the Civil Rights Movement of the 1950s and 1960s. Sociological models of collective behavior and social movements are utilized to analyze social structures, existing conditions, leadership, goals and tactics, organization, successes and failures and long term results of the Movement.

**ETHS 298 C ETHNIC STUDIES SEMINAR****½ - 3 Units (Variable Units) (May be taken for credit 4 times)***One-half to three hours lecture per week.**UC Credit Limitation/CSU*

This is a lecture/discussion course focusing on a particular limited problem or topic of interest to students. It is designed for students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Consult the class schedule for the offerings in a particular semester.

**ETHS 299 C ETHNIC STUDIES IND STUDY****1 Unit (Variable Units) (May be taken for credit 4 times)***One-half to two hours conference per week.**UC Credit Limitation/CSU*

*Prerequisite: Dean approved Independent Study Learning Contract.* Independent study is for students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a 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

**FOREIGN LANGUAGE 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.

## 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 – Juliet Falce-Robinson

### Faculty

#### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## French (FREN)

### FREN 053 C BASIC SPOKEN FRENCH

**3 Units** (May be taken for credit 2 times)

Three hours lecture per week.

Credit/No Credit/Letter Grade Option

This is an introductory course emphasizing oral practice, pronunciation, and vocabulary development. It is designed to develop a speaking knowledge of French for use in everyday conversational situations. It is an ideal preparation for college-level language classes for students with limited language skills. It is not open to native speakers of the language.

### FREN 098 C FRENCH SEMINAR

**½ - 3 Units** (Variable Units) (May be taken for credit 4 times)

One half to three hours lecture per week.

Credit/No Credit/Letter Grade Option

This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion.

### FREN 101 C ELEMENTARY FRENCH I

**5 Units**

Five hours lecture and

One hour laboratory TBA per week.

Credit/No Credit/Letter Grade Option

UC/CSU, AAGE, CSU GE, IGETC, CAN FREN 2

Prerequisite: Eligibility for ENGL 100 C or successful prior experience in French. The course emphasizes the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing. Students will be introduced to the culture, history, and geography of France and other French-speaking countries through lectures, slides, films, and reading assignments.

### FREN 102 C ELEMENTARY FRENCH II

**5 Units**

Five hours lecture and

One hour laboratory TBA per week.

Credit/No Credit/Letter Grade Option

UC/CSU, AAGE, CSU GE, IGETC, CAN FREN 4

Prerequisite: FREN 101 C with a grade of "C" or better or one year of high school French with average grade of "C" or better is recommended. The course continues to emphasize the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing. Students will increase their knowledge of the culture, history, and geography of France through lectures, slides, films, and reading and writing assignments.

### FREN 200 C CONVERSATIONAL FRENCH

**2 Units** (May be taken for credit 4 times)

Two hours lecture per week.

Credit/No Credit/Letter Grade Option

CSU, AAGE, CSU GE

Prerequisite: FREN 102 C. This is a course in practical conversation with emphasis on the idiomatic use of the language. Topics concern French life, culture, and current events. Students prepare for this class through the study of the textbook, magazines, newspapers, and other current material and encounters. This course is conducted in wholly in French.

### FREN 203 C INTERMEDIATE FRENCH III

**4 Units**

Four hours lecture and

One hour laboratory per week.

Credit/No Credit/Letter Grade Option

UC/CSU, AAGE, CSU GE, IGETC, CAN FREN 8

Prerequisite: FREN 102 C with a grade of "C" or better or two years of high school French with an average grade of "C" or better is recommended. The course emphasizes the acquisition of an expanded vocabulary and grammatical information to develop speaking, reading and writing skills. New cultural, historic and literary material is introduced through lectures, reading and writing assignments. This course is conducted in French.

### FREN 204 C INTERMEDIATE FRENCH IV

**4 Units**

Four hours lecture and

One hour laboratory TBA per week.

Credit/No Credit/Letter Grade Option

UC/CSU, AAGE, CSU GE, IGETC, CAN FREN 10

Prerequisite: FREN 203 C with grade of "C" or better or three years of high school French with an average grade of "C" or better is recommended. The course emphasizes the mastery and application of all grammatical rules. It requires more advanced reading of modern and classical French, as well as a continued emphasis on oral and written expression. It is designed to help the student acquire a working knowledge of the language and to form the basis for advanced work in literature and science. Continued readings and discussions of French life and culture are an essential factor.

**FREN 298 C FRENCH SEMINAR**

**½ - 3 Units** (*Variable Units*) (*May be taken for credit 4 times*)

*One half to three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC Credit Limitation/CSU*

This seminar is for able students who wish to extend their knowledge of literature, language and culture through small group discussion.

**FREN 299 C FRENCH INDEPENDENT STUDY**

**½ - 2 Units** (*Variable Units*) (*May be taken for credit 3 times*)

*Two hours conference per week for maximum credit.*

*Credit/No Credit/Letter Grade Option*

*UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* This course is designed for able students who wish to increase their knowledge of the French language through individual study or research.

# Geography

**Division of Social Science**

*Division Dean, Kay Andrews*

**Faculty**

Leslie Doak

Armando Mendoza

Nicolas Polizzi

**Counselors**

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

**GEOGRAPHIC INFORMATION SYSTEMS CERTIFICATE**

Provide endorsed entry-level skills for the rapidly growing GIS field. Our certificate is the only general purpose GIS certificate approved by the California State Chancellor's office.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Geographic Information System (12 units) required:**

Course #	Title	Units
GEOG 230 C	Introduction to Geographic Information Systems	3
GEOG 231 C	Geographic Information Systems - Vector Applications	3
GEOG 232 C	Geographic Information Systems - Advanced Vector and Raster	3
GEOG 233 C	Geographic Information Systems - Advanced Applications Internship and Fieldwork	3

**Spatial Courses (3 units) from the following:**

GEOG 100 C	The Human World - ARegional Study	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
BIOL103 C	Human Ecology	3
BIOL122 C	Marine Biology	5
BIOL127 C	Natural History	5
BIOL128 C	Plants and Society	5
BIOL176 C	Ecology	3
ECON 260 C	Economic Geography	3
ENGT101 C	Technical Drawing	3
ENGT104 C	Computer Aided Design (AutoCAD 2000)	3
GEOG 100 C	The Human World: ARegional Study	3
GEOG 102 C	Physical Geography - Lecture	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
GEOL100 C	Physical Geology	3
GEOL120 C	Geology of California	3
GEOL130 C	Introduction to Oceanography	3
GEOL190 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
MKT224 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 - Lecture	3
GEOG 102LC	Physical Geography - Lab	1
GEOL100 C	Physical Geology	3
GEOL101 C	Physical Geology Laboratory	1
GEOG 202 C	Field Geography - Physical	1

**CIS C++ Programming Courses (3 units) from the following:**

CIS 223 C	C++ Programming	3
CIS 224 C	C++ and Windows Programming	3

**Computer Programming Skills:**

CIS 211 C	Introduction to Programming	3
CIS 217 C	Visual Basic Programming	3
<b>Total Units Required for Certificate</b>		<b>25</b>

**GEOGRAPHIC INFORMATION SYSTEMS/MARKETING CERTIFICATE**

This certificate program provides students with the necessary knowledge and skills to use Geographic Information Systems (GIS) mapping techniques in the field of marketing to reach potential customers, evaluate business sites, plan distribution networks and sales territories, and find new business opportunities. The certificate totals 15 units in required courses.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
MKT 222 C	Principles of Marketing	3
MKT210 C	Consumer Behavior	3
MKT 224 C	International Marketing	3
GEOG 230 C	Introduction to GIS	3
GEOG 231 C	GIS Applications - Vector Applications	3
<b>Total Units Required</b>		<b>15</b>

**GEOGRAPHY TRANSFER PROGRAM**

Students should consult a counselor or [www.assist.org](http://www.assist.org) for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

**Geography (GEOG)****GEOG 098 C GEOGRAPHY NON-TRANSFER SEMINAR**

**½ - 2 Units (Variable Units) (May be taken for credit 4 times)**

*Lecture/discussion hours will vary with credit given.*

*Prerequisite: May be required. (See class schedule).* This course offers a lecture/discussion approach to particular problems for students who wish to increase their knowledge of subjects which are not of a nature generally taught in college. Various topics will be offered according to the interests of the instructor and students as stated in the class schedule. Various types of measuring devices will be used and unit credit may range from ½ to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

**GEOG 100 C THE HUMAN WORLD:****A REGIONAL STUDY****3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

This course investigates and interprets the physical and political regions of the world today, with emphasis on location, population, political status, land use patterns, problems and potentialities. *Duplicate credit not granted for GEOG 100HC.*

**GEOG 100HC HONORS THE HUMAN WORLD:****A REGIONAL STUDY****3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

An enhanced introduction to today's physical and political regions emphasizing location, population, political and economic status, differences and similarities, problems and potential and providing opportunities for worldwide research with the use of advanced technology. *Duplicate credit not granted for GEOG 100 C.*

**GEOG 102 C PHYSICAL GEOGRAPHY - LECTURE****3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC, CAN GEOG 2*

This course is an investigation and interpretation of the sun-earth relationship, science of maps, weather and climate, the hydrosphere, cycles and patterns in the biosphere, flora and fauna, soils, rocks, and minerals, weathering, mass wasting, erosion, and origin and types of landforms that provide insight into the nature of man's physical environment.

**GEOG 102LC PHYSICAL GEOGRAPHY - LAB****1 Unit**

*(formerly GEOG 103)*

*Two hours laboratory and*

*One hour laboratory/quiz/problem solving per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

*Prerequisite: Completion of, or concurrent enrollment in, GEOG 102 C.* This course investigates and interprets in a laboratory environment the sun-earth relationships, science of maps, weather and climate, climatic types and locations, natural vegetation, soils and minerals, ocean environment, and the origin and types of landforms that provide insight into the nature of man's physical environment.

**GEOG 130 C CALIFORNIA GEOGRAPHY****3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC*

This course investigates and interprets the physical, cultural and economic regions of the state of California. Particular emphasis is placed upon the natural foundations of the landscape with the exploration of the unique nature and special characteristics of the people utilizing that landscape.



**GEOG 140 C WEATHER AND CLIMATE****3 Units***Three hours lecture per week.**UC/CSU, CSU GE, IGETC*

This course is an investigation and interpretation of the local and global surface weather phenomena, use of instrument, classification and distribution of world climates; inter-relationships between weather and climate and weather predictions are topics covered in this course.

**GEOG 160 C CULTURAL GEOGRAPHY****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC, CAN GEOG 4*

This course investigates and interprets the interrelationship of human activities with cultural background, physical environment and the diffusion of ideas. Emphasis is placed on where and why people locate, the distribution of different cultural characteristics on the earth's surface, how people earn a living in various parts of the world, how people organize their lives and how their problems may result from the use of the earth's resources.

**GEOG 202 C FIELD GEOGRAPHY - PHYSICAL****1 Unit (May be taken for credit 4 times)***Eighteen hours lecture in the field (location TBA).**CSU*

*Prerequisite: Completion of, or concurrent enrollment in, GEOG 102 C.* Each separate offering of this course will occur in a unique location, studying unique circumstances and conditions in the field. Each course will employ its own combination of technical equipment, scientific instruments, and geotechniques. All courses will study the basic conceptual materials, with modifications associated with the location and the specific conditions encountered at each season.

**GEOG 230 C INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS****3 Units***Two hours lecture and**Three hours laboratory per week.**CSU*

This course will introduce the student to Geographic Information Systems technology and software. Students will be taught how to retrieve and apply data in their chosen business and/or academic area of interest. *\$4.00 Laboratory Fee - PAYABLE AT THE BOOKSTORE.*

**GEOG 231 C GEOGRAPHIC INFORMATION SYSTEMS: VECTOR APPLICATIONS****3 Units***Two hours lecture and**Three hours laboratory per week.**CSU*

*Prerequisite: GEOG 230 C.* Geographic Information Systems (such as ArcInfo) is introduced as a tool to analyze and solve problems, and to discover opportunities for business and academic applications. Students will apply this software in student selected projects. *\$4.00 Laboratory Fee - PAYABLE AT THE BOOKSTORE.*

**GEOG 232 C GEOGRAPHIC INFORMATION SYSTEMS: ADVANCED VECTOR AND RASTER****3 Units***Two hours lecture and**Three hours laboratory per week.**CSU*

*Prerequisite: GEOG 231 C.* This course introduces students to advanced topics, techniques, and analysis in Geographic Information Systems (GIS). Students will retrieve and apply data in their chosen business or academic area of interest. *\$4.00 Laboratory Fee - PAYABLE AT THE BOOKSTORE.*

**GEOG 233 C GEOGRAPHIC INFORMATION SYSTEMS: ADVANCED APPLICATIONS - INTERNSHIP AND FIELDWORK****3 Units***One hour lecture per week and**125 hours fieldwork per semester.**CSU*

*Prerequisite: GEOG 232 C.* Internships and fieldwork comprise a significant portion of the students' work in this Geographic Information Systems (GIS) course. Students are required to participate in 125 hours of supervised field study per semester (7 hours per week) and one hour lecture per week to discuss problem areas related to fieldwork. *\$4.00 Laboratory Fee - PAYABLE AT THE BOOKSTORE.*

**GEOG 234 C CURRENT TOPICS IN GIS****3 Units (May be taken for credit 4 times.)***Two hours lecture and**Three hours laboratory per week.**Credit/No Credit/Letter Grade Option**CSU*

This is an advanced lecture/discussion project type course designed to cover current issues and advances in Geographic Information Systems. It is designed for students who have experience in GIS applications and wish to update their knowledge and working skills. A final semester project, utilizing GIS for a project chosen by the student will be required. *\$4.00 Laboratory Fee - PAYABLE AT THE BOOKSTORE.*

**GEOG 260 C ECONOMIC GEOGRAPHY****3 Units***(Same as ECON 260 C)**Three hours lecture per week.**UC/CSU, CSU GE, IGETC*

This course is an investigation and interpretation of the world's economic organization, its natural resources, raw materials, crops and crop production, manufacturing and service industries, new trends in producing and the changing centers of production and consumption.

**GEOG 298 C GEOGRAPHY SEMINAR**

**½ - 3 Units** (*Variable Units*) (*May be taken for credit 4 times*)

*Lecture/discussion hours will vary with credit given.*

*UC Credit Limitation/CSU*

*Prerequisite: May be required. (See class schedule).* This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ unit to 3 units. Consult class schedule for the offerings a particular semester.

**GEOG 299 C GEOGRAPHY INDEPENDENT STUDY**

**1 Unit** (*May be taken for credit 3 times*)

*Varying hours of scheduled conferences per week according to instructor.*

*UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought the topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their specific topic.

# Geology

**Division of Science/Engineering/Mathematics**

*Division Dean – Larry Mercadante, Interim*

**Faculty**

Victoria Castle

Russell Flynn

**Counselors**

Carol Mattson

Tom Nordee

Alice Payne

**GEOLOGY TRANSFER PROGRAMS**

Students should consult a counselor or [www.assist.org](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)

**GEOLOG 055 C GEOLOGIC WORK EXPERIENCE**

**1 - 4 Units** (*Variable Units*)

*One hour lecture and*

*Five hours supervised employment per week*

*in geologically related work for each unit of credit.*

*Prerequisite: Completion of, or concurrent enrollment in, GEOL 150 C, GEOL 151 C or GEOL 250 C.* This course provides on-the-job training for selected students with approved firms. It includes job analysis, job applications, interview, and employee-employer relations. The course offers practical experience in geology related fields.

**GEOLOG 100 C PHYSICAL GEOLOGY**

**3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC, CAN GEOL 6*

This course is a survey of the composition and structure of the earth, integrating the processes and forces that operate underneath and upon the earth's surface. High school physics or chemistry, or equivalent is recommended background. (*Not open to students with credit in GEOL 102 C.*)

**GEOLOG 101 C PHYSICAL GEOLOGY**

**LABORATORY**

**1 Unit**

*Three hours laboratory per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

*Prerequisite: Completion of, or concurrent enrollment in, GEOL 100 C.* This course includes the identification of minerals and rocks; understanding of topographic maps, aerial photographs and other imagery from remote sensing; interpretation of rocks, structures, and geologic processes as revealed on maps, air photos, and satellite imagery and their relationship to plate tectonics. (*Not open to students with credit in GEOL 102 C.*)

**GEOL 102 C PHYSICAL GEOLOGY - LECTURE/LAB****4 Units***Three hours lecture**Three hours laboratory per week.**UC/CSU, AAGE, CSU GE, IGETC, CAN GEOL 2*

This course is an introductory study of the composition, structure, and geologic features of the earth, with emphasis upon the physical forces and events which govern the origin, distribution and change of the earth and its surface. The laboratory work includes identification of rocks and minerals, interpretation of topographic maps and geologic survey data, study of landforms and rock structures, and some field trips. High school physics or chemistry is recommended background. *(Not open to students with credit in GEOL 100 C or GEOL 101 C.)*

**GEOL 103 C HISTORICAL GEOLOGY****4 Units***Three hours lecture and**Three hours laboratory per week.**UC/CSU, AAGE, CSU GE, IGETC, CAN GEOL 4*

This course is an introduction to the scientific method of exploring planetary materials and structures in understanding the origin and development of the earth and its organisms through time. Laboratory involves examining and classifying rock and fossil specimens, analyses of rock and fossil records found on and in the earth, and application of rock and fossil interpretations to historical geology.

**GEOL 110 C GEOLOGIC PHENOMENA****3 Units***Three hours lecture per week.**CSU*

This course is designed to acquaint the student with geologic problems and solutions which may affect the student in such areas as catastrophic events, exploration and depletion of natural resources, and geologic methods.

**GEOL 115 C PHYSICAL GEOLOGY FIELD LAB****1 Unit***Three hours laboratory per week.**UC/CSU, AAGE, CSU GE, IGETC*

This course includes field and laboratory study of mineral, rock, and fossil identification; structural and geomorphic features; geologic history; and geologic hazards of selected regions in Southern California. *(Not open to students with credit in GEOL 101 C or GEOL 102 C.)*

**GEOL 120 C GEOLOGY OF CALIFORNIA****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC*

This course is designed to acquaint the student with the physical and historical geology of the natural provinces of California. The mineral deposits stratigraphic and rock units, tectonic structures, fossils and geomorphology within each province will be examined.

**GEOL 130 C INTRODUCTION TO OCEANOGRAPHY****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC*

This course is a survey of the composition and structure of the earth's ocean showing the interrelationship between atmosphere, hydrosphere, lithosphere, and biosphere. The effects of modern technology, ocean resources, and marine pollution will be explored.

**GEOL 131 C INTRO TO OCEANOGRAPHY LAB****1 Unit***Three hours laboratory per week and selected field trips.**UC/CSU, AAGE, CSU GE, IGETC*

*Prerequisite: Completion of, or concurrent enrollment in, GEOL 130 C.* This course includes the identification of earth materials; understanding of bathymetric charts; basic navigation; and methods of oceanographic research.

**GEOL 150 C GEOLOGY TECHNOLOGY****4 Units***Three hours lecture**Two hours laboratory per week.**CSU*

*Prerequisite: Completion of, or concurrent enrollment in, GEOL 102 C, or GEOL 100 C and GEOL 101 C.* This course includes the techniques for development of geologic maps, cross sections, display charts and geologic photography, including remote sensing. It also includes practice in lettering, scaling, and three-dimensional illustration through orthographic and auxiliary projections as applied to preparation and interpretation of geologic maps. Other topics considered include geologic drilling procedures, paleontological and core sampling techniques, and methods used for analysis of geologic samples. Materials, equipment and supplies used by geologists, including their acquisition, operation, maintenance and inventory will be presented. It is recommended that ENGT 101 C be taken prior to, or concurrently with, GEOL 150 C.

**GEOL 151 C GEOLOGY TECHNOLOGY****4 Units***Three hours lecture**Two hours laboratory per week.**CSU*

*Prerequisite: GEOL 150 C.* This is the study of construction of a stratigraphic section through use of thickness measurements, use of the Brunton and alidade instruments, field sampling and note taking, and preparation of geologic samples. The use of the computer for analysis of geologic data is considered. An introduction to engineering geology, soils engineering, and geo-physical surveying for geology technicians is presented.

**GEOL 180 C SUMMER FIELD GEOLOGY****5 Units (May be taken for credit 4 times)***Eighteen hours lecture and**Fourteen hours laboratory per week for 4 weeks.**Credit/No Credit/Letter Grade Option**CSU, CSU GE*

This four week course consists of two weeks of classroom preparation in the geology of selected areas of the United States and other countries and two weeks of driving, camping, hiking, mapping and collecting through such parks as Zion, Bryce, Capital Reef, Dinosaur, Grand Canyon, Hawaii Volcanoes and Mt. McKinley.

**GEOL 190 C ENVIRONMENTAL GEOLOGY****3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

This course is designed for the non-science major and will integrate the significant principles and concepts of the solid earth, atmosphere, space and hydrospace and relate them to the environment, with special emphasis on resources, wastes and hazards. The perspective will focus on ways in which earth processes generate the varieties of resources useful in humans in the form of metal, non-metals, energy, water, ocean and soil. Hazards such as liquid, solid and radioactive wastes and their effects on environmental deterioration will be studied. Natural hazards such as floods, faults, landslides and earthquakes will be examined. *(The course is not open to students who have completed GEOL 100 C or GEOL102 C.)*

**GEOL 196 C REGIONAL FIELD STUDIES IN GEOLOGY**

**1 - 2 Units** *(Variable Units) (May be taken for credit 4 times)*

*One hour lecture and*

*Three hours field work per week or equivalent.*

*UC Credit Limitation/CSU*

*Prerequisite: Completion of, or concurrent enrollment in, GEOL 100 C or GEOL 102 C.* This course involves lecture and field study of selected geologic processes of California and other areas. During a given semester, multiple sections may be offered to different study areas or for different selected topics. Study areas include, but are not limited to, Mojave Desert, Sierra Nevada and coastal ranges. Field trips are required.

**GEOL 220 C MINERALOGY****4 Units**

*Three hours lecture*

*Three hours laboratory per week.*

*UC/CSU, IGETC*

*Prerequisite: GEOL102 C and CHEM 107 C.* The course is the study of the origin, classification, identification, and description of rocks and minerals, with emphasis upon their crystal structure and chemical and physical properties. A consideration of mineral ores and sources, mining and refining methods, and associated economic factors is included. Laboratory work includes simple chemical identification tests of geological specimens through blowpipe analysis, solution methods, and electrochemical instrumentation techniques.

**GEOL 250 C GEOLOGY TECHNOLOGY****4 Units**

*Three hours lecture*

*Two hours laboratory per week.*

*CSU*

*Prerequisite: GEOL 151 C.* This course is a continuation of GEOL150 C and GEOL151 C with emphasis on field work, including contact mapping, fault mapping, and development of a complete geologic map. Sample analysis of stratigraphic sections and cross sections will be considered. Project work includes research of geologic resource materials and preparation of a complete geologic report utilizing information and techniques presented in GEOL 150 C and GEOL 151 C. Employment opportunities, job applications and the development of a resume will complete the program.

**GEOL 298 C GEOLOGY SEMINAR**

**½ - 3 Units** *(Variable Units) (May be taken for credit 4 times)*

*Lecture/discussion or laboratory hours*

*vary according to credit given.*

*UC Credit Limitation/CSU*

*Prerequisite: Concurrent enrollment in any geology course.* The seminars are designed to enhance and intensify knowledge in a variety of geologic topics. They may include lectures, discussions, and field excursions at the discretion of the instructor. Specific topics for seminars will be listed in the class schedule for a particular semester.

# German

## Division of Language Arts

Division Dean – Juliet Falce-Robinson

### Faculty

#### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## German (GERM)

### GERM 053 C BASIC SPOKEN GERMAN

**3 Units** (May be taken for credit 2 times)

Three hours lecture per week.

Credit/No Credit/Letter Grade Option

This is an introductory course emphasizing oral practice, pronunciation, and vocabulary development. It is designed to develop a speaking knowledge of German for use in everyday conversational situations. It is an ideal preparation for college-level language classes for students with limited language skills. It is not open to native speakers of the language.

### GERM 101 C ELEMENTARY GERMAN I

**5 Units**

Five hours lecture and

One hour laboratory TBA per week.

Credit/No Credit/Letter Grade Option

Credit by Examination

UC/CSU, AAGE, CSU GE, IGETC, CAN GERM 2

Prerequisite: Eligibility for ENGL 100 C or successful prior experience in German. The course emphasizes the acquisition of basic skills in pronunciation, listening, speaking, reading and writing. Students will be introduced to the culture, history, and geography of Germany through lectures, slides, films, dialogues and reading assignments.

### GERM 102 C ELEMENTARY GERMAN II

**5 Units**

Five hours lecture and

One hour laboratory TBA per week.

Credit/No Credit/Letter Grade Option

Credit by Examination

UC/CSU, AAGE, CSU GE, IGETC, CAN GERM 4

Prerequisite: GERM 101 C with grade of "C" or better, or one year of high school German with average grade of "C" or better is recommended. The course continues to emphasize the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing. Students will be introduced to further elements of the culture, history, and geography of Germany and German speaking countries through lectures, slides, films, dialogues and reading assignments.

### GERM 299 C GERMAN INDEPENDENT STUDY

**½ - 2 Units** (Variable Units) (May be taken for credit 3 times)

Two hours conference per week for maximum credit.

Credit/No Credit/Letter Grade Option

UC Credit Limitation/CSU

Prerequisite: Approved Independent Study Learning Contract. This course is designed for able students who wish to increase their knowledge of the German language through individual study or research. Unit credit may range from ½ to 2 units in any given semester. Consult the class schedule to verify credit for particular term.

## Graphic Arts – See Art – Computer Graphics (ACG)

# Health Information Technology

## Division of Health Science

Division Dean – Andrea Hannon

### Faculty

Dana Brown  
Laurie Dodson  
Rosalie Majid

### Counselors

Kelly Carter  
Denise Vo

## HEALTH INFORMATION TECHNOLOGY ASSOCIATE IN SCIENCE DEGREE PROGRAM AND HEALTH INFORMATION TECHNOLOGY CERTIFICATE

Courses in Health Information Technology prepare individuals to become health information specialists. The health information technician is a member of the health care team assuring that documentation is consistent with professional standards and licensure requirements. To accomplish this, health information technicians monitor and track information recorded in a patient's medical record which includes the medical history, physical examination, progress notes reflecting treatment, and laboratory and radiology reports. Interacting with physicians, administrators, nurses and other allied health professionals, the health information technician quantifies, manages, and interprets the health record data that becomes the basis for crucial medical and financial decisions. The health information technician functions as the patient advocate in protecting the confidentiality of sensitive health care information recorded in the medical record.

To fulfill these responsibilities, health information technicians develop a broad range of skills. Their clinical knowledge base is essential for them to read and interpret the medical record. Processing health information involves usage of computers and computer applications. In safeguarding medical information, the health information technician becomes familiar with the legal aspects inherent in the delivery of patient care. Health information technicians develop managerial skills working as supervisors and directors of health information departments.

Most (60%) health information technicians currently work in health care facilities where they organize, analyze and generate health data for treatment, reimbursement, planning, quality assessment and research. Other employers of health information professionals include medical group practices, government agencies, insurance companies, utilization review organizations, health maintenance organizations, cancer centers, and consulting firms. Health information specialists can also work in sales and marketing positions for companies that design and supply information systems and materials for health information/medical record departments.

The program is accredited by the Commission for Accreditation of Allied Health Education Programs in collaboration with the American Health Information Management Association. Graduates of the program are, therefore, eligible to take the national qualifying examination leading to certification as a Registered Health Information Technician.

## MINIMUM STANDARDS FOR ENROLLMENT

High school graduation, or completion of the General Education Development (GED) test with a minimum score of 45, or high school proficiency examination.

## ENROLLMENT PROCEDURES

1. Students may enroll in either the fall or spring semester.
2. Submit application to College. Students are responsible for furnishing all documents, records, forms and transcripts indicating minimum standards to the Counseling Office.
3. Complete an HI Program Personal Data Sheet. These data sheets may be obtained from the Health Science Counseling Office, Cypress College, 9200 Valley View, Cypress, CA 90630.

## REQUIRED CURRICULUM

Transferability of health information is determined by the individual receiving college. To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

*It is recommended that the following required courses be taken prior to enrolling in the Program.*

Course #	Title	Units
<b>FOUNDATION COURSES</b>		
CIS 101 C	Beginning Computer Keyboarding (Typing Speed of 25 wpm)	3
CIS 111 C	Computer Literacy - Introduction to Information Systems	3
HS 145 C	Survey of Medical Terminology	3
HI 100 C	Trends in Health Care Delivery	2
		<b>11</b>

### Courses are listed in suggested sequence:

Course #	Title	Units
<b>SEMESTER 1</b>		
HI 101 C	Health Information Science	3
HI 102 C	Legal Aspects of Health Care	2
BIOL210 C	Anatomy and Physiology	5
ENGL100 C	College Writing	3
		<b>13</b>
<b>SEMESTER 2</b>		
HS 147 C	Survey of Disease	3
HI 115 C	Medical Staff Services Science	3
HI 204 C	ICD-9-CM Coding	3
		<b>9</b>
<b>SEMESTER 3</b>		
HI 103 C	Health Care Statistics*	3
HI 214 C	CPT/Ambulatory Care Coding	3
HI 203 C	Medical Quality Management**	2
HI 105 C	Directed Practice I***	4
		<b>12</b>
<b>SEMESTER 4</b>		
HI 220 C	Advanced ICD-9-CM Coding	3
HI 225 C	Information Technology*	3
HI 110 C	Medical Insurance Billing	3
HI 245 C	Coding Skills Lab	1
HI 205 C	Directed Practice II***	4
		<b>14</b>
<b>Total Program Units</b>		<b>59</b>

\*Course offered in Fall

\*\*Course offered in Spring

\*\*\*This course is a non-paid laboratory experience. Students are assigned to a health care agency.

## HEALTH INFORMATION TECHNOLOGY CERTIFICATE

To earn a certificate, students must (1) document a minimum of an Associate Degree; and (2) complete all major course work with a minimum grade of "C". At least 50% of all major course work must be completed at Cypress College.

## HEALTH CARE MANAGEMENT AND SUPERVISION CERTIFICATE

This certificate program helps prepare students to work in the health care field in a management or supervisory capacity. Preparing students to work in a variety of health care delivery settings, including physicians' offices, hospitals, health maintenance organizations, and insurance companies, the certificate focuses on the leadership, motivation, organization, planning, and other skills needed to manage or supervise others. Created for both (a) students with allied health credentials and (b) students with general business or office experience, it is designed to help students gain entry into the health care field, to move into supervisory positions, and/or to advance in their current positions.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

Course #	Title	Units
HI 100 C	Trends in Health Care Delivery	2
HI 102 C	Legal Aspects of Health Care	2
HI 115 C	Medical Staff Services Science	3
MGT 262 C	Principles of Management	3
MGT 266 C	Human Relations in Business	3
MGT 267 C	Principles of Supervision	3
<b>Total Units Required</b>		<b>16</b>

## HEALTH CARE MARKETING AND SALES CERTIFICATE

This certificate program provides students with the necessary knowledge and skills to work in the health care field in a marketing or sales capacity. Preparing students to work in a variety of health care delivery settings, including physicians' offices, hospitals, health maintenance organizations, and insurance companies, the certificate focuses on such areas as: sales and customer service, marketing research, advertising, public relations, and community outreach. It is designed to help students gain entry into the health care marketing and sales field and/or to advance in their current positions.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

Course #	Title	Units
HI 100 C	Trends in Health Care Delivery	2
HI 102 C	Legal Aspects of Health Care	2
HI 115 C	Medical Staff Services Science	3
MKT 222 C	Principles of Marketing	3
MKT 103 C	Principles of Advertising	3
MKT 208 C	Principles of Selling	3
<b>Total Units Required</b>		<b>16</b>

## HEALTH INFORMATION CODING CERTIFICATE

### Option of the Health Information Technology Program

Because coding is at the heart of both health care reimbursement and clinical analysis, this extremely important aspect of health information management requires a highly trained and accurate professional. This certificate program prepares the individual to assign numerical codes to diagnoses, symptoms, and procedures using the *International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM)* and procedures according to *Current Procedural Terminology (CPT)*. Most third party payers, including the federal government and private insurance companies, require submission of codes as part of the hospital and/or physician billing process. Diagnoses and procedures codes are needed for comparing and tracking diseases, clinical research, statistical reporting, market data and planning.

In addition to a high school diploma or equivalent, on-the-job coding experience and a solid coding education are needed to take the certification examination offered by the American Health Information Management Association to become a *Certified Coding Specialist*.

Individuals skilled in ICD-9-CM coding are employed as coders for hospitals, physicians' offices, peer review organizations, health maintenance organizations, ambulatory care facilities, skilled nursing facilities, consulting firms, medical billing firms, or insurance companies.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College. Upon successful completion of the required courses, the student will receive a certificate of completion from Cypress College.

## MINIMUM STANDARDS FOR ENROLLMENT

1. High school diploma or completion of the General Education Development (GED) test with a minimum score of 45, or high school proficiency tests.
2. Eligibility for ENGL 100 C.

## ENROLLMENT PROCEDURES

1. Students may enroll in either the fall or spring semester.
2. Submit application to College. Students are responsible for furnishing all documents, records, forms and transcripts indicating minimum standards to the Counseling Office.
3. Complete an HI Program Personal Data Sheet. These data sheets may be obtained from the Health Science Counseling Office, Cypress College, 9200 Valley View, Cypress, CA 90630.

## PROGRAM REQUIREMENTS

Required Courses are listed in suggested sequence:

Course #	Title	Units
<b>SEMESTER 1</b>		
HI 101 C	Health Information Science	3
HS 145 C	Survey of Medical Terminology	3
BIOL210 C	Anatomy & Physiology	5
HI 100 C	Trends in Health Care Delivery	2
		<b>13</b>
<b>SEMESTER 2</b>		
CIS 111 C	Computer Literacy - Introduction to Information Systems	3
HS 147 C	Survey of Disease	3
HI 204 C	ICD-9-CM Coding	3
HI 245 C	Coding Skills Lab	1
		<b>10</b>

<b>SEMESTER 3</b>		
HI 214 C	CPT/Ambulatory Care Coding	3
HI 220 C	Advanced <u>ICD-9-CM</u> Coding	3
HI 245 C	Coding Skills Lab	2
*HI 299 C	Independent Study	1
HI 110 C	Medical Insurance Billing	3
		<b>12</b>
	<b>Total Program Units</b>	<b>35</b>

\* This course is a non-paid laboratory experience.

**HEALTH UNIT COORDINATOR CERTIFICATE**

The health unit coordinator coordinates ancillary services and nonclinical aspects of patient care by performing management, communication, and clerical tasks essential to the functioning of a unit. One of the most important tasks performed by unit coordinators is the transcribing of physician's orders which requires a knowledge of medical terms, symbols, abbreviations, diagnostic and therapeutic procedures, nursing procedures, body structure and functioning and medical science. The health unit coordinator manages the unit by maintaining functioning and medical science. The health unit coordinator manages the unit by maintaining supplies, preparing reports, and maintaining unit records. Patient charts are maintained by the health unit coordinator who enters data according to health facility policies and procedures as patients are admitted, discharged and transferred within the health care facility. Using a variety of tools ranging from memos to telephones to faxes, the unit coordinator performs communication tasks to keep patients, visitors, physicians and health facility staff informed. Opportunities for health unit coordinators exist in any health care facility, e.g., hospitals, ambulatory clinics, surgicenters, long term care facilities, or home health agencies.

Health unit coordinators need to be intelligent, honest, alert, and dependable. They must be accurate at their tasks, show initiative, and be able to follow directions. The health unit coordinator is very important for the efficient functioning of health care units. Patient welfare depends as much upon the efficiency and effectiveness of this individual as on that of the nursing staff. The National Association of Health Unit Coordinators offers a certifying examination to become a Certified Health Unit Coordinator.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

<b>Required Courses are listed in suggested sequence:</b>		
<b>Course #</b>	<b>Title</b>	<b>Units</b>
<b>SEMESTER 1</b>		
HS 145 C	Survey of Medical Terminology	3
CIS 101 C	Beginning Computer Keyboarding (or typing speed of 25wpm)	3
OFF 045 C	Office Procedures	3
HS 100 C	Trends in Health Care Delivery	2
HS 165 C	AMatter of Life and Death-Making Ethical Choices in Health Care	1
		<b>12</b>
<b>SEMESTER 2</b>		
HI 101 C	Health Information Science	3
HI 104 C	Health Care Unit Coordination	4
HI 203 C	Medical Quality Management	2
PE 235 C	First Aid, CPR and Responding to Emergencies (or current CPR Certification)	3
		<b>12</b>
	<b>Total Units Required</b>	<b>24</b>

**MEDICAL INSURANCE BILLING SPECIALIST CERTIFICATE PROGRAM**

The Medical Insurance Billing Specialist Program prepares students for employment as a medical insurance billing specialist. In processing insurance claims for health care providers, the medical insurance specialist assists both the health care provider and the patient organize, file, and negotiate health insurance claims of all types. Their primary goals are to assist the consumer in obtaining maximum benefits as well as to tell the patient what checks to write to providers to make sure there is no overpayment. Medical Insurance Specialists work in a variety of health delivery settings: physician's offices, ambulatory medical groups, hospitals, ambulatory surgery centers, insurance companies, and managed care organizations.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College. Upon successful completion of the required curriculum, the student will receive a certificate of completion from Cypress College.

This program is offered subject to final approval by the Chancellor's Office of the California Community Colleges and the California Postsecondary Education Commission.

**Required Courses are listed in suggested sequence:**

<b>Course #</b>	<b>Title</b>	<b>Units</b>
<b>SEMESTER 1</b>		
CIS 101 C	Beginning Computer Keyboarding	3
HS 145 C	Survey of Medical Terminology	3
HI 101 C	Health Information Science	3
BIOL160 C	Integrated Medical Science	3
CIS 111 C	Computer Literacy – Introduction to Information Systems	3
<b>SEMESTER 2</b>		
HI 204 C	<u>ICD-9-CM</u> Coding	3
HI 214 C	CPT/Ambulatory Care Coding	3
HI 110 C	Medical Insurance Billing	3
	<b>Total Program Units</b>	<b>24</b>

**MEDICAL QUALITY REVIEW ASSISTANT CERTIFICATE**

**Option of the Health Information Technology Program**

Quality management is a process undertaken by hospitals and other providers of health care to determine the quality of patient care services delivered. A Quality Review Assistant will work under the supervision of the Director of Quality Management and perform quality assessment activities. These activities may include such data retrieval activities as occurrence or generic screening, comparing medical records against pre-established criteria, maintaining manual or computerized practitioner profiles, collecting follow-up information, or screening for medical staff monitoring and evaluation activities. Individuals interested in this certificate program are encouraged to schedule an appointment with the Health Information Technology Counselor.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.



**Required Courses are listed in suggested sequence:**

Course #	Title	Units
<b>SEMESTER 1</b>		
HS 145 C	Survey of Medical Terminology	3
HI 101 C	Health Information Science	3
HI 115 C	Medical Staff Services Science	3
HI 203 C	Medical Quality Management	2
		<b>11</b>
<b>SEMESTER 2</b>		
HS 147 C	Survey of Disease	3
CIS 111 C	Computer Literacy—Introduction to Information Systems	3
HI 102 C	Legal Aspects of Health Care	2
*HI 299 C	Independent Study	2
		<b>10</b>
<b>Electives</b>		
HI 103 C	Health Care Statistics	3
BIOL160 C	Integrated Medical Science	3

\*This course is a non-paid laboratory experience. Students are assigned to a hospital.

**MEDICAL RECORD CLERK CERTIFICATE**

**Option of the Health Information Technology Program**

The Medical Record Clerk option prepares the individual to perform entry-level clerical functions in a Medical Record Department of health care facilities. Students will demonstrate competency in processing admissions and discharges, assembling health records, analyzing health records for deficiencies, and filing methods. Individuals interested in this certificate program are encouraged to schedule an appointment with the Health Information Technology Program Counselor.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required Courses are listed in suggested sequence:**

Course #	Title	Units
HS 145 C	Survey of Medical Terminology	3
HI 101 C	Health Information Science	3
CIS 111 C	Computer Literacy—Introduction to Information Systems	3
CIS 101 C	Beginning Comp Keyboard—Word Perfect	3
*HI 299 C	Independent Study	2
		<b>14</b>

**Elective**

HI 102 C	Legal Aspects of Health Care	2
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\*This course is a non-paid laboratory experience. Students are assigned to a hospital.

**ASSOCIATE IN SCIENCE DEGREE MEDICAL STAFF SERVICES SCIENCE AND CERTIFICATE IN MEDICAL STAFF SERVICES SCIENCE**

A Medical Staff Services Professional is a professional administrative assistant who coordinates the activities of the organized medical staff and serves as liaison between the Medical Staff, Nursing Staff, and Administration within parameters established by the Chief Executive Officer of the Hospital. This exciting position offers top management interfacing with Board of Directors, Medical Staff Officers and other leaders in the medical field. The Medical Staff Services Professional assists the medical staff in fulfilling its major responsibility to monitor the quality of patient care delivered by all physicians who are members of the medical staff.

Upon completion of this Associate Degree in Medical Staff Services Science and three years experience, the student is eligible to write the examination offered by the National Association of Medical Staff Services to become a *Certified Medical Staff Coordinator*. Please refer to [www.namss.org](http://www.namss.org) for additional information on CMSC exam eligibility.

**MINIMUM STANDARDS FOR APPLICANTS**

High school graduation or completion of the General Education Development (GED) test with a minimum score of 45 or high school proficiency tests.

**APPLICATION PROCEDURES**

1. Students may enroll in either the fall or spring semester, or semesters.
2. Submit application to College. Students are responsible for furnishing all documents, records, forms and transcripts indicating minimum standards to the Counseling Office.
3. Complete an HI Technology Program Personal Data Sheet. These data sheets may be obtained from the Health Science Counseling Office, Cypress College, 9200 Valley View, Cypress, CA90630.

**ASSOCIATE IN SCIENCE DEGREE**

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**REQUIRED CURRICULUM**

It is recommended that the following three required courses be taken prior to enrolling in the Health Information Technology courses:

Course #	Title	Units
CIS 102 C	Intermediate Comp Keyboarding	3
CIS 111 C	Computer Literacy - Introduction to Information Systems	3
HS 145 C	Survey of Medical Terminology	3
		<b>9</b>

**Required courses are listed in suggested sequence:**

<b>SEMESTER 1</b>		
HI 101 C	Health Information Science	3
HI 102 C	Legal Aspects of Health Care	2
HI 100 C	Trends in Health Care Delivery	2
ENGL100 C	College Writing	3
		<b>10</b>
<b>SEMESTER 2</b>		
HI 115 C	Medical Staff Services Science	3
MGT 266 C	Human Relations in Business	3
BIOL210 C	Anatomy and Physiology	5
		<b>11</b>
<b>SEMESTER 3</b>		
CIS 250 C	Word Proc. - Machine Operations	2
HS 203 C	Medical Quality Management	2
MGT 262 C	Principles of Management	3
or		
MGT 267 C	Principles of Supervision	(3)
HS 147 C	Survey of Disease	3
		<b>10</b>
<b>SEMESTER 4</b>		
HI 215 C	Medical Staff Services Science	2
HI 225 C	Information Technology	3
*HI 299 C	Independent Study	2
		<b>7</b>
<b>Total Units Required</b>		<b>47</b>

\*This course is a non-paid laboratory experience. Students are assigned to a hospital.

## Health Information Technology (HI)

### HI 080 C SELECTED TOPICS

$\frac{1}{2}$  - 8 Units (Variable Units) (May be taken for credit 4 times)

Variable hours lecture and

Variable hours laboratory per week.

Credit/No Credit/Letter Grade Option

This course is designed to meet the health information technology student's need for current topics and issues, updated information in health care review of specialized subject matter and/or preparation for health information related certification exams. Content will emphasize clinical application of theoretical principles in the discipline. Computer software, videotapes, resource materials, instructor assessment of individual student knowledge and skills will be utilized.

### HI 100 C TRENDS IN HEALTH CARE DELIVERY

2 Units

Two hours lecture per week.

CSU

This course investigates how and where health care is delivered in the United States and examines the different types of health care practitioners; professional healthcare associations; the role of federal, state and local governments in health care; and the impact of managed care organizations. How consumers pay for health care as well as how health care providers receive reimbursement for services are discussed. The principles of customer focused health care are discussed. Current issues affecting the delivery of health care are emphasized. The course is recommended for students interested in health care or preparing for careers in health care.

### HI 101 C HEALTH INFORMATION SCIENCE

3 Units

Two hours lecture and

Three hours laboratory per week.

CSU

This course is an in-depth investigation of the generic components of the content, use and structure of health care data and data sets and how these components relate to primary and secondary health record systems. Emphasis will be placed on the content of the health record and documentation requirements pursuant to federal/state regulations and voluntary accrediting body standards. Discussions will focus on health care data sets. Laboratory activities will include data entry; assembly and analysis of medical records; filing and retrieval of information; and reading and interpreting medical records. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

### HI 102 C LEGALASPECTS OF HEALTH CARE

2 Units

Two hours lecture per week.

CSU

The focus of this course is on the legal and ethical issues affecting health care industry, health care providers, and health information managers. State laws, federal regulations, and case precedents form the basis for class discussion. Topics include tort law; confidentiality and release of medical information; informed consent; corporate and personal liability; patient rights; negligence and medical malpractice; contract and labor law; and ethics. Special emphasis is placed on the procedures for safeguarding the security of health care data to prevent inappropriate disclosure of confidential health information.

### HI 103 C HEALTH CARE STATISTICS

3 Units

Two hours lecture and

Three hours laboratory per week.

CSU

Prerequisite: HI 101 C with a grade of "C" or better. This course focuses on the effective collection, presentation, and verification of healthcare data necessary for the preparation of administrative and clinical reports. The role of data in clinical research, vital statistics and epidemiology will be discussed. Laboratory activities will focus on manual and automated data presentation techniques and on the interpretation and analysis of healthcare data. The role of the health information professional in transforming data into meaningful information for use in clinical and financial decision-making will be stressed. Data reliability and validity will be emphasized.

### HI 104 C HEALTH CARE UNIT COORDINATION

4 Units

Three hours lecture and

Three hours laboratory per week.

CSU

Prerequisite: HS 145 C or equivalent. This course focuses on the development of the knowledge and skills integral to successful coordination of the nonclinical aspects of patient care on a health care unit. Information will be provided on how to admit/discharge/transfer patients; transcribe physicians orders; maintain patient charts and nursing kardex; facilitate communication among patients, visitors, physicians, and nursing staff; maintain and update patient information systems; and respond to medical/nonmedical emergencies. Course content will examine the relationship between an efficient health care unit and the quality of patient care.

**HI 105 C DIRECTED PRACTICE I****4 Units**

*Three hours lecture and  
Four hours directed practice per week.  
CSU*

*Prerequisite: HI 101 C and CIS 111 C and enrollment in the Health Information Technology Program.* This course is an investigation of the components of the content, use, and structure of health care data and data sets in the following alternative health care settings: long term care, home health, hospice, ambulatory care, behavioral health and rehab services. Emphasis is on analyzing the content of the health record and documentation requirements pursuant to federal/state regulations and voluntary accrediting body standards. Discussions will focus on the opportunities for health information management professional in these different settings. Directed practice activities will focus on the abstracting of data, analysis of findings, and preparation of reports in the alternative health care settings. Students are assigned to an affiliated health related agency for supervised directed practice. Students shall have the status of learner and shall not be considered agency employees, nor shall they replace agency staff. Directed practice is conducted as a nonpaid, laboratory experience.

**HI 110 C MEDICAL INSURANCE BILLING****3 Units**

*Three hours lecture per week.  
CSU*

*Prerequisite: HS 145 C or equivalent.* This course focuses on the principles and mechanics of ambulatory care and medical office billing and will cover the entire billing process from the initial verification of insurance benefits, to the submission of the claim form, and to final collections process. It provides exposure to the many types of private and governmental insurance: Medicare, Medicaid, Blue Cross, health maintenance organizations, workers' compensation, etc. CPT and ICD-9-CM coding principles related to claims submissions will focus on the use of complete diagnostic coding, CPT modifiers and HCPCS Level II codes. The advantages of electronic claims submission will be discussed. Students will learn to complete insurance claim Form 1500, the universally accepted billing format for medical offices.

**HI 112 C COMPUTERIZED MEDICAL INSURANCE BILLING****2 Units**

*Two hours lecture per week.  
CSU*

*Prerequisite: Completion of or concurrent enrollment in HI 110 C or employed as a medical insurance biller.* This course focuses on the use of advanced medical practice software for automating medical insurance billing and medical office management. Course activities will include hands on computer practice in data entry, line item posting, electronic submission of claims, and posting payments and adjustments. Computer reports will be used to tracer delinquent accounts and age accounts. Computerized daily reports, bank statements, accounts receivable and related reports will be demonstrated.

**HI 115 C MEDICAL STAFF SERVICES SCIENCE****3 Units**

*Three hours lecture per week.  
CSU*

This comprehensive introductory course in fundamental concepts, principles and organization of the hospital and the medical staff services department includes the purpose and role of an organized medical staff; initial staff appointment; reappointment; privilege delineation; preparing agendas and writing minutes; and monitoring and documenting proctoring, peer review, and quality review. A primary focus of the course is the guidelines for credentialing of physicians and allied health professionals in not only the hospital but also managed care settings. The organization of health care facilities and interdepartmental relationships is discussed. Emphasis will be placed on standards of voluntary accrediting agencies and regulations of federal and state licensing agencies. This course will provide useful information to the individual responsible for credentialing in a managed care organization and is good preparation for the CMSC and CPCS credentialing exams.

**HI 203 C MEDICAL QUALITY MANAGEMENT****2 Units**

*Two hours lecture per week.*

*CSU*  
*Prerequisite: HS 145 C or background in medical terminology.* This course is an introduction to the principles of the quality management and improvement process in health care and provides a framework for gaining skills in collecting and analyzing data. Course content includes total quality management, utilization and resource management, risk management, clinical paths, and medical staff peer review. Emphasis is placed on the JCAHO performance improvement standards. Activities focus on the use of quality improvement tools to collect and present quality management data.

**HI 204 C ICD-9-CM CODING****3 Units**

*Two hours lecture and  
Three hours laboratory per week.  
CSU*

*Prerequisite: HS 101 C, HS 145 C, and either BIOL 160 C or BIOL210 C with a grade of "C" or better; or employed as a coder.* Principles of nomenclature and classification systems are stressed with emphasis and training in ICD-9-CM. The preparation of abstracts and reports utilizing coding of diseases, conditions, and procedures is addressed with the intention of indexing and retrieving information for administrative, reimbursement and research purposes.

**HI 205 C DIRECTED PRACTICE II****4 Units**

*Three hours lecture and  
Four hours directed clinical practice per week.  
CSU*

*Prerequisite: HI 103 C and HI 204 C and counselor approval indicating eligibility to graduate from Health Information Technology Program at the end of the semester.* This course will focus on the principles of organization of a health information management department; supervision of human resources in order to develop effective skills in leadership, motivation and team-building techniques; and marketing health information management services. Discussions focus on directed practice activities which will emphasize the collection, analysis and presentation of health care data; quality improvement functions; and coding and abstracting. During the final semester, students are assigned to an affiliated health-related agency for supervised directed practice. Students shall have the status of learner and shall not be considered agency employees, nor shall they replace agency staff. Directed practice is conducted as a nonpaid, laboratory experience.

**HI 207 C CANCER DATA MANAGEMENT****2 Units**

*Two hours lecture per week.  
Prerequisite: HS 145 C or employed in the field.* Lectures focus on an introduction to the fundamental methods of cancer related data collection consistent with state reporting requirements and voluntary accrediting standards and to the organization of cancer program components and coding. Students will abstract from mock charts.

**HI 208 C CANCER DATA MANAGEMENT****1 Unit**

*Three hours laboratory per week.  
Prerequisite: HI 207 C, BIOL 210 C, HS 145 C, or employed in the field.* Abstracting fundamentals will be presented. Information on diagnosis, staging and treatment will be presented on the most common sites of cancer. Following this, students will be expected to abstract records on each primary site covered and complete exercises on staging and coding. Students will abstract from mock charts.

**HI 210 C CANCER DATA MANAGEMENT – DIRECTED PRACTICE****3 Units**

*One hour lecture and  
Eight hours laboratory per week.  
Prerequisite: HI 207 C, 208 C, and counselor approval indicating eligibility to graduate from Cancer Data Management Program.* Lecture and discussion will emphasize selected aspects of cancer data management and supervision. In the supervised experience in performing actual responsibilities which takes place in assigned hospitals and central registries, students shall have the status of learner and shall not be considered agency employees, nor shall they replace agency staff. Directed practice is conducted as a non-paid laboratory experience.

**HI 214 C CPT/AMBULATORY CARE CODING****3 Units**

*Two hour lecture and  
Three hours laboratory per week.  
CSU*

*Prerequisite: HI 204 C or employed as a coder.* This course focuses on the principles and mechanics of coding procedures according to *Current Procedural Terminology* and its relationship to the Health Care Common Procedure Coding System (HCPCS). The course will address the requirements for diagnostic and procedure coding in ambulatory care and outpatient surgery centers as well as the relationship of CPT to ambulatory and medical office billing and APCs. In the laboratory, students will solve coding problems using operative reports and encoding software. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**HI 215 C MEDICAL STAFF SERVICES SCIENCE****2 Units**

*Two hours lecture per week.  
CSU  
Prerequisite: HI 115 C.* Lecture and discussion focuses on selected aspects of medical staff services departmental management and supervision; due process and peer review hearings; and documentation of Medical Executive Committee activities. Throughout the course, there will be advanced review of office management systems and the student will prepare a medical staff office budget.

**HI 220 C ADVANCED ICD-9-CM CODING****3 Units**

*Two hour lecture and  
Three hours lecture per week.  
CSU  
Prerequisite: HI 204 C and HS 147 C.* Advanced concepts in ICD-9-CM and its application in the prospective payment system are discussed. Lecture will focus on the structure of diagnostic related groups; interpretation of laboratory and radiologic findings; basic pharmacology; and *Coding Clinic* guidelines. Laboratory activities will include coding actual medical records related to the most common diagnostic related groups using automated encoders. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**HI 225 C INFORMATION TECHNOLOGY****3 Units**

*Three hours lecture per week.  
CSU  
Prerequisite: CIS 111 C.* This course is an introduction to the concepts of information technology related to health care and the automated tools and techniques for collecting, storing, and retrieving health care data. Emphasis will be on health care information systems, health care networking, telemedicine, telecommunications, image-based document systems, automatic identification and data collection, security and confidentiality, medical informatics, and the computer-based patient record. Activities will center on using file management and spreadsheet applications to automate the collection and analysis of health care information.

**HI 245 C CODING SKILLS LAB**

**1 - 2 Units** (*Variable Units*) (*May be taken for credit 4 times*)

(*Open Entry-Open Exit*)

*Three to six hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

The focus of this course is one of assisting the students in the development of coding skills and the application of those skills to different types of medical records. Students will code inpatient, emergency department, outpatient 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 Units*) (*May be taken for credit 4 times*)

*One and a half to two hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

*Prerequisite: Approved Independent Study Learning Contract.* This course is designed for students enrolled in the Health Information Technology program or its options who wish to increase their knowledge and experience in applied areas. Students will participate in independent study in assigned areas under staff supervision.

# Health Science

**Division of Health Science**

*Division Dean – Andrea Hannon*

*Faculty*

Dana Brown

*Counselors*

Kelly Carter

Denise Vo

## Health Science (HS)

**HS 050 C PREPARATION FOR HEALTH SCIENCE**

**3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

This course is designed for students interested in a health science career. The communication, reading and mathematical skills of students will be developed in relation to the various career needs. Remedial and introductory material necessary to enter and complete a Health Science Program are emphasized.

**HS 052 C SELECTED TOPICS - HEALTH SCIENCE**

**½ - 2 Units** (*Variable Units*) (*May be taken for credit 4 times*)

*Lecture/discussion hours will vary according to credit given.*

*Credit/No Credit/Letter Grade Option*

Topics related to health science are selected or assigned to enhance training. Films, filmstrips, slides and a variety of resource materials are provided.

**HS 055 C RADIOGRAPHY ASSISTANT/ DARKROOM TECHNICIAN**

**2 Units**

*Two hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

This course is designed for the student who desires an entry-level job as radiology assistant and/or darkroom technician. The course is a lecture/demonstration class that teaches aseptic technique and darkroom procedures used by Radiology Department personnel in hospitals, physicians' private offices and clinics. The student gains the knowledge needed to process radiographic film. Film, film holders and intensifying screens are discussed. Patient lifting and transportation procedures required of a Radiology Assistant are demonstrated. Students are required to obtain CPR Certification for this class.

**HS 060 C SELECTED TOPICS - NURSING FOUNDATIONS/NURSING PROCESS & PROFESSIONAL NURSING MANAGEMENT I**

**½ - 2 Units (Variable Units)**

*Lecture hours vary according to credit given.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Acceptance in Nursing or Psychiatric Technician Program.* This course is designed to correlate with Foundations of Nursing and Nursing Process and Professional Nursing Management I, which provides introductory knowledge of the fundamentals of nursing. The assigned topics covered correlate with textbook and module assignments and enhance learning in specific theoretical concepts and nursing techniques. Computer software, video tapes, resource materials, instructor assessment of individual student's nursing knowledge and skills and individualized instruction are utilized.

**HS 061 C SELECTED TOPICS - INTRODUCTORY MEDICAL/SURGICAL NURSING**

**½ - 2 Units (Variable Units)**

*Lecture hours vary according to credit given.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Acceptance in Nursing Program.* This course is designed to correlate with NURS 196 C, providing increased knowledge of fundamentals of nursing and more complex nursing skills. The assigned topics covered correlate with the textbook and module assignments and enhance learning in specific theoretical concepts and more complex nursing techniques introduced in NURS 196 C. Films, videotapes, resource materials, instructor assessment of individual student's nursing knowledge and skills in individualized instruction are utilized.

**HS 062 C SELECTED TOPICS - INTERMEDIATE MEDICAL/SURGICAL NURSING**

**½ - 2 Units (Variable Units)**

*Lecture hours vary according to credit given.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Acceptance in Nursing Program.* This course is designed to correlate with NURS 292 C, providing an expansion of knowledge of medical/surgical nursing. The assigned topics covered correlate with the textbook and module assignments and aid in providing enhanced learning in specific theoretical concepts and nursing techniques introduced in NURS 292 C. Films, videotapes, resource materials, instructor assessment of individual student's nursing knowledge and skills in individualized instruction are utilized.

**HS 063 C SELECTED TOPICS - MATERNAL/NEWBORN/FAMILY NURSING**

**½ - 2 Units (Variable Units)**

*Lecture hours vary according to credit given.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Acceptance in Nursing Program.* This course is designed to correlate with NURS 197 C, providing an expansion of knowledge of maternal health care needs. The assigned topics covered correlate with the textbook and 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 - PSYCHIATRIC NURSING/NURSING PROCESS & PROFESSIONAL NURSING MANAGEMENT VI**

**½ - 2 Units (Variable Units)**

*Lecture hours vary according to credit given.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Acceptance in Nursing or Psychiatric Technician Program.* This is an adjunctive course to be taken concurrently with PT 094 C and/or PT 096 C, or NURS 293 C. This course enables students to utilize the expertise of the instructor/facilitator to meet their self-assessed learning needs. Depth of understanding is increased through the directed use of appropriate audiovisual materials and selected references, as well as group discussion and dialogue.

**HS 065 C SELECTED TOPICS - CHILD/FAMILY NURSING**

**½ - 2 Units (Variable Units)**

*Lecture hours vary according to credit given.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Acceptance in the Nursing Program.* This is an adjunctive course to be taken concurrently with NURS 296 C. This course correlates 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 - ADVANCED MEDICAL/SURGICAL NURSING**

**½ - 2 Units (Variable Units)**

*Lecture hours vary according to credit given.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Acceptance in the Nursing Program.* This course is designed to correlate with NURS 297 C. Assigned topics covered correlate with textbook and module assignments in NURS 297 C. Clinical simulations are provided to permit the student practice in the performance of nursing procedures, as well as an opportunity for clinical competency testing. Videos, films, slides, games, resource materials, computer simulations, instructor assessment of student's nursing knowledge and skills, and individualized instruction are utilized.

**HS 067 C SELECTED TOPICS - LEADERSHIP**

**½ - 2 Units (Variable Units)**

*Lecture hours vary according to credit given.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Acceptance in the Nursing Program.* This course is designed to correlate with NURS 247 C. Depth of understanding of issues related to nursing practice and leadership are increased through the directed use of appropriate audio visual materials and selected references, as well as group discussions and dialogue.

**HS 068 C SELECTED TOPICS - HEALTH CARE AND NURSING NEEDS OF THE OLDER ADULT**

**½ - 2 Units** (Variable Units) (May be taken for credit 2 times)

One half hour lecture per week.

Credit/No Credit/Letter Grade Option

*Prerequisite:* Enrollment in NURS 193 C or NURS 294 C. This course will focus on the special nursing and health care needs of the older adult and development of nursing skills necessary to meet those needs. Activities will focus on assisting the student in the further development of assessment skills, interpersonal and communication skills and patient teaching, which are essential in the care of the older adult. This course is an elective for students who desire enrichment in theories related to the care of the older adult.

**HS 075 C MANAGEMENT OF ASSAULTIVE BEHAVIOR**

**1 Unit**

One hour lecture per week.

Credit/No Credit/Letter Grade Option

This course is designed to teach the student the Miconic System for the management of assaultive behavior. Application to community settings is emphasized.

**HS 076 C BASIC LIFE SUPPORT FOR HEALTH CARE PROVIDERS: "C" CERTIFICATION**

**1 Unit** (May be taken for credit 2 times)

One hour lecture per week.

Credit/No Credit/Letter Grade Option

This course is required for health care providers. It prepares the student with knowledge and skills required to perform adult one-rescuer CPR, adult two-rescuer CPR, pediatric one-rescuer CPR, child two-rescuer CPR, adult foreign body airway management and pediatric foreign body airway management. The American Heart Association fee for the "C" certification card is \$1.00.

**HS 077 C BASIC LIFE SUPPORT CERTIFICATION FOR HEALTH CARE PROVIDERS: "C" CERTIFICATION**

**½ Unit** (May be taken for credit 4 times)

One-half hour lecture per week.

Credit/No Credit/Letter Grade Option

*Prerequisite:* Course in Basic Life Support with "C" certification. Current BLS "C" certification is required for health care workers when providing direct patient care. This class prepares the student with current knowledge and skills required to obtain a recertification card from the American Heart Association (fee \$1.00).

**HS 079 C CAREERS IN DENTISTRY**

**1 Unit**

One hour lecture per week.

Credit/No Credit/Letter Grade Option

This course will provide the student with an exposure to various aspects of the profession of dentistry; the duties and responsibilities of each profession will be discussed, including dentistry, dental hygiene, dental assistant and dental technology.

**HS 080 C SELECTED TOPICS IN NURSING AND ALLIED HEALTH**

**½ - 8 Units** (Variable Units) (May be taken for credit 4 times)

One-half to eight hours lecture per week.

Credit/No Credit/Letter Grade Option

This course is designed to meet the nursing and allied health science student need for current topics and issues, updated information in health care review of specialized subject matter, and/or preparation for health related licensure and certification exams. Content will emphasize clinical application of theoretical principles in the discipline. Computer software, videotapes, resource materials, instructor assessment of individual student knowledge and skills will be utilized.

**HS 098 C HEALTH SCIENCE SEMINAR**

**½ - 3 Units** (Variable Units) (May be taken for credit 4 times)

Lecture/discussion hours will vary with credit given.

Credit/No Credit/Letter Grade Option

This class will utilize a lecture/discussion approach to various topics within the Health Science programs. A variety of classes will be offered to introduce students to new experiences, update content on current issues, and explore new trends in health care.

**HS 099 C HEALTH SCIENCE - INDEPENDENT STUDY**

**½ - 2 Units** (Variable Units) (May be taken for credit 4 times)

Lecture hours vary according to credit given.

Credit/No Credit/Letter Grade Option

*Prerequisite:* Approved Independent Study Learning Contract. This course is designed for students interested in health science programs who wish to increase their knowledge and experience in applied areas. Students will participate in independent study on assigned areas under staff supervision.

**HS 100 C TRENDS IN HEALTH CARE DELIVERY SYSTEMS**

**2 Units**

Two hours lecture per week.

CSU

This is a core course designed for students interested in the health professions particularly those preparing for careers in health care. It is an overview of health care delivery systems and is required for Health Information Technology majors.

**HS 102 C LEGAL ASPECTS OF HEALTH CARE**

**2 Units**

Two hours lecture per week.

CSU

The focus of this course is on the legal and legislative process affecting health information. It provides exposure to legal terminology and statutes with practical application of these principles and concepts to medical records. Confidentiality, patient access to information, consent to treatment, response to subpoenas, liability, and negligence will be discussed.

**HS 140 C PSYCHO-SOCIAL CONCEPTS IN HEALTH SCIENCE/NURSING****3 Units***Three hours lecture per week.*

CSU

This course is designed to introduce Health Science students to psycho-social concepts basic to the development of skills in patient care and interrelationships. Social interaction skills and development patterns of individuals are included. Major social problems are discussed in relation to health care.

**HS 145 C SURVEY OF MEDICAL TERMINOLOGY****3 Units***Three hours lecture per week.*

CSU

This course includes fundamentals of word analysis, roots, prefixes and suffixes in an orientation to the body as a whole. A survey of medical terminology of the following body systems includes: skin and breast, musculoskeletal, neurological/psychiatric, cardiovascular, respiratory, digestive, genitourinary, prenatal, maternal, endocrine, and special senses. Anatomical and physiologic terminology, combining forms, diagnostic terms, clinical and surgical procedures, laboratory tests and abbreviations are included. A basic requirement for most career opportunities in the allied health occupations and in the court systems is the comprehension of medical terminology.

**HS 146 C MEDICAL TERMINOLOGY FOR MEDICAL SPECIALTIES****3 Units***Three hours lecture per week.*

CSU

*Prerequisite:* HS 145 C. This course emphasizes knowledge of terminology used in specialty areas of the health care systems. Medical specialties included are anesthesiology, oncology, physical therapy, radiology, and nuclear medicine. Competence in reading, writing, and understanding technically advanced medical terminology is required for successful completion.

**HS 147 C SURVEY OF DISEASE****3 Units***Three hours lecture per week.*

CSU

*Prerequisite:* HS 145 C. This course is a survey of general principles of disease, organs, and systems as related to specific diseases. It includes chronic and degenerative diseases; respiratory, bone, and gastrointestinal tract diseases; diseases of the genitourinary systems and reproductive organs, including genetic influences; infectious diseases and neoplasms; disturbances of body fluids and disturbed function. It is required by the State Department of Public Health, Division of Radiologic Health and recommended by the American Society of Radiologic Technology and is also the basic pathology of disease course requirement for Medical Record Technology students.

**HS 161 C DYING AND DEATH, GRIEF AND MOURNING****3 Units***(Same as HSCE 161 C)*

CSU

*Three hours lecture/discussion per week.*

This course is designed to assist individuals in such areas as personal death anxiety and working/living with the terminally ill person. Discussion includes special concerns such as how to handle grief, suicide, hospice, and other related topics.

**HS 165 C A MATTER OF LIFE AND DEATH - MAKING ETHICAL CHOICES IN HEALTH CARE****1 Unit***One hour lecture per week.*

CSU

*Credit/No Credit/Letter Grade Option*

This course will focus on making ethical choices in health care and will include discussion of contemporary ethical questions such as life support, right to refuse treatment and reproductive issues. Ethical issues raised by recent technical developments in health care and the rights and responsibilities of patients and health care professionals will be examined.

**HS 168 C PATIENT CARE SKILLS – OPEN LAB****½ - 3 Units (Variable Units) (May be taken for credit 4 times)***(Open Entry-Open Exit)**One and one half to nine hours laboratory per week.**Credit/No Credit*

CSU

*Prerequisite:* Current first year Health Science program student or approved re-entry students needing remedial assistance or current professional license related to a health science program. This open-entry, open-exit course with flexible hours and variable units allows self-paced individualized instruction and/or practice in basic client care skills with Health Science faculty supervision. The course provides students with space and equipment needed to learn client care skills. Health Science program students will complete a self-assessed learning plan prior to beginning their practice sessions. \$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**HS 203 C MEDICAL QUALITY MANAGEMENT****2 Units***Two hours lecture per week.*

CSU

*Prerequisite:* HS 145 C or background in medical terminology. This is an introductory course to acquaint health science students with the history and development of the quality assurance efforts in health care. This course discusses quality assessment techniques, medical staff peer review; utilization review, and risk management along with the roles and responsibilities of individuals involved in the quality assurance process.



**HS 267 C INTERNET: THE LINK TO HEALTH CARE INFORMATION****1 Unit** (May be taken for credit 2 times)

One hour lecture per week.

CSU

This course will provide hands-on computer experience. The NetScape Navigator browser will be used to access information related to patient care, education, research, government and commerce. Particular emphasis is placed on the adaptability of e-mail, news groups, list servers and the World Wide Web tools to the health care professions and a distance learning/communication situation. \$4.00 Laboratory Fee - PAYABLE AT THE BOOKSTORE.

**HS 268 C PATIENT CARE SKILLS – OPEN LAB****½ - 3 Units** (Variable Units) (May be taken for credit 4 times)

(Open Entry-Open Exit)

One and a half to nine hours of laboratory per week.

Credit/No Credit

CSU

*Prerequisite:* Current second year Health Science program student or approved re-entry students needing remedial assistance or current professional license related to a health science program. This open-entry, open exit course with flexible hours and variable units allows self-paced individualized instruction and/or practice in advanced client care skills with Health Science faculty supervision. The course provides students with space and equipment needed to learn advanced client care skills. Health Science program students will complete a self-assessed learning plan prior to beginning their practice sessions. \$5.00 Laboratory Fee – PAYABLE AT REGISTRATION.

**HS 277 C CULTURAL AWARENESS & HEALTH CARE****3 Units**

Three hours lecture per week.

CSU, AAGE, CSU GE, CUL PL

This course is designed to examine how cultural differences impact health care and health care delivery. The influence of multiethnic cultures on health care concepts, intervention, and the delivery of health care will be discussed. The course will emphasize communication, beliefs and customs, cultural rituals, ethical and legal implications and staff relations in our multiethnic health care system. The content focuses on expanding sensitivity to cultural diversity in health care and includes medical, social, and legal issues.

# Health Science - Continuing Education

**Division of Health Science**

Division Dean – Andrea Hannon

**Faculty**

Health Science Instructors

**Counselors**

Kelly Carter

Denise Vo

Provider approved by the California Board of Registered Nursing - Provider Number 00110, for the number of contact hours the class meets. Request list of approved classes from the Health Science Division.

## Health Science - Continuing Education (HSCE)

**HSCE 161 C DYING AND DEATH, GRIEF AND MOURNING****3 Units**

(Same as HS 161 C)

Three hours lecture/discussion per week.

CSU

This course is designed to assist individuals in such areas as personal death anxiety and working/living with the terminally ill person. Discussion includes special concerns such as how to handle grief, suicide, hospice, and other related topics.

**HSCE 250 C RADIATION LAWS AND ETHICS****3 Units**

(Same as RADT 250 C)

Three hours lecture per week.

CSU

*Prerequisite:* RADT 142 C or RADT 146 C or limited permit in x-ray technology. This is a concise course to inform the student radiologic technologist, x-ray technician, and/or staff certified radiologic technologist and limited practitioner in State and Federal Radiation Control Regulations toward the legal and ethical implications involved in ionized radiation to the human organism and radiation protection policies. Laws related to radiologic technology, malpractice litigation, preventive measures, and patient rights are discussed. The course will alert the students of their legal responsibilities, rights and duties within the context of their function as a member of the radiology team.

**HSCE 260 C FLUOROSCOPY PERMIT COURSES****3 Units***(Same as RADT 260 C)**Two and one half hours lecture and**One and one-half hours laboratory per week.**Credit/No Credit/Letter Grade Option**CSU*

*Prerequisite: Current California Certified Radiologic Technology license.* This course will provide the knowledge of skills, attitudes, and competencies to operate fluoroscopy equipment efficiently and safely. Upon successful completion of the course, students will receive a certificate of completion and be eligible for the California State Technologist Fluoroscopy examination. Students must be able to verify CRT status at the first class meeting.

**HSCE 262 C CROSS-SECTIONAL IMAGING****1 Unit***One hour lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course correlates knowledge and practice of diagnostic imaging with cross-sectional anatomy of the skull, thorax, abdomen, and pelvis. Diagnostic imaging includes the ability to work with ultrasound, computerized tomography, and magnetic resonance. A knowledge of medical terminology and human anatomy is recommended.

# History

**Division of Social Science***Division Dean, Kay Andrews***Faculty**

Frank Barajas  
John Buchanan  
Carol Elsensohn Lewis  
Michael Flores  
David Halahmy

**Counselors**

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

**HISTORY TRANSFER PROGRAM**

Students should consult a counselor or [www.assist.org](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.

## History (HIST)

**HIST 051AC SURVEY OF THE CIVILIZATION OF THE UNITED STATES****3 Units***Three hours lecture per week.*

This course is a survey of the development of American history, geography, psychology, and sociology. Emphasis is on current events. This course also satisfies the Social Science requirement for the Associate degree.

**HIST 098 C HISTORY NON-TRANSFER SEMINAR**

**½ - 2 Units** *(Variable Units) (May be taken for credit 4 times)*

*Lecture/discussion hours will vary with credit given.*

*Prerequisite: May be required. (See class schedule).* This course is a lecture/discussion approach to particular problems for students who wish to increase their knowledge of subjects which are not of a nature generally taught in college. Various topics will be offered according to the interests of the instructor and students as stated in the class schedule. Various types of measuring devices will be used and unit credit may range from ½ to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

**HIST 105 C HISTORY OF PHYSICAL SCIENCE****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC/CSU, CSU GE, IGETC*

This course is an examination of the emergence and development of physical science concepts and problems in relation to the main currents of Western civilization from its early pre-Greek origins to the quantum theory; an introduction to models, verification, prediction, and natural law. The course relates major scientific developments to their cultural environment.

**HIST 110AC WESTERN CIVILIZATION****3 Units***Three hours lecture per week.**UC Credit Limitation/CSU**AA GE, CSU GE, IGETC, CAN HIST 2*

This course is a comprehensive study of the contributions of previous civilizations from prehistoric times to the beginnings of modern nationalism and industrialism in the 18th century. The development of the present-day Western mind and institutions is traced by analyzing the beliefs, myths, accomplishments and problems of the civilizations of Mesopotamia, Egypt, Greece, Rome, the Medieval Period, Renaissance and Reformation, and 17th Century Europe. Eligibility for ENGL 100 C recommended.

**HIST 110BC WESTERN CIVILIZATION****3 Units***Three hours lecture per week.**UC Credit Limitation/CSU**AA GE, CSU GE, IGETC, CAN HIST 4*

This course covers the development of Western civilization from the 18th century to the present day. A major part of this course deals with the last 100 years. It covers imperialism, communism, industrialism and nationalism, with related political-social, and cultural issues. Eligibility for ENGL 100 C recommended.

**HIST 112 C WORLD CIVILIZATION I****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC, CAN HIST 14*

This course is a survey of the roots and development of civilizations in Africa, the Americas, Asia, and Europe from the earliest times to AD 1550. Eligibility for ENGL 100 C strongly recommended. *Duplicate credit not granted for HIST 110AC or HIST 112HC.*

**HIST 112HC HONORS WORLD CIVILIZATION I****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC*

This course is an enhanced survey of the roots and development of the various civilizations in Africa, the Americas, Asia, and Europe from the earliest times to 1550 A.D. Eligibility for ENGL 100 C recommended. *Duplicate credit not granted for HIST 110AC or HIST 112 C.*

**HIST 113 C WORLD CIVILIZATION II****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC, CAN HIST 16*

This course is a survey of the roots and development of civilizations in Africa, the Americas, Asia, and Europe from AD 1550 to the present. Eligibility for ENGL100 C strongly recommended. *Duplicate credit not granted for HIST 110BC.*

**HIST 126 C HISTORY OF ANTIQUES AND COLLECTABLES****3 Units***Three hours lecture per week.**CSU*

This course is an introduction to the surviving artifacts of historical periods. Special emphasis will be placed on the reasons and conditions which caused things to be made and used in the manner in which they were used. The course will be useful as a non-written approach to history. It is helpful in museum work and interior design. This course also meets the requirements for credit in ART 126 C.

**HIST 128 C INTRODUCTION TO HISTORIC PRESERVATION****3 Units***Three hours lecture per week.**CSU*

This is a practical survey of the field of historical preservation. This course will cover historical architecture and restoration techniques of houses and other common period buildings. Laws on preservation work, historical and museum agencies, grant writing, site registration, cataloging, and other pertinent information will be taught. Some fieldwork will be required.

**HIST 130 C AFRICAN-AMERICAN HISTORY IN THE UNITED STATES****3 Units***(Same as ETHS 130 C)**Three hours lecture per week.**UC/CSU, CUL PL*

This course is a survey of heritage of African Americans from the African past through contemporary experiences in the United States. A special emphasis is placed on the duality of that experience, explored through the ambivalent legacy of racism and the social institutions designed to combat it. Eligibility for ENGL100 C strongly recommended.

**HIST 135 C AFRICAN HISTORY****3 Units***Three hours lecture per week.**UC/CSU*

This course is a survey of African history from the earliest beginnings to contemporary time. A special emphasis is placed on the various cultures, demography, and general chronology of the rise and fall of nation states, and the impact of Western culture through the colonial, neo-colonial, and contemporary periods. Eligibility for ENGL100 C recommended.

**HIST 140 C HISPANIC CIVILIZATION****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC/CSU*

This course is designed to introduce students to Hispanic civilization through the study of the history, beliefs, style of living, and achievements in literature and the fine arts. Pre-Columbian, Spanish, Portuguese, and African contributions are studied in order to provide an understanding of contemporary events and evolving culture in Latin America.

**HIST 141 C INTRODUCTION TO CHICANA/O HISTORY AND CULTURE****3 Units***(Same as ETHS 141 C)**Three hours lecture per week.**Credit/No Credit/Letter Grade Option**Credit by Examination**UC/CSU, CSU GE, IGETC, CUL PL*

This course studies the conception of Chicana/o history and culture from the pre-European conquest era of North America to the status of Chicanas/os in the United States up to the present. The course examines not only the historical experience of Chicanas/os in the country but also investigates the interconnections of racial and ethnic interaction, issues of class, gender, political economy, and social forces of hegemony. Materials to be considered include works in history, the behavioral sciences, literature, and the arts.

**HIST 151 C SURVEY OF BRITISH HISTORY****3 Units***Three hours lecture per week.**UC/CSU, CSU GE, IGETC*

This course is a survey of English history and civilizations from prehistoric times to the end of the Stuart period. The course concentrates on the development of governmental institutions, and the cultural and intellectual foundations of England and its people. Eligibility for ENGL 100 C recommended.

**HIST 152 SURVEY OF BRITISH HISTORY****3 Units***Three hours lecture per week.**UC/CSU, CSU GE, IGETC*

This course is the continuing survey of the development of the United Kingdom from 1715 to the present. Special emphasis in this course will be placed on England's political and cultural expansion around the globe. Eligibility for ENGL 100 C recommended.

**HIST 160AC ASIAN CIVILIZATION****3 Units***Three hours lecture per week.**UC/CSU, CSU GE, IGETC*

This is a comparative history of the civilization of Asia. The course includes all of Asian history from the eastern borders of Europe to the Pacific and from the birth of civilization to the 19th century. The comparative perspective will stress the process, patterns, and periods of West, South, East, Southeast, and Central Asia and view their respective evolutionary development, institutions, social breakdown, elite values in crisis, and regional interaction. Eligibility for ENGL 100 C recommended.

**HIST 160BC ASIAN CIVILIZATION****3 Units***Three hours lecture per week.**UC/CSU, CSU GE, IGETC*

This is a comparative history of the civilization of Asia. The course includes all of Asian history from the eastern borders of Europe to the Pacific and from the 19th century to the present day. The comparative perspective will stress the process, patterns, and periods of West, South, East, Southeast, and Central Asia and view their respective evolutionary development, institutions, social breakdown, elite values in crisis, and regional interaction. Eligibility for ENGL 100 C recommended.

**HIST 162AC HISTORY OF THE AMERICAS****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC*

This course is a survey of the history of the Western hemisphere from its discovery to the wars of independence. This course satisfies the state requirements in American history and institutions for transfer. Eligibility for ENGL 100 C recommended.

**HIST 162BC HISTORY OF THE AMERICAS****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC*

This course is a study of the political, social, and economic development of the independent nations of the Western hemisphere from the wars of independence to the present. This course satisfies the state requirements in American history and institutions for transfer. Eligibility for ENGL 100 C recommended.

**HIST 163 C HISTORY OF MEXICO****3 Units***Three hours lecture per week.**UC/CSU, CSU GE, IGETC*

The material presented in this course is a social, economic and political history of Mexico from the pre-Columbian period to the present. The lectures are designed to show that present-day Mexican society is a product of the region's geographical position in relation to the rest of Latin America, Europe and the United States, its Indian and European populations, and its Mesoamerican and 16th century-dominant political and economic structures. Although European institutions predominate in Mexico today, the Indian institutions are still present—just more subterranean. Many of Mexico's struggles have dealt with her attempts to bring these societies together in a nation-state.

**HIST 165 C INTRODUCTION TO THE MIDDLE EAST****3 Units***Three hours lecture per week.**UC/CSU*

This course studies the historical development of the Middle East from the rise of Middle Eastern civilization to the present, emphasizing the Islamic religion, art, philosophy, and key political and social conflicts of modern times. Eligibility for ENGL100 C recommended.

**HIST 170AC HISTORY OF THE UNITED STATES****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC, CAN HIST 8*

This course is a survey of AMERICAN history from the colonial foundations to 1877. The course satisfies state requirements in American history and institutions for transfer. Eligibility for ENGL100 C recommended.

**HIST 171 C HISTORY OF THE US****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC, CAN HIST 10*

This course is a survey of American history from 1877 to the present time. This course satisfies state requirements in American history and institutions for transfer. Eligibility for ENGL 100 C recommended. *Duplicate credit not granted for HIST 171HC.*

**HIST 171HC HONORS HISTORY OF THE U.S.****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE*

This course is an enhanced version of survey of American History from 1877 to the present time. This course satisfies state requirements in American History and institutions for transfer. Duplicate credit will not be given for HIST 171 C.

**HIST 176 C ASIAN AMERICAN HISTORY****3 Units***Three hours lecture per week.**UC/CSU, CSU GE, CUL PL*

This is a survey course of Asian American history from mid-nineteenth century to the present. Elements of Asian-American culture (i.e., art, literature, music, and photography) will be presented in an historical perspective. Eligibility for ENGL 100 C recommended.

**HIST 180 C PEOPLE AND CULTURE IN EAST ASIA****3 Units***Three hours lecture per week.**UC/CSU, CSU GE, IGETC*

This course is a general introduction to the East Asian cultural area. East Asia, by definition, is China, Japan, and Korea. The course will emphasize the role of people in the East Asia tradition, including the interaction of environment, world-view, and the fine arts. The focal point will be the human achievements in this tradition, the operation as an entity in the tradition, and how the tradition functions. The fields of art, literature, and music will be an integral part of the study.

**HIST 231 C MINORITY COMMUNITIES IN THE UNITED STATES****3 Units***(Same as ETHS 231 C, POSC 231 C, and SOC 231 C)**Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC, CUL PL*

This course will encompass an overview of the social, economic, political and psychological/emotional aspects of four ethnic groups (African-Americans, Native-Americans, Latinos, and Asian-Americans) in contemporary American culture. It will emphasize the relationship of these groups to the dominant culture and vice-versa.

**HIST 231HC HONORS MINORITY COMMUNITIES IN THE UNITED STATES****3 Units***(Same as ETHS 231HC, POSC 231HC, and SOC 231HC)**Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC, CUL PL*

This course will encompass an overview of the social, economic, political and psychological/emotional aspects of four ethnic groups (African-Americans, Native-Americans, Latinos, and Asian-Americans) in contemporary American culture. It will emphasize the relationship of these groups to the dominant culture and vice-versa.

**HIST 265 C UNITED STATES MILITARY HISTORY****3 Units***Three hours lecture per week.**CSU*

This course examines the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States. The roles of leadership, foot soldiers, militia, women, diverse multi-cultural groups, and technology and their impact upon warfare will also be discussed. Materials to be used will include documentary videos, as well as works in history, military science, and literature.

**HIST 270 C WOMEN IN UNITED STATES HISTORY****3 Units***Three hours lecture per week.**UC/CSU*

This course surveys the economic, social, intellectual, and political history of women in America from colonial times to the present. Special emphasis is placed upon the feminist movement and suffrage struggle of the 19th and 20th centuries.

**HIST 275 C HISTORY OF CALIFORNIA****3 Units***Three hours lecture per week.**UC/CSU, CSU GE, CUL PL*

This course surveys the economic, social, ethnic, intellectual, and political history of California from the earliest times to the present. Special emphasis is placed upon the 20th century development of Southern California, particularly in terms of state and local government. Issues of diversity caused by demographic changes will also be explored.

**HIST 295 C RESEARCH METHODS IN ORAL HISTORY****2 Units***One hour lecture and**Three hours laboratory per week.**CSU*

This course introduces the student to the special techniques of tape recorded interviews to document 20th century history. Areas of study will include interviewing techniques, historical editing, and transcripts of interviews. The course does not satisfy General Education requirements in Social Science.

**HIST 298 C HISTORY SEMINAR***½ - 3 Units (Variable Units) (May be taken for credit 4 times)**Lecture/discussion hours will vary with credit given.**UC Credit Limitation/CSU*

This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ unit to 3 units. Consult class schedule for the offerings a particular semester.

**HIST 299 C HISTORY INDEPENDENT STUDY***1 Unit (May be taken for credit 3 times)**Varying hours of scheduled conferences per week according to instructor.**UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.

# Hotel, Restaurant, Culinary Arts

## Division of Vocational Education

Division Dean – Steve Donley

### Faculty

Michael Bird  
Lisa Clark

### Counselor

Jane Jepson

### BASIC BAKER CERTIFICATE

This certificate provides students with the necessary skills and knowledge to gain entry-level employment in baking and pastry.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

#### Required courses are listed in suggested sequence:

Course #	Title	Units
HRC 101 C	Intro to Hospitality Careers	3
HRC 120 C	Sanitation and Safety	3
HRC 135 C	Basic Cooking Techniques	3
HRC 136 C	Baking & Pastry	3
<b>Total Units Required</b>		<b>12</b>

### BASIC COOK CERTIFICATE

This certificate provides students with the necessary skills and knowledge to gain entry-level employment in line cooking.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

#### Required courses are listed in suggested sequence:

Course #	Title	Units
HRC 101 C	Intro to Hospitality Careers	3
HRC 120 C	Sanitation and Safety	3
HRC 135 C	Basic Cooking Techniques	3
HRC 243 C	The Art of Garde Manger	3
<b>Total Units Required</b>		<b>12</b>

### ASSOCIATE OF SCIENCE DEGREE CULINARY ARTS

The Culinary Arts program provides students with basic competencies in the methods of food handling, cooking, and culinary management. It includes exposure to various styles, and proper use of culinary applications and equipment. The program is designed to help students develop a working knowledge of what is required to be successful for fast track culinary management potential.

To earn an Associate Degree students must complete all graduation requirements to include: (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

#### Required courses are listed in suggested sequence:

Course #	Title	Units
HRC 100 C	Nutrition	3
HRC 101 C	Intro to Hospitality Careers	3
HRC 120 C	Sanitation and Safety	3
HRC 125 C	Dining Room Management	3
HRC 135 C	Basic Cooking Techniques	3
HRC 136 C	Baking and Pastry	3
HRC 144 C	Quantity Cooking Techniques	3
HRC 152 C	Menu/Kitchen Layout & Design	3
HRC 231 C	Cost Control in Hospitality	3
HRC 232 C	Banquet & Catering Management	3
HRC 233 C	International Gourmet Foods	3
HRC 243 C	The Art of Garde Manger	3
HRC 245 C	Advanced Cooking Techniques	3
HRC 295 C	Hospitality Internship	3
HRC 299 C	Hospitality Independent Study	2
<b>Total Units Required</b>		<b>44</b>

### CULINARY ARTS CERTIFICATE

The Culinary Arts program provides students with basic competencies in the methods of food handling, cooking, and culinary management. It includes exposure to various styles, and proper use of culinary applications and equipment. The program is designed to help students develop a working knowledge of what is required to be successful for fast track culinary management potential.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

#### Required courses are listed in suggested sequence:

Course #	Title	Units
HRC 100 C	Nutrition	3
HRC 101 C	Intro to Hospitality Careers	3
HRC 120 C	Sanitation and Safety	3
HRC 125 C	Dining Room Management	3
HRC 135 C	Basic Cooking Techniques	3
HRC 136 C	Baking and Pastry	3
HRC 144 C	Quantity Cooking Techniques	3
HRC 152 C	Menu/Kitchen Layout & Design	3
HRC 231 C	Cost Control in Hospitality	3
HRC 232 C	Banquet & Catering Management	3
HRC 233 C	International Gourmet Foods	3
HRC 243 C	The Art of Garde Manger	3
HRC 245 C	Advanced Cooking Techniques	3
HRC 295 C	Hospitality Internship	3
HRC 299 C	Hospitality Independent Study	2
<b>Total Units Required</b>		<b>44</b>

### DINING ROOM OPERATIONS CERTIFICATE

This certificate provides students with the necessary skills and knowledge to gain entry level employment as a dining room server.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

HRC 101 C	Intro to Hospitality Careers	3
HRC 120 C	Sanitation and Safety	3
HRC 125 C	Dining Room Management	3
HRC 166 C	Managing Guest Relations	3
<b>Total Units Required</b>		<b>12</b>

### ASSOCIATE IN SCIENCE DEGREE FOOD SERVICE MANAGEMENT

The Associate of Science Degree in Food Service Management provides students with the needed management skills including cost control, restaurant operations, guest services, leadership, legal aspects, catering, technology and personal development to pursue a career in the food serv-

ice industry or transfer to a four-year university. The fast growing food service industry includes careers in restaurants, hotels, resorts, cruise ships, schools and hospitals.

To earn an Associate Degree students must complete all graduation requirements to include (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a total of 60 units; and (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**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	Dining Room Management	3
HRC 135 C	Basic Cooking Techniques	3
HRC 144 C	Quantity Cooking Techniques	3
HRC 152 C	Menu/Kitchen Layout & Design	3
HRC 164 C	Hospitality Law	3
HRC 166 C	Managing Guest Relations	3
HRC 231 C	Cost Control in Hospitality	3
HRC 232 C	Banquet & Catering Management	3
HRC 295 C	Hospitality Internship	3
<b>Total Units Required</b>		<b>33</b>

**Electives – Three Additional Units Required from the following:**

HRC 133 C	Hotel Operations	3
HRC 299 C	Hospitality Independent Study	½ - 2
ATC 070 C	Professional Image	1½
ATC 170 C	Job Skills Communication	1½
MKT 208 C	Principles of Selling	3
MKT 222 C	Principles of Marketing	3
<b>Total Elective Units Required</b>		<b>3</b>

**FOOD SERVICE MANAGEMENT CERTIFICATE**

The Food Service Management Certificate provides students with the needed management skills including cost control, restaurant operations, guest services, leadership, legal aspects, catering, technology and personal development to pursue a career in the food service industry. The fast growing food service industry includes careers in restaurants, hotels, resorts, cruise ships, schools and hospitals.

To earn a certificate, complete the required courses as listed with a "C" or better. At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
HRC 101 C	Intro to Hospitality Careers	3
HRC 120 C	Sanitation and Safety	3
HRC 125 C	Dining Room Management	3
HRC 135 C	Basic Cooking Techniques	3
HRC 144 C	Quantity Cooking Techniques	3
HRC 152 C	Menu/Kitchen Layout & Design	3
HRC 164 C	Hospitality Law	3
HRC 166 C	Managing Guest Relations	3
HRC 231 C	Cost Control in Hospitality	3
HRC 232 C	Banquet & Catering Management	3
HRC 295 C	Hospitality Internship	3
<b>Total Units Required</b>		<b>33</b>

**Required Electives – Three additional units from the following:**

HRC 133 C	Hotel Operations	3
HRC 299 C	Hospitality Independent Study	½ - 2
ATC 070 C	Professional Image	1½
ATC 170 C	Job Skills Communication	1½
MKT208 C	Principles of Selling	3
MKT222 C	Principles of Marketing	3
<b>Total Elective Units Required</b>		<b>3</b>

**FRONT DESK OPERATIONS CERTIFICATE**

This certificate provides students with the necessary skills and knowledge to gain entry-level employment as a front desk agent.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
HRC 101 C	Intro to Hospitality Careers	3
HRC 133 C	Hotel Management	3
HRC 160 C	Front Office Operations	3
HRC 166 C	Managing Guest Relations	3
<b>Total Units Required</b>		<b>12</b>

**ASSOCIATE IN SCIENCE DEGREE**

**HOTEL MANAGEMENT**

The Associate of Science Degree in Hotel Management provides students with the skills in operations, guest services, leadership, law and technology to pursue an entry-level career in hotel management or transfer to a four-year university. The hospitality industry is the world's largest employer requiring trained individuals to fill the multitude of positions in the rooms division, food and beverages, catering, sales, housekeeping, human resources and administration.

To earn an Associate Degree students must complete all graduation requirements to include (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a total of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course#	Title	Units
HRC 101 C	Intro to Hospitality Careers	3
HRC 121 C	ServSafe Food Safety	½
HRC 131 C	Housekeeping & Property Ops	3
HRC 133 C	Hotel Management	3
HRC 160 C	Front Office Operations	3
HRC 164 C	Hospitality Law	3
HRC 166 C	Managing Guest Relations	3
HRC 231 C	Cost Control in Hospitality	3
HRC 232 C	Banquet & Catering Management	3
HRC 295 C	Hospitality Internship	3
MKT222 C	Principles of Marketing	3

Select a minimum of 6 units

from the electives below

**Total Units Required** **36½**

**Electives – Three Additional Units Required from the following:**

HRC 125 C	Dining Room Management	3
HRC 135 C	Basic Cooking Techniques	3
HRC 299 C	Hospitality Independent Study	1½ - 2
ATC 070 C	Professional Image	1½
ATC 170 C	Job Skills Communication	1½
ATC 278 C	Public Relations	3
MKT208 C	Principles of Selling	3
<b>Total Elective Units Required</b>		<b>6</b>

**HOTEL OPERATIONS CERTIFICATE**

The Hotel Operations Certificate provides students with the necessary skills in hotel operations, guest services, leadership, law and technology to pursue a career in hotel operations. The hospitality industry is the world's largest employer requiring trained individuals to fill the multitude of positions in the rooms division, food and beverages, catering, sales, housekeeping, human resources and administration.

To earn a certificate, complete the required courses as listed with a "C" or better. At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
HRC 101 C	Intro to Hospitality Careers	3
HRC 121 C	ServSafe Food Safety	½
HRC 131 C	Housekeeping & Property Ops	3
HRC 133 C	Hotel Management	3
HRC 160 C	Front Office Operations	3
HRC 164 C	Hospitality Law	3
HRC 166 C	Managing Guest Relations	3
HRC 231 C	Cost Control in Hospitality	3
HRC 232 C	Banquet & Catering Management	3
HRC 295 C	Hospitality Internship	3
MKT222 C	Principles of Marketing	3
Select a minimum of 6 units from the electives listed below		6
<b>Total Units Required</b>		<b>36½</b>

**Electives – Six Additional Units Required:**

HRC 125 C	Dining Room Management	3
HRC 135 C	Basic Cooking Techniques	3
HRC 299 C	Hospitality Independent Study	1½ - 2
ATC 070 C	Professional Image	1½
ATC 170 C	Job Skills Communication	1½
ATC 278 C	Public Relations	3
MKT208 C	Principles of Selling	3
<b>Total Elective Units Required</b>		<b>6</b>

**HOUSEKEEPING OPERATIONS CERTIFICATE**

This certificate provides students with the necessary skills and knowledge to gain entry level employment in housekeeping operations. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course#	Title	Units
ATC 070 C	Professional Image	1½
ATC 170 C	Job Skills Communication	1½
HRC 101 C	Intro to Hospitality Careers	3
HRC 131 C	Housekeeping & Property Ops	3
HRC 133 C	Hotel Management	3
<b>Total Units Required</b>		<b>12</b>

**RESTAURANT/LODGING ENTREPRENEUR CERTIFICATE**

This certificate provides students with the necessary skills and knowledge to start, manage and promote their own restaurant, inn, or bed & breakfast establishment. Students who complete the program will learn about guest relations, customer service, basic management techniques, food handling and preparation, marketing and sales of their own small business.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
HRC 120 C	Sanitation & Safety	½
HRC 135 C	Basic Cooking Techniques	3
HRC 160 C	Front Office Operations	3
HRC 166 C	Managing Guest Relations	3
MKT208 C	Principles of Selling	3
MKT222 C	Principles of Marketing	3
<b>Total Units Required</b>		<b>15½</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, CAN FCS 2*

*Prerequisite: Eligibility for ENGL 100 C.* This course is a study of the interactions between food and a living organism. Course includes the role of carbohydrates, fats, protein, vitamins, water, minerals, alcohol and drugs in nutritional status. Emphasis is on the practical application of nutritional information to the individual diet and the recognition of nutrition misinformation.

**HRC 101 C INTRO TO HOSPITALITY CAREERS**

**3 Units**

*Three hours lecture per week.*

*CSU*

This course provides an overview of operations and career opportunities including travel industry, hotels, culinary arts, food service management, meeting and event planning and airline customer services. The history, definition, organization, and industry trends will be reviewed for each area of the hospitality industry. Internet research will be utilized and students will prepare a personalized career project and portfolio.

**HRC 120 C SANITATION AND SAFETY**

**3 Units**

*Three hours lecture per week.*

*CSU*

This course is designed to acquaint students with principles of sanitation and safety in any hospitality management facility. The course content includes basic microbiology, the cause, control and investigation of food borne illnesses, sanitary practices in purchasing, storing and preparing food, sanitary maintenance of kitchen, dining room and all equipment, personal hygiene and the safety of all equipment, food handling, vector control and safety practices.

**HRC 121 C SERVSAFE FOOD SAFETY**

**½ Unit**

*One half hour lecture per week.*

*CSU*

A short course designed to acquaint industry employees with food safety and sanitation principles and prepare them to take the Food Safety Certification exam. A certified food handler is required in all California restaurant establishments.



**HRC 125 C DINING ROOM MANAGEMENT****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.* Students operate a restaurant dining room; emphasis is placed on providing excellent guest service, using a point of sale computer system, staffing, mise en place and those leadership skills required to effectively manage a dining room operation. This course also explores guest service techniques for wines and foods of the world.

**HRC 131 C HOUSEKEEPING & PROPERTY OPS****3 Units**

*Three hours lecture per week.  
CSU*

This course explores hotel housekeeping and property operations, including management strategies, reports, budgets and technical details.

**HRC 133 C HOTEL MANAGEMENT****3 Units**

*Three hours lecture per week.  
CSU*

*Advisory: Completion of or concurrent enrollment in HRC 101 C.* Students will be introduced to management theory and responsibilities in the hospitality industry including rooms division, food and beverage, engineering, security, marketing, sales, accounting, information management and human resources. Franchises, referral and management organizations, market analyses, feasibility studies, management contracts and product segmentation will also be covered.

**HRC 135 C BASIC COOKING TECHNIQUES****3 Units**

*Two hours lecture and  
Four hours laboratory per week.  
CSU*

*Corequisite: Completion of or concurrent enrollment in HRC 120 C.* Through lecture, demonstration and hands-on practice this course introduces the student to basic cooking skills that can be applied in any level or type of food service operation. Skills developed in this course will provide the foundation for all subsequent restaurant courses. Students will be required to follow food service and hotel management departments' dress standards.

**HRC 136 C BAKING AND PASTRY****3 Units**

*Two hours lecture and  
Four hours laboratory per week.  
CSU*

This course is designed to develop skills in baking and pastry. The subject area includes portioning, accuracy in measuring, baking of cakes, pies, breads, rolls, and other yeast and non-yeast products, filling for pies, tarts, meringues, icings, and toppings. *\$75.00 Laboratory Fee – PAYABLE AT BOOKSTORE.*

**HRC 144 C QUANTITY COOKING TECHNIQUES****3 Units**

*Two hours lecture and  
Four hours laboratory per week.  
CSU*

*Prerequisite: HRC 120 C and HRC 135 C.* This course is designed to develop techniques and skills for managing cooking for large groups. Emphasis is on preparation of entrées, including plate garnish, specialty foods, breads, pastries and desserts.

**HRC 152 C MENU/KITCHEN LAYOUT & DESIGN****3 Units**

*Three hours lecture per week.  
CSU*

This course provides students with experience in designing restaurants menus including: themes, item selection, cost/volume/profit/relationships, food cost determination, standard costs, forecasting, sales controls, and menu planning. Students will also analyze and develop solutions to the layout and design of hotel and restaurant kitchen facilities.

**HRC 160 C FRONT OFFICE OPERATIONS****3 Units**

*Three hours lecture per week.  
CSU*

Instruction in front office operation in a hospitality lodging enterprise will be presented. Public and employee relations, guest accommodations/reservations, forecasting, office routines and reports, machine operation, room rates and the application of computer programs will be emphasized.

**HRC 164 C HOSPITALITY LAW****3 Units**

*Three hours lecture per week.  
CSU*

This course is a comprehensive study of the legal aspects of the hospitality industry with an emphasis on compliance and prevention of liabilities. Topics include safety and security, food and alcohol legal responsibilities, selecting and managing employees, managing insurance, regulatory concerns, property management, hospitality operating structures, and hospitality contracts.

**HRC 166 C MANAGING GUEST RELATIONS****3 Units**

*Three hours lecture per week.  
CSU*

This course is designed to provide the student with the basic knowledge of "service" and how it applies to managing guest relations. Service will be examined from the perspective of those who deliver it and those who manage it. A pragmatic approach to the problems of personnel management in the hospitality and travel industry will be discussed.

**HRC 231 C COST CONTROL IN HOSPITALITY****3 Units***Three hours lecture per week.**CSU*

This course presents the principles of cost control and revenue management. Topics include: managing revenue and expenses, determining sales forecasts, managing the cost of food, beverages and labor, the production process, pricing, analyzing results, planning for profits, maintaining a revenue control system and using technology to enhance controls. Students learn to identify and solve problems to help keep costs low and profit margins high in hospitality operations.

**HRC 232 C BANQUET & CATERING MANAGEMENT****3 Units***Three hours lecture per week.**CSU*

This course covers the marketing and management of catering on and off premises, including special functions. It includes planning, financing, organizing, marketing and operating a catering service. Emphasis is on creating and managing various catered activities.

**HRC 233 C INTERNATIONAL GOURMET FOODS****3 Units***Two hours lecture and**Four hours laboratory per week.**CSU*

*Corequisite: HRC 120 C. Advisory: HRC 135 C.* This course is designed to acquaint students with techniques in preparation of cuisines from other cultures. Emphasis is on Western European cuisine but content also includes Middle Eastern and Oriental cuisines. Students will have an opportunity to prepare and sample international cuisines. *Laboratory fees for materials provided by the Department. Fee is paid in the Bookstore as needed during the semester.*

**HRC 243 C THE ART OF GARDE MANGER****3 Units***Two hours lecture and**Four hours laboratory per week.**CSU*

*Corequisite: HRC 120 C.* This course is designed to develop the specialized skills of garde manger personnel in fine dining restaurants and hotels. The course includes lecture, demonstration and hands-on practice of classical and typical hot and cold food preparation. Emphasis will be placed on the preparation of garnishes, buffet decorations hot and cold hors d'oeuvres, pates, galantines, aspics, and chaud-froid. *Laboratory fee of \$100.00 – PAYABLE IN THE BOOKSTORE.*

**HRC 245 C ADVANCED COOKING TECHNIQUES****3 Units***Two hours lecture and**Four hours laboratory per week.**CSU*

*Prerequisites: HRC 135 C, HRC 144 C.* This is a course designed to allow the student to acquire skills necessary for more advanced methods of food preparation. Topics include poultry, fish, lamb, Galantine, Ballotine, quenelle, aspic and meat carving. Samples of hors d'oeuvres, vegetable and fruit carving and the art of garde manger, choux paste, puff paste and creative decorating will be included. *Laboratory fee of \$50.00 – PAYABLE IN THE BOOKSTORE.*

**HRC 295 C HOSPITALITY INTERNSHIP****3 Units***One hour lecture and**Fifteen hours laboratory per week.**CSU*

*Prerequisite: Completion of first year hotel, food service or culinary arts program recommended.* The Hospitality Internship class is the link between academic learning and industry experience. This course requires a minimum of 255 hours work experience with an instructor approved employer in the hotel, restaurant or culinary arts field. Students will compile a comprehensive career portfolio.

**HRC 298 C HOSPITALITY SEMINAR****½ - 3 Units (Variable Units) (May be taken for credit 4 times.)***Lecture hours vary from zero to three hours and**Laboratory hours vary from zero to nine hours per week determined by course offering.**CSU*

This course is for students who wish to increase their knowledge of the hotel, restaurant, and/or culinary arts industries. Various topics will be offered. Unit credit may range from ½ to 3 units in any given semester. Consult the class schedule to verify credit for a particular semester.

**HRC 299 C HOSPITALITY INDEPENDENT STUDY****½ - 2 Units (Variable Units) (May be taken for credit 4 times.)***One half to two hours of conference per week.**CSU*

*Prerequisites: Approved Independent Study Learning Contract.* This course is designed for those students who wish to increase their knowledge of the hotel, restaurant, and/or culinary arts industries through professionally directed independent study or research. Unit credit may range from one-half to two units in any given semester.

# Human Services

## Division of Social Science

Division Dean, Kay Andrews

### Faculty

Virgil Adams, III  
Lucinda Alibrandi  
Gary Zager

### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## ALCOHOL AND DRUG STUDIES CERTIFICATE

Required courses are listed in suggested sequence:

Course #	Title	Units
HUSR 200 C	The Human Services	3
PSY 139 C	Developmental Psychology	3
HUSR 210 C	Introductory Fieldwork in Human Services	3
HUSR 211 C	Advanced Fieldwork - Human Services	3
HUSR 225 C	Counseling the Family of Addicted Persons	3
HUSR 240 C	Drugs and Alcohol in Our Society	3
HUSR 241 C	Intervention Treatment and Recovery	3
HUSR 242 C	The Physiological Effects of Alcohol & Drugs	3

Select a minimum of 12 units

from the elective courses listed below	12
<b>Total Units Required</b>	<b>36</b>

### Electives

HUSR 221 C	Crisis Intervention and Referral Services	3
HUSR 222 C	Group Leadership and Group Process	3
HUSR 223 C	Helping Skills in Human Services	3
HUSR 224 C	Self-Esteem Strategies in Human Services	3
HUSR 226 C	Behavior Modification Techniques	3
ETHS/SOC 231 C	Minority Communities in the United States	3
COUN 140 C	Educational Planning	½
HUSR 245 C	Alcohol, Other Drugs, & the Driving Law: Training the Trainer	3
HUSR 270 C	Introduction to Victimology	3
HUSR 275 C	Ethical Issues in Human Services	3
HUSR 280 C	Employee Assistance Programs: Public & Private	3
PSY 120 C	Human Sexuality	3

## CRIMINAL JUSTICE CERTIFICATE

This certificate program will prepare students to work with Human Service agencies that provide services to clients coming from the criminal justice system. Students will examine the skill requirements, the major tasks and responsibilities, the role and function of the service provider in jails, penal institutions, police departments, juvenile justice agencies and the Department of Corrections.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

Course #	Title	Units
HUSR 210 C	Introductory Fieldwork in Human Services	3
HUSR 211 C	Advanced Fieldwork-Human Services	3
HUSR 223 C	Helping Skills in Human Services	3
HUSR 224 C	Self-Esteem Strategies in Human Services	3
HUSR 275 C	Ethical Issues in Human Services	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-Cult. Study: Crim. Just.	3

Select a minimum of 9 units from elective courses below  
**Total Units Required 36**

### Electives (Select 9 units from the list below)

HUSR 221 C	Crisis Intervention and Referral Services	3
HUSR 240 C	Drugs and Alcohol in Our Society	3
HUSR 241 C	Intervention, Treatment and Recovery	3
HUSR 242 C	Physiological Effects of Alcohol and Drugs	3
HUSR 270 C	Introduction to Victimology	3
HUSR 271 C	Society and Victimization	3
HUSR 293 C	Conflict Resolution/Mediation	3

## EATING DISORDERS CERTIFICATE

Required courses are listed in suggested sequence:

Course #	Title	Units
HUSR 200 C	The Human Services	3
HUSR 210 C	Introductory Fieldwork in Human Services	3
HUSR 211 C	Advanced Fieldwork - Human Services	3
HUSR 225 C	Counseling the Family of Addicted Persons	3
HUSR 230 C	Introduction to Eating Disorders	3
HUSR 231 C	Background & Treatment of Eating Disorders	3
HUSR 232 C	Physiological Effects of Eating Disorders	3
PSY 139 C	Developmental Psychology	3

Select a minimum of 12 units

from the elective courses listed below	12
<b>Total Units Required</b>	<b>36</b>

### Electives

BIOL107 C	Nutrition & World Food Issues	3
COUN 140 C	Educational Planning	½
HUSR 221 C	Crisis Intervention and Referral Services	3
HUSR 222 C	Group Leadership and Group Process	3
HUSR 223 C	Helping Skills in Human Services	3
HUSR 224 C	Self-Esteem Strategies in Human Services	3
HUSR 226 C	Behavior Modification Techniques	3
HUSR 275 C	Ethical Issues in Human Services	3
PE 244 C	Human Performance	3
PSY 120 C	Human Sexuality	3

## FAMILY STUDIES (BASIC) CERTIFICATE

The Family Studies (BASIC) Certificate Program in Human Services is designed to prepare the student for the personal challenges of relationships and child rearing as well as to form a foundation for a career in the Family Studies professions.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

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 the Family	3

Select a minimum of 3 units from the elective courses listed below  
**Total Units Required 15**

**Electives (Select 6 units from the list below.)**

COUN 140 C	Educational Planning	½
ENGL139 C	Children's Literature	3
HUSR 224 C	Self-Esteem Strategies in Human Services	3
HUSR 240 C	Drugs and Alcohol in Our Society	3
PSY/SOC 255 C	Introduction to Gerontology	3
HUSR 270 C	Introduction to Victimology	3
PSY 120 C	Human Sexuality	3

**FAMILY STUDIES (ADVANCED) CERTIFICATE**

The Family Studies (ADVANCED) Certificate Program in Human Service is designed as a more complete examination of the many individual and family needs resulting from changing family patterns. Needed skills include parenting in a variety of family situations, communicating in healthy relationships, caregiving in intergenerational families and coping with stress. This program prepares the student in three ways: (1) Providing courses as personal enrichment for the families and individuals in the community (2) Training Human Service workers for employment in schools, health and mental health agencies, rehabilitation centers, halfway houses, senior centers and as support persons to law enforcement and other community agencies (3) Providing the first two years of courses for Family Studies professions such as therapist and administrator which require further college education.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggest sequence:**

Course #	Title	Units
HUSR 200 C	The Human Services	3
HUSR 224 C	Self-Esteem Strategies in Human Services	3
HUSR 270 C	Introduction to Victimology	3
PSY 139 C	Developmental Psychology	3
PSY/SOC 215 C	Parenting Skills	3
SOC 275 C	Marriage and the Family	3
HUSR 210 C	Introductory Fieldwork in Human Services	3
HUSR 215 C	Introduction to Family Studies	3
<b>Select a minimum of 6 units from the elective courses listed below</b>		<b>6</b>
<b>Total Units Required</b>		<b>30</b>

**Electives (Select 6 units from the list below.)**

COUN 140 C	Educational Planning	½
ENGL139 C	Children's Literature	3
HUSR 221 C	Crisis Intervention and Referral Services	3
HUSR 222 C	Group Leadership and Group Process	3
HUSR 223 C	Helping Skills in Human Services	3
HUSR 225 C	Counseling the Family of Addicted Persons	3
HUSR 226 C	Behavior Modification Techniques	3
HUSR 240 C	Drugs and Alcohol in Our Society	3
PSY/HUSR 255 C	Introduction to Gerontology	3
HUSR 275 C	Ethical Issues in Human Services	3
PSY 120 C	Human Sexuality	3
SOC/ETHS 231 C	Minority Communities in the United States	3

**FOSTER CARE GIVER ADOLESCENT CERTIFICATE**

With a growing number of young people as wards of the courts and living in foster and group homes, this is a certificate for Foster Care Givers. Courses required for this certificate may be taken in short modules leading to the completion of the entire certificate. Some of these mini-courses may be taken in the regular three hours per week format as three unit courses. The "Childhood" certificate is designed as a possible introduction certificate and incorporates many of these same courses.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

This program is offered subject to final approval by the Chancellor's Office of the California Community Colleges and the California Postsecondary Education Commission.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
COUN 141 C	Career Exploration	1
or		
COUN 151 C	Career and Life Planning	(3)
ECON 130 C	Consumer Economics	3
HUSR 084 C	Introduction to Behavior Modification	½*
HUSR 122 C	Developing Self-Esteem Strategies	1
HUSR 125 C	Building Independence Skills	½
HUSR 130 C	Introduction to Foster Care	1
HUSR 200 C	The Human Services	3*
HUSR 240 C	Drugs and Alcohol in Our society	3
PE 235 C	First Aid, CPR and Responding to Emergencies	3*
PSY 144 C	Early Adolescent Development	½
PSY 145 C	Middle Adolescent Development	½
PSY 146 C	Late Adolescent Development and Entrance into Adulthood	½
PSY/SOC 215 C	Parenting Skills	3*
PSY/SOC 217 C	Parenting the Oppositional &Defiant Child, Ages 2-13	1
PSY/SOC 218 C	Parenting the Abused and Traumatized Child/Adolescent	½
PSY/SOC 219 C	Parenting the Child/Adolescent with Attention Deficit Hyperactivity Disorder	½
<b>Total Units Required</b>		<b>22½ - 24½</b>

\* Required for the Childhood Certificate

**FOSTER CARE GIVER CHILDHOOD CERTIFICATE**

With a growing number of children in foster homes, this is a certificate for Foster Care givers. Courses required for this certificate may be taken in short modules leading to the completion of the entire certificate. Some of these mini-courses may be taken in the regular three hours per week format as three unit courses. The "Adolescent" certificate is designed to incorporate many of these same courses.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

This program is offered subject to final approval by the Chancellor's Office of the California Community Colleges and the California Postsecondary Education Commission.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
HUSR 084 C	Introduction to Behavior Modification	½
HUSR 130 C	Introduction to Foster Care	1
HUSR 200 C	The Human Services	3
PE 235 C	First Aid, CPR and Responding to Emergencies	3
PSY/SOC 215 C	Parenting Skills	3
PSY/SOC 217 C	Parenting the Oppositional and Defiant Child Age 2-13	1
PSY/SOC 218 C	Parenting the Abused and Traumatized Child/Adolescent	½
PSY/SOC 219 C	Parenting the Child/Adolescent with Attention Deficit Hyperactivity Disorders	½
PSY141 C	Prenatal and Early Childhood Development	½
PSY 142 C	Middle Childhood Development	½
PSY 143 C	Late Childhood Development	½
PSY 148 C	Early Childhood Development: Observation	1
<b>Total Units Required</b>		<b>15</b>

**GERONTOLOGY CERTIFICATE**

The Gerontology Certificate Program in Human Services is a collection of interdisciplinary courses focused on the aging adult and the agency resources available for the elderly. Courses explore appropriate human service agencies, crisis intervention strategies, and the adaptive and maladaptive behaviors of the normal aging process. Emphasis will be placed on methods of assisting older persons in health promotion and maintenance, chronic illness and biological deterioration. Death and dying, and the ethical issues that often occur during the last years of life will be examined.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
PSY/HUSR 255 C	Introduction to Gerontology	3
SOC/HUSR 250 C	Sociology of Aging	3
HUSR 200 C	The Human Services	3
HUSR 210 C	Introductory Fieldwork in Human Services	3
HSCE/HS 161 C	Dying and Death, Grief and Mourning	3
<b>Total Units Required</b>		<b>15</b>

**Elective**

HS 165 C	A Matter of Life and Death - Making Ethical Choices in Health Care	1
HUSR 275 C	Ethical Issues in Human Services	3
HUSR 221 C	Crisis Intervention and Referral Services	3
PE 235 C	First AID, CPR and Responding to Emergencies	3

**HEAD START PARENTAL SUPPORT ASSISTANT CERTIFICATE**

This certificate program is to prepare para-professional Head Start workers to assist the parents with children in the Head Start Program to be more effective in the parenting of their children.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
HUSR 084 C	Introduction to Behavior Modification	½
HUSR 200 C	The Human Services	3
HUSR 210 C	Introductory Fieldwork in Human Services	3
HUSR 221 C	Crisis Intervention and Referral Services	3
HUSR 223 C	Helping Skills in Human Services	3
HUSR 224 C	Self-Esteem Strategies in Human Services	3
HUSR 225 C	Counseling the Family of Addicted Persons	3
PSY 140 C	Developmental Psychology Pre-Adult	3
PSY/SOC 215 C	Parenting Skills	3
PSY/SOC 237 C	Cross-Cultural Conflicts in Interpersonal Relations	3
<b>Total Units Required</b>		<b>27½</b>

**ASSOCIATE IN ARTS DEGREE HUMAN SERVICES**

The Human Services Program for the Associate in Arts Degree prepares students for a variety of careers in public and private social service agencies. Course work includes completion of 24 units plus 12 elective units in one or more specialty areas of Alcohol and Drug Studies, Eating Disorders, Family Studies, Human Services Generalist, and Victimology.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
HUSR 200 C	The Human Services	3
HUSR 222 C	Group Leadership and Group Process	3
HUSR 224 C	Self-Esteem Strategies in Human Services	3
HUSR 210 C	Introductory Fieldwork in Human Services	3
HUSR 225 C	Counseling the Family of Addicted Persons	3
HUSR 241 C	Intervention Treatment and Recovery	3
PSY 139 C	Developmental Psychology	3
HUSR 211 C	Advanced Fieldwork - Human Services	3

**Select a minimum of 12 units**

<b>from the elective courses listed below</b>	<b>12</b>
<b>Total Units Required</b>	<b>36</b>

**Electives (Select 12 units from below)**

COUN 140 C	Educational Planning	½
ETHS/SOC 231 C	Minority Communities in the United States	3
HUSR 221 C	Crisis Intervention and Referral Services	3
HUSR 223 C	Helping Skills in Human Services	3
HUSR 226 C	Behavior Modification Techniques	3
HUSR 230 C	Introduction to Eating Disorders	3
HUSR 231 C	Background & Treatment of Eating Disorders	3
HUSR 232 C	Physiological Effects of Eating Disorders	3
HUSR 240 C	Drugs and Alcohol in Our Society	3
HUSR 242 C	The Physiological Effects of Alcohol & Drugs	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 & Private	3

**HUMAN SERVICES CERTIFICATE PROGRAM**

The Human Services Department includes certificate programs in Alcohol and Drug Studies, Eating Disorders, Family Studies (Basic and Advanced), Human Services Generalist, and Victimology. Each specialization recommends a core of required courses including fieldwork experience, and 6 to 12 units of specialization courses. The curricula are designed so that students with interests in several areas can complete more than one certificate program in an effective and efficient manner. The Alcohol and Drug Certificate program is approved by the California Association of Alcohol/Drug Educators. The Eating Disorders Certificate program is approved by the International Association of Eating Disorders Professionals. Family Studies offers the opportunity to explore today's changing family values and patterns. Gerontology courses explore appropriate human service agencies, crisis intervention strategies, and the adaptive and maladaptive behaviors of the normal aging process. Victimology explores the network of agencies available for victims and perpetrators. The Human Services Generalist has training in all Human Service areas.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**HUMAN SERVICES GENERALIST CERTIFICATE**

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
HUSR 200 C	The Human Services	3
HUSR 222 C	Group Leadership and Group Process	3
HUSR 224 C	Self Esteem Strategies in Human Services	3
HUSR 210 C	Introductory Fieldwork in Human Services	3
HUSR 225 C	Counseling the Family of Addicted Persons	3
HUSR 241 C	Intervention Treatment and Recovery	3
PSY 139 C	Developmental Psychology	3
HUSR 211 C	Advanced Fieldwork - Human Services	3

**Select a minimum of 12 units**

from the elective courses listed below	12
<b>Total Units Required</b>	<b>36</b>

**Electives**

COUN 140 C	Educational Planning	½
ETHS/SOC 231 C	Minority Communities in the United States	3
HUSR 221 C	Crisis Intervention and Referral Services	3
HUSR 223 C	Helping Skills in Human Services	3
HUSR 226 C	Behavior Modification Techniques	3
HUSR 230 C	Introduction to Eating Disorders	3
HUSR 231 C	Background and Treatment of Eating Disorders	3
HUSR 232 C	Physiological Effects of Eating Disorders	3
HUSR 240 C	Drugs and Alcohol In Our Society	3
HUSR 242 C	The Physiological Effects of Alcohol & Drugs	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 Assist Programs: Public and Private	3
PSY120 C	Human Sexuality	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.

**VICTIMOLOGY CERTIFICATE****Required courses are listed in suggested sequence:**

Course #	Title	Units
HUSR 200 C	The Human Services	3
HUSR 210 C	Introductory Fieldwork in Human Services	3
HUSR 211 C	Advanced Fieldwork - Human Services	3
HUSR 225 C	Counseling the Family of Addicted Persons	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	½
ETHS/SOC 231 C	Minority Communities in the United States	3
HUSR 221 C	Crisis Intervention and Referral Services	3
HUSR 222 C	Group Leadership and Group Process	3
HUSR 223 C	Helping Skills in Human Services	3
HUSR 224 C	Self-Esteem Strategies in Human Services	3
HUSR 226 C	Behavior Modification Techniques	3
HUSR 240 C	Drugs and Alcohol in Our Society	3
HUSR 275 C	Ethical Issues in Human Services	3
PSY 139 C	Developmental Psychology	3

**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 080 C ORIENTATION TO DEVELOPMENTAL DISABILITIES IN THE COMMUNITY****½ Unit**

*One-half hour lecture per week.*

This is a basic course for students who want to better understand the legal and ethical problems and issues in working with those who have developmental disabilities. Major subject areas include abuse, client rights, advocacy and confidentiality.

**HUSR 081 C LEGAL AND ETHICAL ASPECTS OF DEVELOPMENTAL DISABILITIES****½ Unit**

*One-half hour lecture per week.*

This is an introductory course for those who wish to increase their knowledge regarding developmental disabilities. The course includes basic information about systems, legal and ethical issues, job rules, and different approaches to helping those with developmental disabilities.

**HUSR 082 C ISSUES OF CLIENT ABUSE****½ Unit**

*One-half hour lecture per week.*

This course deals with the legal and ethical issues of abuse involving the client with developmental disabilities. Students will be taught what is considered abuse, what legal requirements are mandated by state and federal enactments and how to handle abused clients and abusers.

**HUSR 083 C CURRENT TRENDS IN COMMUNITY SERVICES****½ Unit**

*One-half hour lecture per week.*

This basic course examines a number of differing community services that are currently used in working with people who have a developmental disability. Major topics to be covered include supported employment, functional skills, community mobility, least restrictive environment and normalization. The practical realities inherent in these different services are also considered.

**HUSR 084 C INTRODUCTION TO BEHAVIOR MODIFICATION****½ Unit**

*One-half hour lecture per week.*

This course is for individuals working in programs for developmentally disabled persons, as well as those interested in the field. It will cover basic information about behaviorally oriented work with such clients, including content on behavior modification, teaching methods and ways to encourage clients.

**HUSR 122 C DEVELOPING SELF-ESTEEM STRATEGIES****1 Unit**

*One hour lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

This course is especially designed for caregivers desiring greater insights and techniques in developing self-esteem in their children or youth with whom they work. It will cover assessment, materials and resources available and referral procedures. The course focuses on issues of self-esteem, concept formation, problem solving and decision making for children and parents.

**HUSR 125 C BUILDING INDEPENDENCE SKILLS****½ Unit**

*One-half hour lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

This course is designed to help parents and leaders develop greater independence in their adolescent charges. The workshop is designed for foster care givers.

**HUSR 130 C INTRODUCTION TO FOSTER CARE****1 Unit**

*One hour lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

This course is designed to introduce foster parents and potential foster parents to the needs and requirements of foster parenting.

**HUSR 200 C THE HUMAN SERVICES****3 Units**

*Three hours lecture per week.*

*CSU, CSU GE*

This course covers the history and philosophy of the human services; function and orientation of human services agencies and institutions; human services as careers; opportunities and qualifications at various entry levels of human services employment.

**HUSR 210 C INTRODUCTORY FIELDWORK IN HUMAN SERVICES****3 Units**

*One hour lecture per week and*

*125 hours fieldwork per semester.*

*Credit/No Credit/Letter Grade Option*

*CSU*

This course offers observation and participation in the operations of primary helping services in urban communities, 125 hours supervised field study per semester and one hour lecture per week to discuss problem areas related to fieldwork are required.

**HUSR 211 C ADVANCED FIELDWORK - HUMAN SERVICES****3 Units**

*One hour lecture per week and*

*125 hours fieldwork per semester.*

*Credit/No Credit/Letter Grade Option*

*CSU*

*Prerequisite: HUSR 210 C.* This course is a two-semester sequence of volunteer, or paid, fieldwork experience. The student will apply values, concepts and skills of core human services courses to the actual process of helping people. Emphasis of this semester is on sharpening skills and knowledge gained in the introductory fieldwork experience. There is one hour of classroom experience per week.

**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 AND REFERRAL SERVICES****3 Units**

*Three hours lecture per week.*

*CSU*

This course introduces techniques for beginning crisis counseling, including recognition of crisis, assessment of crisis, and referral to the appropriate crisis agency. Special attention will be given to the process of intervention and to the recording of information regarding problems with alcohol and other drugs. Participants will implement a variety of crisis skills through an experiential format.

**HUSR 222 C GROUP LEADERSHIP AND GROUP PROCESS****3 Units**

*Three hours lecture per week.*

*CSU*

This course examines membership and leadership of various kinds of groups, with emphasis on the total group process. An overview of the various types of groups will be given as well as the values and limitations of groups, cautions and risks of groups and common misconceptions about groups. The student will be offered experience as a group member and a group leader.

**HUSR 223 C HELPING SKILLS IN HUMAN SERVICES****3 Units**

*Three hours lecture per week.*

*CSU*

This course involves identifying and applying specific helping skills in interpersonal relations. It is designed for persons in helping roles, professional and paraprofessional, volunteer, or friend.

**HUSR 224 C SELF-ESTEEM STRATEGIES IN HUMAN SERVICES****3 Units***Three hours lecture per week.**CSU*

This course is designed for those considering a career in management and staff development in Human Services Agencies, with special application to client after-care programs. Theory and technique are combined in this skills class to assist case managers and program directors with assessment and evaluation, individual recovery program development, educational process and materials, and utilization of resources and referral procedures. This course focuses on issues of self-esteem, concept formation, problem solving and decision making for client care and/or staff development.

**HUSR 225 C COUNSELING THE FAMILY OF ADDICTED PERSONS****3 Units***Three hours lecture per week.**CSU*

This course presents the dynamics of family systems as they are affected by addiction. Theories of healthy and unhealthy family interaction are explored and the experiential format provides the opportunity for skill development and practical experience.

**HUSR 226 C BEHAVIOR MODIFICATION TECHNIQUES****3 Units***Three hours lecture per week.**CSU*

This course includes both theory and practice in behavior modification principles. It teaches skills such as observing and recording behavior, uses of reinforcement, extinction, punishment, etc. Self management techniques to assist in control of one's own behavior will also be discussed. Topics have wide application in any course of study and will require dealing effectively with others, or with more effective management of oneself.

**HUSR 230 C INTRODUCTION TO EATING DISORDERS****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course will introduce students to the history of various types of eating disorders such as bulimia and anorexia. Patterns of compulsive eating and chronic dieting are also included. The history and background of attitudes toward such disorders are surveyed. The biological, psychoanalytical, behavioral and other theoretical perspectives will be examined.

**HUSR 231 C BACKGROUND AND TREATMENT OF EATING DISORDERS****3 Units***Three hours lecture per week.**CSU*

This course will introduce students to a formal description of the eating disorders listed in the Diagnostic and Statistical Manual of the American Psychiatric Association. The focus is on clinical categories, psychological assessment and treatment modalities used in helping persons troubled by eating disorders.

**HUSR 232 C PHYSIOLOGICAL EFFECTS OF EATING DISORDERS****3 Units***Three hours lecture per week.**CSU*

This course identifies classification, epidemiology, etiology and physiology of obesity, anorexia, compulsive eating and bulimia. The contemporary issues of assessment, treatment and complications of obesity, anorexia, compulsive eating and bulimia will be examined.

**HUSR 240 C DRUGS AND ALCOHOL IN OUR SOCIETY****3 Units***Three hours lecture per week.**CSU*

This is an introductory course for individuals in any area of human services who wish to increase their knowledge regarding problem drinking/drug abuse. This course will cover the basic causal theories of alcoholism, identification signs and symptoms, dispel some of the *myths* and provide information on treatment sources. Students will also be introduced to drug problems in general; their misuse and abuse and methods for their control.

**HUSR 241 C INTERVENTION TREATMENT AND RECOVERY****3 Units***Three hours lecture per week.**CSU*

This course will serve as an assessment and treatment approach to individuals having problems with alcohol and other drugs. Alcoholism will be studied in its social and clinical context. Attention will be given to the basic theoretical approaches to the disease; however, major emphasis will be focused on the philosophical, organizational, and clinical approaches to treating the alcoholic.

**HUSR 242 C THE PHYSIOLOGICAL EFFECTS OF ALCOHOL AND DRUGS****3 Units***Three hours lecture per week.**CSU*

The principle thrust of this course is to focus on the effects of alcohol and other drugs on the body and to study the physiology of alcohol in two areas: (1) physical effects of alcohol on the body, and (2) the physiological effects of the disease of alcoholism.



**HUSR 245 C ALCOHOL, OTHER DRUGS, AND THE DRIVING LAW: TRAINING THE TRAINER****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course will serve as an introduction to the field of *Driving Under the Influence* (DUI) programs. The student will be introduced to the effects of alcohol and other drugs on the driver and the driving task. The course is designed to demonstrate the need for DUI programs as intervention strategies, and to prepare students for employment in the DUI field.

**HUSR 250 C SOCIOLOGY OF AGING****3 Units***(Same as SOC 250 C)**Three hours lecture per week.**CSU*

This course explores the concept of aging and sociological/cultural theories of aging. The gender, cross-cultural, economic, political and social policy aspects of aging in society and the world are examined. Critical life issues for elders and for those who live and work with them are explored. These issues include empowerment, care giving, social support, living arrangements, elder abuse, work, retirement, quality of life and death and dying. *Duplicate credit not given for SOC 250 C.*

**HUSR 255 C INTRODUCTION TO GERONTOLOGY****3 Units***(Same as PSY 255 C, SOSC 255 C)**Three hours lecture per week.**CSU*

This course examines the biological, physiological, cognitive, personality, developmental, and sexual aspects of the ongoing aging process. Critical life issues for elders and for those who live and work with them will be explored. These issues include physical health, mental health, health care policy, care giving, dependency, and positive aging strategies. *Duplicate credit not given for PSY 255 C or SOSC 255 C.*

**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.

**HUSR 271 C SOCIETY AND VICTIMIZATION****3 Units***Three hours lecture per week.**CSU*

This course will provide understanding of the social problem of victimization with in-depth focus on both perpetrator and victim. Specific issues will be explored including their genesis and specific methods of dealing with problems from the point of view of self-help/support activities and from the 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 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.**CSU*

This course presents a scientific analysis of the nature, extent, and causes of violations of societal rules of behavior that are formally defined as crime and delinquency. The course includes an analysis of the theoretical perspectives that led to the development of criminal law and the administration of criminal justice, the patterns of criminality and delinquency, the impact of crime on social change, and the labeling, identification, characteristics, and the treatment of criminals and delinquents.

**HUSR 293 C CONFLICT RESOLUTION/MEDIATION****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course examines the background, development and methodology of non-violent, non-litigious conflict resolution with emphasis on theory and the practice of mediation. This is a state certified course designed to train individuals to be effective in resolving conflict in the family, the community, the classroom and the workplace.

**HUSR 294 C CAREERS IN CRIMINAL JUSTICE****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course will provide the student with the opportunity to explore, in-depth, the breadth and scope of career opportunities in the field of criminal justice. Specific careers will be explored through guest speakers, field trips, on-site observations and mentoring opportunities. Students will gather knowledge and gain an appreciation for the criminal justice field as a result of this course.

**HUSR 295 C CROSS-CULT. STUDY: CRIM. JUST.****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course will provide students with the opportunity to explore cross cultural customs and traditions from a criminal justice perspective. Specific cultures that are represented in significant numbers within the United States, will be explored. In this course students will gather knowledge and gain an appreciation for the cross cultural aspects within the field of criminal justice.

**HUSR 298 C HUMAN SERVICES SEMINAR****½ - 3 Units** *(Variable Units) (May be taken for credit 4 times)**Lecture/discussion hours will vary with credit given.**CSU*

*Prerequisite: May be required. (See class schedule).* This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ unit to 3 units. Consult class schedule for the offerings a particular semester.

# Industrial Education Teaching

**INDUSTRIAL EDUCATION TEACHING TRANSFER PROGRAM**

Students should consult a counselor or [www.assist.org](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 - See Computer Information Systems (CIS)

**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.

# Interdisciplinary Studies

## All Divisions

All Division Deans

### Faculty

Betty Disney  
Marilyn Glattly  
Diana Polsky  
Eldon Young

### Counselors

All Counselors

## Interdisciplinary Studies (INDS)

### INDS 092 C WORK EXPERIENCE - GENERAL

**3 Units** (May be taken for credit 3 times)

*One hour lecture plus minimum of*

*Five hours of employment per week for each unit of credit.*

*Prerequisite: Must be enrolled in seven units, including work experience.* This course provides students with actual work experience through mutual agreement with selected employers. Work may include the acquisition of desirable work habits and attitudes toward jobs. The job held by the student need not be related to the occupational goal of the student. The student may earn no more than three credit units per semester with a maximum total of six during the student's enrollment in any community college. Student's employment need not be limited to the five-hour increment for which the student gains credit.

### INDS 100 C HUMANITIES AND THE ARTS

**3 Units**

*(Same as ENGL 110 C)*

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

*Prerequisite: Eligibility for ENGL 100 C.* This course is a survey of the development of Western culture with a focus upon its Greco-Roman roots, and a study of other important influences, including African, Middle Eastern and Asian. The course covers prehistory to the Renaissance, with emphasis on the arts.

### INDS 101 C HUMANITIES AND THE ARTS

**3 Units**

*(Same as ENGL 111 C)*

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

*Prerequisite: Eligibility for ENGL 100 C.* This course is a survey of the development of Western Culture from the Renaissance to the present, including a study of other important influences from Africa, the Middle East, Asia, and North and South America, with emphasis on the arts.

### INDS 110 C CONTEMPORARY MULTICULTURAL ARTS

**3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC, CUL PL*

This introductory course investigates contemporary multicultural dance, music, theater, and visual arts as they relate to mainstream American culture. Works by artists of diverse cultures including African-American, Asian, Hispanic, Native American, gay and lesbian, and differently-abled will be analyzed.

### INDS 120HC HONORS THEME SEMINAR

**1 Unit**

*One hour lecture per week.*

*UC/CSU*

The Honors Theme Seminar is a course specifically designed for Honors Program students. Students will discuss, research, analyze, and write about the Honors Program yearly theme.

### INDS 298 C INTERDISCIPLINARY STUDIES - SEMINAR

**½ - 3 Units** (Variable Units) (May be taken for credit 4 times)

*Varying hours of scheduled conference*

*per week according to unit credit given.*

*Credit/No Credit/Letter Grade Option*

*UC Credit Limitation/CSU*

This course is a lecture and/or laboratory workshop approach to topics that do not fit into a single division.

# Japanese

## Division of Language Arts

Division Dean – Juliet Falce-Robinson

### Faculty

K. Mariye Takahashi

### Counselors

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

## Japanese (JAPN)

### JAPN 098 C JAPANESE SEMINAR

**½ - 3 Units** (May be taken for credit 4 times)

One half to three hours lecture per week.

Credit/No Credit/Letter Grade Option

This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion.

### JAPN 100 C SPOKEN JAPANESE FOR BEGINNERS

**3 Units** (May be taken for credit 2 times)

Three hours lecture per week.

Credit/No Credit/Letter Grade Option

AA GE

This course is for students who would like to take conversational Japanese without having to learn the complicated writing system. This will be an introduction to spoken Japanese, with emphasis on vocabulary development, use of the common phrases and culturally appropriate language at beginning levels. Conducted mainly in Japanese through the use of the direct teaching method.

### JAPN 101 C ELEMENTARY JAPANESE I

**5 Units**

Five hours lecture and

One hour laboratory TBA per week.

Credit/No Credit/Letter Grade Option

UC/CSU, AAGE, CSU GE, IGETC, CAN JAPN 2

Prerequisite: Eligibility for ENGL 100 C or successful prior experience in Japanese. The course emphasizes the acquisition of basic skills in pronunciation, listening, speaking, reading and writing. Students will be introduced to the culture, history and geography of Japan through lectures, slides, videos, photographs, films, and reading assignments.

### JAPN 102 C ELEMENTARY JAPANESE II

**5 Units**

Five hours lecture and

One hour laboratory TBA per week.

Credit/No Credit/Letter Grade Option

UC/CSU, AAGE, CSU GE, IGETC, CAN JAPN 4

Prerequisite: JAPN 101 C with a grade of "C" or better or one year of high school Japanese with an average of "C" or better is recommended. The course continues to emphasize the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing. Students will increase their knowledge of the culture, history, and geography of Japan and Japanese through lectures, slides, films, and reading and writing assignments.

### JAPN 200 C CONVERSATIONAL JAPANESE

**2 Units** (May be taken for credit 4 times)

Two hours lecture per week.

Credit/No Credit/Letter Grade Option

CSU

Prerequisite: JAPN 102 C. The course(s) will focus on practical conversation with emphasis on the idiomatic usage of the language. Topics concern Japanese life, culture, and current events. Students will prepare for this class through the study of the required textbook, magazines, newspapers and other current materials. The course is conducted in Japanese.

### JAPN 203 C INTERMEDIATE JAPANESE III

**4 Units**

Four hours lecture and

One hour laboratory TBA per week.

Credit/No Credit/Letter Grade Option

UC/CSU, AAGE, CSU GE, IGETC, CAN JAPN 8

Prerequisite: JAPN 102 C with a grade of "C" or better or two years of high school Japanese with an average grade of "C" or better is recommended. The course emphasizes the acquisition of advanced skills in listening, speaking, reading, and writing. Students will be introduced to further elements of the culture, history, and geography of Japan through lectures, slides, films, dialogues and reading assignments conducted in Japanese.

### JAPN 204 C INTERMEDIATE JAPANESE IV

**4 Units**

Four hours lecture and

One hour laboratory TBA per week.

Credit/No Credit/Letter Grade Option

UC/CSU, AAGE, CSU GE, IGETC, CAN JAPN 10

Prerequisite: JAPN 203 C with a grade of "C" or better or three years of high school Japanese with an average grade of "C" or better is recommended. The course emphasizes the acquisition of advanced skills in listening, speaking, reading, and writing. Students will be introduced to further elements of the culture, history, and geography of Japan through lectures, slides, films, dialogues and reading assignments conducted in Japanese.

### JAPN 298 C JAPANESE SEMINAR

**½ - 3 Units** (Variable Units) (May be taken for credit 4 times)

One half to three hours lecture per week.

Credit/No Credit/Letter Grade Option

UC Credit Limitation/CSU

This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion.

### JAPN 299 C JAPANESE INDEPENDENT STUDY

**½ - 2 Units** (Variable Units) (May be taken for credit 3 times)

One-half to two hours conference per week.

Credit/No Credit/Letter Grade Option

UC Credit Limitation/CSU

Prerequisite: Approved Independent Study Learning Contract. This course is for able students who wish to increase their knowledge of the Japanese language through individual study or research. Unit credit may range from ½ -2 units in any given semester.

# Communications/ Journalism

## Division of Fine Arts

Division Dean – Kaleta Brown

### Faculty

Robert Mercer

### Counselors

Velia Lawson

Daniel Pelletier

Therese Mosqueda-Ponce

## COMMUNICATIONS TRANSFER PROGRAM

Students should consult a counselor or [www.assist.org](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.

# Communications/ Journalism (JOUR)

## JOUR 098 COMMUNICATIONS/JOURNALISM SEMINAR

**½ - 3 Units** (Variable Units) (May be taken for credit 4 times)

One half to three hours lecture per week

This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion.

## JOUR 101 REPORTING AND WRITING

### 3 Units

Three hours lecture per week.

UC/CSU, CAN JOUR 2

*Prerequisite:* Eligibility for ENGL 100 C. The course is an introduction to the fundamentals of news writing and reporting as applied to various communications media with emphasis on the newspaper. Stress is placed on writing, with special attention given to copy preparation, style, leads, organization, grammar and punctuation, news gathering and news value.

## JOUR 102 EDITING AND ADVANCED WRITING

### 3 Units

Three hours lecture per week.

CSU

*Prerequisite:* JOUR 101 C. This course includes the study and practice of publications copyediting and makeup as well as advanced reporting and writing techniques required in interpretative/investigative reporting and feature writing for newspapers and magazines.

## JOUR 110 MASS MEDIA SURVEY

### 3 Units

Three hours lecture per week.

UC/CSU, AAGE, CSU GE, CAN JOUR 4

This course examines the structures, functions, political, social, and economic impacts of the mass media and support systems. The course also will focus on the historical development of the media and legal and ethical concerns.

## JOUR 118 INTRODUCTION TO BROADCASTING

### 3 Units

Three hours lecture per week

CSU, CSU GE

This course covers the history, theory, contemporary issues, and current law in broadcasting designed for students majoring in communications or for those desirous of a liberal education background. It is designed to develop career orientation, reading skills, critical thinking, historical awareness, and preparation for upper division courses in broadcasting.

## JOUR 140 PUBLIC RELATIONS AND PUBLICITY

### 3 Units

Three hours lecture per week.

CSU

Students will study and practice the techniques and responsibilities of industrial, governmental, and civic public relations, with special attention to publicity writing and public relations campaign development.

## JOUR 225 NEWSPAPER PRODUCTION

### 3 Units

Three hours lecture per week

CSU

*Advisory:* 20 words per minute keyboarding helpful. Emphasis is on producing the campus community newspaper (*The Charger Chronicle*) using current digital, desktop publishing and graphics software. The newsroom follows the communications synergy model in which the staff cooperates with the World Wide Web on-line Cyber Chronicle staff and the staff of the broadcast video magazine. The students will also have the opportunity to learn media management and advertising sales.

## JOUR 226 ON-LINE PRODUCTION

### 3 Units

Three hours lecture per week

CSU

*Advisory:* 20 words per minute keyboarding helpful. Emphasis is on media convergence and synergy in which text, graphics, audio, and video elements are collected by this news staff and the staffs of other campus media. Then, the digitized elements are edited for use in the Cyber Chronicle. In addition, students will have the opportunity to learn media management and advertising sales. Specific skills learned include digital photography, on-line publishing, and working with digital video.

**JOUR 228 VISUAL JOURNALISM****3 Units***Three hours lecture per week*

CSU

*Advisory: 20 words per minute keyboarding helpful.* Emphasis is on media convergence in which text, photographs, graphics, audio, and video elements are collected and then the digitized elements are edited for use in a particular medium. In addition, students will have the opportunity to learn media management and advertising sales. Specific skills learned include digital photography, desktop publishing, on-line publishing, and videotape production.

**JOUR 229 BROADCAST PRODUCTION****3 Units***Three hours lecture per week.*

CSU

*Advisory: 20 words per minute keyboarding helpful.* Emphasis is on media convergence and synergy in which text, graphics, audio, and video elements are collected from many sources and then edited into a video news magazine containing several mini-documentaries or stories. Specific skills learned include broadcast writing, videography and analog and digital videotape production.

**JOUR 298 COMMUNICATION/JOURNALISM SEMINAR***½ - 3 Units (Variable Units) (May be taken for credit 4 times)**One half to three hours lecture per week.*

UC Credit Limitation/CSU

This seminar is for able students who wish to extend their knowledge of literature, language and culture through small group discussion.

**JOUR 299 COMMUNICATIONS/JOURNALISM INDEPENDENT STUDY***½ - 2 Units (Variable Units) (May be taken for credit 3 times)**Two hours conference per week for maximum credit.*

CSU

*Prerequisite: Approved Independent Study Learning Contract.* This course is for able students who wish to increase their knowledge of communications/journalism through individual study or research.

# Latin American Studies

**LATIN AMERICAN STUDIES TRANSFER PROGRAM**

Students should consult a counselor or [www.assist.org](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

**Division of Vocational Education***Division Dean – Steve Donley**Counselor*

Jane Jepson

## Law Enforcement (AJ)

**AJ 100 C INTRODUCTION TO LAW ENFORCEMENT****3 Units***Three hours lecture per week.*

CSU, CAN AJ 2

This is a course to acquaint the student with the historical development of the criminal justice system, criminal behavior, the purpose of criminal law, and the advancement of the ethics and professionalization of the justice system. It provides an overview of the organization of local, state and federal law enforcement agencies and an analysis of professional career opportunities.

**AJ 110AC CRIMINAL LAW****3 Units***Three hours lecture per week.*

CSU, CAN AJ 4

*Prerequisite: AJ 100 C.* This course is a study of the elements of crimes against persons, property and the State as they are recognized in the Penal Code and General Laws of California. Parties in crime, culpability and incomplete offenses are presented from the point of view of the Peace Officer and the Courts.

# Liberal Arts

## ASSOCIATE IN ARTS DEGREE

The Cypress College Liberal Arts Program for the Associate in Arts Degree is a *college-wide* interdisciplinary program designed for students who plan to transfer to a California State University or the University of California. The program provides students with an enlightened view of the culture and institutions that shape their lives and provide them with an opportunity to explore areas of individual intellectual curiosity. This is accomplished through diverse methods of inquiry and a deepening knowledge of how to think and communicate clearly. Ultimately, the students are expected to be able to understand and integrate ideas, possess an awareness of our society and its institutions, and interact in a qualitative and positive manner with the world in which they live.

Interwoven throughout the Liberal Arts curriculum are academic disciplines that help develop the student's understanding of his or her concept of self and its relationship in a culturally and intellectually diverse world. This is accomplished through courses that introduce the student to the natural sciences, the social sciences, the humanities and the arts, language and rationality. These disciplines encourage analytical and critical thinking, historical and political awareness, aesthetic expression, communication, and ethics.

Besides completing institutional requirements that foster the development of intellectual curiosity and an enriched cultural and ethical life, the student is expected to pursue his or her individual interests through elective courses that will quantitatively and qualitatively assist the graduate in being a life-long learner. Because of its interdisciplinary approach, the Liberal Arts program does not have a departmental affiliation.

Requirements for the Associate in Arts Degree/Liberal Arts include:

- Completion of the California State University (CSU) or Intersegmental General Education Transfer Curriculum (IGETC) general education plan.
- Completion of an additional 20 transferable units including one (1) unit of physical education for a total of 60 transferable units.
- A 2.0 ("C") overall grade point average.

Fulfillment of all graduation requirements, including completion of at least one 3 unit course in Cultural Pluralism.

# 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.

# Library

*Division of Library Science*

*Division Dean – Juliet Falce-Robinson*

*Faculty*

Peggy Austin  
Monica Doman  
Alfredo Eutimio  
Judy Koike

*Counselors*

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## Library (LIB)

### LIB 100 C INTRODUCTION TO RESEARCH

#### 1 Unit

*One hour lecture per week.*

*UC/CSU*

This class is designed to introduce students to traditional and electronic library research tools and resources including the Internet. Students learn how to develop research strategies that will enable them to locate, retrieve, analyze, evaluate, and cite appropriate resources on a given topic. Each student will compile and prepare a written bibliography of relevant sources on a topic.

# Management

*Division of Business and  
Computer Information Systems*

*Division Dean – Dave Wassenaar*

*Faculty*

Ric Gorno  
Patricia Kishel

*Counselors*

Jean England  
Don Tyrrell

## COMMERCIAL MUSIC MANAGEMENT CERTIFICATE

A synthesis of Music and Business courses, this certificate enables students to develop the management, marketing, and entrepreneurial skills necessary for success in the Music Industry.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
MUS 112 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>

**Electives**

CIS 111 C	Computer Literacy – Introduction to Information Systems	(3)
MKT224 C	International Marketing	(3)
MUS 055 C	Music Work Experience Vocational	(1)

## HEALTH CARE MANAGEMENT AND SUPERVISION CERTIFICATE

This certificate program helps prepare students to work in the health care field in a management or supervisory capacity. Preparing students to work in a variety of health care delivery settings, including physicians' offices, hospitals, health maintenance organizations, and insurance companies, the certificate focuses on the leadership, motivation, organization, planning, and other skills needed to manage or supervise others. Created for both (a) students with allied health credentials and (b) students with general business or office experience, it is designed to help students gain entry into the health care field, to move into supervisory positions, and/or to advance in their current positions.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.



Required courses are listed in numeric sequence:

Course #	Title	Units
HI 100 C	Trends in Health Care Delivery	2
HI 102 C	Legal Aspects of Health Care	2
HI 115 C	Medical Staff Services Science	3
MGT 262 C	Principles of Management	3
MGT 266 C	Human Relations in Business	3
MGT 267 C	Principles of Supervision	3
<b>Total Units Required</b>		<b>16</b>

### LEADERSHIP CERTIFICATE

This certificate provides students with the necessary skills and knowledge to be effective leaders in their chosen fields. Students who complete this certificate program will learn a variety of leadership styles and management and motivation techniques that will enable them to work productively with others to accomplish their objectives.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

Course #	Title	Units
MGT 266 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)
MKT208 C	Principles of Selling	3
MGT 161 C	Introduction to Business	3
or		
POSC 100 C	Government of the United States	(3)
<b>Total Units Required</b>		<b>15</b>

### ASSOCIATE IN SCIENCE DEGREE IN MANAGEMENT

This curriculum is designed for students who wish to prepare for a career in the administration of modern organizations. The program surveys the functional operations of business organizations, giving special consideration to law, economics, accounting practices, marketing, and the management of human resources.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

Course #	Title	Units
MGT 161 C	Introduction to Business	3
CIS 111 C	Computer Literacy - Introduction to Information Systems	3
MGT 262 C	Principles of Management	3
MGT 266 C	Human Relations in Business	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)
ACCT 101 C	Financial Accounting	4
MKT222 C	Principles of Marketing	3
ECON 110 C	Survey of Economics	3
or		
ECON 105 C	Principles of Economics (Micro)	(3)
MGT 261 C	Small Business Management	3
<b>Total Units Required</b>		<b>28</b>

### Electives

MKT205 C	Multicultural Markets in U.S.	3
MKT208 C	Principles of Selling	3
MGT151 C	Business Mathematics	3
ACCT 102 C	Managerial Accounting	4
MGT 111 C	Business Communications	3
MGT 269 C	Office Management	3
MGT 265 C	Social Responsibility of Bus.	3

### MANAGEMENT CERTIFICATE

Primary emphasis is to prepare the student for occupational competency. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

Course #	Title	Units
MGT 161 C	Introduction to Business	3
CIS 111 C	Computer Literacy - Introduction to 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)
MGT 041 C	Survey of Business Law	3
or		
MGT 240 C	Legal Environment of Business	(3)
or		
MGT241 C	Legal Aspects-Business Trans.	(3)
MGT 262 C	Principles of Management	3
MKT222 C	Principles of Marketing	3
<b>Total Units Required</b>		<b>28</b>

### ASSOCIATE IN SCIENCE DEGREE RETAIL MANAGEMENT

This curriculum is designed to prepare students to assume leadership positions in the retail sector, providing them with the essential business skills needed to perform supervisory and management duties. Created through a partnership with the Western Association of Food Chains and retailers in a variety of fields, this program will help students pursue careers in the grocery industry and others that deal directly with consumers, such as the apparel, home furnishings, general merchandise, and services industries.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

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 Literacy - Introduction to Information Systems	3
SPCH 100 C	Human Communication	3
MGT 262 C	Principles of Management	3
ACCT 101 C	Financial Accounting	4
MKT222 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**

Primary emphasis is to provide students with the essential business skills needed to develop a successful management career in retailing. Created through a partnership with the Western Association of Food Chains and retailers in a variety of fields, this certificate will help prepare students to work in the grocery industry and others that deal directly with consumers, such as the apparel, home furnishings, general merchandise, and services industries.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in numeric sequence:**

Course #	Title	Units
MGT 111 C	Business Communications	3
or		
MGT 211 C	Writing for Business	(3)
MGT 151 C	Business Mathematics	3
CIS 111 C	Computer Literacy - Introduction to Information Systems	3
SPCH 100 C	Human Communication	3
MGT 262 C	Principles of Management	3
ACCT 101 C	Financial Accounting	4
MKT222 C	Principles of Marketing	3
MKT105 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 IN SMALL BUSINESS MANAGEMENT**

This curriculum is designed to provide students with the necessary information and skills to start, manage, and promote a small business enterprise. The program focuses on the fundamentals of business ownership and on ways to develop one's entrepreneurial abilities.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

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
MKT208 C	Principles of Selling	3
MGT 266 C	Human Relations in Business	3
ACCT101 C	Financial Accounting	4
<b>Select a minimum of 6 units from the elective courses listed below</b>		<b>6</b>
<b>Total Units Required</b>		<b>28</b>

**Electives**

MKT103 C	Principles of Advertising	3
CIS 111 C	Computer Literacy - Introduction to Information Systems	3
MKT224 C	International Marketing	3
MGT 101 C	Personal Finance	3
MKT 105 C	Principles of Retailing	3
MGT 267 C	Principles of Supervision	3
MGT 211 C	Writing for Business	3

**SMALL BUSINESS MANAGEMENT CERTIFICATE**

Primary emphasis is to provide an organized course of study that will enable students to develop their entrepreneurial skills and learn the fundamentals of starting and managing a small business.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
MGT 161 C	Introduction to Business	3
MGT 261 C	Small Business Management	3
MKT 201 C	Small Business Promotion	3
MKT222 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
<b>Select a minimum of 6 units from the elective courses listed below</b>		<b>6</b>
<b>Total Units Required</b>		<b>28</b>

**Electives**

MKT 103 C	Principles of Advertising	3
CIS 111 C	Computer Literacy - Introduction to Information Systems	3
MKT 224 C	International Marketing	3
MGT 101 C	Personal Finance	3
MKT105 C	Principles of Retailing	3
MGT 267 C	Principles of Supervision	3
MGT 211 C	Writing for Business	3

**SPORTS MANAGEMENT CERTIFICATE**

This program is designed to prepare students for management careers in the sports and recreation industries, working with professional, college or high school teams; fitness, athletic, golf and tennis clubs; recreational facilities and parks; or marketing and selling athletic clothing and sports equipment. Combining knowledge of physical education with general business principles, this certificate will help students gain responsible positions in their chosen athletic field.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in numeric sequence:**

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
MKT222 C	Principles of Marketing	3
<b>Total Units Required</b>		<b>15</b>

**MANAGEMENT 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.

These requirements are most often found listed under Business Administration.

# Management (MGT)

## CONSUMER RELATIONS

### MGT 101 C PERSONAL FINANCE

**3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

This course encourages the management of personal income and expenses through effective financial planning, budgeting, and investing. By utilizing these tools in a contemporary manner, students will discover opportunities for a much improved standard of living. The topics explored include wealth building, smart consumer purchasing, goal setting, risk taking, tax deferred investing, and credit cards.

## ENGLISH-RELATED COURSES

### MGT 055 C BUSINESS ENGLISH

**3 Units**

*Three hours lecture per week.*

This course includes instruction in techniques of basic grammar, punctuation, vocabulary, spelling, and capitalization. The emphasis is on grammar as used in business communications.

### MGT 111 C BUSINESS COMMUNICATIONS

**3 Units**

*Three hours lecture per week.*

*Credit by Examination*

*CSU*

*Prerequisite: MGT 055 C.* The course includes instruction in the techniques of specific types of business communication media and in the general principles of effective communication. The elements and principles of written and spoken communications are covered with emphasis on the kind of writing and speaking that is conducted throughout a business career. The importance of communication is stressed. Applying skill and ingenuity in the use of the language is encouraged.

### MGT 211 C WRITING FOR BUSINESS

**3 Units**

*Three hours lecture per week.*

*CSU*

*Prerequisite: ENGL 100 C with a grade of "C" or better.* This course is an introduction to communication skills and knowledge needed in organizations. This course will include communication fundamentals, ethical, legal, multicultural issues, correspondence applications, employment communication, oral and nonverbal communication, report writing, management presentations, research methods, and running effective meetings and conferences. Computer applications will be presented throughout the course.

## MATH-RELATED COURSES

### MGT 051 C BASIC BUSINESS MATHEMATICS

**3 Units**

*Three hours lecture per week.*

This course is a review of the fundamentals of arithmetic with special emphasis given to the solution of problems involving decimals, interest, and business operations. Drills are provided to improve speed and accuracy. This course is recommended for all students majoring in business who lack proficiency in basic mathematics as determined by examination.

### MGT 151 C BUSINESS MATHEMATICS

**3 Units**

*Three hours lecture per week.*

*CSU, AAGE*

This course is an introduction to the fundamental operation of arithmetic as applied to business problems. Included are problems in simple and compound interest; bank and purchase discounts, payroll computations, sales and property taxes, depreciation, business financial statements, and distribution of ownership and profits.

## ORGANIZATION/PERSONNEL/ MANAGEMENT-RELATED COURSES

### MGT 061 C SURVEY OF BUSINESS

**3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

This course provides a practical overview of business and how it applies to personal growth and success. The areas of study include inflation, social awareness, the stock market, communications, marketing, self-management, human relations, business problems, and future careers. Informal groups, gaming, personal workshop activities, and positive imagery will be utilized.

### MGT 075 C BASIC KEYBOARDING TECH & TERM

**½ Unit**

*One hour lecture and*

*One hour laboratory per week for nine weeks.*

This course is designed for potential managers or people of all professions who need to become familiar with keyboarding (typing on information system workstations or typewriters) for easier and more proficient use of workstations. This course provides basic keyboarding skills and a working knowledge of terminology for the use of information system workstations to access, manipulate, and communicate for better management of information. It is designed for non-secretarial or non-clerical majors.

### MGT 085 C BUSINESS PLANNING

**1 Unit**

*One hour lecture per week.*

*Credit/No Credit*

This course is designed for both prospective and current entrepreneurs. It focuses on the steps involved in starting a business, including choosing the type of business and location, financial and legal considerations, marketing and management strategies. Participants will receive guidance on preparing a complete business plan.

### MGT 086 C BUSINESS FINANCE- RECORDKEEPING

**½ Unit**

*One-half hour lecture per week.*

*Credit/No Credit*

This course addresses financial start-up considerations, sources and uses of capital, bookkeeping and financial statements, as well as tax reporting requirements.

**MGT 087 C OBTAINING AND USING COMPUTERS****½ Unit***One-half hour lecture per week.**Credit/No Credit*

This course points out the factors to consider in buying computer equipment and software for a small business and examines the various business functions that computers can perform.

**MGT 088 C MANAGING PERSONNEL****½ Unit***One-half hour lecture per week.**Credit/No Credit*

This course focuses on techniques for the recruitment, training, compensation, management and motivation of workers in the business enterprise.

**MGT 089 C BUSINESS LAW-SMALL BUSINESS****½ Unit***One-half hour lecture per week.**Credit/No Credit*

This course covers topics including choosing the proper legal form, licenses and permits, contracts, liability issues, and government regulations pertaining to business.

**MGT 161 C INTRODUCTION TO BUSINESS****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC/CSU, AAGE, CSU GE*

This course provides a student-centered perspective covering a survey of principles and practices of international and American businesses. Subject areas include business organizations, marketing, finance, management, small business operations, and human dynamics.

**MGT 199 C MANAGEMENT - INDEPENDENT STUDY****½ - 2 Units (Variable Units) (May be taken for credit 4 times)***The number of hours of scheduled conferences or activity per week will be determined by the instructor.**CSU*

*Prerequisite: Approved Independent Study Learning Contract.* This course is designed for students who wish to gain experience in management activities or to increase knowledge and experience in applied areas of leadership. Students must obtain permission from instructor of subject area they will be working with and will be under direct supervision of that instructor. This course does not meet requirements of management classes.

**MGT 261 C SMALL BUSINESS MANAGEMENT****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course applies principles of management to small business enterprises. The major areas of study include planning, financial problems, organization, personnel relations, marketing decisions, location decisions, and franchising.

**MGT 262 C PRINCIPLES OF MANAGEMENT****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course provides a focus on the interrelationships of management decisions. The major areas of study include managerial orientation, planning authority and responsibility, nature of organization, staffing, actuating work accomplishment, and controlling techniques. Eligibility for ENGL 060 C recommended.

**MGT 265 C SOCIAL RESPONSIBILITY OF BUS.****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course addresses the social rather than the economic aspects of business responsibility. It considers the structure of business as it affects social responsiveness and accountability in its contribution to the quality of life. It stresses the need of business to develop closer relations with the community, educational, and business leaders as participants and speakers.

**MGT 266 C HUMAN RELATIONS IN BUSINESS****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU, AAGE*

This course provides an introduction to the principles of human behavior in modern organizations. The emphasis is placed on leadership theory, problems in communication, motivation, and the development of a productive work environment.

**MGT 267 C PRINCIPLES OF SUPERVISION****3 Units***Three hours lecture per week.**CSU*

This course presents the fundamental techniques a supervisor needs to know about motivating people, managing a job, and the development of situational leadership styles.

**MGT 268 C HUMAN RESOURCES MANAGEMENT****3 Units***Three hours lecture per week.**CSU*

This course provides theories and practices relating to personnel administration, labor-management relations, employee selection, training, performance appraisal, discharge, hours of work and methods of payment, handling of personnel problems, benefit programs, affirmative action, and equal employment.

**MGT 269 C OFFICE MANAGEMENT****3 Units***Three hours lecture per week.**CSU*

This course is a study of the problems involved in the organization and management of a business office. The major problems identified and characterized in this course are the impact of automation upon the office manager's job, organizing and planning office work, controlling the people, the forms and the machines that do the work, creating proper human relations by effective supervision, modern personnel practices, employer-employee communications, and analyzing word processing as a method of paperwork cost reduction.

**MGT 298 C MANAGEMENT SEMINAR****½ - 3 Units** (*Variable Units*) (*May be taken for credit 4 times*)*Lecture/discussion hours vary with credit given.**Credit/No Credit**CSU*

*Prerequisite: May be required.* This course provides a lecture/discussion approach to particular problems for students who wish to increase their knowledge of business-related subjects not ordinarily covered in curriculum courses.

**LAW-RELATED COURSES****MGT 041 C SURVEY OF BUSINESS LAW****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option*

This course provides a survey of the basic principles of law that apply to business and personal transactions with emphasis given to the substantive law of torts, crimes, contracts, sales, bailments, commercial paper, agency, employment and labor relations, partnerships, corporations, insurance, secured transactions, real property, estates and trusts, and bankruptcy. Other areas of study include the nature and sources of law, the judicial system, domestic relations law, and government regulation of business.

**MGT 141 C PERSONAL LAW****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course provides a survey of the basic principles of law that affect the citizens in American society with consideration given to the nature and sources of law, the state and federal judicial system, lawyers, crimes, and torts. The areas of law studied relate to the citizen's role as family member, student, consumer, insured, tenant, landlord, homeowner, saver, investor, owner of motor vehicle, employee, employer, and estate planner. Eligibility for ENGL 100 C recommended.

**MGT 143 C INTRODUCTION TO LEGAL RESEARCH****1 Unit***One hour lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course provides an introduction to the nature and use of legal reference material with consideration given to a uniform system of citation. An exposure to legal reference material will include constitutions, statutes and codes, executive orders, administrative agency regulations and rulings, treaties, judicial reports, indexes, digests, citators, treatises, looseleaf services, periodicals, encyclopedias, procedure manuals, and form books.

**MGT 240 C LEGAL ENVIRONMENT OF BUSINESS****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC Credit Limitation/CSU, CAN BUS 12*

This course is an introduction to the legal environment in which a business firm operates. Topics include an introduction to the American legal system, contracts, torts, product liability, forms of business organization, trade regulation, labor law, environmental law, and international business law. Required for Business Administration majors at CSU Fullerton and San Diego State University.

**MGT 241 C LEGALASPECTS-BUSINESS TRANS.****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC Credit Limitation/CSU, CAN BUS 8*

This course is an introduction to business law principles and cases, including a review of the classes and sources of law, agencies for enforcement, court procedure, and civil and criminal liability. The major subject area studied incorporates a concentrated study of the law of contracts. A special study is made of sales of goods based upon the Uniform Commercial Code with emphasis placed on consumer protection. Required for Business Administration majors at CSU Long Beach, CSU Dominguez Hills, and CSU Cal Poly Pomona.

**MGT 242 C AMERICAN JUDICIAL SYSTEM****4 Units***Four hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course provides an introduction to the basic principles of procedural law and the nature of the American judicial system with consideration given to an analysis of the decision making that takes place within the civil, criminal, and administrative agency processes. The areas of procedural law studied include the organization and jurisdiction of the courts, civil and criminal pretrial proceedings, discovery and production of evidence, trial practice, and appellate procedures.

# Marine Service Technician

*Division of Vocational Education*

*Division Dean – Steve Donley*

*Faculty*  
Russell Sandore

*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 - 3 Units (Variable Units) (May be taken for credit 4 times)**

*Lecture/discussion hours will vary according to credit given.*

*CSU*

This is a course for students who wish to increase their knowledge of marine service. Various topics will be offered. Unit credit may range from ½ to 3 units in any given semester. Consult the class schedule to verify credit for a particular semester.

# Marketing

## Division of Business and Computer Information Systems

Division Dean – Dave Wassenaar

### Faculty

Ric Gorno  
Patricia Kishel

### Counselors

Jean England  
Don Tyrrell

## ASSOCIATE IN SCIENCE DEGREE – MARKETING

This curriculum is designed to assist those students preparing for a career in the distributive occupations. The program is intended to develop basic skills in salesmanship, merchandising, advertising, and other marketing practices.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

### Required courses are listed in suggested sequence:

Course #	Title	Units
MGT 161 C	Introduction to Business	3
MKT 103 C	Principles of Advertising	3
MKT222 C	Principles of Marketing	3
MKT 105 C	Principles of Retailing	3
MKT208 C	Principles of Selling	3
MKT210 C	Consumer Behavior	3

### Select a minimum of 3 units from the elective courses listed below

Total Units Required 21

### Electives

MKT 205 C	Multicultural Markets in U.S.	3
MKT 206 C	Store Operations	3
MKT224 C	International Marketing	3
MKT 201 C	Small Business Promotion	3
ACCT 101 C	Financial Accounting	4
MGT 151 C	Business Mathematics	3

## AUTO SALES AND SERVICE CERTIFICATE

This program is designed to prepare students for customer service and sales positions in the automotive industry. It provides students with a basic knowledge of automobile operations, general maintenance requirements, and damage appraisal procedures along with marketing and management principles. The certificate will enable students to work in a variety of non technical areas in an automobile dealership, repair shop, or insurance company as a service representative, salesperson, or estimator.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

### Required courses are listed in suggested sequence:

Course#	Title	Units
AT101 C	Survey of the Automobile	3
or		
AT131 C	Automotive Fundamentals	(4)
ACR 012 C	Automotive Damage Appraisal	3
MGT 266 C	Human Relations in Business	3
MKT222 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

This certificate program provides students with the necessary knowledge and skills to use Geographic Information Systems (GIS) mapping techniques in the field of marketing to reach potential customers, evaluate business sites, plan distribution networks and sales territories, and find new business opportunities. The certificate totals 15 units in required courses.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

### Required courses are listed in suggested sequence:

Course #	Title	Units
MKT222 C	Principles of Marketing	3
MKT 210 C	Consumer Behavior	3
MKT224 C	International Marketing	3
GEOG 230 C	Introduction to GIS	3
GEOG 231 C	GIS - Vector Applications	3
<b>Total Units Required</b>		<b>15</b>

## HEALTH CARE MARKETING AND SALES CERTIFICATE

This certificate program provides students with the necessary knowledge and skills to work in the health care field in a marketing or sales capacity. Preparing students to work in a variety of health care delivery settings, including physicians' offices, hospitals, health maintenance organizations, and insurance companies, the certificate focuses on such areas as: sales and customer service, marketing research, advertising, public relations, and community outreach. It is designed to help students gain entry into the health care marketing and sales field and/or to advance in their current positions.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

### Required courses are listed in numeric sequence:

Course #	Title	Units
HI 100 C	Trends in Health Care Delivery	2
HI 102 C	Legal Aspects of Health Care	2
HI 115 C	Medical Staff Services Science	3
MKT 222 C	Principles of Marketing	3
MKT103 C	Principles of Advertising	3
MKT208 C	Principles of Selling	3
<b>Total Units Required</b>		<b>16</b>

## INTERNET MARKETING CERTIFICATE

This curriculum prepares students for a career in the area of Internet Marketing. The program is designed to develop a working knowledge of what is required to utilize the Internet as a marketing tool to promote a business, interact with customers, suppliers and distributors, generate sales, and obtain marketing research information. The certificate totals 17 units in required courses.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in numeric sequence:**

Course #	Title	Units
MKT222 C	Principles of Marketing	3
MKT210 C	Consumer Behavior	3
MKT 103 C	Principles of Advertising	3
CIS 108 C	Introduction to Internet	2
CIS 109 C	Bus. Applications-The Internet	2
CIS 179 C	Intro. to Web Page Design	2
CIS 115 C	Desktop Publishing PageMaker	2
<b>Total Units Required</b>		<b>17</b>

**MARKETING CERTIFICATE**

Primary emphasis is to prepare the student for occupational competency. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
MGT 161 C	Introduction to Business	3
MKT 103 C	Principles of Advertising	3
MKT 222 C	Principles of Marketing	3
MKT105 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  
**Total Units Required** 3  
**21**

**Electives**

MKT 205 C	Multicultural Markets in U.S.	3
MKT 206 C	Store Operations	3
MKT224 C	International Marketing	3
MKT201 C	Small Business Promotion	3
ACCT 101 C	Financial Accounting	4
MGT 151 C	Business Mathematics	3

**MULTICULTURAL MARKETING CERTIFICATE**

This certificate program prepares students to work in the marketing field helping businesses and organizations to serve the needs of customers and clients in a culturally diverse society. Bringing together social science, language arts, and marketing, the certificate enables students to combine their knowledge of different cultural groups' preferences, behaviors, and languages with marketing skills to create effective product development, promotion, distribution, and pricing strategies.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in numeric sequence:**

Course #	Title	Units
SOC 101C	Introduction to Sociology	3
ANTH 102 C	Cultural Anthropology	3
or		
ETHS 231C	Minority Communities in the United States	(3)
MKT222 C	Principles of Marketing	3
MKT 205 C	Multicultural Markets in U.S.	3

Select a minimum of 5 units from the elective courses listed below  
**Total Units Required** 17

**Electives**

CHIN 101C	Elementary Chinese - Mandarin I	5
FREN 101C	Elementary French I	5
JAPN 101C	Elementary Japanese I	5
SPAN 101C	Elementary Spanish I	5
SPAN 201C	Spanish for Spanish Speakers	5

**PROFESSIONAL MARKETING CERTIFICATE**

This certificate program provides students with a working knowledge of the U.S. marketing system and the activities required to satisfy customers' needs and wants for goods and services. Program is designed for marketing professionals and those wishing to pursue marketing careers.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
MKT 090 C	Marketing Essentials	1
MKT 091 C	Advertising & Public Relations	1
MKT092 C	Personal Selling	1
MKT093 C	Target Marketing	½
MKT094 C	Buyer Behavior	½
MKT095 C	Market Distribution Systems	½
MKT 096 C	Sales Promotion Techniques	½
MKT097 C	Customer Relations	½
MKT098 C	Int'l Marketing - Small Bus.	½
<b>Total Units Required</b>		<b>6</b>

**SMALL BUSINESS OPERATIONS CERTIFICATE**

This certificate program provides students with information on the various steps and management decisions involved in starting and operating a business. Program is designed for both prospective and current business owners.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
MGT 085 C	Business Planning	1
MGT 086 C	Business Finance-Recordkeeping	½
MGT 087 C	Obtaining and Using Computers	½
MGT 088 C	Managing Personnel	½
MGT 089 C	Business Law - Small Business	½
MKT 090 C	Marketing Essentials	1
MKT091 C	Advertising & Public Relations	1
MKT092 C	Personal Selling	1
<b>Total Units Required</b>		<b>6</b>

**MARKETING 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.

These requirements are most often found listed under Business Administration.



# Marketing (MKT)

## **MKT 090 C MARKETING ESSENTIALS**

### **1 Unit**

*One hour lecture per week.*

*Credit/No Credit*

This course covers the business activities necessary to plan, promote, price and distribute a product or service to potential customers. It provides an understanding of the functions of producers, wholesalers, retailers, and others.

## **MKT 091 C ADVERTISING & PUBLIC RELATIONS**

### **1 Unit**

*One hour lecture per week.*

*Credit/No Credit*

This course discusses the roles of advertising and public relations as part of the marketing mix a business puts together, providing strategies for identifying a target audience/choosing a message and media.

## **MKT 092 C PERSONAL SELLING**

### **1 Unit**

*One hour lecture per week.*

*Credit/No Credit*

This course provides instruction in the techniques of finding and contacting sales prospects, identifying needs and wants, giving effective sales presentations, handling objections, and closing the sale.

## **MKT 093 C TARGET MARKETING**

### **½ Unit**

*One half hour lecture per week.*

*Credit/No Credit*

This course provides instruction in the fundamentals of marketing research to identify target markets and find out what customers want. Topics covered include data collection, interview and survey techniques, sources of information, and methods of trend analysis.

## **MKT 094 C BUYER BEHAVIOR**

### **½ Unit**

*One half hour lecture per week.*

*Credit/No Credit*

This course explores the psychology of how and why customers buy, utilizing demographic and lifestyle factors to gain a better understanding of purchase decisions.

## **MKT 095 C MARKET DISTRIBUTION SYSTEMS**

### **½ Unit**

*One half hour lecture per week.*

*Credit/No Credit*

This course provides a thorough view of the distribution process, including the channels, types of retail outlets, methods of transportation, warehousing and inventory control.

## **MKT 096 C SALES PROMOTION TECHNIQUES**

### **½ Unit**

*One half hour lecture per week.*

*Credit/No Credit*

This course will provide information on the wide variety of "non-media" techniques that can be used to promote a business, including cents-off coupons, gifts and contests, special events, participation in trade shows and other promotional devices.

## **MKT 097 C CUSTOMER RELATIONS**

### **½ Unit**

*One half hour lecture per week.*

*Credit/No Credit*

This course explores the ways to maintain and improve customer relations, develop customer loyalty and increase the level of repeat sales.

## **MKT 098 C INT'L MARKETING-SMALL BUS.**

### **½ Unit**

*One half hour lecture per week.*

*Credit/No Credit*

This course is a study of the international marketplace and the various opportunities for businesses to sell products and services outside of the U.S.

## **MKT 103 C PRINCIPLES OF ADVERTISING**

### **3 Units**

*Three hours lecture per week.*

*CSU*

This course is a study of advertising and promotion, including the print media, copy and layout, radio and television commercials, the Internet, public relations, customer preferences and appeals, advertising campaigns, and evaluation. An ad agency point of view is presented creatively for students with interest in communications, photography, art multimedia, business, psychology, or sociology.

## **MKT 105 C PRINCIPLES OF RETAILING**

### **3 Units**

*Three hours lecture per week.*

*CSU*

This course covers the principles involved in organizing and managing a retailing or E-tailing business, with emphasis on planning, site appeal, merchandise, pricing, and promotion. Students will also learn customer service techniques and ways to enhance the shopping experience.

## **MKT 201 C SMALL BUSINESS PROMOTION**

### **3 Units**

*Three hours lecture per week.*

*CSU*

This course focuses on the techniques used to promote a small business and develop its marketing strategy. Its emphasis is on creating a marketing plan and devising affordable and effective ways to communicate with customers through local media, and the Internet, sales promotion, publicity, brochures, direct mail and other methods.

**MKT 205 C MULTICULTURAL MARKETS IN U.S.****3 Units***Three hours lecture per week.**CSU, CUL PL*

This course provides comprehensive coverage of the multicultural marketing environment in the United States, taking into consideration the changing needs and growing influence of ethnic and racial minorities, women, and other groups. Exploring the differences and commonalities that exist among the groups, the course examines the role of business and the United States' marketing system in providing goods and services to meet each group's needs.

**MKT 206 C STORE OPERATIONS****3 Units***Three hours lecture per week.**CSU*

This course includes principles, procedures and functions of a retail store operation, with emphasis on techniques of buying merchandise. Current trends and practices are analyzed including layout, display, security controls, inventory records, control and management, pricing, coding and marking, receiving and stocking, merchandise planning, marketing, and distinctions between larger and smaller stores.

**MKT 208 C PRINCIPLES OF SELLING****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course includes instruction in the principles and practices of personal persuasion and selling and development of the techniques that lead to a successful sales personality. The areas of study include buying motives; product knowledge; all phases of the selling process; and the many and varied career opportunities in the sales field.

**MKT 209 C DISPLAY AND SALES PROMOTION****3 Units***Three hours lecture per week.**CSU*

This course is a lecture/lab experience in contemporary merchandising promotion. The subject areas include planning and working with display units and sales promotion materials, customer motivation, design and layout, creative brainstorming, and future trends.

**MKT 210 C CONSUMER BEHAVIOR****3 Units***Three hours lecture per week.**CSU*

This course provides a study of consumers and how they buy. Consumerism, impulse buying, pleasure appeals, packaging, status symbols, the *new woman*, leisure time, California culture, personality, subliminal effects, and the psychology of advertising are covered.

**MKT 222 C PRINCIPLES OF MARKETING****3 Units***Three hours lecture per week.**CSU*

This course is a study of business activities required to plan, price, promote, and distribute goods or services to potential customers. The areas of study include market research and consumer behavior, product development, advertising and sales, branding, pricing, Internet marketing, wholesaling and retailing, and international marketing.

**MKT 224 C INTERNATIONAL MARKETING****3 Units***Three hours lecture per week.**CSU*

This course provides comprehensive coverage of the international marketing environment. The areas of study include the global marketplaces; import/exports; foreign economic, political and legal systems; cultural differences; international finance; marketing research; and business plans.

**MKT 299 C MERCHANDISING/MKT-INDEP. STUDY****1 - 3 Units (Variable Units)***Lecture/discussion hours vary with credit given.**CSU*

*Prerequisite: Approved Independent Study Learning Contract.* The course is designed for capable students who wish to extend their knowledge of a particular area of merchandising/marketing through individual research and study.

# Mathematics

*Division of Science/Engineering/Mathematics*

*Division Dean – Larry Mercadante, Interim*

## *Faculty*

Minnie Allison  
 Lee Clancy  
 Jennifer Coopman  
 Cheryl Gibby  
 Kathryn Godshalk  
 Stephen Gold  
 Elizabeth Hamman  
 Chaolin Mao  
 Laurie Morvan  
 Allen Mottershead  
 David Nusbaum  
 Eunju Owens  
 Silvia Paek  
 David Petrie  
 Christina Plett  
 Cynthia Shrout  
 Chris Siragusa  
 Karen Watson

## *Counselors*

Carol Mattson  
 Tom Nordee  
 Alice Payne

## **MATHEMATICS TRANSFER PROGRAM**

Students should consult a counselor or [www.assist.org](http://www.assist.org) for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

## Mathematics (MATH)

### **PLACEMENT IN MATHEMATICS COURSES**

Students are placed in most mathematics courses based on prior satisfactory completion of one or more prerequisite courses. Due to the highly sequential nature of the mathematics curriculum, students are required to meet the prerequisite of each mathematics course. Also, students who have completed the most advanced prerequisite course more than two years previously are strongly advised to enroll in or audit the appropriate prerequisite courses again because most students experience a loss of proficiency in the necessary skills after that length of time.

## **MATH 010 C BASIC MATHEMATICS**

### **4 Units**

*Four hours lecture per week.*

**NON-DEGREE CREDIT**

This is a course for students wishing to review basic arithmetic skills. It includes the concepts of adding, subtracting, multiplying, and dividing whole numbers, fractions, mixed numbers, and decimals. Also covered will be percents, ratios, rates, solving proportions, perimeter and area of geometric figures, English and Metric measurements and an introduction to negative numbers. There will be an emphasis on applying the mathematics to real-world situations.

## **MATH 015 C PRE-ALGEBRA**

### **4 Units**

*Four hours lecture per week.*

**NON-DEGREE CREDIT**

This course is designed for students who are planning to study algebra and need a review of the basic skills of arithmetic and an introduction to the basic principles of algebra. Topics covered include integers, fractions, decimals, percent, proportions, exponents, properties of real numbers, evaluation of algebraic expressions, elementary equation solving, formulas, informal geometry, and applications.

## **MATH 020 C ELEMENTARY ALGEBRA**

### **4 Units**

*Four hours lecture per week.*

**AA GE**

*Prerequisite: MATH 015 C OR Pre-algebra with a grade of "C" or better and the assessment process.* Proof of prerequisites is required. This course is an introduction to the methods of algebra. It includes the basic operations of real numbers, polynomials, rational expressions, and radical expressions; factoring polynomials; solutions of linear equations, linear inequalities, systems of linear equations, and quadratic equations; and graphing of linear equations, systems, and inequalities.

## **MATH 025 C ELEMENTARY ALGEBRA REVIEW**

### **2 Units**

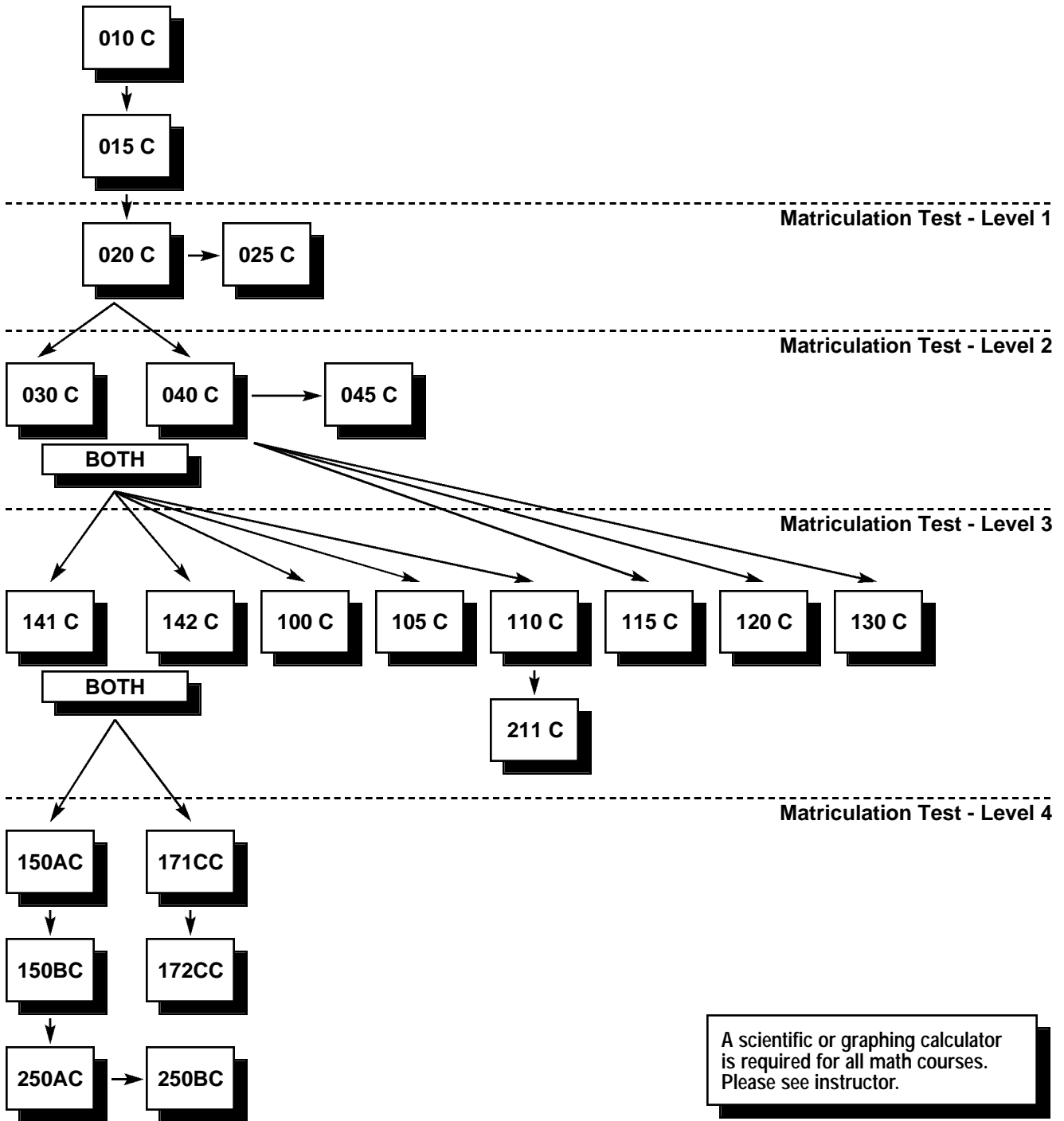
*Two hours lecture per week.*

**NON-DEGREE CREDIT**

*Credit/No Credit*

*Prerequisite: MATH 020 C OR Algebra I with a grade of "C" or better AND the assessment process.* Proof of prerequisites is required. This course is a review of the introductory methods of algebra and is designed for students who have completed Elementary Algebra and plan to enroll in Intermediate Algebra. It includes the basic operations of real numbers, polynomials, rational expressions, and radical expressions; factoring polynomials; solutions of linear equations, linear inequalities, systems of linear equations, and quadratic equations; and graphing of linear equations, systems, and inequalities.

# MATHEMATICS COURSE SEQUENCE



A scientific or graphing calculator is required for all math courses. Please see instructor.

<b>MATHEMATICS LEARNING CENTER</b>	
<p>Students will find instructors and qualified tutors available for assistance in solving mathematical problems or in understanding mathematical concepts in the Mathematics Learning Center, located in Room 209 of the Science, Engineering, and Math building.</p>	<p>MONDAY . . . . . 8AM – 3PM and 5PM – 8PM            TUESDAY . . . . . 8AM – 3:30PM and 5PM – 8PM            WEDNESDAY . . . 8AM – 3PM and 5PM – 8PM            THURSDAY . . . . 8AM – 3:30PM and 5PM – 8PM            FRIDAY . . . . . 8AM – 12NOON            SATURDAY . . . . . 12NOON – 3PM</p>

**MATH 030 C PLANE GEOMETRY****4 Units**

*Four hours lecture per week.*

*Prerequisite: MATH 020 C or high school algebra I with a grade of "C" or better AND the assessment process. Proof of prerequisites is required.* This course is an introduction to Euclidean geometry. It includes elementary logic, deductive reasoning, theorems and proofs, geometric constructions, congruent and similar polygons, circles, geometric loci, areas, perimeters and volumes. Precise definitions and accuracy of statements are stressed as background for analytical reasoning. The course is equivalent to one year of high school geometry.

**MATH 040 C INTERMEDIATE ALGEBRA****4 Units**

*Four hours lecture and*

*One hour laboratory TBA per week.*

*AA GE*

*Prerequisite: MATH 020 C or Algebra I with a grade of "C" or better OR high school Algebra I with a grade of "B" or better AND the assessment process.* Proof of prerequisites is required. This is a second course in algebra that includes the topics of sets, axioms for the real number system, polynomials, solutions of linear and quadratic equations and inequalities, exponents and radicals, linear, quadratic, exponential and logarithmic functions and their graphs, and systems of equations.

**MATH 045 C INTERMEDIATE ALGEBRA REVIEW****2 Units**

*Two hours lecture per week.*

*NON-DEGREE CREDIT*

*Credit/No Credit*

*Prerequisite: MATH 040 C OR Algebra II with a grade of "C" or better AND the assessment process. Proof of prerequisites is required.* This course is designed for students who have already completed Intermediate Algebra and are planning to enroll in Survey of Calculus, Elementary Functions with Trigonometry, Finite Mathematics, Statistics, or General Chemistry. The topics include sets, axioms for the real number system, polynomials, solutions of linear and quadratic equations and inequalities, exponents and radicals, linear and quadratic functions and their graphs, exponential and logarithmic functions and systems of equations. This course does not count toward the Associate Degree.

**MATH 055 C CBEST MATHEMATICS PREPARATION****1 Unit**

*One hour lecture per week.*

*Credit/No Credit*

This course provides a review of the basic skills and concepts that are tested in the mathematics portion of the California Basic Educational Skills Test (CBEST). It includes estimation, measurement, and statistical principles; computation and problem solving; and numerical and graphic relationships. Eligibility for MATH 100 C is recommended.

**MATH 098 C MATHEMATICS SEMINAR**

**½ - 3 Units** (*Variable Units*) (*May be taken for credit 4 times*)

*Three hours lecture/discussion or scheduled conference per week for maximum credit.*

*Credit/No Credit*

This is a lecture/discussion approach to special topics involving mathematics. It may be a problem session relating to a particular course in the curriculum or a study of topics not ordinarily covered in the curriculum. Consult the class schedule to verify unit credit for a particular semester.

**MATH 099 C MATHEMATICS - INDEPENDENT STUDY**

**½ - 2 Units** (*Variable Units*) (*May be taken for credit 4 times*)

*Two hours assigned independent study or research per week for maximum credit.*

*Prerequisite: Approved Independent Study Learning Contract.* This course is for able students who have demonstrated interest and capability for increased knowledge of mathematical topics not ordinarily covered in curriculum courses. Students will participate in independent study or research on assigned projects under staff supervision.

**MATH 100 C MATH FOR LIBERAL ARTS STUDENTS****3 Units**

*Three hours lecture per week.*

*\*UC/CSU, AA GE, CSU GE, IGETC, CAN MATH 2*

*Prerequisite: MATH 030 C and MATH 040 C OR Plane Geometry and Algebra II with grades of "C" or better AND the assessment process. Proof of prerequisites is required.* This is a survey course with selected topics from the history and development of mathematics, elementary logic and set theory, probability, statistics, geometry, and exponential and logarithmic applications. The course is designed for prospective teachers and liberal arts students. **\*Completion of this course does not satisfy the UC High School Math Entrance Requirement.**

**MATH 105 C STATISTICS FOR TEACHERS****4 Units**

*Four hours lecture per week.*

*CSU*

*Prerequisite: MATH 030 C and 040 C OR Plane Geometry and Algebra II with grades of "C" or better AND the assessment process.* Proof of prerequisites is required. This course is an introduction to probability and statistics through activity-based exploration of randomization, data representation, measures of central tendency and dispersion, analysis of experiments requiring hypothesizing, experimental design and data gathering, and an introduction to the basic laws of probability and set theory, combinations, permutations, and simulations. Algebraic thinking will be used throughout the course. Problem solving processes and strategies are emphasized. This course is designed for prospective elementary and middle school teachers.

**MATH 110 C REAL NUMBERS FOR TEACHERS****4 Units***Four hours lecture per week.*

CSU

*Prerequisite: MATH 030 C and 040 C OR Plane Geometry and Algebra II with grades of "C" or better AND the assessment process.* Proof of prerequisites is required. This course is an introduction to problem solving processes and strategies. Students explore the development and analysis of the structure and operations of the real number system. Students focus on concept and process development using appropriate models, manipulatives, and activities. This course is designed for prospective elementary and middle school teachers.

**MATH 115 C FINITE MATHEMATICS****3 Units***Three hours lecture per week.*

UC/CSU, AAGE, CSU GE, IGETC, CAN MATH 12

*Prerequisite: MATH 040 C OR Algebra II with a grade of "C" or better AND the assessment process.* Proof of prerequisites is required. This course includes graphs and transformations of functions, matrices and linear systems, linear programming, set theory, combinatorial analysis, finite probability, and descriptive statistics. Applications to the fields of business, economics, biological sciences, and behavioral sciences are emphasized.

**MATH 120 C INTRO PROBABILITY & STATISTICS****4 Units***Four hours lecture per week.*

UC Credit Limitation/CSU

AA GE, CSU GE, IGETC, CAN STAT 2

*Prerequisite: MATH 040 C OR Algebra II with a grade of "C" or better AND the assessment process.* Proof of prerequisites is required. This course is an introduction to the elements of statistical analysis which includes an intuitive approach to the study of probability and probability distributions, measures of central tendency and dispersion, sampling techniques, parametric and non-parametric tests of hypotheses, point and interval estimation, linear regression, and correlation. Applications to business, biological sciences, and the social sciences are emphasized. Students will use computer software and/or graphing calculators for statistical analysis of various topics.

**MATH 120HC HONORS INTRO TO PROB & STAT****4 Units***Four hours lecture per week.*

AA GE, CSU GE, IGETC, CAN STAT 2

*Prerequisite: MATH 040 C OR Algebra II with a grade of "C" or better AND the assessment process.* Proof of prerequisites is required. This course is an enhanced introduction to the elements of statistical analysis for honors students. It includes an intuitive approach to the study of probability and probability distributions, measures of central tendency and dispersion, sampling techniques, parametric and non-parametric tests of hypotheses, point and interval estimation, linear regression, and correlation. Applications to business, biological sciences, and the social sciences are emphasized. Students will use computer software and/or graphing calculators for statistical analysis of various topics.

**MATH 130 C SURVEY OF CALCULUS****4 Units***Four hours lecture per week.*

Credit by Examination

UC Credit Limitation/CSU

AA GE, CSU GE, IGETC, CAN MATH 30

*Prerequisite: MATH 040 C OR Algebra II with grades of "C" or better AND the assessment process.* Proof of prerequisites is required. This course is an introduction to calculus with emphasis on solution techniques and applications rather than abstract theory. It includes elements of analytic geometry, limits, the derivative, integration as a summation process, exponential and logarithmic functions, integration of basic forms, techniques of integration, an introduction to multi-variable calculus, and curve sketching, with applications from the life sciences, engineering technology, economics, and the social sciences.

**MATH 141 C COLLEGE ALGEBRA****4 Units***Four hours lecture per week.*

UC/CSU, AAGE, CSU GE, IGETC

CAN MATH 10; MATH 141

*Prerequisite: MATH 030 C and MATH 040 C with grades of "C" or better OR plane geometry and Algebra II with grades of "C" or better AND the assessment process.* Proof of prerequisites is required. This is one of two precalculus courses. The topics covered include a review of the fundamentals of algebra; rational, exponential and logarithmic functions; theory of equations and zeros of polynomial functions; systems of equations including linear and quadratic systems; matrices and determinants; sequences and series; mathematical induction; permutations; combinations; binomial theorem; analytic geometry; conic sections; and miscellaneous topics.

**MATH 142 C TRIGONOMETRY****4 Units***Four hours lecture per week.*

CSU, AAGE, CSU GE, CAN MATH 8; MATH 141

*Prerequisite: MATH 030 C and MATH 040 C with grades of "C" or better OR plane geometry and Algebra II with grades of "C" or better AND the assessment process.* Proof of prerequisites is required. This is one of the two precalculus courses. Topics include relations; exponential, logarithmic and trigonometric functions and their graphs; inverses of the functions and their graphs; identities; laws of sines and cosines; solutions of triangles; trigonometric equations; polar coordinates; DeMoivre's Theorem; applications; and translation of axes.

**MATH 150AC CALCULUS AND ANALYTIC GEOMETRY****4 Units***Four hours lecture per week.*

Credit by Examination

UC Credit Limitation/CSU

AA GE, CSU GE, IGETC, CAN MATH 18

*Prerequisite: MATH 141 C and MATH 142 C OR trigonometry and math analysis/precalculus with grades of "C" or better AND the assessment process.* Proof of prerequisites is required. This course is an introduction to mathematical analysis. It includes the study of analytic geometry, functions and limits, continuity, differentiation and integration. Problem work includes applications involving derivatives, definite integrals and indefinite integrals.

**MATH 150BC CALCULUS AND ANALYTIC GEOMETRY****4 Units***Four hours lecture per week.**Credit by Examination*

*UC Credit Limitation/CSU, AA GE, IGETC, CAN MATH 20*  
*Prerequisite: MATH 150AC OR Calculus I and Analytic Geometry with a grade of "C" or better AND the assessment process.* Proof of prerequisites is required. This course is a continuation of Mathematics 150AC which includes the study of applications of integration, techniques of integration, indeterminate forms, L'Hopital's rule, improper integrals, infinite sequences and series, Taylor and Maclaurin series, conic sections, plane curves, parametric equations, and polar coordinates.

**MATH 171 C DISCRETE MATHEMATICS****4 Units***Four hours lecture per week.**UC/CSU*

*Prerequisite: MATH 141 C and MATH 142 C OR Trigonometry and Math Analysis/Precalculus with grades of "C" or better AND the assessment process.* Proof of prerequisites is required. This is the first of two semesters of fundamental discrete mathematical concepts needed in computer related disciplines. The topics covered include logic, truth tables, elementary set theory, functions, relations, proof techniques, combinatorics, probability, and Boolean Algebra. Students will write algorithms using pseudocode and will learn to write formal proofs of mathematical statements.

**MATH 172 C GRAPH THEORY & LINEAR ALGEBRA****4 Units***Four hours lecture per week.**UC/CSU*

*Prerequisite: MATH 171 C or Discrete Mathematics with a grade of "C" or better AND the assessment process.* Proof of prerequisites is required. This is the second of two semesters of fundamental discrete mathematical concepts and techniques needed in computer related disciplines. Topics include theory of graphs, trees, finite state machines, and linear algebra including vector spaces, inner product spaces, linear transformations, and eigenvalues.

**MATH 186 C TI-85/86 GRAPHING CALCULATOR****½ Unit***One half hour lecture per week.**Credit/No Credit**CSU*

*Prerequisite: MATH 040 C OR Algebra II with a grade of "C" or better AND the assessment process.* Proof of prerequisites is required. This is a course for students wishing to gain an introduction to the TI-85 or TI-86 Graphing Calculators. Students are given an orientation of basic graphing calculator functions. Basic topics include home screen calculations, graphing tools, the catalog feature, tables, solver, solving systems of linear equations, programming, and the TI graph link.

**MATH 192 C TI-89/92 GRAPHING CALCULATOR****½ Unit***One half hour lecture per week.**Credit/No Credit**CSU*

*Prerequisite: MATH 150BC OR Calculus II and Analytic Geometry with a grade of "C" or better AND the assessment process.* Proof of prerequisites is required. This is a course for students wishing to learn to use a TI-89, TI-92, or TI-92+ Graphing Calculator. Basic topics include home screen calculations, various graphing modes, tables, solving equations and systems of equations, manipulating matrices and vectors, integration and differentiation, programming, and using the TI graph link.

**MATH 211 C GEOMETRY FOR TEACHERS****4 Units***Four hours lecture per week.**CSU*

*Prerequisite: MATH 110 C with a grade of "C" or better.* Proof of prerequisites is required. This course is an introduction to problem solving with informal geometry in one, two and three dimensions. Topics include congruence, similarity, constructions, transformations, tessellations, and measurement involving both English and metric units. Emphasis will be on hands-on modeling of real-world geometric situations. This course is designed for prospective elementary school teachers.

**MATH 250AC INTERMEDIATE CALCULUS****4 Units***Four hours lecture per week.**Credit by Examination**UC/CSU, AAGE, IGETC, CAN MATH 22*

*Prerequisite: MATH 150BC OR Calculus II and Analytic Geometry with a grade of "C" or better AND the assessment process.* Proof of prerequisites is required. This is an intermediate course in mathematical analysis. It includes the study of three-dimensional analytic geometry, calculus of functions of several variables, vector calculus, multiple integration, vector fields and theorems, with associated problem applications.

**MATH 250BC INTERMEDIATE CALCULUS****4 Units***Four hours lecture per week.**Credit by Examination**UC/CSU, AAGE, IGETC, CAN MATH 24*

*Prerequisite: MATH 250AC OR Calculus III and Analytic Geometry with a grade of "C" or better AND the assessment process.* Proof of prerequisites is required. This course is an introduction to linear algebra and ordinary differential equations. Linear algebra includes matrices, determinants, vector spaces, linear transformations, and characteristic values. Differential equations includes separable, exact, Cauchy-Euler, and nonhomogeneous equations; undetermined coefficients, variation of parameters, series solutions, and systems of differential equations.

**MATH 298 C MATHEMATICS SEMINAR**

$\frac{1}{2}$  - 3 Units (Variable Units) (May be taken for credit 4 times)

Three hours lecture/discussion or scheduled conference per week for maximum credit.  
UC Credit Limitation/CSU

Prerequisite: MATH 040 C with grade of "C" or better. This is a lecture/discussion approach to special topics involving mathematics. It may be a problem session related to a particular course in the curriculum, or a study of topics not ordinarily covered in the curriculum. Consult the class schedule to verify unit credit for a particular semester.

**MATH 299 C MATHEMATICS INDEPENDENT STUDY**

$\frac{1}{2}$  - 2 Units (Variable Units) (May be taken for credit 4 times)

Two hours assigned independent study or research per week for maximum credit.  
UC Credit Limitation/CSU

Prerequisite: Approved Independent Study Learning Contract. This course is for able students who have demonstrated interest and capability for increased knowledge of mathematical topics not ordinarily covered in curriculum courses. Students will participate in independent study or research on assigned projects under staff supervision.

# 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

**ASSOCIATE IN SCIENCE DEGREE  
MERCHANDISING**

This program is designed to prepare students for the growing number of positions in retailing and merchandising. The diversified curriculum includes consumer behavior, store operations and a work-study program to be implemented in the second year of study.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
MGT 161 C	Introduction to Business	3
MKT 210 C	Consumer Behavior	3
MKT103 C	Principles of Advertising	3
MKT208 C	Principles of Selling	3
MKT222 C	Principles of Marketing	3
MKT 105 C	Principles of Retailing	3
ACCT 101 C	Financial Accounting	4
<b>Total Units Required</b>		<b>22</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**

Primary emphasis is to prepare the student for occupational competency. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
MGT 161 C	Introduction to Business	3
MKT208 C	Principles of Selling	3
MKT105 C	Principles of Retailing	3
MKT210 C	Consumer Behavior	3
MKT222 C	Principles of Marketing	3
MKT103 C	Principles of Advertising	3
MGT 266 C	Human Relations in Business	3
<b>Total Units Required</b>		<b>21</b>

**MERCHANDISING TRANSFER PROGRAM**

Students should consult a counselor or [www.assist.org](http://www.assist.org) for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.



# Mortuary Science

## Division of Health Science

Division Dean – Andrea Hannon

### Faculty

Glenn Bower  
Jolena Grande  
Douglas Metz  
Kathleen Boettger

### Counselors

Kelly Carter  
Denise Vo

## PROGRAM OBJECTIVES

1. To provide a curriculum at the Post Secondary Level of Education designed to enlarge the background and knowledge of students desiring to enter the Funeral Service Profession through education and training in every phase of Funeral Service.
2. To educate students concerning the responsibilities of the Funeral Service Profession to the clients they serve and to the community at large, and to emphasize high standards of ethical conduct.
3. To enable students to develop proficiency and skills necessary to the maintenance of those measures of Public Health, Safety and Welfare identified with the Care of Human Remains.
4. To encourage research in the field of Funeral Service.
5. To qualify students for professional licensure examinations.

## MINIMUM STANDARDS FOR APPLICANTS

1. Eligibility for admission to Cypress College.
2. High school diploma, a GED test with a minimum score of 45, or a high school proficiency examination.
3. Present evidence of good physical and mental health.
4. English Placement Test with a score to qualify for ENGL 060 C, ESL 186 C or completion of ENGL 058 C or ESL 185 C with a grade of "C" or better.
5. One year of high school lab science (biology or chemistry) or one semester of college General or Human Biology or Anatomy or Chemistry completed with a cumulative grade of "C" or better.

## APPLICATION PROCEDURES

1. Separate application, in addition to the college application form, is required for admission into the Mortuary Science Program. These applications may be obtained from the Health Science Counseling Office, Health Science Building, Cypress College, 9200 Valley View Street, Cypress, CA 90630.
2. A total of 45 new students are selected each spring and fall semester. Applicants may exceed the available seat space. Prioritization of qualified applicants will determine acceptance.
3. Applicants are responsible for submitting all documents (records, forms and transcripts) indicating minimum standards and prerequisites have been met to the Health Science Counseling Office.

## SELECTION PROCEDURES

Selection of students for acceptance is based on the **date** of completed application which includes submission of all transcripts and required documents.

## ASSOCIATE IN SCIENCE DEGREE MORTUARY SCIENCE

This program is designed to prepare the student for state licensure where statutory law requires successful completion of the Associate in Science Degree in Mortuary Science and compliance with the statutory pre-mortuary science educational requirements. To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

### REQUIRED COURSES

All courses of the Certificate Program **Units** 50

### GENERALEDUCATION GRADUATION REQUIREMENTS

Categories A through E (see listing earlier in catalog) 25  
Cultural Pluralism/Reading Proficiency  
**Total Units Required** 75

**NOTE:** All General Education Graduation Requirement units may be taken prior to enrollment in the program or at the completion of the Certificate Program.

## MORTUARY SCIENCE CERTIFICATE

This program is a one year course of study designed for students who wish to prepare for a career and employment as an embalmer/funeral director in a mortuary. It is approved by the California State Board of Funeral Directors and Embalmers and is accredited by the American Board of Funeral Service Education.

To earn a certificate, complete the required major courses as listed with a minimum grade of "C" for each course. At least 50% of all course work must be completed at Cypress College. Upon completion of the prescribed mortuary science courses, the student will then be eligible to write the California Board Examination for Embalmers.

To be eligible to write the National Board Examination, the student must complete the certificate program plus 15 units of General Education outside of the Mortuary Science Program prior to taking the Examination. The 15 units can be taken at any time at any accredited institution. We recommend these units be taken prior to entering the Mortuary Science Program so that the student can write the Examination immediately upon completion of the Program.

The program meets the mortuary science or funeral service educational requirements for most states. Eligibility to write the licensure examination in some states may be contingent upon compliance with additional statutory requirements. Please consult the department for more specific information, or, for further information, contact a Health Science Counselor (714) 484-7270.

### Prerequisites

BIOL 160 C	Integrated Medical Science	3
or		
BIOL101 C	General Biology	(5)
or		
CHEM	Various courses - Please see counselor	
ENGL058 C	Reading and Writing II	4
or		
ESL185 C	Advanced English II	(5)
See minimum standards		

Required courses are listed in suggested sequence:		
Course #	Title	Units
<b>SEMESTER 1</b>		
COUN 140 C	Educational Planning (Recommended)	(½)
MORT 160 C	Orientation to Funeral Service	4
MORT161 C	Restorative Art I	2
MORT162 C	Embalming I	2
MORT163 C	Embalming Anatomy/Pathology I	5½
MORT164 C	Funeral Service Thanatology I	2
MORT165 C	Funeral Service Management I	2
		<b>17½</b>
<b>SEMESTER 2</b>		
MORT 271 C	Restorative Art II	2
MORT 272 C	Embalming II	4
MORT 273 C	Embalming Anatomy/Pathology II	3½
MORT274 C	Funeral Service Thanatology II	3
MORT292 C	Funeral Service Science	2
MORT 293 C	Mortuary Computer Applications	2
MORT295 C	Funeral Service Management II	4
		<b>20½</b>
<b>SUMMER INTERSESSION</b>		
MORT 270 C	Funeral Service Ceremonies	2
MORT275 C	Law of Mortuary Operation	3
MORT 291 C	Mortuary Law	3
MORT 294 C	Funeral Service Counseling	4
		<b>12</b>
	<b>Total Units Required</b>	<b>50</b>

\*All General Education units may be taken prior to enrollment in the program or at the completion of the Certificate Program.

## Mortuary Science (MORT)

### MORT 085 C MORTUARY SCIENCE - WORK EXPERIENCE

**1 - 4 Units (Variable Units) (May be taken for credit 4 times)**

*One hour lecture per week and*

*Minimum of five hours employment per week in a mortuary.*

*Prerequisite: Admission to Mortuary Science Program.*

*Must be enrolled in seven units or more including work experience.* This course requires a minimum of five hours per week employment in a licensed funeral home of the student's own selection. Discussion of funeral service business and related technical issues are explored. The course includes job analysis, writing a resume, self management, self development, and employer-employee relations. An appreciation for life long learning and advancement in the profession will be developed through group discussion.

### MORT 160 C ORIENTATION TO FUNERAL SERVICE

**4 Units**

*Four hours lecture per week.*

*CSU*

*Prerequisite: Admission to Mortuary Science Program; or eligible for admission to the program and employed in funeral service.* This course is designed to acquaint the mortuary science student with general information on the practice of the funeral profession. Topics covered include: notification of death, transfer of remains, the arrangement conference, prefunded/preplanned funerals, shipment of remains, cremation, and aftercare, as well as the basic principles of merchandising as it applies to the funeral profession, construction and features of caskets, outer burial containers, and other funeral related products; and methods of display and presentation. In addition, a survey of the history of funeral service with emphasis on ethnic groups that have influenced contemporary funeral principles and practices as well as the progression of associations and education within funeral service will be discussed.

### MORT 161 C RESTORATIVE ART I

**2 Units**

*One hour lecture and*

*Three hours laboratory per week.*

*CSU*

*Prerequisite: Completion of, or concurrent enrollment in MORT 163 C.* A detailed study is made of each of the facial features and its relationship to a complete restoration. In the laboratory the student has an opportunity to follow through with the modeling in clay of the features studied, both as a single feature and using plaster of Paris heads for reproduction.

### MORT 162 C EMBALMING I

**2 Units**

*One hour lecture and*

*Three hours laboratory per week.*

*CSU*

*Prerequisite: Completion of or concurrent enrollment in MORT 163 C.* This course is designed to include basic orientation, history of embalming to present times, moral and sanitary considerations of embalming, methods of handling human remains, including those of a contagious or infectious nature, demonstration of the various methods of preparation and disinfection treatment of bodies contaminated by radiation.

### MORT 163 C EMBALMING ANATOMY/PATHOLOGY I

**5½ Units**

*Five and one-half hours lecture per week.*

*CSU*

*Prerequisite: Admission to Mortuary Science Program.* This introductory course is designed for the mortuary science student, surveys general anatomical, physiological and pathological concepts processes and terminology important to the funeral service practitioner in understanding the embalming process, articulating with allied health/forensic professionals, interpreting death certificates and protecting oneself and the public against communicable disease. Also considered are those medical and forensic pathologies presenting particular embalming and restorative problems.

### MORT 164 C FUNERAL SERVICE THANATOLOGY I

**2 Units**

*Two hours lecture per week.*

*CSU*

*Prerequisite: Admission to the Mortuary Science Program.* This course is an introduction to thanatology, basic psychological terminology and theories. Emphasis is on the study of grief, bereavement, and mourning. The content provides the knowledge required of the funeral director to work effectively with families as a facilitating agent. The needs of the families served are studied in relation to the design and implementation of the funeral rite.

**MORT 165 C FUNERAL SERVICE MANAGEMENT I****2 Units***Two hours lecture per week.*

CSU

*Prerequisite: Admission to Mortuary Science Program and completion of, or concurrent enrollment in, MORT 160 C.* Designed for the mortuary science student, the course is a vocationally oriented survey of funeral service management as it applies to funeral home operations, mortuary management, and financial decision-making. Information presented covers financial statements and their analysis, worksheets, journalizing, receivables, payables, deferrals, and accruals. Inventory costing models, depreciation models, and funeral service payroll accounts are also included.

**MORT 270 C FUNERAL SERVICE CEREMONIES****2 Units***Two hours lecture per week.*

CSU

*Prerequisite: Admission to the Mortuary Science program and completion of MORT 160 C.* This course is designed to introduce the student to funeral service practices and procedures in military, fraternal and religious funerals for a complete understanding of all principles and variations involved.

**MORT 271 C RESTORATIVE ART II****2 Units***One hour lecture and**Three hours laboratory per week.*

CSU

*Prerequisite: MORT 161 C and completion of or concurrent enrollment in MORT 273 C.* This is a continuation of MORT 161 C with emphasis upon major restorations and explains how all previous restorative art work can be used to complete each type of case. Color theory and cosmetology are discussed. In the lab the student will perform feature modeling in wax on both plaster of Paris and latex heads. In addition there is practical work in cosmetics, hair dressing, color pigments and preparation of death masks.

**MORT 272 C EMBALMING II****4 Units***Three hours lecture and**Three hours laboratory per week.*

CSU

*Prerequisite: MORT 162 C and completion of or concurrent enrollment in MORT 273 C.* This is a continuation of MORT 162 C, with emphasis upon the development of embalming techniques, of remains having various diseases, treatment of localized areas by supplemental methods of preservation and the application of embalming theories ranging from pre-embalming analysis to funeral home visitation room appearance in a laboratory environment.

**MORT 273 C EMBALMING ANATOMY/PATHOLOGY II****3½ Units***Three and one-half hours lecture per week.*

CSU

*Prerequisite: MORT 163 C.* Designed for the Mortuary Science student and a continuation of MORT 163 C, the course surveys general anatomical, physiological and pathological concepts as they relate to the various systems of the human body. The digestive, respiratory, urinary, endocrine, nervous and reproductive systems are studied in detail as they relate to preservation and disinfection for safeguard measures in handling and embalming of human remains to protect public health and the embalmer. Throughout the course, terminology is emphasized to facilitate interpretation of death certificates.

**MORT 274 C FUNERAL SERVICE THANATOLOGY II****3 Units***Three hours lecture per week.*

CSU

*Prerequisite: MORT 164 C.* This course is a continuation of 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 LAW OF MORTUARY OPERATION****3 Units***Three hours lecture per week.*

CSU

*Prerequisite: Admission to Mortuary Science Program and completion of or concurrent enrollment in MORT 160 C.* This course designed for the Mortuary Science student, surveys the American legal system, its development, court systems, and the major bodies of law as they relate to the legal environment in which the funeral business operates. The legal aspects of funeral service contracts, funeral service sales, and the use of commercial paper are also considered. This course will also look at the professional ethics used by funeral service providers as it relates to the legal aspects of the funeral home establishment.

**MORT 291 C MORTUARY LAW****3 Units***Three hours lecture per week.*

CSU

*Prerequisite: Admission to the Mortuary Science Program and completion of MORT 160 C; or employed in funeral service and preparing to take the funeral director or embalmer examination as verified by the Mortuary Science Department.* This course is designed to introduce the mortuary science student to sources of law, legal status of the dead human body, duty of burial, right to control funeral arrangements, final disposition, and liability for funeral expenses; torts involving the dead human body and the funeral director; wills, estate, and probate proceedings; cemeteries and related issues; state and federal laws and regulations pertaining to funeral service; as well as the legal aspects of being a licensed funeral director/mortician. Within this framework, relevant statutes, rules and regulations specific to the state of California are considered. Also covered are the Federal Wage and Hour Act, the Federal Truth in Lending Act, Occupational Safety and Health Act regulations, and the Uniform Anatomical Gift Act.

**MORT 292 C FUNERAL SERVICE SCIENCE****2 Units***Two hours lecture per week.**CSU*

*Prerequisite: Completion of MORT 162 C.* The course is designed to familiarize the Mortuary Science student with the nature of chemicals utilized in the mortuary setting, and to provide a qualitative understanding of the chemical aspects of tissue decomposition and preservation. Embalming of protein and the effects relative to the blood, body pigments and tissue staining are a primary emphasis of the course.

**MORT 293 C MORTUARY COMPUTER APPLICATIONS****2 Units***One and one half hour lecture and**One and one half hour laboratory per week.**CSU*

*Prerequisite: Admission to the Mortuary Science Program and completion of MORT 160 C.* The course is designed to provide the mortuary science student with an overview of considerations relevant to the operation of the funeral home as a small business through the use of hands-on experience with appropriate mortuary science computer software, as well as the Federal Trade Commission Funeral Rule. **\$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

**MORT 294 C FUNERAL SERVICE COUNSELING****4 Units***Four hours lecture per week.**CSU*

*Prerequisite: MORT 164 C.* This is a course aimed at the study of concepts, techniques and procedures used by the funeral director in his/her role as a counselor.

**MORT 295 C FUNERAL SERVICE MANAGEMENT II****4 Units***Four hours lecture per week.**CSU*

*Prerequisite: MORT 165 C.* The course is a continuation of MORT 165 C designed to introduce the mortuary science student to the basic principles of management as they apply to the practice of the funeral profession; to the financial aspects of funeral business operation, concepts of financial management and the use of financial information in decision-making relative to cost analysis and control, pricing, inventory and in assessing the firm's performance; and credit policies and practices. Emphasis is placed on general management technique and theory as it relates to funeral service practice, and specific areas of funeral service practice and the managerial guidelines for those areas. Basic principles of merchandising, methods of pricing, display, presentation, and control of funeral merchandise as it applies to the funeral profession are also discussed. Additionally, the role and function of an effective manager with emphasis placed on the management functions of planning, organizing, motivating, directing, and controlling, and how to purchase a small business are also covered.

# Multi-Cultural Studies in the United States Program

**MULTICULTURAL MARKETING CERTIFICATE**

This certificate program prepares students to work in the marketing field helping businesses and organizations to serve the needs of customers and clients in a culturally diverse society. Bringing together social science, language arts, and marketing, the certificate enables students to combine their knowledge of different cultural groups' preferences, behaviors, and languages with marketing skills to create effective product development, promotion, distribution, and pricing strategies.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in numeric sequence:**

Course #	Title	Units
SOC 101C	Introduction to Sociology	3
ANTH 102 C	Cultural Anthropology	3
or		
ETHS 231C	Minority Communities in the United States	(3)
MKT222 C	Principles of Marketing	3
MKT 205 C	Multicultural Markets In U.S.	3
Select a minimum of 5 units from the elective courses listed below		5
<b>Total Units Required</b>		<b>17</b>

**Electives**

CHIN 101C	Elementary Chinese - Mandarin I	5
FREN 101C	Elementary French I	5
JAPN 101C	Elementary Japanese I	5
SPAN 101C	Elementary Spanish I	5
SPAN 201C	Spanish for Spanish Speakers	5

**ASSOCIATE IN ARTS DEGREE****MULTI-CULTURAL STUDIES**

The Cypress College Multi-Cultural Studies in the United States Program for the Associate in Arts Degree is an interdisciplinary program. It is designed to provide students with a knowledgeable view of the culture and institutions that shape the lives of the various under-represented ethnic and gender groups in the United States of America. It is designed to appeal to students from the dominate culture group as well as those from the under-represented groups. Interwoven throughout the curriculum are academic courses that help develop an understanding of the various ways people relate to each other in a pluralistic society. While there is a core of courses designed to give students a common background in multi-culturalism, they may select additional courses in the specific area which most interests them from the elective list. Because of its interdisciplinary approach, the Multi-Cultural Studies in the United States Program does not have a departmental affiliation.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
ETHS/SOC 231 C	Minority Communities in the United States (To be taken first by students declaring this major)	3
PSY/SOC 237 C	Cross-Cultural Conflicts in Int Relationships	3
ETHS/SOC 235 C	The Civil Rights Movement	3
SOSC/SOC 225 C	Sociology of Women	3
	Select a minimum of 12 units from elective courses below	12
<b>Total Units Required</b>		<b>24</b>

**Electives**

ANTH 121 C	Indians of North America	3
ENGL247 C	Voices of America/Multi-Cultural Literature	3
ETHS 142 C	The Chicana/o in Contemporary Society	3
HIST 130 C	African-American History in the US	3
HIST 141 C	Introduction to Chicana/o History and Culture	3
HIST 176 C	The Asian Experience in the US	3
HIST 270 C	Women in United States History	3
HIST 275 C	History of California	3
POSC 209 C	Urban Politics	3

# Multimedia

## Division of Fine Arts

Division Dean – Kaleta Brown

### Faculty

Gerald Burchfield  
Joe Gallo  
Ian Holmes  
Michael Johnson  
Robert Johnson  
Mark Majarian  
Robert Mercer

### Counselors

Renay Laguana  
Renee Ssensalo-Collins

### MULTIMEDIAART CERTIFICATE

This certificate provides the skills necessary to create interactive projects for distribution on videotape, CD-ROMs, and Web sites.

To earn a certificate, complete the required major courses as listed with a minimum grade of "C" for each course. At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
MM 100 C	Introduction to Multimedia	3
MM 110 C	Visual Communication	3
PHOT101 C	Introduction to Photography	3
ART120 C	Two-Dimensional Design	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/Mac	3
or		
ACG 163 C	Multimedia/Win	(3)
ACG 164 C	Multimedia Authoring/Mac	3
or		
ACG 165 C	Multimedia Authoring/Win	(3)
MUS 124 C	Recording Studio I	3
or		
MUS 178 C	Digital Music Technology	(3)
<b>Total Units Required</b>		<b>27</b>

**MULTIMEDIA PHOTOGRAPHY CERTIFICATE**

This certificate is designed to prepare the student to work with a variety of photographically based digital applications within the field of Multimedia. This flexible module allows the student to develop their own emphasis with in the possible course offerings.

To earn a certificate, complete the required major courses as listed with a minimum grade of "C" for each course. At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
MM 100 C	Introduction to Multimedia	3
MM 110 C	Visual Communication	3
PHOT 101 C	Introduction to Photography	3
PHOT103 C	Photographic Possibilities	3
PHOT 207 C	Color Photography	3
PHOT208 C	Advanced Color Photography	3
PHOT 209 C	Careers in Photography	3
PHOT 215 C	Digital Photography	3
PHOT216 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 pre-requisite courses

PHOT 050 C	Photography Special Projects (This is a portfolio class)	3
PHOT104 C	Wedding Photography	3
PHOT109 C	Portrait Photography	3
PHOT200 C	Conceptual Photography	3
PHOT219 C	Photography for Publication	3

**Multimedia (MM)****MM 100 C INTRODUCTION TO MULTIMEDIA****3 Units**

*Three hours lecture per week.*

*CSU*

This team-taught lecture class is designed to introduce the student to the various disciplines involved in the creation of multimedia products. These disciplines include information systems, computer graphics and visual design, digital photography, electronic music, digital journalism and video.

**MM 110 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. Design elements will be used to create 2-and 3-dimensional images with emphasis on the computer as medium. Emphasis is on thinking processes and problem solving basic to creative visual work.

**Music****Division of Fine Arts**

*Division Dean – Kaleta Brown*

**Faculty**

Mark Anderman  
Sheridan Ball  
George Beyer  
Helena DeCoro  
Joe Gallo  
Kathryn Reid

**Counselors**

Renay Laguana  
Renee Ssensalo-Collins

**COMMERCIAL MUSIC - MANAGEMENT CERTIFICATE**

A synthesis of Music and Business courses, this certificate enables students to develop the management, marketing, and entrepreneurial skills necessary for success in the Music Industry.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
MUS 112 C	The Music Business	3
MUS 212 C	Music Promotion & Distribution	3
MKT222 C	Principles of Marketing	3
MGT 261 C	Small Business Management	3
MGT266 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 Literacy-Introduction to Information Systems	(3)
MKT224 C	International Marketing	(3)
MUS 055 C	Music Work Experience - Vocational	(1)

**ASSOCIATE IN ARTS DEGREE – MUSIC**

The Associate in Arts Degree in Music is designed to prepare the student for a career as a professional musician. This curriculum includes music history and theory, as well as applied instruction and performance experience on his or her particular instrument.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
MUS 103AC	Theory and Musicianship I	4
MUS 103BC	Theory and Musicianship II	4
MUS 203AC	Theory and Musicianship III	4
MUS 203BC	Theory and Musicianship IV	4
MUS 120 C	Survey of Music History	3
MUS 122 C	Concert Hour	1,1
MUS 135 C	Beginning Piano	1,1
MUS 236 C	Intermediate Piano	1,1
MUS 225 C	Applied Music	1,1,1,1

**Select a minimum of 1 unit each semester from the following performing ensembles for a total of 4 units:**

MUS 175 C	Swing Band	1,1,1,1
MUS 260 C	Classical Guitar Ensemble	1,1,1,1
MUS 271 C	Symphony Orchestra	1,1,1,1
MUS 273 C	Concert Band	1,1,1,1
MUS 274 C	Cypress Symphonic Winds	1,1,1,1
MUS 276 C	Jazz Band	1,1,1,1
MUS 277 C	Jazz Lab Band	1,1,1,1
MUS 280 C	Jazz/Musical Theater Choir	1,1,1,1
MUS 281 C	Concert Choir	1,1,1,1
MUS 282 C	Cypress Masterworks Chorale	1,1,1,1
MUS 283 C	Cypress Singers	1,1,1,1
MUS 284 C	Cypress Meistersingers	1,1,1,1
MUS 285 C	Chamber Singers	1,1,1,1
MUS 287 C	Cypress Jazz Singers	1,1,1,1
MUS 289 C	Gospel Choir	1,1,1,1

**Total Units Required** 33**RECORDING ARTS CERTIFICATE**

This program was developed for prospective record producers, recording engineers, and songwriters, giving them an insider's look at the way music is recorded today. Students will gain hands-on experience in "state of the art" facilities.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
MUS 055 C	Music Work Experience - Vocational	1
MUS 112 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 - VOCATIONAL****1 - 4 Units (Variable Units) (May be taken for credit 4 times)***One hours lecture per week.*

*Corequisite: Must be enrolled in seven units, including work experience.* This course requires a minimum of 5 hours employment in the music industry per week. Provides one unit of credit for each five hours worked per week for a maximum of 4 units each semester.

**MUS 100 C MUSIC LABORATORY****1 - 2 Units (Variable Units) (May be taken for credit 4 times)***Three to six hours laboratory TBA per week.**Credit/No Credit**CSU*

*Corequisite: Concurrent enrollment in a music course with a lab component.* This course is designed to supplement music courses with a lab component. For each 48 hours beyond the requirements of the corequisite class that the student spends in directed laboratory activities one unit of credit will be granted, up to a maximum of two units per semester. All hours must be verified by sign-in sheets and/or computerized attendance.

**MUS 101 C MUSIC FUNDAMENTALS****3 Units***Three hours lecture and**One hour laboratory TBA per week.**UC/CSU, AAGE, CSU GE*

An introduction to the fundamentals of music designed for non-music majors. Topics include notation, scales, chords, sight singing, and an introduction to the piano keyboard. (No UC credit if taken after MUS 103AC.)

**MUS 102 C MUSIC READING****3 Units***Three hours lecture and**One hour laboratory TBA per week.**UC/CSU*

This course is designed to teach students how to read music from the printed page. Participants will learn basic skills, such as identifying note names and rhythm values, and will progress to the primary levels of sightsinging and developing the *inner ear*, a skill vital to every musician.

**MUS 103AC THEORY AND MUSICIANSHIP I****4 Units***Five hours lecture and**One hour laboratory TBA per week.**UC/CSU, CSU GE, IGETC, AAGE, CAN MUS 2*

*Prerequisite: Ability to read music. Advisory: Concurrent enrollment in a piano class.* This is the FIRST COURSE in music theory for music majors. Topics include basic terminology, rhythmic and pitch notation, diatonic scales and triads, intervals, chord progressions and basic cadential formulas, dominant seventh chords, figured bass, non-harmonic tones, sight-singing, and melodic, harmonic, and rhythmic dictation.

**MUS 103BC THEORY AND MUSICIANSHIP II****4 Units**

*Five hours lecture and*

*One hour laboratory TBA per week.*

*UC/CSU, CAN MUS 4*

*Prerequisite: MUS 103AC.* This course is a continuation of MUS 103AC. It includes major, minor, and dominant seventh chords, diminished seventh chords, musical texture, voice leading and part writing in 2 and 4 voices, harmonic progression, sight-singing, melodic and harmonic dictation, and the development of rhythmic reading skills.

**MUS 112 C THE MUSIC BUSINESS****3 Units**

*Three hours lecture per week.*

*CSU*

From copyrights to contracts, this course covers the essential elements of the music industry for performers, songwriters, producers, and managers. Topics include intellectual property law (copyrights), management contracts, publishing companies, performance rights societies, licensing procedures, record manufacturing and distribution, and an overall look at the dynamics of the music and entertainment industries. Guest speakers will appear according to availability.

**MUS 113 C JAZZ HISTORY****3 Units**

*Three hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE*

This is a survey course which traces the history and development of jazz music from its inception to the present day. The music, both live and from recordings, is studied from a musical, historical, and sociological standpoint. Concert attendance is required. Open to all students.

**MUS 115 C MUSIC CULTURES OF THE****WORLD****3 Units**

*Three hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE*

This course will examine music from Africa, Asia, Eastern Europe, India, Indonesia, Latin America, and indigenous Indian music from North America. The emphasis is on the role of music in society and its relationship to the other arts. Consideration is also given to musical function, style and structure, instruments, and performance traditions.

**MUS 116 C MUSIC APPRECIATION****3 Units**

*Three hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC*

A survey of music literature from the Middle Ages to the present. Students will gain an understanding of music as an art form through listening and discussion of choral, orchestral, solo, opera, chamber and jazz works. Concert attendance is required. Open to all students, but designed for the non-music major.

**MUS 117 C AMERICAN POPULAR MUSIC****3 Units**

*Three hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC*

This course is an historical and musical study of American popular music from its origin to the present. The primary focus will be on musical styles with secondary emphasis on sociological, political and economic conditions which influenced the popular music of America. Concert attendance is required. Open to all students.

**MUS 118 C INTRODUCTION TO OPERA****3 Units**

*Three hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC*

This course is an introduction to the standard operatic repertoire in terms of development of musical style, dramatic structure, and performance tradition. Emphasis is on elements of the art of operatic singing, voice classification, vocal range and technique, and dramatic values. Opportunities for attendance at operatic performances will be provided. *Cost of music concert will not exceed \$30.00. Duplicate credit not granted for MUS 118HC.*

**MUS 118HC HONORS INTRODUCTION TO****OPERA****3 Units**

*Three hours lecture and*

*One hour laboratory TBA per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

This course offers an Introduction to Opera course enhanced for honors students in a seminar type setting. Students will survey the standard operatic repertoire in terms of development of musical style, dramatic structure and performance tradition with emphasis on the appreciation of the art of operatic singing, voice classification, vocal technique and dramatic values. Opportunities for field trips and seminars with performers and directors are included. *Cost of music concert will not exceed \$30.00. Duplicate credit not granted for MUS 118 C.*

**MUS 119 C HISTORY OF ROCK MUSIC****3 Units**

*Three hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, IGETC, AAGE, CSU GE*

From its earliest beginnings to the present day, this course surveys the inception, evolution, and development of Rock music in America and abroad. In addition to in-depth studies of Rock music and the artists who created it, students will examine the sociological, political, and economic conditions which influenced its development.



**MUS 120 C SURVEY OF MUSIC HISTORY****3 Units***Three hours lecture and**One hour laboratory TBA per week.**UC/CSU, AAGE, CSU GE, IGETC, CAN MUS 8*

This course is designed for music majors or non-majors with some musical background. Students will study Western stylistical trends, major forms and theory from antiquity to the present. Recordings, video tapes, and live musical performances are used to emphasize material covered in class discussions.

**MUS 122 C CONCERT HOUR****1 Unit (May be taken for credit 4 times)***One hour lecture per week.**CSU, AAGE, CSU GE*

The concert hour is set aside for on-campus concerts and recitals. A variety of soloists and ensembles will perform music of many styles from the 16th century through the present. Students will have an opportunity to observe, listen and discuss with performers the characteristics of various musical styles and performance techniques. Open to all students.

**MUS 124 C RECORDING STUDIO I****3 Units***Two hours lecture and**Four hours laboratory per week.**CSU*

This class covers the fundamental concepts in audio recording technology. Topics include studio business practices, microphones, mixers, signal processors, the sound field, monitors, recording and editing devices, and synchronization.

**MUS 126 C BEGINNING VOICE****1 Unit (May be taken for credit 2 times)***One hour lecture and**One hour laboratory and**One hour laboratory TBA per week.**Credit/No Credit/Letter Grade Option**UC/CSU, CSU GE*

Students will study basic vocal techniques including tone production, breath control, and diction. Songs will be drawn from popular and traditional song literature.

**MUS 127 C MUSIC IN FILM****3 Units***Three hours lecture and**One hour laboratory TBA per week.**Credit/No Credit/Letter Grade Option**UC/CSU*

This course is an introduction to the use of music in motion pictures in terms of dramatic purpose and musical style. Emphasis is on how music reinforces the emotional impact, plot delineation, dramatic pacing, and mood evocation in the film.

**MUS 130 C BEGINNING GUITAR****1 Unit (May be taken for credit 2 times)***One hour lecture and**One hour laboratory and**One hour laboratory TBA per week.**Credit/No Credit/Letter Grade Option**UC/CSU, CSU GE*

This course introduces the basics of guitar playing to those with little or no previous experience. Basic technique, playing chords and melodies, and music reading are all covered in detail. Open to all students.

**MUS 131 C ELECTRIC BASS****1 Unit (May be taken for credit 4 times)***One hour lecture and**One hour laboratory per week.**Credit/No Credit/Letter Grade Option**UC/CSU*

This course uses group instruction to teach general techniques for the electric bass guitar. Blues, R&B, rock, pop and jazz styles are emphasized.

**MUS 135 C BEGINNING PIANO****1 Unit (May be taken for credit 4 times)***One hour lecture and**One hour laboratory per week.**UC/CSU, CSU GE*

Beginning with the abc's at middle C, the student learns to read music using familiar songs and pieces in folk and classical styles. Basic chords also help with rock and jazz. The student learns rhythm as the heartbeat of music.

**MUS 143 C BEGINNING STRINGS****1 Unit (May be taken for credit 4 times)***One hour lecture and**One hour laboratory and**One hour laboratory TBA per week.**UC/CSU, CSU GE*

This course teaches the fundamentals of string playing for anyone interested in learning to play the violin, viola, violoncello, or string bass. Students must supply their own instruments. Open to all students, no previous experience necessary.

**MUS 146 C WOODWIND CLASS****1 Unit (May be taken for credit 4 times)***One hour lecture and**One hour laboratory and**One hour laboratory TBA per week.**UC/CSU, CSU GE*

This is a course for students who wish to play flute, oboe, clarinet, bassoon, or saxophone. Students must supply their own instruments. Open to all students, no previous experience necessary.

**MUS 150 C BEGINNING BRASS****1 Unit (May be taken for credit 4 times)***One hour lecture and**One hour laboratory and**One hour laboratory TBA per week.**UC/CSU, CSU GE*

This course teaches the fundamentals of brass playing for anyone who is interested in learning to play the trumpet, French horn, trombone, baritone, or tuba. Students must supply their own instruments. Open to all students, no previous experience necessary.

**MUS 152 C PERCUSSION CLASS****1 Unit** (May be taken for credit 4 times)

One hour lecture and  
 One hour laboratory and  
 One hour laboratory TBA per week.

UC/CSU

This is a course for students who wish to play drums, timpani, mallet instruments, and other percussion instruments. The class will emphasize basic music reading and rhythmic accuracy. Open to all students, no previous experience necessary.

**MUS 156 C JAZZ IMPROV - INSTRUMENTAL****1 Unit** (May be taken for credit 4 times)

One hour lecture and  
 Two hours laboratory and  
 One and a quarter hours laboratory TBA per week.

UC/CSU

*Advisory: Intermediate level ability on instrument of choice.* This class provides instrumental students with the tools and techniques for jazz improvisation. Analysis of harmonic and melodic materials, extensive listening, and performance exercises will assist the student in his/her development as an improviser.

**MUS 157 C JAZZ IMPROVISATION - VOCAL****1 Unit** (May be taken for credit 4 times)

One hour lecture and  
 One hour laboratory and  
 One and one quarter hours laboratory TBA per week.

UC/CSU

This course offers vocal students training in jazz song-styling techniques focusing on swing, ballad, Latin, blues, and contemporary styles. Topics include rhythmic and melodic improvisation, microphone technique, and scat singing.

**MUS 175 C SWING BAND****1 Unit** (May be taken for credit 4 times)

Three hours rehearsal and  
 One and one-quarter hours in sectional rehearsals, recording, program production and/or concerts per week.

UC/CSU

*Prerequisite: Audition.* Students in this class will be involved in the rehearsal and concert performance of swing music in the style of the "Big Band Era" from the 1930's to 1950's.

**MUS 176 C POPULAR SONGWRITING****3 Units**

Three hours lecture and  
 One hour laboratory TBA per week.

CSU

*Prerequisite: MUS 101 C or MUS 103AC. Advisory: Concurrent enrollment in MUS 238 C.* This is an introductory to intermediate course in popular songwriting. Students will learn keyboard skills and notation. They will analyze melody, harmony, song form, rhythm, and lyrics as they apply to popular music. Emphasis will be placed on original compositions, and composition by well-known songwriters and recording artists.

**MUS 177 C SONGWRITING WORKSHOP****3 Units** (May be taken for credit 4 times)

Three hours lecture and  
 One hour laboratory TBA per week.

CSU

*Prerequisite: MUS 176 C. Advisory: Concurrent enrollment in MUS 238 C.* This is an intermediate to advanced workshop in popular songwriting. Students will analyze melody, harmony, song form, rhythm, and lyrics as they apply to popular songs. Emphasis will be placed on original compositions, while studying compositions by well-known songwriters and recording artists.

**MUS 178 C DIGITAL MUSIC TECHNOLOGY****3 Units**

Three hours lecture and  
 One and one-half hour laboratory TBA per week.

CSU

A comprehensive study of how digital technology is used in the music industry today. Designed for students with interest in songwriting, recording, audio production, and/or multimedia. Students will get hands-on experience with MIDI, keyboard synthesizers, sound modules, sequencers, sound editors, notation software, audio file formats (.wav, .mp3, .mid, etc.), and mastering to compact disc.

**MUS 203AC THEORY AND MUSICIANSHIP III****4 Units**

Five hours lecture and  
 One hour laboratory TBA per week.

UC/CSU

*Prerequisite: MUS 103BC.* This course is a continuation of MUS 103BC. Topics include nondominant seventh chords, modulation, secondary dominant and leading-tone chords, binary and ternary form, analysis, sight-singing and ear-training.

**MUS 203BC THEORY AND MUSICIANSHIP IV****4 Units**

Five hours lecture and  
 One hour laboratory TBA per week.

UC/CSU

*Prerequisite: MUS 203AC.* This course is a continuation of MUS 203AC. Topics include borrowed chords, the Neapolitan sixth chord, the augmented sixth chords, ninth, eleventh, and thirteenth chords, sonata-allegro form, chromatic mediant relationships, musical composition, sight-singing and dictation.

**MUS 212 C MUSIC PROMOTION & DISTRIBUTION****3 Units**

Three hours lecture per week.

CSU

Music entrepreneurs will learn business procedures to form their own company, emphasizing strategies for the sale and promotion of music. The course covers topics such as the music marketing environment, hands-on marketing techniques, online sales and promotion, and the effects of technology in music publishing.

**MUS 218 C OPERA HISTORY AND LITERATURE****3 Units**

Three hours lecture and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
UC/CSU

This course deals with the evolution of opera as a multimedia art form. Emphasis is placed on social and cultural influences affecting the development of its history and performance practices from the 17th century to the present. Music of individual composers from various music periods will be studied. Recordings, films, and field trips are used to supplement class discussions. Open to all students. *Cost of music concert will not exceed \$30.00.*

**MUS 224 C RECORDING STUDIO II****3 Units (May be taken for credit 2 times)**

Two hours lecture and  
Four hours laboratory per week.  
CSU

*Prerequisite:* MUS 124 C. *Corequisite:* MUS 224LC. This course provides an introduction to digital audio concepts, recorders, synchronization, and the digital audio workstation. Students will be assigned projects in the music department's recording facilities.

**MUS 224LC RECORDING STUDIO LAB****1 Unit (May be taken for credit 2 times)**

Forty-eight hours laboratory per semester in the Recording Studio facilities.  
Credit/No Credit  
CSU

*Corequisite:* MUS 224 C. This course affords supplemental lab time for students enrolled in MUS 224 C. Students will complete individual and/or group projects in recording demonstrating their proficiency with studio techniques, recording, signal processing, mixdown, and audio production.

**MUS 225 C APPLIED MUSIC****1 Unit (May be taken for credit 4 times)**

One hour lecture, and one half-hour lesson with a private instructor, and 5 hours of practice in the practice rooms per week.  
UC/CSU

*Prerequisite:* Audition and concurrent enrollment in a performing ensemble. For the student seeking individual instruction on piano, voice, guitar, or any standard band or orchestra instrument. A performance at Faculty Juries is required each semester. Vocal and instrumental students should concurrently enroll in a choir or band class, pianists and guitarists should consult with faculty for an appropriate concurrent course.

**MUS 227 C INTERMEDIATE VOICE****1 Unit (May be taken for credit 2 times)**

One hour lecture and  
One hour laboratory and  
One hour laboratory TBA per week.  
UC/CSU

*Prerequisite:* MUS 126 C or by audition. This course continues the study of vocal performance techniques at an intermediate level. As with the beginning level voice class, the intermediate course deals primarily with tone production, breath control, diction, and choices of popular and traditional song literature.

**MUS 229 C VOCAL REPERTOIRE****1 Unit (May be taken for credit 4 times)**

One hour lecture and  
One hour laboratory per week.  
CSU

*Prerequisite:* MUS 227 C or by audition. This class provides a workshop environment for the study of vocal repertoire at the intermediate-to-advanced level. Repertoire will be drawn from traditional styles such as art songs, lieder, arias, and oratorios, as well as jazz, musical theater, and contemporary music. Students will focus on the development of their lyric diction and performance skills while being exposed to a wide variety of vocal literature.

**MUS 231 C INTERMEDIATE GUITAR****1 Unit (May be taken for credit 2 times)**

One hour lecture and  
One hour laboratory and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
UC/CSU

*Prerequisite:* MUS 130 C, or by audition. This course continues the study of guitar performance at an intermediate level. Study focuses on the areas of technique, note reading, scales, and chords. A variety of musical styles, from classical to rock, are included in the repertoire.

**MUS 232 C CLASSICAL GUITAR****1 Unit (May be taken for credit 4 times)**

One hour lecture and  
One hour laboratory per week.  
UC/CSU

*Prerequisite:* Audition. This course involves group instruction in classical guitar technique and interpretation of solo and ensemble literature for the instrument.

**MUS 235 C COMMERCIAL GUITAR AND BASS****1 Unit (May be taken for credit 4 times)**

One hour lecture and  
One hour laboratory per week.  
Credit/No Credit/Letter Grade Option  
UC/CSU

*Prerequisite:* Audition. This course emphasizes blues, jazz, and rock techniques for intermediate-to-advanced guitarists and bassists. Topics include scales in all positions, chords, arpeggios, accompaniment styles, reading chord charts and sheet music, and practical theory. Students will obtain vocational "real world" experience to prepare them for careers as a professional guitarist and/or bassist.

**MUS 236 C INTERMEDIATE PIANO****1 Unit (May be taken for credit 4 times)**

One hour lecture and  
One hour laboratory per week.  
UC/CSU

*Prerequisite:* MUS 135 C, or by audition. This is a continuation of skills learned in MUS 135 C. The students will learn to perform more difficult literature in classical and folk styles. There will also be a study of more advanced chords.

**MUS 237 C ADVANCED PIANO****1 Unit** (May be taken for credit 4 times)

One hour lecture and  
One hour laboratory per week.  
UC/CSU

*Prerequisite: Audition.* The student will receive individual instruction in piano techniques and in the interpretation of standard piano literature. This course is especially designed for music majors whose main performance medium is the piano. There will be preparation for recitals.

**MUS 238 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 241 C ORGAN****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 provides a foundation for classic and popular organ styles. It explores basic techniques for manuals and spinet/AGO pedals. The student plays familiar songs and classic literature. Practice organs are available.

**MUS 247 C ADVANCED WOODWINDS****1 Unit** (May be taken for credit 4 times)

One hour lecture and  
One hour laboratory per week.  
UC/CSU

*Prerequisite: MUS 146 C.* This is a course for advanced students who wish to play flute, oboe, clarinet, bassoon or saxophone.

**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 263 C BRASS ENSEMBLE****1 Unit** (May be taken for credit 4 times)

One hour lecture and  
One hour laboratory and  
One hour laboratory TBA per week.  
UC/CSU

*Prerequisite: Audition.* The ensemble will rehearse and perform traditional and contemporary brass ensemble literature. This class is open to performers on trumpet, French horn, trombone, baritone, and tuba. Performances will be scheduled each semester.

**MUS 271 C SYMPHONY ORCHESTRA****1 Unit** (May be taken for credit 4 times)

Three hours rehearsal and  
One and one-quarter hours in sectional rehearsals, recording, program production and/or concerts per week.  
UC/CSU

*Prerequisite: Audition.* This course deals with the rehearsal and performance of standard symphony orchestra literature.

**MUS 273 C CONCERT BAND****1 Unit** (May be taken for credit 4 times)

Three hours rehearsal and  
One and one-quarter hours in sectional rehearsals, recording, program production and/or concerts per week.  
UC/CSU

*Prerequisite: Audition.* The student will be involved in the rehearsal and performance of standard wind and band literature. Performances required in the course of the semester may include concerts and tours.

**MUS 274 CYPRESS SYMPHONIC WINDS****1 Unit** (May be taken for credit 4 times)

Three hours rehearsal and  
One and one-quarter hours in sectional rehearsals, recording, program production and/or concerts per week.  
UC/CSU, AAGE

*Prerequisite: Audition.* The Cypress Symphonic Wind Ensemble is dedicated to the rehearsal and performance of standard and contemporary literature for woodwinds, brass, and percussion. Performances required in the course of the semester may include concerts and tours.

**MUS 276 C JAZZ BAND****1 Unit** (May be taken for credit 4 times)

Three hours rehearsal and  
One and one-quarter hours in sectional rehearsals, recording, program production and/or concerts per week.  
UC/CSU

*Prerequisite: Audition.* This course studies the rehearsal and performance of jazz band literature. Sight reading is emphasized as a musical concept. The band performs in concert each semester, and student compositions and arrangements are encouraged.

**MUS 277 C JAZZ LAB BAND****1 Unit** (May be taken for credit 4 times)

Three hours rehearsal and  
One and one-quarter hours in sectional rehearsals, recording, program production and/or concerts per week.  
UC/CSU

*Prerequisite: Audition.* This course deals with the rehearsal and performance of contemporary studio and commercial jazz literature. Sight reading is emphasized as a musical concept. The band performs in concert each semester, and student compositions and arrangements are encouraged.

**MUS 280 C JAZZ/MUSICAL THEATER CHOIR****1 Unit** (May be taken for credit 4 times)*Three hours rehearsal and**One and one-quarter hours in sectional rehearsals, recording, program production and/or concerts per week.*

UC/CSU, AAGE

*Prerequisite: Audition.* This course is a vocal ensemble for beginning to advanced singers that focuses on repertoire from jazz, musical theater and popular styles. The ensemble will perform in concerts and may also participate in music festivals appropriate to this type of vocal group. Open to both music majors and non-majors.

**MUS 281 C CONCERT CHOIR****1 Unit** (May be taken for credit 4 times)*Three hours rehearsal and**One and one-quarter hours in sectional rehearsals, recording, program production and/or concerts per week.*

UC/CSU

*Prerequisite: Audition.* The Concert Choir performs an extensive repertoire ranging from Renaissance, Classical, and Baroque selections to contemporary Spirituals, Jazz, and Musical Theater. The choir presents four major concerts each season and participates in regional choral festivals. Open to all singers from the college and neighboring communities. Prospective singers should call for an audition appointment.

**MUS 282 C CYPRESS MASTERWORKS CHORALE****1 Unit** (May be taken for credit 4 times)*Three hours rehearsal and**One and one-quarter hours in sectional rehearsals, recording, program production and/or concerts per week.*

UC/CSU, CSU GE, AA GE

*Prerequisite: Audition.* The Masterworks Chorale (80-110 singers) presents four major concerts each year with emphasis on masterworks for choir and orchestra. The Chorale participates in regional music festivals, performs at numerous locations throughout the Los Angeles basin, and tours internationally. Open to students and members of the community with prior singing experience.

**MUS 283 C CYPRESS SINGERS****1 Unit** (May be taken for credit 4 times)*Three hours rehearsal and**One and one-quarter hours in sectional rehearsals, recording, program production and/or concerts per week.*

UC/CSU

*Prerequisite: Audition.* The Cypress Singers is a group of 18 sopranos and altos which rehearse and perform a variety of repertoire ranging from Renaissance madrigals to contemporary music. The Singers perform in concerts and festivals each year as scheduling permits. Open to both music majors and non-majors by audition.

**MUS 284 C CYPRESS MEISTERSINGERS****1 Unit** (May be taken for credit 4 times)*Three hours rehearsal and**One and one-quarter hours in sectional rehearsals, recording, program production and/or concerts per week.*

UC/CSU

*Prerequisite: Audition.* This course is designed to accommodate beginning to advanced singers who wish to participate in a choir for basses, baritones and tenors. This ensemble will present several concerts each year and is designed to accommodate both music majors and non-majors.

**MUS 285 C CHAMBER SINGERS****1 Unit** (May be taken for credit 4 times)*Three hours rehearsal and**One and one-quarter hours in sectional rehearsals, recording, program production and/or concerts per week.*

UC/CSU

*Prerequisite: Audition.* The Chamber Singers is a select group of 24 mixed voices performing a variety of classical repertoire ranging from Renaissance madrigals to contemporary literature. The ensemble performs four major concerts per year, participates in regional music festivals, and performs at numerous locations throughout the Los Angeles basin. Open to both students and members of the community with extensive singing experience.

**MUS 286 C STAR CAROLERS****½ Unit** (May be taken for credit 4 times)*One and one-half hours rehearsals and**Three-quarters of an hour in performance, sectional rehearsals and program production per week.*

UC/CSU

This course is designed to accommodate beginning to advanced singers who wish to participate in a vocal ensemble that focuses on repertoire for the holiday season. The caroling groups will perform at the annual choral department winter concert in December and at a variety of locations in Cypress and surrounding communities. The course is designed to accommodate both music majors and non-majors.

**MUS 287 C CYPRESS JAZZ SINGERS****1 Unit** (May be taken for credit 4 times)*Three hours rehearsal and**One and one-quarter hours 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 289 C GOSPEL CHOIR****1 Unit** (May be taken for credit 4 times)*Three hours rehearsal and**One and one-quarter hours in sectional rehearsals, recording, program production and/or concerts per week.**UC/CSU*

*Prerequisite: Audition.* A choir of mixed voices dedicated to the study, rehearsal, and public performance of anthems, spirituals and gospel (traditional and contemporary) music. This class provides for the learning of the fundamentals of choir singing. Subsequent enrollment in additional semesters will provide additional skill and competency development within the subject matter.

**MUS 290 C MUSICAL THEATER PRODUCTION****1 - 3 Units** (Variable Units) (May be taken for credit 4 times)*Twelve hours laboratory per week for maximum credit.**UC/CSU*

*Prerequisite: Audition.* The student will participate in the study of acting, singing, dancing and instrumental accompaniment. Through a rehearsal process the student will participate in the preparation of a musical production for public performance. Accompanying responsibilities might encompass areas of technical theater.

**MUS 291 C ACTING, SINGING AND DANCING FOR THE MUSICAL THEATER****3 Units** (May be taken for credit 4 times)*(Same as THEA 229 C)**Two hours lecture and**Four hours laboratory per week.**UC/CSU, AAGE, CSU GE*

Performance methods and practices of musical theater as they relate to the onstage performer will be investigated. All types of musical theater are appropriate and performance in a workshop setting of musical theater literature is required.

**MUS 298 C MUSIC SEMINAR****½ - 3 Units** (Variable Units) (May be taken for credit 4 times)*Lecture/laboratory hours vary with credit given.**UC Credit Limitation/CSU*

*Prerequisite: May be required.* Various classes may be offered which are designed to meet the interests and needs of students.

**MUS 299 C MUSIC INDEPENDENT STUDY****1 - 2 Units** (Variable Units) (May be taken for credit 4 times)*Two hours conference per week for maximum credit.**UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* This course is designed for capable students who wish to increase their knowledge and experience in performance or applied areas. Unit credit may range from 1 to 2 units in any given semester. Consult the class schedule to verify credit for a particular term.

# Nursing Program

## Registered

*Division of Health Science***EFFECTIVE FOR STUDENTS****ENTERING FALL, 1994, AND LATER.***Division Dean – Andrea Hannon**Director of Nursing -**Faculty*

Shirley Ashburn  
Penny Chin  
Darlene Fishman  
Carol Harvey  
Anna Herzog  
Kathleen Kruse  
Sally Mc Nay  
Noreen O'Brien  
Elizabeth Piburn  
Elizabeth Putnam  
Judy Swytak  
Wendy Valencia  
Susan Williams  
Margaret Wilson  
Janet Winckler

*Counselors*

Kelly Carter  
Denise Vo

Accredited by: (NLNAC)

National League for Nursing Accrediting Commission

350 Hudson Street

New York, NY 10014

(212) 989-9393 x153

**PHILOSOPHY OF NURSING EDUCATION**

The philosophy of the Cypress College Associate in Science Degree Nursing Program recognizes the individual as a whole person who moves toward goals of self-realization and fulfillment. The individual is self-directed and is responsible for his/her own actions as well as the consequences of the actions. The faculty of the Department of Nursing supports this view of the individual in its approach to the teaching of nursing.

**TEACHING/LEARNING**

The nursing faculty believes that learning is a dynamic process which results in behavioral changes. Learning occurs throughout the life cycle and can aid in maximization of any individual's potentials. The individual student's potentials are developed through use of the nursing process, a professional proactive approach to problem-solving that may augment the level of health of selected patients and their families. The curriculum provides opportunities for facilitating learning based on individual styles of learning. Self-motivation and active participation in the classroom and clinical laboratory are necessary components of the learning process for adult learners.

The curriculum is organized into learning modules for each unit of content in each nursing course. The modules detail the learning experiences as identified in each course outline. Multiple methods of instruction are utilized to address the content being studied in order to enhance learning, and to provide for individual differences in both teaching and learning styles. The structure and content of the modules is designed to support the department's philosophy of nursing education which recognizes the student as an individual who moves toward goals of self-realization and fulfillment. The modular approach assists the individual to be self-directed and responsible for his/her own learning.

### **ROLE OF THE TEACHER AND STUDENT**

The role of the teacher is to identify the learning needs of the student and to facilitate the student's optimal level of learning achievement. A systematic approach, similar to the nursing process, is utilized to assist the student in assessment of learning needs, development of learning goals, selection and implementation of learning methods and strategies, and evaluation of outcomes. Differences in individual needs, learning styles, ethnicity and cultural background are essential considerations in effective teacher-student relationships.

### **CURRICULUM MODEL**

The nursing curriculum model is based on a conceptual framework which focuses on the individual within his/her family and community. The individual exhibits needs at varying levels within the biopsychosocial/spiritual domains. The purpose of the model is to provide a framework to which the students can relate course content and nurse-patient interaction. The conceptual model encourages the use of varied theories which explain a person's behavior in response to his/her environment. Abraham Maslow's Hierarchy of Needs is emphasized to examine human needs and behavior as the person moves toward the ultimate goal of self-actualization. Learning experiences are planned to incorporate the health needs of individuals in all age and developmental groups at various placements on the health-illness continuum.

### **NURSING AND THE NURSING PROCESS**

The function of nursing is to identify the needs of the client/family and to promote or support the client's/family's optimal level of adaptation on the health-illness continuum. The nurse's role is to assess and diagnose the behavioral responses and intervene on behalf of the client to achieve maximal wellness. The nursing process, based on the application of principles derived from the biological and behavioral sciences, is used as a systematic approach in the planning, implementation, and evaluation of individualized nursing care for a client/family.

### **NURSING AND PERSONAL RESPONSIBILITY FOR HEALTH PROMOTION PRACTICES**

The Cypress College nursing faculty recognizes the value of high-level wellness and supports the concept of the nurse being a positive role model for health practices. Each nursing faculty member and each nursing student will assume personal responsibility for implementing behaviors which promote positive growth on the wellness continuum. The entering student needs to be aware of his/her health-promoting behaviors in the area of general health (i.e., rest and sleep, nutrition, therapeutic recreation). The student should also be aware of and avoid behaviors detrimental to health which include substance abuse (use of illicit drugs, misuse of either prescribed or over-the-counter medications, smoking, intake of potential toxins) and eating disorders.

### **SPECIAL REQUIREMENTS, EQUIPMENT AND EXPENSES INCURRED BY NURSING STUDENTS UPON ENROLLMENT IN THE NURSING PROGRAM**

This information is intended to assist those who are planning enrollment in the registered nursing program in preparing for educational expenses. In addition to enrollment fees payable at registration, the nursing student incurs additional expenses necessary for attendance and satisfactory completion of the program. Advance planning can help prevent financial hardship upon acceptance into the program. It is the goal of the nursing department to require only those purchases that are essential to success in the program in order to minimize student expense, yet these costs do exceed those typically encountered in general education courses. The nursing student should anticipate an expenditure of approximately \$2,000 over the two years of enrollment in nursing program courses.

For each nursing course the student is required to purchase assigned textbooks, modules, scantron forms, notebook, paper and other writing supplies. Nursing textbooks are expensive in comparison to other non-technical books because they must be frequently revised, contain tables, graphs, diagrams and photographs. Nursing texts are a major expense for students and a majority of the texts used for the program courses must be purchased at the beginning of the first semester of enrollment. Textbooks for specialty areas may be purchased at the beginning of those courses. In addition, supplemental texts may be recommended to assist the student in meeting learning objectives.

Clinical practice is at sites throughout Orange and Los Angeles counties. Clinical rotations may be scheduled for both day and evening shifts in order to provide the best learning opportunities. The student will need reliable personal transportation in order to travel to assigned hospitals at least two days a week in each nursing course.

The nature of the learning experiences in the registered nursing program requires that students engage in direct patient care in assigned clinical facilities. All enrolled students are required to meet the same health and safety standards required of nurses in the contracted clinical facilities. For this reason each student enrolled in the nursing program must complete the following requirements at his/her own expense prior to the first day of attendance:

1. Physical examination with health clearance indicating good physical and mental health status with no limitations to providing direct patient care.
2. Proof of current immunizations.
3. Testing for communicable diseases including, but not limited to, the following: Tuberculosis, rubella, rubeola, varicella, hepatitis.
4. Malpractice insurance.
5. Current CPR certification at the Professional Health Provider level.

In addition, the student will need to purchase required uniforms, name badge, stethoscope, protective goggles and other equipment required for clinical practice.

The general information provided here is designed to assist you in planning for your expenses when enrolled in the nursing program. Information regarding the specific requirements in place at the time of initial enrollment into nursing clinical courses is provided at a mandatory orientation meeting scheduled for applicants selected each semester.

### ASSOCIATE IN SCIENCE DEGREE PROGRAM REGISTERED NURSING

The program educates nursing students for patient/client services in a variety of health care settings. Clinical experience in hospitals and other health care agencies is correlated with classroom instruction. At the satisfactory completion of all courses and the specified general education requirements at Cypress College, the individual will receive an Associate in Science degree and will be eligible to write the Registered Nursing State Licensing Examination. **(If you have been convicted of a felony, you will be required to state this on the licensure examination application. It may affect your eligibility to write this examination.)**

The nursing program is accredited by California State Board of Registered Nursing. For the requirements to complete the Associate in Science Degree, see the Graduation Requirements for the Associate Degree section of this catalog.

### MINIMUM STANDARDS FOR APPLICANTS

1. Eligibility for admission to Cypress College.
2. High school graduation, or passing of the General Education Development Test (GED), or the High School Proficiency Test, or a graduate of an accredited college.
3. Good physical and mental health as determined by a medical examination upon admission to the program. In compliance with the *State Board of Registered Nursing Guidelines*, no student with impaired health status (which includes use of legal or illegal drugs, alcohol, or other chemicals) shall be admitted or allowed to remain enrolled in the Nursing Program. Students applying to the Nursing Program with a history of substance abuse, physical impairment, or mental/emotional impairment shall be required to provide proof of active participation in a recognized treatment program at the time of application. Evidence of continuing rehabilitation may be required if admitted or re-admitted to the Nursing Program. These standards are necessary for the Cypress College Registered Nursing Program to be in compliance with the *Board of Registered Nursing Guidelines* and maintain full accreditation.
4. Total college grade point average (GPA) of 2.0 ("C") or better.
5. Eligibility for ENGL 100 C, as determined by counselor from placement test scores and other data or completion of ENGL 060 C with a "C" or better.
6. NURS 190 C, (2 Units), with a grade of "C" or better.
7. BIOL210 C, (5 units), or comparable Anatomy and Physiology course with lab (taken within five years of enrollment in the nursing program) with a grade of "C" or better. (Chemistry is strongly recommended.)

Note: If Anatomy (BIOL 230 C) is taken separately, it must be completed prior to application and Physiology

(BIOL240 C) must be completed prior to entering the nursing program. (7-9 Units).

### APPLICATION PROCEDURES

A separate application, in addition to the college application form, is required for admission into the Nursing Program. These applications must be obtained and completed, in person, at the Health Science Division Counseling Office, Cypress College, 9200 Valley View, Cypress, CA 90630. Please note: F-1 Visa students will not be accepted for admission into any program when applications for qualified U.S. citizens exceed space available.

### APPLICATION DEADLINES

#### FALL CLASS ADMISSION (August start)

February—*First ten (10) working days*—may be extended until class limit is met—Application must be completed in person at the Health Science Counseling Office, Health Science Building (TE III).

March 15—All supporting documents must be returned to the Health Science Counseling Office. *It is the applicant's responsibility to insure that all documents have been received.*

May 31—Selection of class completed.

#### SPRING CLASS ADMISSION (January start)

September—*First ten (10) working days*—may be extended until class limit is met—Applications must be completed in person at the Health Science Counseling Office, Health Science Building (TE III).

October 15—All supporting documents, records and forms must be returned to the Health Science Counseling Office. It is the applicant's responsibility to insure that the documents have been received.

December 31—Selection of class completed.

**Note:** Contact the Health Science Counseling Office for specific final days of application and the last day to return materials because of holidays or weekends. All applicants who wish to remain on the applicant list must file an updated application every year during the application period in September. Your name will remain on the rank and chronological list to be considered for selection. If you have completed additional requirement classes you will need to come to the Health Science Counseling office to file an Application for Reevaluation form during the application period in either September or February. Please check brochure for dates. Contact the Health Science Counseling Office for further information. **Selection criteria subject to change, contact the Health Science Counselors for current information.**

### REGISTERED NURSING CURRICULUM

Nursing courses must be taken in specific sequence. For further information, see a Health Science Counselor. The student must attain a minimum grade of "C" in each required course to continue in the program.

#### Required Courses are listed in required sequence:

Course #	Title	Units
<b>FOUNDATION COURSES</b>		
***BIOL210 C	Anatomy and Physiology	5
NURS 190 C	Health Care Concepts in Nursing	2
		7



<b>SEMESTER I</b>		
NURS 191 C	Pharmacology in Nursing I	1
*PSY 101 C	General Psychology	3
****BIOL220 C	Medical Microbiology	4
NURS 192 C	Nursing Process & Professional Nursing Management I	4½
NURS 193 C	Nursing Process & Professional Nursing Management II	3½
		<b>16</b>
<b>SEMESTER II</b>		
NURS 195 C	Pharmacology in Nursing II	1
*SOC 101C	Introduction to Sociology	3
*ENGL100 C	College Writing	3
	Physical Education Requirement	1
NURS 196 C	Nursing Process and Professional Nursing Management III	5
NURS 197 C	Nursing Process & Professional Nursing Management IV	3½
		<b>16½</b>
<b>SUMMER SESSION</b>		
	*Art/Humanities (Category C1) Requirement	3
<b>SEMESTER III</b>		
SPCH 100 C	Human Communication	3
NURS 291 C	Pharmacology in Nursing III	1
NURS 292 C	Nursing Process and Professional Nursing Management V	5
NURS 293 C	Nursing Process and Professional Nursing Management VI	3½
NURS 294 C	Nursing Process and Professional Nursing Management VII	3
		<b>15½</b>
<b>SEMESTER IV</b>		
NURS 295 C	Pharmacology in Nursing IV	½
**MATH 020 C	Elementary Algebra	4
NURS 296 C	Nursing Process and Professional Nursing Management VIII	3½
NURS 297 C	Nursing Process & Professional Nursing Management IX	5
	*Art/*Humanities (Category C2)	3
		<b>16</b>

\*May be taken prior to program for selection purposes, but **must be** completed at least by semester indicated

\*\*Proficiency Examination available—see Health Science Counselor.

\*\*\*Must be taken within five years of application.

All nursing courses are challengeable. See Nursing Program Director.

Graduation requirements: Cultural Pluralism (beginning Fall 2000 catalog, the nursing program meets the requirement) and Reading Proficiency. See Counselor/Catalog.

### TRANSFER OF CREDIT

Transfer credit for nursing courses taken from another accredited institution may be granted provided the applicant meets the Cypress College Department of Nursing entrance requirements and space is available in the program. Contact the Health Science Counseling Office for written policy and procedure.

Credit will be granted on an individual basis after evaluation by the Department of Nursing. Transfer credit for equivalent general education courses required by the Department of Nursing will be granted if the course has been completed at an accredited college.

Any required course in the biological or social sciences listed below, completed over five years previous to the time the student applied to the program, must be repeated or the student may receive credit by challenge examination, or be evaluated on a individual basis.

BIOL210 C	Anatomy and Physiology
BIOL220 C	Medical Microbiology

### CAREER MOBILITY: LICENSED VOCATIONAL NURSE/LICENSED PSYCHIATRIC TECHNICIAN TO REGISTERED NURSE

The nursing program provides an opportunity for Licensed Vocational Nurses and Licensed Psychiatric Technicians to complete the Registered Nursing curriculum. The individual completing the registered nursing program and general education requirements is eligible to take the Registered Nursing State Licensing Examination. As a graduate of the Cypress College Registered Nursing Program, the student will receive an Associate in Science degree.

### MINIMUM STANDARDS FOR APPLICANTS

1. Eligibility for admission to Cypress College.
2. High school graduation or passing of the General Education Development (GED) test or the High School Proficiency Test or a graduate of an accredited college.
3. Good physical and mental health as determined by a medical examination upon admission to the program. In compliance with the *State Board of Registered Nursing Guidelines*, no student with impaired health status (which includes use of legal or illegal drugs, alcohol, or other chemicals) shall be admitted or allowed to remain enrolled in the Nursing Program. Students applying to the Nursing Program with a history of substance abuse, physical impairment, or mental/emotional impairment shall be required to provide proof of active participation in a recognized treatment program at the time of application. Evidence of continuing rehabilitation may be required if admitted or re-admitted to the Nursing Program. These standards are necessary for the Cypress College Registered Nursing Program to be in compliance with the Board of Registered Nursing Guidelines, and maintain full accreditation.
4. Verification of completion of a program or its equivalent preparing for a Licensed Vocational Nurse or Psychiatric Technician.
5. Successful completion of the Career Mobility Proficiency Exams. (See Health Science Counselor for specific information on testing criteria and procedures.)
6. Successful completion of the Career Mobility Clinical Skills Validation Performance Exam. (See Health Science Counselor for specific information on testing criteria and procedures.)
7. Total college grade point average (GPA) of 2.0 ("C") or better.
8. Eligibility for ENGL 100 C, as determined by counselor from placement test scores, completion of ENGL 060 C with a grade of "C" or better, and other data.

### PREREQUISITES

Completion of the following courses with a grade of "C" or better:

Course #	Title	Units
*NURS 190 C	Health Care Concepts in Nursing	2
**BIOL210 C	Anatomy and Physiology with Lab (Chemistry prerequisite strongly recommended)	5
**/+BIOL220 C	Medical Microbiology	4
+PSY 101 C	General Psychology	3
NURS 090 C	Transitions to Nursing Process & Professional Nursing Management	3½

\*May be challenged by examination. Contact Health Science Counselor for testing dates.

\*Required course which must be taken prior to admission to the nursing program. The course is designed to assist career mobility students preparing to enter the Registered Nursing Program.

Applicants to the career mobility program will be assigned a placement number on the qualified-mobility placement list upon successful completion of this course with a grade of "C" or better.

\*\*Must be taken within ten years of application.

+May be in progress at the time of application, but must be completed prior to acceptance in the Nursing Program

**APPLICATION DEADLINES****FALL OR SPRING CLASSES**

October through April applications must be completed in person at the Health Science Counseling Office. A counseling appointment is mandatory to review program and application procedure.

**APPLICATION REQUIREMENTS**

1. Must have completed all prerequisites.
2. Possess a current California LVN or PT license.
3. Must have completed application procedures, and have placement on the applicant list.
4. Satisfactory completion of NURS 090 C, with a grade of "C" or better.
5. File application for placement on the *Mobility Placement List* following satisfactory completion of NURS 090 C, This form is available from the Health Science Counseling Office.

**CAREER MOBILITY: LVN/PT TO REGISTERED NURSING CURRICULUM**

General Education requirements – the following courses must be completed prior to expected date of graduation with a grade of "C" or better.

Course #	Title	Units
ENGL100 C	College Writing	3
SOC 101C	Introduction to Sociology	3
SPCH 100 C	Human Communication	3
MATH 020 C	Elementary Algebra	4
	Art Humanities Requirement	
	Category C1 Course	3
	Category C2 Course	3
	Physical Education Requirement	1

**NOTE: All Cypress College graduates must meet the following two requirements: Cultural Pluralism (beginning with the Fall 2000 catalog, the nursing program meets the requirement) and Reading Proficiency. See counselor/catalog.**

Seventeen and one half units may be awarded for holders of a valid California Vocational Nursing license. Credits are posted to transcripts upon completion of all other graduation requirements. Students must show a copy of their current California license to the Director of Nursing to be eligible for this credit.

Twelve and one half units may be awarded for holders of a valid California Psychiatric Technician license. Credits are posted to transcripts upon completion of all other graduation requirements. Students must show a copy of their current California license to the Director of Nursing to be eligible for this credit.

**LICENSED VOCATIONAL NURSE TO REGISTERED NURSE**

Required courses are listed in sequence:

Course #	Title	Units
<b>SEMESTER I</b>		
NURS 292 C	Nursing Process and Professional Nursing Management V	5
NURS 293 C	Nursing Process and Professional Nursing Management VI	3½
NURS 294 C	Nursing Process and Professional Nursing Management VII	3
<b>SEMESTER II</b>		
NURS 295 C	Pharmacology in Nursing IV	½
NURS 296 C	Nursing Process and Professional Nursing Management VIII	3½
NURS 297 C	Nursing Process & Professional Nursing Management IX	5
	<b>Total Units Required</b>	<b>20½</b>

**PSYCHIATRIC TECHNICIAN TO REGISTERED NURSE**

<b>SEMESTER I</b>		
NURS 196 C	Nursing Process and Professional Nursing Management III	5
NURS 197 C	Nursing Process and Professional Nursing Management IV	3½
<b>SEMESTER II</b>		
NURS 292 C	Nursing Process and Professional Nursing Management V	5
NURS 294 C	Nursing Process and Professional Nursing Management VII	3
<b>SEMESTER III</b>		
NURS 295 C	Pharmacology in Nursing IV	½
NURS 296 C	Nursing Process and Professional Nursing Management VIII	3½
NURS 297 C	Nursing Process & Professional Nursing Management IX	5
	<b>Total Units Required</b>	<b>25½</b>

**CAREER MOBILITY: LICENSED VOCATIONAL NURSE TO NON – DEGREE REGISTERED NURSE**

A Licensed Vocational Nurse may apply for admission to the Registered Nursing Program to meet the requirements for licensure of the State Board of Registered Nursing in California. Thirty-Unit Option applicants shall have equal access to open space in the required nursing courses.

**MINIMUM STANDARDS FOR APPLICANTS**

1. Applicants must meet Cypress College entrance requirements.
2. Verification of completion of a program or its equivalent, preparing for a Licensed Vocational Nurse.
3. Satisfactory completion of BIOL210 C, with Lab, 5 Units (or equivalent) with a grade of "C" or better.
4. Satisfactory completion of (or concurrent enrollment in) BIOL 220 C, (or equivalent) with a grade of "C" or better.

**APPLICATION DEADLINES****FALL OR SPRING CLASSES**

October through April—Applications must be completed in person at the Health Science Counseling Office. A counseling appointment is **mandatory** to review program and application procedure.

**SELECTION PROCEDURE**

Applications normally exceed capacity. Applicants should obtain specific information and counseling information sheets from the Health Science Counseling Office. It is the applicant's responsibility to verify that documents, transcripts and records are on file.

**30-UNIT NON-DEGREE OPTION****CAREER MOBILITY: LICENSED VOCATIONAL NURSE TO NON-DEGREE REGISTERED NURSE**

A Licensed Vocational Nurse may apply for admission to the Nursing Program to meet the requirements for licensure of the State Board of Registered Nursing in California. Thirty-Unit Option applicants shall have equal access to open space in the required nursing courses.

**CURRICULUM**

Courses **MUST** be taken in this specified sequence:

**Natural Science Requirement – 9 Units**

Course #	Title	Units
BIOL210 C	Anatomy and Physiology	5
BIOL220 C	Medical Microbiology	4

**Nursing Requirement – 20 Units**

NURS 090 C	Transitions to Nursing Process & Professional Nursing Management	3½
NURS 292 C	Nursing Process and Professional Nursing Management V	5
NURS 293 C	Nursing Process and Professional Nursing Management VI	3½
NURS 294 C	Nursing Process and Professional Nursing Management VII	3
NURS 297 C	Nursing Process & Professional Nursing Management IX	5
<b>Total Units Required</b>		<b>29</b>

### ASSOCIATE IN SCIENCE DEGREE FOR REGISTERED NURSES FROM A DIPLOMA SCHOOL OF NURSING

This program is designed to enable a Registered Nurse from a diploma school of nursing to earn an Associate in Science Degree. Diploma Nursing School graduates with a current California license will receive 40 units of credit towards an Associate in Science Degree upon completion of general education and residency requirements at Cypress College. For the requirements to complete the Associate in Science Degree, see the Graduation Requirements for the Associate Degree section of this catalog. A petition is required for students requesting a waiver if 50% of their coursework in the major was not completed at Cypress College. See your Health Science Counselor.

## Nursing Four Year

**TRANSFER PROGRAM**

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 TRANSITIONS TO NURSING PROCESS & PROFESSIONAL NURSING MANAGEMENT

**3½ Units**

*Two hours lecture and*

*Four and one-half hours laboratory per week.*

*Prerequisite: Licensed Vocational Nurse (LVN), or Licensed Psychiatric Technician (LPT) and successful completion of career mobility proficiency exams and skills validation test.* This course is designated for the LVN/LPT who is preparing to enter the Registered Nursing career ladder program. The course will enhance theoretical and technical nursing skills in areas such as communication, asepsis, fluid and electrolytes, and pharmacology. Students will develop in-depth skill in utilization of the nursing process. Major emphasis is placed on assessment of patients' biopsychosocial needs. This course emphasizes specific knowledge and skills not included in LVN/PT curricula. **\$19.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

### NURS 091 C STRATEGIES FOR SUCCESS IN NURSING

**½ Unit**

*One-half hour lecture per week.*

*Credit/No Credit/ Letter Grade Option*

This course is designed as a preparatory seminar for nursing students. The course will begin to develop the skills needed to succeed in a health care curriculum where students must be able to assimilate knowledge and apply it in a clinical practice setting. The course will provide students with behavioral and problem solving tools to develop personal and professional strategies for success in the health care field.

### NURS 095 C REGISTERED NURSING WORK EXPERIENCE

**1 - 4 Units (Variable Units) (May be taken for credit 4 times)**

*One hour lecture and*

*Five hours (minimum) employment per week in an approved acute health care agency.*

*Prerequisite: Successful completion of NURS 193 C and concurrent enrollment in the Registered Nursing Program.*

This course focuses upon exploring work related issues in an acute medical-surgical hospital setting. The course will provide work experience enabling students to apply previously learned theory and clinical skills in which the student has demonstrated competence. As required by Board of Registered Nursing regulations, no new skills will be taught.

### NURS 099 C NURSING INDEPENDENT STUDY

**½ - 2 Units (Variable Units) (May be taken for credit 4 times)**

*Hours will vary according to units given.*

*Credit/No Credit/ Letter Grade Option*

This course is designed for capable students enrolled in the Registered Nursing program or options of the program who wish to increase their knowledge and experience in applied areas. Students will participate in independent study on assigned areas under staff supervision.

### NURS 101 C CRITICAL THINKING AND NURSING PROCESS

**½ - 2 Units (Variable Units) (May be taken for credit 4 times)**

*Hours will vary according to units given.*

*Credit/No Credit/ Letter Grade Option*

*CSU*

*Prerequisite: Acceptance in the Nursing Program or Registered Nurse.* The focus of this course is one of assisting students in the development of critical thinking skills and the application of those skills to the nursing process. The role of analysis, synthesis and theory in the nursing process will be addressed. Case studies and nursing situations will be presented and the student will be guided through analysis of data in order to develop appropriate nursing diagnoses, patient goals/outcomes and nursing interventions. This course is an elective for students who desire additional assistance in developing nursing process skills. Computer simulations and computer testing will be used within this course. **\$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

**NURS 103 C BASIC HEALTH ASSESSMENT****½ Unit**

*One hour lecture per week for nine weeks.*

*Credit/No Credit/Letter Grade Option*

*CSU*

*Prerequisite: NURS 192 C, Licensed Psychiatric Technician, Licensed Vocational Nurse, Registered Nurse.* This elective course provides specialized nursing knowledge in assessing basic health status in the non-pregnant adult. Nursing process is the framework that includes techniques for both patient history and physical assessment. Nursing implications of selected common health problems are emphasized.

**NURS 104 C INTRODUCTION TO ECG INTERPRETATION****½ Unit**

*One hour lecture per week for nine weeks.*

*Credit/No Credit/Letter Grade Option*

*CSU*

*Prerequisite: NURS 192 C, Licensed Vocational Nurse, Registered Nurse.* This elective course provides specialized nursing knowledge in assessing and caring for patients experiencing selected common cardiac dysrhythmias. These include sinus, atrial, AV heart blocks, junctional, and ventricular dysrhythmias. Initial patient monitoring, lead placement, techniques and equipment utilized to measure and identify cardiac arrhythmias are addressed in introductory terms. Basic therapies and nursing implications for these dysrhythmias are discussed.

**NURS 105 C BASIC CARDIO-PULMONARY NURSING****½ Unit**

*One hour lecture per week for nine weeks.*

*Credit/No Credit/Letter Grade Option*

*CSU*

*Prerequisite: NURS 292 C, Registered Nurse.* This elective course provides specialized nursing knowledge in common cardiopulmonary health problems and their nursing implications. Nursing process serves as the framework for this exploration. *Duplicate credit not granted for NURS 105HC.*

**NURS 105HC HONORS BASIC CARDIOPULMONARY NURSING****½ Unit**

*One hour lecture per week for nine weeks.*

*CSU*

*Prerequisite: NURS 292 C, Registered Nurse.* This elective course is enhanced for honors students. Students shall develop increased knowledge of cardio-pulmonary health problems as they analyze expanded concepts of the nursing process and health care delivery. *Duplicate credit not granted for NURS 105 C.*

**NURS 107 C PAIN MANAGEMENT FOR NURSES****1 Unit**

*One hour lecture per week.*

*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 NURSING CARE OF THE ORTHOPAEDIC PATIENT****½ Unit**

*One-half hour of lecture per week.*

*Credit/No Credit/ Letter Grade Option*

*CSU*

*Prerequisite: Successful completion of NURS 192 C or licensure as an RN, LVN, RPT, LPT.* This course is an overview of the general concepts of orthopaedic nursing including assessment, orthopaedic injuries, patient complications, and orthopaedic patient care. Designed to give the participant an introduction to the specialty of orthopaedic nursing, this course includes study of the care of patients experiencing orthopaedic trauma, traction or cast treatment, total joint arthroplasty, spinal surgery, amputation, as well as orthopaedic complications. The content of the course is based on orthopaedic nursing practice standards and patient teaching implications as developed by the National Association of Orthopaedic Nurses.

**NURS 190 C HEALTH CARE CONCEPTS IN NURSING****2 Units**

*Two hours lecture per week.*

*CSU*

This course introduces the health science student to the theoretical basis of nursing and health care, including psychosocial concepts inherent to development of skills needed for patient care and the nurse-patient relationship. Professional nursing roles and interaction skills are applied to the health care setting. The effects of developmental patterns on individual health care needs are introduced. Major social and cultural issues in relation to health care are discussed. Teaching/learning strategies unique to health care, nursing, and clinical instruction are explored. *\$19.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**NURS 191 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 correlates with the content in NURS 192 C and NURS 193 C. An introduction to the principles of medication administration, laws governing drugs, and the role of the nurse in administering medications in the health care setting will be presented. Drug action, preparations, and basic pharmacologic terminology will be included. Criteria for monitoring drug interactions will be given with emphasis on the older adult. The general effects of pharmacological agents of the autonomic and central nervous systems will be introduced. The therapeutic effects, interactions, adverse effects, and the identification of nursing responsibilities in administering anti-inflammatory drugs will be emphasized. Mathematical concepts related to metric, apothecary, and household systems of measurement, and temperature and systems conversions will be offered. Ratio and proportion will be introduced and evaluation of intake and output measurements will be provided.

**NURS 192 C NURSING PROCESS AND PROFESSIONAL NURSING MANAGEMENT I****4½ Units**

*Two and one-half lecture hours and Six laboratory hours per week.*

*CSU*

*Prerequisite: Acceptance in the Nursing Program; NURS 190 C, BIOL 210 C.* This course is an introduction to the nursing process, applying Maslow's hierarchy to nursing technology and the scientific mind. The course is designed to provide the student with fundamental provider of care roles and critical thinking skills in order to develop and deliver a basic plan of care. The nursing management portion of the course is designed to socialize the beginning nursing student to the professional role of nursing. Models of health care delivery systems and organizations will be explored. Nursing issues regarding patient rights, ethical and legal standards, and the use of professional communication will be applied to nursing theory and practice. \$19.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**NURS 193 C NURSING PROCESS AND PROFESSIONAL NURSING MANAGEMENT II****3½ Units**

*One and one-half lecture hours and Six laboratory hours per week.*

*CSU*

*Prerequisite: NURS 190 C and NURS 192 C. Corequisite: NURS 191 C.* This course provides specialized knowledge to plan and deliver nursing care, based on the nursing process, to the older adult. Included in the healthy aging concept is a compilation of age-associated issues and preventive health considerations for the senior. This course is designed to socialize the beginning nursing student to the professional role of nursing as it relates to the care of the older adult. Models of health care delivery systems and organizations for the senior will be explored. Nursing issues regarding patient rights, ethical and legal standards, and the use of professional therapeutic communication will be applied to nursing theory and practice.

**NURS 195 C PHARMACOLOGY IN NURSING II****1 Unit**

*One hour lecture per week.*

*CSU*

*Prerequisite: Acceptance in the Nursing Program, LVN, PT or completion of NURS 191 C and NURS 193 C.* This pharmacology course correlates with the content in NURS 196 C and NURS 197 C. Theoretical concepts for the assessment of patient responses to medication and the safe administration of medications in health care settings will be emphasized. By the end of this course, students will demonstrate competency on a written exam in advanced calculations using ratio and proportion methods to calculate dosages for parenteral medications and IV flow rates for mainlines and piggyback medications. The therapeutic effects, interactions, adverse effects, and the identification of nursing implications of drug administration will be presented for selected drug categories (cardiac-pulmonary medications, antibiotics, gastrointestinal/antacids, coagulation/vascular medications, vitamins, estrogens, oxytocia, renal medications, and insulin and hypoglycemic).

**NURS 196 C NURSING PROCESS AND PROFESSIONAL NURSING MANAGEMENT III****5 Units**

*Two and one-quarter hours lecture and Eight and one-quarter hours laboratory per week.*

*CSU*

*Prerequisite: NURS 191 C, and NURS 193 C. Corequisite: NURS 195 C.* This course prepares the student to apply the nursing process to develop nursing care strategies. Focus will be on complex nursing interventions that require psychosocial assessment and therapeutic communications. The course introduces the student to the basic concepts of patient teaching and the role of research application. The professional nursing management portion of the course is designed to build on previous knowledge and skills. Emphasis will be on enhancing styles of effective communication, psychosocial assessment and intervention, and patient teaching skills. The student will learn to apply Maslow's theory in prioritizing patient needs in multiple patient situations. The student will have the opportunity to learn and practice accountability and responsibility for professional actions as a member of the health care team.

**NURS 197 C NURSING PROCESS & PROFESSIONAL NURSING MANAGEMENT IV****3½ Units**

*One and three-quarter hours lecture and Five and one-quarter hours laboratory per week.*

*CSU*

*Prerequisite: NURS 191 C, NURS 192 C, NURS 193 C, and NURS 196 C. Corequisite: NURS 195 C.* This course assists the student in applying previously learned concepts of the nursing process to the specialized population of the pregnant woman, newborn, and family. The professional management and leadership of this course will focus on the understanding of legal responsibilities, styles of leadership, and beginning research utilization. Emphasis will be placed on collegial communications which will enhance the student's understanding of the need for accountability and responsibility as a professional member of the health care team. Based on previous learning, the student will be expected to identify and prioritize patient needs for a group of assigned patients.

**NURS 291 C PHARMACOLOGY IN NURSING III****1 Unit**

*One hour lecture per week.*

*CSU*

*Prerequisite: Acceptance in the Nursing Program, LVN, PT or completion of NURS 195 C, NURS 196 C, and NURS 197 C. Corequisite: NURS 292 C.* This course correlates with the content in NURS 292 C, NURS 293 C, and NURS 294 C. Theoretical concepts for the safe assessment and administration of medications in the health care setting are emphasized. The role of the nurse in evaluating patient response to drugs will be emphasized. The therapeutic effects, interactions, adverse effects, and the identification of nursing implications of drug administration will be presented for selected drug categories (endocrine/hormonal, antineoplastic/antimetabolites, anticonvulsants, antipsychotic, antidepressants, antiparkinson, and anticholinergics). Assessment and evaluation of the nutritional and fluid and electrolyte needs of the adult and geriatric patient will be presented. Replacement therapies, IV calculations, and caloric calculations will be emphasized.

**NURS 292 C NURSING PROCESS AND PROFESSIONAL NURSING MANAGEMENT V****5 Units**

*Two and one-quarter hours lecture and Eight and one-quarter hours laboratory per week. CSU*

*Prerequisite: NURS 195 C, and NURS 197 C, and acceptance in the Nursing Program. Corequisite: NURS 291 C.* This course prepares the student to apply the nursing process to individuals with more complex nursing care, developmental, and sociological needs. Prioritizing nursing care for multiple patients will be emphasized. Health education needs of patients and barriers to learning will be explored. Students will learn to recognize the need for current application of research utilization to improve nursing care. The professional role of the nurse in assisting clients to locate and utilize appropriate community resources will be emphasized. Managerial skills will be fostered in the area of team management, quality assessment, and change agent strategies. Personal professional development issues will cover continuing education, value systems, self-analysis, and health care team collaborations.

**NURS 293 C NURSING PROCESS AND PROFESSIONAL NURSING MANAGEMENT VI****3½ Units**

*One and three-quarter hours lecture and Five and one-quarter hours laboratory per week. CSU*

*Prerequisite: NURS 291 C and NURS 292 C.* This course presents historical, cultural, and contemporary research concepts as related to the mental health-illness continuum. Through use of the nursing process and communication, individual emotional needs are assessed and nursing interventions are theoretically designed to promote more effective resolution of these needs. Emphasis is placed on interpersonal process through self-awareness, use of self as a therapeutic agent, and use of community resources. The professional role of the nurse is expanded in the areas of ethical, legal, and patient advocacy issues of the mentally ill.

**NURS 294 C NURSING PROCESS AND PROFESSIONAL NURSING MANAGEMENT VII****3 Units**

*One and one-half hour lecture and Four and one-half hours laboratory per week. CSU*

*Prerequisite: NURS 291 C and NURS 292 C. Corequisite: NURS 293 C.* This course builds on previous medical-surgical knowledge and skills in applying the nursing process in the older adult with complex multiple system problems. Emphasis will be on lifestyle and physical changes, the process of initiating health referrals, and the outcome criteria for evaluating the client's response to teaching and learning. The student will also explore interventions to increase the client's capacity in relation to activities of daily living. This course emphasizes the professional role of the nurse in assisting clients to locate and utilize appropriate community resources. Managerial skills will be fostered in the area of team management, quality assessment, and change agent strategies. Personal professional development issues will cover continuing education, value systems, self-analysis, and health care team collaboration.

**NURS 295 C PHARMACOLOGY IN NURSING IV****½ Unit**

*One-half hour lecture per week. CSU*

*Prerequisite: Acceptance in the Nursing Program, LVN, PT or completion of NURS 291 C, NURS 292 C, NURS 293 C and NURS 294 C. Corequisite: NURS 296 C.* This course correlates with the content in NURS 294 C, and NURS 297 C. Theoretical concepts for the safe assessment and administration of medications in the health care setting are emphasized. The role of the nurse in evaluating patient response to drugs will be emphasized. The therapeutic effects, interactions, adverse effects, and the identification of nursing implications of drug administration in pediatric and acute medical-surgical conditions will be presented. Dosage calculations for pediatric clients, physiological differences in the adult versus pediatric clients, and fluid resuscitations for burn clients will be presented.

**NURS 296 C NURSING PROCESS AND PROFESSIONAL NURSING MANAGEMENT VIII****3½ Units**

*One and three-quarter hours lecture and Five and one-quarter hours laboratory per week. CSU*

*Prerequisite: NURS 291 C, NURS 292 C, NURS 293 C and NURS 294 C. Corequisite: NURS 295 C.* This course assists the student in applying previously learned nursing concepts and skills to the pediatric patient. The student will apply growth and development concepts to the care of multiple patients, utilizing appropriate teaching strategies for children and families in preparation for home care. Accountability, outcome evaluation, professional development, health care team dynamics, ethical issues, and professional trends will be examined. Participation in facility in-service projects and use of current literature is expected.

**NURS 297 C NURSING PROCESS & PROFESSIONAL NURSING MANAGEMENT IX****5 Units**

*Two and one-quarter hours 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. *Minimum \$22.00 - Maximum \$25.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

# Office Administration

## Division of Business and Computer Information Systems

Division Dean – Dave Wassenaar

### Faculty

Patricia Dellinger  
Jerrilyn Hayes-Williams  
Behzad Izadi  
Alireza Moady  
Patricia Pelachik  
Jan Stoltz  
Donna Woo  
Penn Wu

### Counselors

Jean England  
Don Tyrrell

## ASSOCIATE IN SCIENCE DEGREE

### ADMINISTRATIVE ASSISTANT

This curriculum is designed to prepare students for employment in a business office as an administrative assistant or administrative secretary. Upon completion, the student will have completed a variety of training in the creation of business documents, using the Internet, the daily procedures of an office, and the current computer software being used in today's office.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

#### Required courses are listed in suggested sequence:

Course #	Title	Units
CIS 102 C	Intermediate Comp. Keyboarding	3
or		
CIS 112 C	Document Formatting	(3)
CIS 103 C	Advanced Computer Keyboarding	3
or		
CIS 113 C	Business Simulations	(3)
CIS 150 C	Intro. to Business Computers	3
CIS 250 C	Word Proc.–Machine Operations	4
CIS 115 C	Desktop Publishing PageMaker	2
CIS 251 C	Advanced Word Processing	2
MGT 055 C	Business English	3
OFF 048 C	Records Administration	1
OFF 049 C	Computerized Office Procedures	4
CIS 108 C	Introduction to Internet	2
CIS 160 C	Information Systems Management	3
	<b>Total Units Required</b>	<b>30</b>

### ADMINISTRATIVE ASSISTANT CERTIFICATE

This curriculum is designed to prepare students for employment in a business office as an administrative assistant or administrative secretary. Upon completion, the student will have completed a variety of training in the creation of business documents, using the Internet, the daily procedures of an office, and the current computer software being used in today's office.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

#### Required courses are listed in suggested sequence:

Course #	Title	Units
CIS 102 C	Intermediate Comp. Keyboarding	3
or		
CIS 112 C	Document Formatting	(3)
CIS 103 C	Advanced Computer Keyboarding	3
or		
CIS 113 C	Business Simulations	(3)
CIS 150 C	Intro. to Business Computers	3
CIS 250 C	Word Proc.–Machine Operations	4
CIS 115 C	Desktop Publishing PageMaker	2
CIS 251 C	Advanced Word Processing	2
MGT 055 C	Business English	3
OFF 048 C	Records Administration	1
OFF 049 C	Computerized Office Procedures	4
CIS 108 C	Introduction to Internet	2
CIS 160 C	Information Systems Management	3
	<b>Total Units Required</b>	<b>30</b>

## ASSOCIATE IN SCIENCE DEGREE

### ADMINISTRATIVE SUPPORT

This curriculum is designed to prepare students with skills in computer software and office administration for employment as an administration support employee to a manager or supervisor in a general office setting.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

#### Required courses are listed in suggested sequence:

Course #	Title	Units
CIS 102 C	Intermediate Comp. Keyboarding	3
or		
CIS 112 C	Document Formatting	(3)
CIS 103 C	Advanced Computer Keyboarding	3
or		
CIS 113 C	Business Simulations	(3)
CIS 150 C	Intro. to Business Computers	3
CIS 250 C	Word Proc.–Machine Operations	2
MGT 111 C	Business Communications	3
or		
MGT211 C	Writing for Business	(3)
ACCT 099 C	Bookkeeping Principles & Prac.	3
or		
ACCT 101 C	Financial Accounting	(4)
OFF 049 C	Computerized Office Procedures	4
CIS 108 C	Introduction to Internet	2
CIS 160 C	Information Systems Management	3
CIS 155 C	Web Publishing w/MS FrontPage	2
CIS 075 C	Business Skills Development (MS Excel)	1
or		
CIS 132 C	Spreadsheet – Excel for Windows	(3)
CIS 075 C	Business Skills Development (MS Access)	1
or		
CIS 142 C	Database – Access for Windows	(3)
MGT 088 C	Managing Personnel	½
	<b>Total Units Required</b>	<b>30½ - 35½</b>

### ADMINISTRATIVE SUPPORT CERTIFICATE

This curriculum is designed to prepare students with skills in computer software and office administration for employment as an administration support employee to a manager or supervisor in a general office setting.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
CIS 102 C	Intermediate Comp. Keyboarding	3
or		
CIS 112 C	Document Formatting	(3)
CIS 103 C	Advanced Computer Keyboarding	3
or		
CIS 113 C	Business Simulations	(3)
CIS 150 C	Intro. to Business Computers	3
CIS 250 C	Word Proc.–Machine Operations	2
MGT 111 C	Business Communications	3
or		
MGT 211 C	Writing for Business	(3)
ACCT 099 C	Bookkeeping Principles & Prac.	3
or		
ACCT101C	Financial Accounting	(4)
OFF 049 C	Computerized Office Procedures	4
CIS 108 C	Introduction to Internet	2
CIS 160 C	Information Systems Management	3
CIS 155 C	Web Publishing w/MS FrontPage	2
CIS 075 C	Business Skills Development (MS Excel)	1
or		
CIS 132 C	Spreadsheet – Excel for Windows	(3)
CIS 075 C	Business Skills Development (MS Access)	1
or		
CIS 142 C	Database – Access for Windows	(3)
MGT088 C	Managing Personnel	½
<b>Total Units Required</b>		<b>30½ - 35½</b>

**CERTIFIED PROFESSIONAL SECRETARY CERTIFICATE**

This program is for secretaries who are preparing for the CPS Examination which is administered by the Institute for Certifying Secretaries, a department of the National Secretaries Association, International. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
<b>FIRST SEMESTER</b>		
CIS 102 C	Intermediate Comp. Keyboarding	3
MGT 055 C	Business English	3
CIS 150 C	Intro. to Business Computers	3
CIS 250 C	Word Proc.–Machine Operations	2
		<b>11</b>
<b>SECOND SEMESTER</b>		
CIS 103 C	Advanced Computer Keyboarding	3
CIS 251C	Advanced Word Processing	2
MGT 111 C	Business Communications	3
OFF 048 C	Records Administration	1
		<b>9</b>
<b>THIRD SEMESTER</b>		
CIS 160 C	Information Systems Management	3
ACCT 101 C	Financial Accounting	4
OFF 049 C	Computerized Office Procedures	4
CIS 255 C	Machine Dictation & Trans.	1
		<b>12</b>
<b>FOURTH SEMESTER</b>		
MGT 041 C	Survey of Business Law	3
ACCT 102 C	Managerial Accounting	4
MGT 262 C	Principles of Management	3
		<b>10</b>
<b>Total Units Required</b>		<b>42</b>

**ASSOCIATE IN SCIENCE DEGREE LEGAL SECRETARY/ADMINISTRATIVE ASSISTANT**

This program is designed to prepare a student for employment as a clerk or secretary/administrative assistant in a court system, in a law office, or in a legal office in business or industry.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
MGT 055 C	Business English	3
CTRP 067 C	Basic Vocabulary Development	2
CTRP 071 C	Legal Terminology and Rhetoric	3
MGT 041 C	Survey of Business Law	3
CIS 250 C	Word Proc. Machine Operations (WordPerfect)	2
CIS 150 C	Intro. to Business Computers	3
CTRP 072 C	Legal Procedures	4
OFF 048 C	Records Administration	1
MGT 143 C	Introduction to Legal Research	1
CIS 103 C	Advanced Computer Keyboarding	3
or		
CIS 113 C	Business Simulations	(3)
OFF 049 C	Computerized Office Procedures	4
CIS 160 C	Information Systems Management	3
CTRP 073AC	Spelling for Modern Business	1
CTRP 073BC	Punctuation-Court Reporting	1
CTRP 076 C	Court Procedures	1½
CTRP080 C	Internship: Law Office	2
<b>Total Units Required</b>		<b>37½</b>

**LEGAL SECRETARY/ADMINISTRATIVE ASSISTANT I CERTIFICATE**

This certificate program prepares a student for an entry-level position as a clerk or secretary/administrative assistant in the court system, in a law office, or in a legal office in business or industry.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
Select 2 units from the following:		
CTRP 073AC	Spelling for Modern Business	(1)
CTRP 073BC	Punctuation - Court Reporting	(1)
OFF 048 C	Records Administration	(1)
and		
CTRP 071 C	Legal Terminology and Rhetoric	3
CIS 150 C	Intro. to Business Computers	3
CIS 102 C	Intermediate Comp. Keyboarding	3
or		
CIS 112 C	Document Formatting	(3)
CIS 250 C	Word Proc. Machine Operations	2
CTRP072 C	Legal Procedures	4
<b>Total Units Required</b>		<b>17</b>

**LEGAL SECRETARY/ADMINISTRATIVE ASSISTANT II CERTIFICATE**

This certificate program prepares a student for a position as a clerk or secretary/administrative assistant in the court system, in a law office, or in a legal office in business or industry.



To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
OFF 048 C	Records Administration	1
MGT 041 C	Survey of Business Law	3
CIS 103 C	Advanced Computer Keyboarding	3
or		
CIS 113 C	Business Simulations	(3)
or		
OFF 049 C	Computerized Office Procedures	(4)
MGT 055 C	Business English	3
CTRP 076 C	Court Procedures	1½
CTRP 080 C	Internship: Law Office	2
	<b>Total Units Required</b>	<b>13½ - 14½</b>

**OFFICE ASSISTANT CERTIFICATE**

This certificate program will prepare the student for an entry-level position in a business office. Upon successful completion of this certificate program, students will be eligible to work as an Office Assistant, Data Entry Operator, Receptionist, or General Office Clerk.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
	<b>First Semester</b>	
CIS 101C	Beginning Computer Keyboarding	3
or		
CIS 102 C	Intermediate Comp. Keyboarding	(3)
or		
CIS 112 C	Document Formatting	(3)
CIS 108 C	Introduction to Internet	2
CIS 150 C	Intro. to Business Computers	3
CIS 255 C	Machine Dictation & Trans.	1
OFF 045 C	Office Procedures	3
OFF 048 C	Records Administration	1
MGT 055 C	Business English	3
	<b>Total Units Required</b>	<b>16</b>

## Office Administration (OFF)

**SEE - COMPUTER INFORMATION SYSTEMS  
FOR TYPING/KEYBOARDING CLASSES**

**OFF 045 C OFFICE PROCEDURES**

**3 Units**

*Three hours lecture and*

*One hour laboratory TBA per week.*

*Prerequisite: CIS 101 C or concurrent enrollment in CIS 101 C.* This is an introductory course to study the functions of the business office. Students will learn the skills, tasks, and the personal and business behavior needed to work in an office environment. \$3.00 Laboratory Fee-PAYABLE AT REGISTRATION.

**OFF 048 C RECORDS ADMINISTRATION**

**1 Unit**

*One hour lecture and*

*Two hours laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

This course is an introduction to the principles and procedures of the alphabetic filing system in Records Administration. The instructions will include the ARMA (Association of Records Managers and Administrators, Inc.) system filing rules as well as the storage, destruction, transfer, and tracking of records. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**OFF 049 C COMPUTERIZED OFFICE PROCEDURES**

**4 Units**

*Four hours lecture and*

*One hour laboratory TBA per week.*

*Prerequisite: CIS 102 C, or CIS 112 C or a working knowledge of word processing with a typing speed of 30 wpm.*

This course prepares management or office personnel for work in a computerized office environment. This course teaches the use of computers integrated into modern office functions. Students learn to perform electronic calendaring, filing, scheduling, office budgeting, and advanced word processing techniques. \$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.

## Optometry

**OPTOMETRY TRANSFER PROGRAM**

Professional programs such as dentistry, medicine, pharmacy, optometry, physician assistant, physical therapy and veterinary medicine are most often graduate programs that require a bachelor degree or significant preparation prior to entering the program. The appropriate preparation varies according to the school and specific program. Students are advised to meet with a counselor to discuss options for their bachelor degree and the lower division requirements for the program and school of their choice.

## Pharmacy

**PHARMACY TRANSFER PROGRAM**

Professional programs such as dentistry, medicine, pharmacy, optometry, physician assistant, physical therapy and veterinary medicine are most often graduate programs that require a bachelor degree or significant preparation prior to entering the program. The appropriate preparation varies according to the school and specific program. Students are advised to meet with a counselor to discuss options for their bachelor degree and the lower division requirements for the program and school of their choice.

# Philosophy and Religious Studies

*Division of Social Science*

*Division Dean, Kay Andrews*

## *Faculty*

Robert Cavin  
Neill Cooney  
Willis Heusser

## *Counselors*

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## **PHILOSOPHY AND RELIGIOUS STUDIES TRANSFER PROGRAM**

Students should consult a counselor or [www.assist.org](http://www.assist.org) for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

## **Philosophy and Religious Studies (PHIL)**

### **PHIL 098 C PHILOSOPHY NON-TRANSFER SEMINAR**

*½ - 2 Units (Variable Units) (May be taken for credit 4 times)*

*Lecture/discussion hours will vary with credit given.*

*Prerequisite: May be required. (See class schedule).* This course offers a lecture/discussion approach to particular problems for students who wish to increase their knowledge of subjects which are not of a nature generally taught in college. Various topics will be offered according to the interests of the instructor and students as stated in the class schedule. Various types of measuring devices will be used and unit credit may range from ½ to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

### **PHIL 100 C INTRODUCTION TO PHILOSOPHY 3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC, CAN PHIL 2*

This course is a survey of the mysteries and meaning of human life and philosophy's efforts to deal with them. How philosophy originated; how it differs from religion, science and art; its implications for, and impact on Western civilization. The main concerns of philosophy: man, reason, religion, art, language, truth, knowledge and freedom. These and other topics of interest to the student and per instructor will be investigated. Eligibility for ENGL100 C recommended.

### **PHIL 110 C RELIGIONS OF THE EAST**

**3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC*

This course is an examination of the philosophical foundations of religion, and an elaboration of the precise Eastern contributions of Hinduism, Buddhism, Confucianism, Taoism, Zen Buddhism and others as deemed necessary by the instructor. A field trip may be required by the instructor. Eligibility for ENGL 100 C recommended.

### **PHIL 120 C RELIGIONS OF THE MIDDLE EAST AND WEST**

**3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC*

This course is a review of the "religions of the Book", especially Zoroastrianism, Judaism, Christianity, and Islam, and the forces which helped shape them. Special emphasis is placed on an objective, scholarly reading of the Judeo-Christian scriptures. The course examines some trends of religion in the 19th and 20th centuries. Eligibility for ENGL 100 C recommended.

### **PHIL 160 C INTRODUCTION TO ETHICS**

**3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, UC/CSU GE, IGETC, CAN PHIL 4*

This course is a systematic examination of the concepts of good/right and evil/wrong in classic, modern, and contemporary ethical thought. Concrete application of moral values and principles to daily living are exposed. Eligibility for ENGL 100 C recommended.

### **PHIL 170 C LOGIC AND CRITICAL THINKING**

**3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC, CAN PHIL 6*

This course focuses on an understanding of the relationship of language to logic which should lead to the ability to identify and evaluate various inductive and deductive arguments. The course is also concerned that students become aware of semantic confusions and of the nature and importance of definitions. The minimal competence expected of the student is the ability to distinguish fact from judgment, belief from knowledge and skills in inductive and deductive processes, including an understanding of the formal and informal fallacies. The evaluation of an extended argument may be required by the instructor and designed to satisfy the critical thinking requirement for those planning to transfer to the CSU system. Eligibility for ENGL 100 C recommended.

### **PHIL 172 C CRITICAL THINKING/WRITING**

**3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

*Prerequisite: ENGL100 C with a grade of "C" or better.* This course will cover all the standard topics of a traditional critical thinking course: form vs. content; inductive vs. deductive logic; validity and truth and soundness of arguments; difference between fact, judgment, and belief; requirements of good definitions; and the standard formal and informal fallacies as reflected in evaluative writing. Progress toward the refining of various writing skills will be evaluated in the writing and re-writing of the extended argument as well as other areas of the course. This course is specifically designed to meet the IGETC critical thinking/writing requirement.

**PHIL 176 C PHILOSOPHY OF SCIENCE AND CRITICAL THINKING****3 Units***Three hours lecture per week.**UC/CSU*

This course is designed for students who want to understand the structure of science, its methodology, and how it differs from pseudo-science. Emphasis is on the use of critical thinking methods as used in science which includes the ability to distinguish fact from judgment, belief from knowledge, skills used in elementary inductive and deductive processes along with an understanding of the formal and informal fallacies of language and thought. Eligibility for ENGL 100 C recommended; a course in science recommended, but not required.

**PHIL 201 C HISTORY OF PHILOSOPHY: ANCIENT AND MEDIEVAL****3 Units***Three hours lecture per week.**UC/CSU, CAN PHIL 8*

This course is an historical introduction to the Western philosophic tradition. Selected philosophers will be examined from each of the following periods: Ancient Greek and Medieval.

**PHIL 202 C HISTORY OF PHILOSOPHY: MODERN****3 Units***Three hours lecture per week.**UC/CSU, CSU GE, IGETC*

This is a survey of Western philosophical thought from the Renaissance to the present. The course emphasizes political philosophy, but may also include the development of semantics, epistemology, ethics, logic and/or metaphysics. It examines the influence on modern life of past philosophical movements, as well as the influence of the great philosophers of the past five centuries. Eligibility for ENGL 100 C recommended.

**PHIL 225 C JESUS AND HIS INTERPRETERS****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC/CSU*

This course is a systematic introduction to the historical study of Jesus of Nazareth. It focuses upon: the various ways in which Jesus is depicted in the traditions of the Bible, in particular, the Synoptic Gospels, the Gospel of John, and the epistles of Paul; Jesus as critically reconstructed by New Testament scholarship-with a view to answering the question of what (if anything) can be known historically regarding his teaching and life, e.g., whether Jesus considered himself to be the Messiah; and Jesus as variously portrayed in the arts, especially, painting, film, and music.

**PHIL 230 C PHILOSOPHY OF RELIGION****3 Units***Three hours lecture per week.**UC/CSU, CSU GE, IGETC*

This course is a philosophical exploration and critique of the grounds of religious concepts and claims. Includes a consideration of man's religious nature as evidenced by historic, contemporary and "primitive" cultures. The course also examines the nature of religion and the spectrum of positions ranging from monotheism to atheism. There will also be an investigation of the logical, historical and biblical arguments adduced as evidence of a Divine Being along with (a) revelation and faith; (b) mysticism; (c) religious symbolism; (d) life after death; and (e) the special nature of religious language. Eligibility for ENGL 100 C recommended.

**PHIL 269 C PHILOSOPHY, HUMAN SEXUALITY AND RELIGION****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC/CSU*

This interdisciplinary course is a systematic examination of the philosophical and religious aspects of human sexuality. The course includes an historical overview of the major philosophical and religious theories about sexuality in the context of a discussion of basic ethical theories. It specifically examines the topics of sex, gender equality, pornography, premarital sex, fidelity, abortion, homosexuality, romantic love, and marriage and family.

**PHIL 298 C PHILOSOPHY SEMINAR****½ - 3 Units (Variable Units) (May be taken for credit 4 times)***Lecture/discussion hours will vary with credit given.**UC Credit Limitation/CSU*

*Prerequisite: May be required. (See class schedule).* This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ unit to 3 units. Consult class schedule for the offerings a particular semester.

**PHIL 299 C PHILOSOPHY INDEPENDENT STUDY****1 Unit (May be taken for credit 3 times)***Varying hours of scheduled conferences per week according to instructor.**UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.

# Photography

## Division of Fine Arts

Division Dean – Kaleta Brown

### Faculty

Jerry Burchfield  
Robert Johnson  
Clifford Lester

### Counselor

Jane Jepson

## ASSOCIATE IN ARTS DEGREE PHOTOGRAPHY

This program is designed to prepare students for entry into occupational photographic fields. A student may also elect to work toward a transfer into a four-year institution, in the field of Fine Arts.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

### Required courses are listed in suggested sequence:

Course #	Title	Units
PHOT101 C	Introduction to Photography	3
PHOT103 C	Photographic Possibilities	3
PHOT105 C	Photo-Graphics	2
PHOT109 C	Portrait Photography	3
PHOT200 C	Conceptual Photography	3
PHOT201 C	Intro to Professional Photo	3
PHOT202 C	Contemporary Photography	3
PHOT203 C	Lighting and Studio Techniques	3
PHOT204 C	History and Aesthetics of Photo	3
PHOT207 C	Color Photography	3
PHOT209 C	Careers in Photography	3
PHOT211 C	Zone System Photography	3
PHOT215 C	Digital Photography	3
PHOT216 C	Advanced Digital Photography	3
PHOT219 C	Photography for Publication	3
<b>Total Units Required</b>		<b>44</b>

### Electives:

*ART 120 C	Two-Dimensional Design	3
ART179 C	Drawing for Non-Art Majors	2
ENGL095 C	Effective Writing	3
MGT 161 C	Introduction to Business	3
MGT 261 C	Small Business Management	3
MGT 266 C	Human Relations in Business	3
MKT 103 C	Principles of Advertising	3
*MKT 208 C	Principles of Selling	3

\*Recommended elective

## ADVERTISING AND ILLUSTRATIVE PHOTOGRAPHY CERTIFICATE

The Advertising and Illustrative Photography Certificate is designed to prepare students for starting their own business or for employment within the advertising industry.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

### Required courses are listed in suggested sequence:

Course#	Title	Units
PHOT201 C	Intro to Professional Photo	3
PHOT203 C	Lighting and Studio Techniques	3
PHOT 205 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:

PHOT207 C	Color Photography	3
PHOT209 C	Careers in Photography	3
PHOT215 C	Digital Photography	3

## COLOR PHOTOGRAPHY CERTIFICATE

The Color Photography Certificate is designed to prepare the student for entry-level employment within the Photo Lab/Service Bureau industry. Students are trained in the use of state-of-the-art printing and processing equipment.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

### Required courses are listed in suggested sequence:

Course #	Title	Units
PHOT101 C	Introduction to Photography	3
PHOT103 C	Photographic Possibilities	3
PHOT207 C	Color Photography	3
PHOT208 C	Advanced Color Photography	3
PHOT215 C	Digital Photography	3
PHOT216 C	Advanced Digital Photography	3
<b>Total Units Required</b>		<b>18</b>

## CREATIVE PHOTO ARTS CERTIFICATE

The Creative Photo Arts Certificate is designed to prepare students for a career as an individual artist or as an employee in the visual arts.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

### Required courses are listed in suggested sequence:

Course #	Title	Units
PHOT200 C	Conceptual Photography	3
PHOT202 C	Contemporary Photography	3
PHOT204 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:

PHOT207 C	Color Photography	3
PHOT215 C	Digital Photography	3
PHOT220 C	Alternative Photo Processes I	3

## DIGITAL PHOTOGRAPHY CERTIFICATE

The Digital Photography Certificate is designed to prepare students to work with variety of photographically based digital applications within the fields of photography and multimedia.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

### Required courses are listed in suggested sequence:

Course#	Title	Units
PHOT 207 C	Color Photography	3
PHOT215 C	Digital Photography	3
PHOT216 C	Advanced Digital Photography	3
PHOT217 C	3D Photo Imaging	3
<b>Total Units Required</b>		<b>12</b>

**MULTIMEDIA PHOTOGRAPHY CERTIFICATE**

This certificate is designed to prepare the student to work with a variety of photographically based digital applications within the field of Multimedia. This flexible module allows the student to develop their own emphasis within the possible course offerings.

To earn a certificate, complete the required major courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
MM 100 C	Introduction to Multimedia	3
MM 110 C	Visual Communication	3
PHOT101 C	Introduction to Photography	3
PHOT103 C	Photographic Possibilities	3
PHOT207 C	Color Photography	3
PHOT208 C	Advanced Color Photography	3
PHOT209 C	Careers in Photography	3
PHOT215 C	Digital Photography	3
PHOT 216 C	Advanced Digital Photography	3
PHOT217 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, PHOT207 C because these are prerequisite courses:

PHOT050 C	Photography Special Projects	3
PHOT104 C	Wedding Photography	3
PHOT109 C	Portrait Photography	3
PHOT200 C	Conceptual Photography	3
PHOT 219 C	Photography for Publication	3

**PHOTOGRAPHY CERTIFICATE**

The certificate program in photography allows the student to prepare for entry into an occupational photographic field.

To earn a certificate, complete the required courses listed below, plus 3 additional units from the list of suggested electives listed below with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
PHOT101 C	Introduction to Photography	3
PHOT 103 C	Photographic Possibilities	3
PHOT109 C	Portrait Photography	3
PHOT201 C	Introduction to Professional Photo	3
PHOT207 C	Color Photography	3
PHOT209 C	Careers in Photography	3
PHOT215 C	Digital Photography	3
<b>Select a minimum of 3 units from the electives below</b>		<b>3</b>
<b>Total Units Required</b>		<b>24</b>

**Electives:**

PHOT208 C	Advanced Color Photography	3
PHOT216 C	Advanced Digital Photography	3
PHOT217 C	3D Photo Imaging	3
ART120 C	Two-Dimensional Design	3
ART179 C	Drawing for Non-Art Majors	2
ENGL095 C	Effective Writing	3
MGT 161 C	Introduction to Business	3
MGT 261 C	Small Business Management	3
MGT 266 C	Human Relations in Business	3
MKT103 C	Principles of Advertising	3
MKT208 C	Principles of Selling	3

**PHOTOGRAPHY BASIC SKILLS CERTIFICATE**

The Photography Basic Skills Certificate is designed to provide the student with a set of fundamental skills that will allow them to further proceed within the photography program and also find potential entry-level employment at camera stores, photo labs and service bureaus. Students are trained in a broad range of skills encompassing basic camera operations and structure, basic printing techniques, and basic studio procedures and practices.

To earn a certificate, complete the required courses with a grade of "C" or better. All course work must be completed at Cypress College.

**Required courses are listed in numeric sequence:**

Course #	Title	Units
PHOT101 C	Introduction to Photography	3
PHOT103 C	Photographic Possibilities	3
<b>Total Units Required</b>		<b>6</b>

**PORTRAIT & WEDDING PHOTOGRAPHY CERTIFICATE**

The Portrait & Wedding Photography Certificate is designed to prepare students for starting their own business or for employment within the wedding/portrait industry.

To earn a certificate, complete the required courses as listed with a minimum grade of "C." At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in numeric sequence:**

Course #	Title	Units
PHOT104 C	Wedding Photography	3
PHOT109 C	Portrait Photography	3
PHOT207 C	Color Photography	3
PHOT209 C	Careers in Photography	3
PHOT215 C	Digital Photography	3
<b>Total Units Required</b>		<b>15</b>

**PHOTOGRAPHY TRANSFER PROGRAM**

Students should consult a counselor or [www.assist.org](http://www.assist.org) for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

**Photography (PHOT)****PHOT 050 C PHOTOGRAPHY - SPECIAL PROJECTS**

**3 Units** (May be taken for credit 3 times)

One hour lecture and

Six hours laboratory per week.

*Corequisite:* PHOT 102 C. *Advisory:* PHOT 103 C. Designed to allow the student to specialize in one particular phase of photography under the close supervision of the instructor. Students will be required to meet periodic deadlines and do some classroom assignments that are loosely structured to allow creativity. This should be the final class that the student takes before leaving the photography program. \$20.00 Lab - oratory Fee - PAYABLE AT REGISTRATION.

**PHOT 055 C PHOTOGRAPHY - WORK EXPERIENCE - VOCATIONAL****1 - 4 Units** (*Variable Units*) (*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 per week.*  
*Credit by Examination*

*UC/CSU, AAGE, CSU GE, CAN ART 18*  
*Corequisite: PHOT 102 C.* This course provides students with an introduction to visual concepts, basic image capture and camera functions with film and digital cameras. Software basics for photographic imaging and digital printing along with traditional black and white film development and photographic printing will be taught. *\$20.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**PHOT 102 C PHOTOGRAPHY - OPEN LAB****0 Units**

*Laboratory hours vary according to use on individual basis.*  
*CSU*

*Prerequisite: Concurrent enrollment in a lecture/lab photography class.* This is an open laboratory course for students who are currently enrolled in a photography lecture/laboratory class. The laboratory consists of darkroom facilities for black and white and color film processing, black and white and color printing, and a print finishing room.

**PHOT 103 C PHOTOGRAPHIC POSSIBILITIES****3 Units**

*Two hours lecture and Four hours laboratory per week.*  
*CSU*

*Corequisite: PHOT 102 C. Advisory: PHOT 101 C.* This course is designed to reinforce and enhance the basic concepts and skills acquired in the Introduction to Photography class. The emphasis will be on the refinement of basic technical skills including black and white processing and printing, film and digital camera operation, basic scanning and image software techniques, and the development of a personal direction in photography for each student. In order to increase the student's exposure to the medium, the course also includes an introduction to large format cameras including both 2½ and 4x5 format. *\$20.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**PHOT 104 C WEDDING PHOTOGRAPHY****3 Units** (*May be taken for credit 3 times*)

*Two hours lecture and Three hours laboratory per week.*  
*CSU*

*Corequisite: PHOT 102 C. Advisory: PHOT 101 C.* This course is designed to acquaint the student with the fundamental concept, equipment demands, and photographic techniques used by contemporary wedding photographers. The course is composed of lectures and outside assignments which will prepare the students for basic application in the field of wedding photography. *\$20.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**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.* A basic class in darkroom techniques utilizing graphic arts film and developers. Darkroom manipulations during the photo process are used to give the student a working knowledge of the possibilities offered by unique photo control methods. *\$20.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**PHOT 107 C BASIC PHOTOGRAPHY****1½ Units**

*Three hours lecture per week for nine weeks.*  
*CSU*

This is a basic non-darkroom photography course designed to teach the student the operation and use of the most commonly available 35mm SLR and similar cameras. The course will consist of lecture, slide presentations, studio and darkroom demonstrations, and field trips.

**PHOT 108 C INTERMEDIATE COLOR SLIDE PHOTOGRAPHY****1½ Units**

*One and one-half hour lecture per week or Three hours lecture per week for nine weeks.*  
*CSU*

*Prerequisite: PHOT 107 C.* This course is a continuation of PHOT 107 C. The course is designed to expand the student's knowledge and techniques of basic color slide photography. The student will concentrate on specific skills in photographic practice such as portraiture and flash photography.

**PHOT 109 C PORTRAIT PHOTOGRAPHY****3 Units** (*May be taken for credit 3 times*)

*Two hours lecture and Three hours laboratory per week.*  
*CSU*

*Corequisite: PHOT 102 C. Advisory: PHOT 103 C.* This course is designed to give the student a working knowledge of portrait styles and techniques. The student will practice techniques for working with people in a studio situation. The student will work with both natural and artificial lighting and learn the possibilities and limitations of both. Camera formats will range from 35mm to 4x5. Students will have an opportunity to investigate and imitate the styles of well-known portrait photographers. *\$20.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**PHOT 200 C CONCEPTUAL PHOTOGRAPHY****3 Units** (May be taken for credit 2 times)

Two hours lecture and  
Four hours laboratory per week.  
CSU

*Prerequisite:* PHOT 103 C with a grade of "C" or better.  
*Corequisite:* PHOT 102 C. This course is designed to give the student a thorough understanding of how issues and concepts are related to the processes used to communicate them. The student will become familiar with major artists whose work employs nontraditional processes. The thrust of the course work will revolve around the different ways that a variety of processes can be used to communicate ideas. \$20.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PHOT 201 C INTRO TO PROFESSIONAL PHOTO****3 Units** (May be taken for credit 3 times)

Two hours lecture and  
Four hours laboratory per week.  
CSU

*Corequisite:* PHOT 102 C. *Advisory:* PHOT 103 C. This is a course dealing with the production of photographs for advertising and editorial use. Emphasis will be placed on advanced studio techniques, as well as the conceptual validity of photographs for industry applications. \$20.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PHOT 202 C CONTEMPORARY PHOTOGRAPHY****3 Units** (May be taken for credit 3 times)

Two hours lecture and  
Four hours laboratory per week.  
UC Credit Limitation/CSU

*Prerequisite:* PHOT 103 C with a grade of "C" or better.  
*Corequisite:* PHOT 102 C. This is a course designed to give advanced students a thorough understanding of the concepts and concerns of contemporary photography, its roots and future directions. The student will become familiar with the course work of major artists working after 1950. The major thrust of the course work will be focused on understanding why photographs are done and what they communicate. Assignments will be done in the process(es) of the student's choice based on its relevance to the ideas expressed. \$20.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PHOT 203 C LIGHTING AND STUDIO TECHNIQUES****3 Units** (May be taken for credit 3 times)

Two hours lecture and  
Four hours laboratory per week.  
CSU

*Corequisite:* PHOT 102 C. *Advisory:* PHOT 103 C. This course acquaints the student with lighting and studio 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 Laboratory Fee - PAYABLE AT REGISTRATION.

**PHOT 204 C HISTORY/AESTHETICS OF PHOTO****3 Units**

Two hours lecture and  
Three hours laboratory per week.  
UC/CSU

*Prerequisite:* PHOT 101 C. *Corequisite:* PHOT 102 C. This is a lecture/lab course on the history of photography that is designed to give students a practical knowledge of the development of the medium through a combination of lecture and hands-on technical and aesthetic experiences utilizing early photographic techniques and processes. The course will emphasize the invention and development of photography from its inception in the early 1800's through the early 1950's. \$20.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PHOT 205 C STUDIO PRACTICES****3 Units** (May be taken for credit 3 times)

Two hours lecture and  
Four hours laboratory per week.  
CSU

*Corequisite:* PHOT 102 C. *Advisory:* PHOT 103 C. This is a course designed to familiarize the student with image conceptualization and the differing technical alternatives used in commercial studio photography. Students will learn specialized professional camera, darkroom and digital techniques utilized by professional studio photographers. \$20.00 Laboratory 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 per week.  
CSU

*Corequisite:* PHOT 102 C. *Advisory:* PHOT 103 C. This course is designed for the advanced student and provides a solid background in the theory and practice of color photography. Students will explore the possibilities and limitations of traditional and digital color processes, including color negative and color positive printing methods. Emphasis will be placed on both technical and aesthetic expression of color, from initial image capture to finished print, along with color symbolism and its use as a compositional tool. \$35.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PHOT 208 C ADVANCED COLOR PHOTOGRAPHY****3 Units**

Two hours lecture and  
Four hours laboratory per week.  
CSU

*Prerequisite:* PHOT 207 C with a grade of "C" or better.  
*Corequisite:* PHOT 102 C. This is an advanced color photography course designed to increase the student's understanding and ability to use advanced applications of traditional and digital color photography. Professional approaches, specialty techniques and refinement of the use of color will be emphasized in both shooting and the darkroom. Transparency shooting, printing, lighting, contrast control and related digital applications will be the primary focus of the course. \$35.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PHOTO 209 C CAREERS IN PHOTOGRAPHY****3 Units**

*Two hours lecture and  
Four hours laboratory per week.  
CSU*

*Corequisite: PHOT 102 C. Advisory: PHOT 103 C.* This course is designed to help students identify and achieve professional goals and objectives. The course will provide an understanding of the various career options within the field and the level of professional preparation that is necessary in order to get established in a particular career area. Topics will include the technical skills, equipment, portfolio development, promotional needs and specialized business considerations necessary for getting a job or establishing a photographic business. *\$20.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**PHOT 211 C ZONE SYSTEM PHOTOGRAPHY****3 Units (May be taken for credit 3 times)**

*Two hours lecture and  
Four hours laboratory per week.  
CSU*

*Corequisite: PHOT 102 C. Advisory: PHOT 103 C.* This is a course emphasizing the zone system of exposure control. This method of exposure is used to control final print quality under normal and adverse applications. Natural landscape photography will be the emphasis but not at the exclusion of all other forms of photography. Both black and white and color will be emphasized. *\$20.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**PHOT 215 C DIGITAL PHOTOGRAPHY****3 Units (May be taken for credit 3 times)**

*Two hours lecture and  
Four hours laboratory per week.  
CSU*

*Corequisite: PHOT 102 C. Advisory: PHOT 103 C.* This course is designed to integrate electronic imaging into the advanced photography student's visual repertoire. Combining creative studio/camera practices with computer technology, the course concentrates on the production and processing of images with current electronic photographic tools and the application of electronic media to all areas of photography (commercial, illustration, portraiture, journalism, forensic, industrial, scientific, etc.). Included are techniques for lighting background control, selection and manipulation, digitization, image capture and processing. *\$35.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**PHOT 216 C ADVANCED DIGITAL PHOTOGRAPHY****3 Units (May be taken for credit 3 times)**

*Two hours lecture and  
Four hours laboratory per week.  
CSU*

*Prerequisite: PHOT 215 C with a grade of "C" or better. Corequisite: PHOT 102 C.* This course is designed to provide the student with advanced knowledge of techniques and skills in the application of electronic and digital/computer technologies to all areas of the photographic medium. (Commercial, Illustration, Portraiture, Journalism, Forensic, Industrial, Scientific, etc.) The integration of technical skills and aesthetic expression will be emphasized along with advanced scanning, printing, and image recording techniques. Projects will require exploration and experimentation integrating digital image making into the creative process. The objective is to merge traditionally different modes of photographic expression while studying the aesthetic traditions that have influenced photographers in their use of digital technologies. Students develop the skills necessary to create their own unique body of work using digital photographic technologies. *\$35.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**PHOT 217 C 3D PHOTO IMAGING****3 Units (May be taken for credit 3 times)**

*Two hours lecture and  
Four hours laboratory per week.  
CSU*

*Prerequisite: PHOT 103 C with a grade of "C" or better. Corequisite: PHOT 102 C.* This course is designed to provide the student with advanced knowledge of 3D photographic imaging technologies as they relate to the study of light, form, and three-dimensional space. Students will study lighting, form, and space in virtual environments of their own creation. A diverse assortment of 3D software will be utilized to instruct students in how forms are visually perceived and modified based on the way light describes them. The relationship between 2D and 3D imaging applications will be discussed as well as the integration of the two for a variety of commercial photography and multimedia applications. These include studio background creation, special visual effects, game production, photo illustration, and digital composites. *\$35.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**PHOT 219 C PHOTOGRAPHY FOR PUBLICATION****3 Units (May be taken for credit 3 times)**

*Two hours lecture and  
Four hours laboratory per week.  
CSU*

*Corequisite: PHOT 102 C. Advisory: PHOT 101 C.* This course is designed to acquaint the student with a current view of the field of photojournalism and photographic publishing for magazines, the Internet, and all editorial uses. The majority of work will be done in 35mm. Heavy emphasis is placed on communication through photography. *\$20.00 Laboratory Fee - PAYABLE AT REGISTRATION.*



**PHOT 220 C ALTERNATIVE PHOTO PROCESSES I****3 Units**

Two hours lecture and  
Four hours laboratory per week.  
CSU

Corequisite: PHOT 102 C. Advisory: PHOT 103 C. This class will investigate the artistic aspects and technical procedures used in 19th Century photographic printing of hand coated papers. Class projects will include aspects of graphic arts photography, films and developers. During the semester, students will work with cyanotypes, Kallitypes and kwik print. \$35.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PHOT 221 C ALTERNATIVE PHOTO PROCESSES II****3 Units**

Two hours lecture and  
Four hours laboratory per week.  
CSU

Prerequisite: PHOT 220 C with a grade of "C" or better. Corequisite: PHOT 102 C. This class will continue to investigate the artistic aspects and technical procedures used in 19th Century photographic printing of hand coated papers. During the semester, students will work with gum bichromate, salted paper and color key materials. \$35.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PHOT 222 C ALTERNATIVE PHOTO PROCESSES III****3 Units**

Two hours lecture and  
Four hours laboratory per week.  
CSU

Prerequisite: PHOT 221 C with a grade of "C" or better. Corequisite: PHOT 102 C. This class will continue to investigate the artistic aspects and technical procedures used in 19th Century photographic printing of hand coated papers. During the semester, students will work with albumen, colloidion and palladium/platinum processes. \$35.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PHOT 223 C ALTERNATIVE PHOTO PROCESSES IV****3 Units**

Two hours lecture and  
Four hours laboratory per week.  
CSU

Prerequisite: PHOT 222 C with a grade of "C" or better. Corequisite: PHOT 102 C. This class will investigate the artistic aspects and technical procedures used in 19th Century photographic printing of hand coated papers. During the semester, students will work with dye transfer, carbon printing and multi-process projects. \$35.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PHOT 298 C PHOTOGRAPHY SEMINAR**

**½ - 3 Units (Variable Units) (May be taken for credit 4 times)**

Lecture/discussion hours vary according to credit given.  
CSU

This is a course for students who wish to increase their knowledge of photography. Various topics will be offered. Unit credit may range from ½ to 3 units in any given semester. Consult the class schedule to verify credit for a particular semester.

# Physical Education

**Division of Physical Education and Athletics**

Division Dean – Diane Henry

**Faculty**

Anthony Baca  
Larry Beidler  
Paul Bottiaux  
D. Ray Haas  
Larry Mercadante  
Margaret Mohr  
Brad Pickler  
Scott Pickler  
William Pinkham  
Kenneth Rubino  
Nancy Welliver

**Counselor**

Dana Bedard

**ASSOCIATE OF ARTS DEGREE IN PHYSICAL EDUCATION**

This program is designed to prepare students with a knowledgeable base of physical fitness, health practices, and professional activities for entry into the discipline of physical education/athletics. Further specialization is possible by combining the Associate of Arts Degree with electives chosen from a certificate program in aerobics, aquatics, or coaching. A student may also elect to work toward a transfer program preparing for entry to a four-year institution.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
HRC 100 C	Nutrition	3
PE 252 C	Intro to Physical Education	2
PE 234 C	Contemporary Personal Health	3
or		
PE 244 C	Human Performance	(3)
PE 235 C	First Aid, CPR, and Responding to Emergencies	3
PE 250 C	Sport and United States Society	3
PE	Physical Education activity classes (one each from four of the five following areas: fitness, aquatics, individual sports court/racquet sports, and team sports).	4 - 8
<b>Total Units Required</b>		<b>18 - 22</b>

**Electives**

BIOL160 C	Integrated Medical Science (lecture)	3
or		
*BIOL210 C	Anatomy and Physiology	(5)
or		
*BIOL230 C	General Anatomy	(4)
or		
*BIOL240 C	Human Physiology	(5)
PE 231 C	Elementary School Movement-Physical Education	3
PE 236 C	Prevention and Care of Athletic Injuries	3
PE 238 C	Water Safety Instruction	2
PE 247 C	Sports Management	3
PE 248 C	Psychology of Sport	3
PSY101 C	General Psychology	3
SOC 101 C	Introduction to Sociology	3

Strongly recommended for transfer bound Physical Education majors.

**AEROBIC INSTRUCTOR CERTIFICATE**

Primary emphasis is to prepare the student for occupational competency in aerobic exercise instruction for corporate fitness or health clubs. All students must complete 18 units. Course work in PE 235 C may be waived with current Red Cross cards in First Aid and CPR at the discretion of the division.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
PE 161 C	Body Conditioning and Fitness	1
or		
PE 150 C	Rhythmic Aerobic Exercise	(1)
PE 129 C	Step Aerobics	1
PE 235 C	First Aid, CPR, and Responding to Emergencies	3
PE 236 C	Prevention and Care of Athletic Injuries	3
PE 244 C	Human Performance	3
or		
PE 234 C	Contemporary Personal Health	(3)
PE 299 C	Physical Education - Independent Study	2
HRC 100 C	Nutrition	3
Select a minimum of 2 units from the electives listed below:		2
<b>Total Units Required</b>		<b>18</b>

(See counselor if physical education major)

**Electives**

PE 148 C	Low-Impact Aerobics	1
PE 152 C	Fitness Training Lab (Nautilus Circuit)	½ - 2
PE 252 C	Intro to Physical Education	2
DANC 111 C	Jazz Dance	1 - 2
DANC 122 C	Stretch and Relaxation	½ - 1½
BIOL210 C	Anatomy and Physiology	5

**AQUATICS SPECIALIST CERTIFICATE**

Primary emphasis is to prepare the student for occupational competency in swimming instruction as recommended by the state of California and the American Red Cross. All students must complete 18 units. Course work in PE 235 C, PE 237 C, and PE 238 C may be waived with current Red Cross cards in First Aid and CPR, Life Saving and Water Safety Instruction at the discretion of the division.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
PE 135 C	Swimming - Intermediate/Advanced	1
PE 235 C	First Aid, CPR, and Responding to Emergencies	3
PE 237 C	Lifesaving	1
PE 238 C	Water Safety Instruction	2
PE 236 C	Prevention and Care of Athletic Injuries	3
PE 244 C	Human Performance	3
or		
PE 234 C	Contemporary Personal Health	(3)
PE 299 C	Physical Education - Independent Study	1
Select a minimum of 4 units from the electives listed below:		4
<b>Total Units Required</b>		<b>18</b>

(see counselor if physical education major)

**Electives**

PE 136 C	Springboard Diving	1
PE 146 C	Water Polo	1
PE 149 C	Swim for Fitness	1
PE 151 C	Swimnastics/Water Exercises	1
PE 152 C	Fitness Training Lab - (Nautilus Circuit)	½ - 2
PE 247 C	Sports Management	3
PE 248 C	Psychology of Sport	3
PSY 140 C	Developmental Psychology - Pre-Adult	3
BIOL210 C	Anatomy and Physiology	5
PE 239 C	Skin and Scuba Diving	3

**ATHLETIC COACH CERTIFICATE**

Primary emphasis is to prepare the student for occupational coaching at the high school level. All students must complete 18 units. Course work in PE 235 C may be waived with current Red Cross cards in First Aid and CPR at the discretion of the division.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
PE 235 C	First Aid, CPR, and Responding to Emergencies	3
PE 248 C	Psychology of Sport	3
PSY 139 C	Developmental Psychology	3
or		
PSY 140 C	Developmental Psychology - Pre-Adult	(3)
PE 236 C	Prevention and Care of Athletic Injuries	3
PE 244 C	Human Performance	3
or		
PE 234 C	Contemporary Personal Health	(3)
PE 247 C	Sports Management	3
<b>Total Units Required</b>		<b>18</b>

(see counselor if physical education major)

**Electives**

PE 105 C	Badminton	1
PE 146 C	Water Polo	1
PE 252 C	Intro to Physical Education	2
PE 240 C	Sports Officiating - Men's Sports	3
PE 250 C	Sport and United States Society	3
PE 265 C	Intramural Management	2
PE 266 C	Theory of Coaching Basketball	3
PE 267 C	Theory of Coaching Baseball	3
PE 280 C	Professional Activities Baseball	2
PE 286 C	Professional Activities - Weight Training	2
HRC 100 C	Nutrition	3
BIOL210 C	Anatomy and Physiology	5

**SPORTS MANAGEMENT CERTIFICATE**

This program is designed to prepare students for management careers in the sports and recreation industries, working with professional, college or high school teams; fitness, athletic, golf and tennis clubs; recreational facilities and parks; or marketing and selling athletic clothing and sports equipment. Combining knowledge of physical education with general business principles, this certificate will help students gain responsible positions in their chosen athletic field.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

Course #	Title	Units
PE 247 C	Sports Management	3
PE 248 C	Psychology of Sport	3
MGT 161 C	Introduction to Business	3
MGT266 C	Human Relations in Business	3
MKT 222 C	Principles of Marketing	3
<b>Total Units Required</b>		<b>15</b>

**PHYSICAL EDUCATION TRANSFER PROGRAM**

Students should consult a counselor or [www.assist.org](http://www.assist.org) for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

**Physical Education (PE)**

**\*\*All classes with double asterisks are off-campus. Students should allow for travel time.**

**PE 083 C FITNESS FOR ATHLETES**

**1 Unit** (May be taken for credit 4 times)

Three hours activity per week.

Credit/No Credit

This course is designed for Bridge high school students to practice in anaerobic and aerobic fitness and flexibility for competition in various intercollegiate sports.

**PE 093 C WEIGHT LIFTING FOR ATHLETES**

**1 Unit** (May be taken for credit 4 times)

Three hours activity per week.

Credit/No Credit

This course is designed for Bridge high school students. It is an introduction and review of weight lifting techniques that produce muscle mass and strength.

**PE 100 C ADAPTIVE P.E. - WEIGHT TRAINING**

**1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

Prerequisite: Entry into this class will be based on student's previous medical history. This course is designed to give the disabled student the opportunity to participate in resistive exercises with weights.

**PE 101 C ADAPTIVE P.E. - ACTIVITY**

**1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

Prerequisite: Entry into this class will be based on student's previous medical history. This course is designed for the disabled student. The class will emphasize modified individual and team sport activities.

**PE 104 C ATHLETIC WEIGHT TRAINING**

**1½ Units** (May be taken for credit 4 times)

Three hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course is designed with athletes in mind, but not limited to them, to enable them to work out with a prescribed individual weight program at least three days a week. It will involve specific resistance exercises to develop parts of the body used in various types of sports activities. It will also add to the safety of the athletes by helping to prevent injuries.

**PE 105 C BADMINTON**

**1 Unit** (May be taken for credit 4 times)

Two hours activity 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 108 C BOWLING**

**1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course teaches the fundamental skills of bowling with emphasis on form, terminology, and scoring. The student will have the opportunity for class competition. The class will be conducted at an off-campus bowling establishment. Facility use fee required. To be paid throughout the semester at the facility.

**PE 114 C CARDIOVASCULAR CONDITIONING**

**1 Unit** (May be taken for credit 4 times)

Two hours laboratory per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This class is designed to provide an individualized exercise program for the student interested in achieving physical fitness through a program of cardiovascular conditioning.

**\*\*PE 115 C GOLF - BEGINNING**

**½ - 1 Unit** (Variable Units) (May be taken for credit 4 times)

One to two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course emphasizes the basic fundamentals of golf, including rules, etiquette, and terminology. Golfing activity will be held at an on-campus location for the first nine weeks and the second nine weeks will be held at an off-campus golf facility. Facility use fee required. To be paid throughout the semester at the facility.

**PE 117 C GYMNASTICS****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course is designed to teach basic skills and knowledge necessary to the performance of gymnastic stunts. The class develops agility, balance, timing, flexibility, and strength.

**PE 118 C GYMNASTICS APPARATUS****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course is designed to give the student concentrated instruction and practice on the uneven bars, horizontal bar, parallel bars, balance beam, side horse, vaulting, and rings.

**PE 119 C GYMNASTICS - TUMBLING****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course is designed to give the student concentrated instruction and practice in the skills of tumbling, floor exercises, and vaulting skills.

**PE 121 C WALKING FOR FITNESS****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course will emphasize power walking for health and fitness for men and women who are interested in instruction and practice in cardiovascular walking. The class is designed to decrease the risk of coronary heart disorders by increasing heart efficiency, vital lung capacity and the knowledge of each through aerobic and anaerobic conditioning.

**PE 122 C SURFING****1 Unit** (May be taken for credit 4 times)

Three hours activity per week.

UC/CSU

This course offers students the opportunity to learn and improve the skills of wave riding. Examination and analysis of paddling, wave selection, water safety, equipment, tides, current, and etiquette are emphasized for long boarding and short boarding. Transportation and equipment will not be furnished.

**\*\*PE 127 C RACQUETBALL - INDOOR****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course includes instruction in the fundamentals of indoor racquetball. The emphasis of the class will be on safety, rules, etiquette, and strategy in singles, doubles and cut-throat play. The class will be held at an off-campus facility. Facility use fee of \$49.00 is required. Subject to change by facility.

**PE 128 C RACQUETBALL - OUTDOOR****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course includes instruction in the fundamentals of outdoor racquetball. The emphasis of the class will be on safety, rules, etiquette, and strategy in singles, doubles and cut-throat play. The playing area is three-walled and classes are held on campus.

**PE 129 C STEP AEROBICS****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation Pending/CSU, AA GE, CSU GE

This course provides aerobic development through coordinated stepping movements performed to music. The class will emphasize cardiovascular improvement, muscle development, and decreased body fat.

**PE 134 C SWIMMING****1 Unit** (May be taken for credit 2 times)

Two hours activity 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 - INTERMEDIATE/ADVANCED****1 Unit** (May be taken for credit 2 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

*Prerequisite: Demonstrate ability to swim.* This course is designed to develop knowledge and skill in competitive swimming strokes. The swimming strokes to be taught are the American crawl, backstroke, breaststroke, and dolphin butterfly. The class will emphasize the development of cardiovascular aerobic conditioning.

**PE 136 C SPRINGBOARD DIVING****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

*Prerequisite: Must be able to swim.* This course is designed to teach the fundamentals of springboard diving. The beginning diver will learn diving progression for the front, back, reverse, inward and twisting dives.

**PE 139 C TENNIS****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

The course will place emphasis on tennis fundamentals including forehand, backhand and the serve. The course also includes rules, court strategy, and etiquette of singles and doubles play. Tournaments will be conducted during class sessions. Students must provide their own equipment.

**PE 141 C SPECIALIZED TENNIS SKILLS**

**½ - 2 Units** (*Variable Units*) (*May be taken for credit 4 times*)

*One hour activity per week for each*

*½ unit of credit earned.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

*Prerequisite: PE 139 C with a grade of "C" or better.* This class is designed for students desiring instruction from intermediate to advanced tennis. The class provides the opportunity to put techniques into practice through placement in the various levels of tennis ability.

**\*\*PE 142 C MOUNTAINEERING/ROCK CLIMBING**

**1 Unit** (*May be taken for credit 4 times*)

*One hour lecture and*

*One hour activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

This course is designed for those students wishing to develop skills in mountaineering/rock climbing. Teaching emphasis is on preparation, knowledge of equipment, physical techniques, and the mental approach to climbing. *Facility use fee of \$60.00 required. Subject to change by facility.*

**PE 144 C VOLLEYBALL**

**1 Unit** (*May be taken for credit 2 times*)

*Two hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

The course will include teaching of the basic skills of volleyball with emphasis on strategy and rules. The students will be offered the opportunity for class and interclass competition.

**PE 145 C VOLLEYBALL - INTERMED/ADVANCED**

**1 - 1½ Unit** (*Variable Units*) (*May be taken for credit 2 times*)

*Two to three hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

*Prerequisite: Previous volleyball experience.* This course is designed to provide advanced skill development and strategies of volleyball. This class provides intermediate and advanced players an opportunity to practice competitive techniques in game situations.

**PE 146 C WATER POLO**

**1 Unit** (*May be taken for credit 4 times*)

*Two hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

*Prerequisite: To include at least one of the following: PE 134 C or Red Cross Intermediate Swimmer's card.* Basic instruction will be given in the fundamental skills of water polo. Instruction will emphasize passing, shooting, dribbling, conditioning, game strategy, and terminology. The course will include aquatic drills, scrimmages and appropriate learning activities for the intermediate and advanced water polo player.

**PE 148 C LOW-IMPACT AEROBICS**

**1 Unit** (*May be taken for credit 4 times*)

*Two hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

This course provides an aerobic workout without jogging, running, jumping or other high impact type movements which might result in over stress to feet, ankles, knees, hips or the spinal column. The exercise sessions will include simple dance steps, dynamic full body movements, muscle toning, stretching and relaxation techniques. The course is designed to prevent injury and is ideal for beginning aerobiziers, the overweight individual, injured or recuperating students, and older students as well as the general student population. This class is designed for both men and women.

**PE 149 C SWIM FOR FITNESS**

**1 Unit** (*May be taken for credit 4 times*)

*Two hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

*Prerequisite: PE 134 C or ability to swim.* This course will emphasize swimming for health and physical fitness. The class is designed to decrease the risk of coronary heart disorders by increasing heart efficiency, vital lung capacity, and the knowledge of each through the use of aerobic and anaerobic conditioning. Participating adults and others seeking a fitness program may expect to improve their overall fitness level through aquatic training.

**PE 150 C RHYTHMIC AEROBIC EXERCISE**

**1 Unit** (*May be taken for credit 4 times*)

*Two hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

This course provides aerobic development through rhythmic, high impact movements. The class activities will emphasize stretching, walking, jogging, running, and rope jumping in a dance setting to music.

**PE 151 C SWIMNASTICS/WATER EXERCISES**

**1 Unit** (*May be taken for credit 4 times*)

*Two hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

This class is designed to provide callisthenic type exercises and routines using the resistance of the water as a means for developing cardiovascular endurance, strength, flexibility, and coordination. Students will be able to improve posture and appearance through performance and understanding of using the water as a resistance. Non-swimmers welcome.

**PE 152 C FITNESS TRAINING LAB - (NAUTILUS CIRCUIT)**

**½ - 2 Units** (*Variable Units*) (*May be taken for credit 4 times*)

*Eighteen hours of activity required for each*

*½ unit up to seventy-two hours for 2 units.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

This course is designed as an open-entry laboratory. Workouts can be scheduled any time the lab is open on an individual basis. The equipment and routines utilized in this circuit training facility are designed with the non-athlete in mind. Circuit training has proven especially beneficial for women, older men, and others not interested in competitive weight training but desiring good muscle tone and cardiovascular fitness. This type of training gives maximum return in a controlled workout with flexible hours and variable units.

**PE 153 C AEROBIC CYCLING - STATIONARY****1 Unit** (May be taken for credit 4 times)*Two hours activity per week.**UC Credit Limitation/CSU, AA GE, CSU GE*

The students will exercise twice a week on bicycle ergometers. This aerobic exercise will improve aerobic capacity, oxygen pulse, oxygen uptake capacity, blood pressure, and heart rate. Student evaluation will consist of a pre- and post-test of aerobic fitness, flexibility, and body composition/fat percent.

**PE 154 C FITNESS TESTING WITH EXERCISE PRESCRIPTION****2 Units** (May be taken for credit 4 times)*One hour lecture and**Two hours activity per week.**CSU, AAGE, CSU GE*

*Prerequisite: Physician's clearance required for persons age 35 or over.* This course will evaluate the fitness level of individuals by modern scientific equipment in the Human Performance Laboratory. Based on the results of a battery of tests, an exercise prescription will be developed to meet individual goals. Student progress will be evaluated with post-testing.

**PE 156 C POWER TRAINING****½ - 2 Units** (Variable Units) (May be taken for credit 4 times)*Eighteen hours of activity required for each**½ unit up to seventy-two hours for 2 units.**UC Credit Limitation/CSU, AA GE, CSU GE*

This course is an open laboratory experience for those people who want to get maximal physical return for a limited time invested. This class is designed to provide instruction and supervision of students with individualized power training programs using free weights exclusively. It is for men and women of all ages who are interested in improving power moves using squats, dead lifts, and the bench press. Workout times are adjusted to the individual's schedule with flexible hours and variable units.

**\*\*PE 157 C SPECIALIZED GOLF SKILLS****1 Unit** (May be taken for credit 4 times)*Two hours activity per week.**UC Credit Limitation/CSU, AA GE, CSU GE*

*Prerequisite: PE 116 C.* This course will emphasize advanced golf techniques and playing strategies. The class will provide advanced and low handicap golfers the opportunity to enhance their skills and techniques in execution of golf scoring strategies. *Facility use fee required. To be paid throughout the semester at the facility.*

**\*\*All classes with double asterisks are off-campus. Students should allow for travel time.**

**PE 159 C STRENGTH TRAINING - (OLYMPIC WEIGHTS)****½ - 2 Units** (Variable Units) (May be taken for credit 4 times)*Eighteen hours of activity required for each**½ unit up to seventy-two hours for a total of 2 units.**UC Credit Limitation/CSU, AA GE, CSU GE*

This course is an open laboratory experience for those people who want to get maximal physical return for a limited time invested. The class is designed to provide instruction and supervision of students with individualized strength programs using Universal and Olympic weights exclusively. It is for men and women of all ages who are interested in muscle toning, muscle rehabilitation, and/or weight redistribution. Workout times are adjusted to the individual's schedule with flexible hours and variable units.

**ACTIVITIES DESIGNED FOR, BUT NOT LIMITED TO, WOMEN****PE 160 C BASKETBALL****1 Unit** (May be taken for credit 4 times)*Two hours activity per week.**UC Credit Limitation/CSU, AA GE, CSU GE*

This activity class stresses development of the fundamental skills of basketball. Game strategies including various offenses and defenses will be analyzed and applied through team competition.

**PE 161 C BODY CONDITIONING AND FITNESS****1 Unit** (May be taken for credit 4 times)*Two hours activity per week.**UC Credit Limitation/CSU, AA GE, CSU GE*

This course is designed for students to participate in a comprehensive fitness program which includes stretching, cardiovascular, and strengthening exercises. The exercises help develop agility, improve coordination, and increase endurance while normalizing body weight and improving muscle tone.

**PE 162 C CONDITIONING FOR ATHLETES****1½ Units** (May be taken for credit 4 times)*Three hours activity per week.**UC Credit Limitation/CSU, AA GE, CSU GE*

This course is designed for individualized instruction and practice in the areas of weight training, weight lifting, anaerobic and aerobic fitness, and flexibility for competition in various intercollegiate sports.

**PE 163 C KICK-BOXING****1 Unit** (May be taken for credit 4 times)*Two hours laboratory per week.**UC Credit Limitation/CSU*

Instruction in forms of kick-boxing that stress cardiovascular endurance, strength development, and improved flexibility. The aerobic workout will include influences from several martial arts. The sparring and self defense aspects of kick-boxing will be included.

**PE 170 C SELF DEFENSE****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course provides instruction in developing both physical and cognitive skills in personal safety and self-protection. Through planned scenarios, students will gain a continual awareness of their surroundings. Through different forms of martial arts training, students will practice both defensive and offensive moves against various forms of attacks, including weapons. Proficiency in the practical, effective, and tactical use of movement, leverage, strikes, and use of everyday objects as weapons is stressed.

**PE 171 C SOCCER****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This class will provide instruction and practice in the techniques of soccer for women. This course will develop skills, knowledge of rules, analysis of techniques and game strategies.

**PE 172 C SOFTBALL****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

The course will emphasize basic skills of softball including techniques, strategies of offense and defense, rules and terminology.

**PE 173 C SONG LEADER TRAINING****2 Units** (May be taken for credit 4 times)

Ten hours activity per week.

CSU, AAGE, CSU GE

*Prerequisite:* Spirit Squad tryouts. This course is designed for song leaders emphasizing rhythm, exercise, and dance routines with leadership training for the purpose of adding and promoting school spirit.

**PE 177 C SONG AND YELL LEADER WORKSHOP - MINI COURSE****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

CSU, AAGE, CSU GE

*Prerequisite:* Spirit Squad tryouts. This course is designed for song and yell leaders emphasizing rhythm, exercise, and gymnastics with leadership training for the purpose of adding and promoting school spirit.

**PE 178 C WEIGHT TRAINING****½ - 1 Unit** (Variable Units) (May be taken for credit 4 times)

One or two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This weight training class stresses techniques of lifting that will produce muscle tone and strength for women.

**PE 179 C YELL LEADER TRAINING****2 Units** (May be taken for credit 4 times)

Ten hours activity per week.

CSU, AAGE, CSU GE

*Prerequisite:* Spirit Squad tryouts. This course is designed for yell leaders emphasizing exercise, gymnastics, partner stunts and pyramids with leadership training for the purpose of developing and promoting school spirit, including intercollegiate competition.

**ACTIVITIES DESIGNED FOR,  
BUT NOT LIMITED TO, MEN****PE 180 C BASEBALL****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

The class includes instruction in the fundamental skills of baseball with emphasis on techniques, game strategy, and the correct methods to play the game. The course includes drills and class competition.

**PE 181 C BASKETBALL****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This 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/BODY DEVELOPMENT AND WEIGHT LIFTING****½ - 1 Unit** (Variable Units) (May be taken for credit 4 times)

One or two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course includes building and developing the body through the use of progressive resistance exercises, as well as instruction in the proper techniques of power lifting.

**PE 187 C PHYSICAL FITNESS****½ - 1 Unit** (Variable Units) (May be taken for credit 4 times)

One or two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course emphasizes physical fitness for men which will be achieved through the use of resistive exercises and body building routines.

**PE 189 C SOCCER****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

The class will provide instruction and practice in the techniques of soccer for men. This course will develop skills, knowledge of rules, analysis of techniques and game strategies.

**PE 190 C SOFTBALL****1 Unit**

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

The course will emphasize basic skills of softball including techniques and strategies of offense and defense, rules and terminology.

**PE 193 C WEIGHT TRAINING/WEIGHT LIFTING**

$\frac{1}{2}$  - 1 Unit (Variable Units) (May be taken for credit 4 times)

One or two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This weight training class stresses techniques of lifting that will produce muscle tone and strength.

**PE 194 C WRESTLING**

1 Unit (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course will include instruction in the fundamental skills and knowledge necessary for successful participation in amateur wrestling. The class will develop endurance, flexibility and strength.

**PE 197 C RECREATIONAL FOOTBALL**

1 Unit (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

The course will include the basic fundamentals of flag and touch football. The class will emphasize rules, safety procedures, and team play.

**INTERCOLLEGIATE ATHLETICS****INTERCOLLEGIATE ATHLETICS****2 Units**

PE 202 C Baseball - Men

\*\*\*PE 203 C Basketball - Men

\*\*\*PE 204 C Basketball - Women

PE 207 C Soccer - Women

PE 208 C Golf

PE 209 C Soccer - Men

PE 210 C Softball - Women

PE 211 C Swimming - Men

PE 212 C Swimming - Women

PE 213 C Tennis - Men

PE 214 C Tennis - Women

PE 218 C Volleyball - Women

PE 219 C Water Polo

\*\*PE 220 C \*Wheelchair Basketball

PE 221 C Wrestling

UC Credit Limitation/CSU, AA GE, CSU GE

*Prerequisite: Must meet the California Community College Commission on Athletics eligibility requirements, pass a physical examination prior to intercollegiate competition, and participate in the Cypress College accident-injury insurance plan, a \$10.00 (\*\*\*\$5.00) Fee - PAYABLE AT REGISTRATION is required. In order to participate in inter-collegiate athletics, all students must enroll in one of the above classes. The most qualified student athletes will be selected to represent the college during the season. These classes satisfy the physical education graduation requirement. These sports will stress fundamentals, team/individual play, and mental and physical conditioning. Daily practice or a minimum of ten hours per week is required.*

*\*Prerequisite: Entry into this class will be based upon the student's previous medical history. (COA rules and hours do not apply).*

*\*\*Accident -Injury insurance fee not required at registration for PE 220 C.*

**THEORY - PHYSICAL EDUCATION****PE 231 C ELEMENTARY SCHOOL MOVEMENT - PHYSICAL EDUCATION****3 Units**

Two hours lecture and

Two hours activity per week.

CSU, CSU GE

This course is designed to acquaint the elementary school major with physical education programs in grades K-6. The course includes observation, visitation, and actual teaching field work at an elementary school in the Cypress School District. The campus laboratory hours include methods, skills, and activities used in teaching elementary physical education. The class is required for elementary education majors and required for recreation and physical education majors.

**PE 234 C CONTEMPORARY PERSONAL HEALTH****3 Units**

Three hours lecture per week.

Credit by Examination

UC/CSU, AAGE, CSU GE

The course explores advances in the medical science field as they relate to personal health and dispels myths and misconceptions. Health issues that will be covered in the course are stress management, substance abuse, alcoholism, smoking as an addiction, sexuality, marriage, birth, sexually transmitted diseases, nutrition, cancer, aging and death, and obesity.

**PE 235 C FIRST AID, CPR AND RESPONDING TO EMERGENCIES****3 Units**

Three hours lecture per week.

UC/CSU, CSU GE

This course includes theory and implementation of the skills necessary in responding to an emergency. Successful completion of the course will qualify the student for the American Red Cross First Aid Certificate and the Adult, Child and Infant CPR certificates. Costs for the construction of a first aid kit may be required. \$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PE 236 C PREVENTION AND CARE OF ATHLETIC INJURIES****3 Units**

Two hours lecture and

Three hours laboratory per week.

UC/CSU

This course is designed for future trainers, coaches, and physical therapists in the field of sports medicine. The course concentrates on the prevention, evaluation, treatment and rehabilitation of athletic injuries. Methods of taping and the use of training room equipment will also be covered.

**\*\*All classes with double asterisks are off-campus. Students should allow for travel time.**



**PE 237 C LIFESAVING****1 Unit**

One hour lecture and  
One hour laboratory per week.  
UC/CSU, CSU GE

*Prerequisite:* The prospective student should be familiar with and have average skill in the following swimming strokes: American crawl, breaststroke, sidestroke, and the elementary backstroke. This course is designed to develop and perfect the basic swimming strokes needed to successfully execute the various lifesaving skills, as well as improve general skills and proficiency in the water. Upon completion of the class, a student who successfully passes written and practical exams will be qualified to be certified for an American Red Cross Emergency Water Safety, Basic Lifeguarding, or Lifeguard Training Certificate. \$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PE 238 C WATER SAFETY INSTRUCTION****2 Units**

One hour lecture and  
Two hours activity per week.  
UC/CSU

*Prerequisite:* Seventeen years of age minimum, American Red Cross precourse written and skills test. *Advisory:* PE 134 C or equivalent: Competency in swimming, diving, and water safety skills. This American Red Cross course will prepare instructor candidates to teach a variety of American Red Cross swimming and water safety courses to people of all ages. Upon satisfactory completion, the student will receive an American Red Cross Water Safety Instructor certificate. This class does not meet the requirements for P.E. activity classes. \$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PE 239 C SKIN AND SCUBA DIVING****3 Units**

Two hours lecture and  
Three hours activity per week.  
CSU

*Prerequisite:* Qualification as an intermediate swimmer, passed PE 134 C, PE 237 C or PE 238 C. This course is designed to instruct the novice diver in the fundamentals of skin and SCUBA diving. The class will include instruction in the use of mask, fins and snorkel, as well as instruction in the safe use of self-contained, underwater, breathing apparatus (SCUBA). The class will place an emphasis on safety, skill development, psychological adjustments and cardiovascular conditioning. Upon successful completion of the class, the student will be certified as an N.A.U.I., Open Water I, SCUBA diver. The student will be responsible for equipment rental and boat fees, as well as purchasing some basic personal gear. This class does not meet the requirement for a physical education activity class.

**PE 240 C SPORTS OFFICIATING - MEN'S SPORTS****3 Units (May be taken for credit 2 times)**

Two hours lecture and  
Two hours laboratory TBA per week.  
UC Credit Limitation/CSU

This class provides practical experience with an emphasis on knowledge and interpretation of the rules of sporting events. The rules and mechanics of officiating football, basketball, baseball, softball and other sports will be covered. This course can be used for recreation majors, physical education majors, and people involved in community athletic organizations. The course will also explore avenues of employment related to sports officiating.

**PE 242 C WHEELCHAIR ATHLETICS****2 Units (May be taken for credit 4 times)**

One hour lecture and  
Three hours laboratory per week.  
CSU, CSU GE

*Prerequisite:* Entry into this class will be based on the student's previous medical history. The course includes instruction and participation in the fundamentals of the spectrum of wheelchair athletics. The course is expressly designed for, but not limited to, those students with permanent disability of the lower extremities who are therefore unable to participate in regular able-bodied athletics. The emphasis is on rules, safety, general awareness of wheelchair athletic alternatives with specific skill development in wheelchair basketball and wheelchair tennis leading to competition in California and U.S. wheelchair basketball and tennis programs.

**PE 244 C HUMAN PERFORMANCE****3 Units**

Three hours lecture per week.  
UC Credit Limitation/CSU, AA GE, CSU GE

Lectures will provide guidelines for lifetime fitness with a combined approach of exercise physiology, nutrition and biomechanics. Students will develop a working knowledge of physiological adaptations to aerobic and anaerobic exercise, of nutritional programs to achieve and maintain ideal body weight, and of desirable lifestyle management behaviors to improve wellness and human performance.

**PE 247 C SPORTS MANAGEMENT****3 Units**

Two hours lecture and  
Three hours activity per week.  
CSU

This course consists of how to organize, manage, plan, staff, direct and control a sports program. The course also includes such areas as budget, facilities, scheduling, officials, transportation, public relations, parent and booster clubs, purchase and care of athletic equipment, fund raising, and marketing.

**PE 248 C PSYCHOLOGY OF SPORT****3 Units***Three hours lecture per week.**CSU*

This course consists of the study of athletes on all levels of competition. The course includes such areas as psychology of competition, understanding coaches, goal setting, motivation, anxiety and stress, relaxation, relationships, eligibility, and drug abuse in sports. The class also prepares the community college athlete for competition at the university level.

**PE 250 C SPORT AND UNITED STATES SOCIETY****3 Units***Three hours lecture per week.**CSU, CUL PL*

This course examines sport in the United States society, and how various ethnic and minority groups have influenced sport participation at the local, state and national levels. Influences of other cultures outside of the United States will be reviewed and analyzed. A review of sport history from both the international and national perspective will be conducted with communication and media influences also examined.

**PE 252 C INTRO TO PHYSICAL EDUCATION****2 Units***Two hours lecture per week.**CSU*

Introduction and orientation to physical education as a profession and as an academic discipline. Explores subdisciplines, opportunities in the field, philosophy, scientific foundation, and analyzes and evaluates individuals that have influenced these trends and issues in the 21st Century.

**PE 261 C PROFESSIONAL ACTIVITIES - TENNIS****2 Units (May be taken for credit 2 times)***One hour lecture and**Two hours activity per week.**UC Credit Limitation/CSU*

This course is designed for students who are interested in pursuing tennis instruction and coaching as a career. The class will emphasize skills needed to teach the sport of tennis. Students will be responsible for performing and teaching various skills. Students must provide their own equipment.

**PE 262 C PROFESSIONAL ACTIVITIES - VOLLEYBALL (Coed)****2 Units (May be taken for credit 2 times)***One hour lecture and**Two hours activity per week.**UC Credit Limitation/CSU*

This course is designed for men and women physical education and recreation majors. This class will emphasize development and improvement of fundamental volleyball skills. Course content will include strategy and team organization through participation, analysis of rules, instructional procedures and coaching techniques.

**PE 263 C PROFESSIONAL ACTIVITIES - WRESTLING****2 Units (May be taken for credit 2 times)***One hour lecture and**Two hours activity per week.**UC Credit Limitation/CSU*

This course will include instruction and practice in the fundamental wrestling techniques basic to successful performance in amateur wrestling. The class will include all aspects of offense, defense and additional areas such as equipment, budget, scheduling, and scouting. This class does not meet the requirements for P.E. activity classes.

**PE 264 C THEORY OF COACHING FOOTBALL****3 Units***Two hours lecture and**Three hours laboratory per week.**UC Credit Limitation/CSU*

This course includes the study of the various aspects of coaching football. The emphasis of the class will be on the theory of how to organize a football program, offense, defense and the kicking game. The lab consists of scouting and/or coaching football.

**PE 265 C INTRAMURAL MANAGEMENT****2 Units (May be taken for credit 4 times)***One hour lecture and**Three hours laboratory per week.**CSU*

This course will emphasize effective management skills for an intramural program. The class will include group organization, promotion and supervision of campus intramural activities.

**PE 266 C THEORY OF COACHING BASKETBALL****3 Units***Two hours lecture and**Three hours laboratory per week.**UC Credit Limitation/CSU*

This course includes the study of various aspects of coaching basketball. The emphasis of the class will be on the theory of how to organize a basketball program, individual skills, and offensive and defensive team play. The lab consists of scouting and/or coaching basketball.

**PE 267 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 PROFESSIONAL ACTIVITIES - BASEBALL****2 Units** (May be taken for credit 2 times)

One hour lecture and  
Two hours activity per week.  
UC Credit Limitation/CSU

This course is designed to emphasize the learning of skills and fundamentals of the game of baseball. The class will include activities that will develop the psychological as well as the physical preparation of a baseball player. The theory and practical experiences related to offensive and defensive phases of the game will also be covered.

**PE 281 C PROFESSIONAL ACTIVITIES - BASKETBALL****2 Units** (May be taken for credit 2 times)

One hour lecture and  
Two hours activity per week.  
UC Credit Limitation/CSU

This course is designed for physical education and recreation majors. The course will include a comprehensive analysis of the principles of movement, motor skills, and the strategy concepts used in basketball.

**PE 282 C PROFESSIONAL ACTIVITIES - SOFTBALL****2 Units** (May be taken for credit 2 times)

One hour lecture and  
Two hours activity per week.  
UC Credit Limitation/CSU

This course is designed for physical education and recreation majors. The course will emphasize development and improvement of fundamental skills, including strategy, team organization, rules and instructional procedures.

**PE 284 C PROFESSIONAL ACTIVITIES - SOCCER****2 Units** (May be taken for credit 2 times)

One hour lecture and  
Two hours activity per week.  
UC Credit Limitation/CSU

This course is designed for physical education majors. The course will include a comprehensive analysis of fundamental skills, game strategy, team offense and team defense through participation, analysis of rules and instructional procedures.

**PE 286 C PROFESSIONAL ACTIVITIES - WEIGHT TRAINING****2 Units** (May be taken for credit 2 times)

One hour lecture and  
Two hours activity per week.  
UC Credit Limitation/CSU

*Prerequisite: PE 152 C, PE 156 C, or PE 159 C.* This course is a study of weight training theory with emphasis on kinesiology and biomechanical principles. The class will provide the student with an understanding of various anaerobic training techniques and their applications.

**PE 298 C PHYSICAL EDUCATION SEMINAR****½ - 3 Units** (Variable Units) (May be taken for credit 4 times)

Lecture/discussion hours will vary with credit given.  
UC Credit Limitation/CSU

This class will utilize a lecture/lab activity approach to various topics in physical education. A variety of classes will be offered in order to introduce able bodied students to new experiences in physical education.

**PE 299 C PHYSICAL EDUCATION INDEPENDENT STUDY****½ - 2 Units** (Variable Units) (May be taken for credit 4 times)

A maximum of six hours laboratory per week.  
UC Credit Limitation/CSU

*Prerequisite: Approved Independent Study Learning Contract.* This course is designed for students who wish to gain experience in teaching physical education classes or to increase their knowledge and experience in applied areas (coaching and teaching). Students must obtain permission from the instructor in the subject area they will be working with, and will be under the direct supervision of that instructor. This course does not meet requirements of physical education activity classes.

**\*\*All classes with double asterisks  
are off-campus. Students should  
allow for travel time.**

# Physical Science

*Division of Science/Engineering/Mathematics*

*Division Dean – Larry Mercadante, Interim*

## *Faculty*

Ron Armale  
Brinda Subramaniam

## *Counselors*

Carol Mattson  
Tom Nordee  
Alice Payne

## Physical Science (PHSC)

### **PHSC 117 C COSMOLOGY**

**1 Unit**

*One hour lecture per week.*

*CSU*

*Prerequisite: ASTR 116 C or ASTR 101 C.* The course includes a study of black holes, galactic evolution, methods and assumptions of cosmology, the big bang, geometry and models, the inflationary universe, anthropic principle, destiny of the universe, particle theory, and grand unification.

### **PHSC 196 C FIELD STUDIES IN PHYS SCI**

**2 Units** (*May be taken for credit 4 times*)

*One hour lecture and*

*Three hours laboratory per week.*

*CSU*

This course involves lecture and field study in the physical sciences. During a given semester, multiple sections may be offered to different study areas or for different selected topics. Study areas include, but are not limited to, star gazing in the Santa Ana mountains or Anza area; viewing museums, planetaria, observatories; or listening to lectures. Field trips are required.

### **PHSC 298 C PHYSICAL SCIENCE SEMINAR**

**½ - 3 Units** (*Variable Units*) (*May be taken for credit 4 times*)

*Three hours lecture/discussion per week for maximum credit.*

*UC Credit Limitation/CSU*

This course is for students who wish to increase their knowledge in various fields in the physical sciences. Various topics may be offered, such as the metric system of measurement, observational astronomy, etc., according to the interests of the instructor and students as stated in the class schedule. Consult the class schedule to verify unit credit and topics for a particular semester.

### **PHSC 299 C PHYS SCI INDEP STUDY**

**½ - 2 Units** (*Variable Units*) (*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 – Larry Mercadante, Interim*

## Faculty

Ron Armale  
Allen Mottershead  
Brinda Subramaniam

## Counselors

Carol Mattson  
Tom Nordee  
Alice Payne

## PHYSICS TRANSFER PROGRAM

Students should consult a counselor or [www.assist.org](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 PHYS 201 C PROBLEM SOLVING

#### 1 Unit

*One hour lecture per week.*

*NON-DEGREE CREDIT*

*Credit/No Credit*

*Corequisite: PHYS 201 C.* This course is designed as a problem solving session and examination of the concepts in classical mechanics as taught in the first semester of College Physics (PHYS 201 C).

### PHYS 022 C PHYS 202 C PROBLEM SOLVING

#### 1 Unit

*One hour lecture per week.*

*NON-DEGREE CREDIT*

*Credit/No Credit*

*Corequisite: PHYS 202 C.* This course is designed as a problem solving session and examination of the concepts in electricity, magnetism, and optics as taught in the second semester of College Physics (PHYS 202 C).

### PHYS 023 C PHYS 221 C PROBLEM SOLVING

#### 1 Unit

*One hour lecture per week.*

*NON-DEGREE CREDIT*

*Credit/No Credit*

*Corequisite: PHYS 221 C.* This course is designed as a problem solving session and examination of the concepts in classical mechanics as taught in the first semester of General Physics (PHYS 221 C).

### PHYS 024 C PHYS 222 C PROBLEM SOLVING

#### 1 Unit

*One hour lecture per week.*

*NON-DEGREE CREDIT*

*Credit/No Credit*

*Corequisite: PHYS 222 C.* This course is designed as a problem solving session and examination of the concepts in electricity and electromagnetism optics as taught in the second semester of General Physics (PHYS 222 C).

### PHYS 130 C PRINCIPLES OF PHYSICS

#### 4 Units

*Three hours lecture and*

*Three hours laboratory per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

*Prerequisite: MATH 020 C.* This course provides an introduction to the basic concepts, principles, and laws of physics with major emphasis upon their practical importance and application towards understanding and controlling natural phenomena. Laboratory work includes experiments in mechanics, heat, sound, electricity, and optics. This is a general education course in the physical science area. The course is not open for credit to students with previous college physics credit. No UC credit if taken after PHYS 201 C or PHYS 202 C.

### PHYS 201 C COLLEGE PHYSICS

#### 4 Units

*Three hours lecture and*

*Three hours laboratory per week.*

*UC Credit Limitation/CSU*

*AA GE, CSU GE, IGETC, CAN PHYS 2*

*Prerequisite: MATH 142 C and PHYS 130 C, with grades of "C" or better.* This is the first course in a two-semester physics program designed primarily for students majoring in sciences, medical/dental fields, nursing, agriculture, psychology, law, and similar professional fields. The course includes topics from classical mechanics and Newton's Laws, conservation laws, special theory of relativity, properties of matter, heat, thermodynamics, vibrations and waves, and rotational dynamics.

### PHYS 202 C COLLEGE PHYSICS

#### 4 Units

*Three hours lecture and*

*Three hours laboratory per week.*

*UC Credit Limitation/CSU, CSU GE, IGETC, CAN PHYS 4*

*Prerequisite: PHYS 201 C, with a grade of "C" or better.*

This is the second course in a two-semester physics program designed primarily for students majoring in biological sciences, nursing, agriculture, psychology, medical/dental sciences, law, and similar professional fields. The course includes topics from wave motion and sound, light and optics, electricity and magnetism, structure of the atom, and nuclear physics.

### PHYS 210 C PHYSICS

#### 4 Units

*Three hours lecture and*

*Three hours laboratory per week.*

*UC Credit Limitation/CSU, CSU GE, IGETC*

*Prerequisite: PHYS 130 C or High School Physics and MATH 150AC, with a grade of "C" or better, or concurrent enrollment in MATH 150AC.* This is a calculus-based course designed for students majoring in the life sciences. The course covers Newtonian mechanics, waves and basic thermodynamics.

**PHYS 211 C PHYSICS****4 Units***Three hours lecture and**Three hours laboratory per week.**UC Credit Limitation/CSU, CSU GE, IGETC**Prerequisite: PHYS 210 C with a grade of "C" or better and completion of or concurrent enrollment in MATH 150BC.*

This is a second semester of a calculus-based course designed for students majoring in the life sciences. The course covers electricity and magnetism, special relativity and quantum physics.

**PHYS 221 C GENERAL PHYSICS****4 Units***Three hours lecture and**Three hours laboratory per week.**UC Credit Limitation/CSU**AA GE, CSU GE, IGETC, CAN PHYS 8*

*Prerequisite: PHYS 130 C and MATH 150AC, with grades of "C" or better; and concurrent enrollment in MATH 150BC. Advisory: Recommended background PHYS 201 C and either ENGR 110 C or ENGT 110 C.* This is the first course of a three-semester introductory physics program for students planning to major in physics, chemistry, geology, engineering (all specializations), mathematics and other allied fields. The course covers classical force statics and dynamics, momentum, and energy analysis of mass particles and fluids at rest and in linear, rotational, and harmonic motion. Problem and laboratory work emphasizes engineering applications of physics principles and involves use of calculus.

**PHYS 222 C GENERAL PHYSICS****4 Units***Three hours lecture and**Three hours laboratory per week.**UC Credit Limitation/CSU, CSU GE, IGETC, CAN PHYS 12*

*Prerequisite: MATH 150BC and PHYS 221 C, with grades of "C" or better. MATH 250AC recommended.* This is another course of a three-semester introductory physics program for students planning to major in physics, chemistry, geology, engineering (all specializations), mathematics and other related fields. Topics covered are basic laws of electricity and magnetism, including electrostatics, current, magnetic fields, electromagnetic induction, DC circuits, AC circuits, and electromagnetic waves.

**PHYS 223 C GENERAL PHYSICS****4 Units***Three hours lecture and**Three hours laboratory per week.**UC Credit Limitation/CSU, CSU GE, IGETC, CAN PHYS 14*

*Prerequisite: PHYS 221 C, and MATH 150BC, with grades of "C" or better.* This is another course of a three-semester introductory physics program for students planning to major in physics, chemistry, geology, engineering (all specializations), mathematics, and other related fields. Topics covered include thermodynamics and kinetic theory, geometrical and physical optics, special theory of relativity, quantum theory, atomic physics, and nuclear physics. Recommended background PHYS 222 C and concurrent enrollment in MATH 250AC or 250BC.

# Political Science

**Division of Social Science***Division Dean, Kay Andrews***Faculty**

Eapen Peter Mathews

Amy Vega-Pritchett

**Counselors**

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

**POLITICAL SCIENCE TRANSFER PROGRAM**

Students should consult a counselor or [www.assist.org](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 098 C POLITICAL SCIENCE NON-TRANSFER SEMINAR***½ - 2 Units (Variable Units) (May be taken for credit 4 times)**Lecture/discussion hours will vary with credit given.*

*Prerequisite: May be required. (See class schedule).* This is a lecture/discussion approach to particular problems for students who wish to increase their knowledge of subjects which are not of a nature generally taught in college. Various topics will be offered according to the interests of the instructor and students as stated in the class schedule. Various types of measuring devices will be used and unit credit may range from ½ to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

**POSC 100 C GOVERNMENT OF THE UNITED STATES****3 Units***Three hours lecture per week.**Credit by Examination**UC/CSU, AAGE, CSU GE, IGETC, CAN GOVT 2*

This course covers the political theories and practices of United States Government, at national, state and local levels. This course satisfies the requirements of United States Constitution and government. Eligibility for ENGL100 C recommended. *Duplicate credit not granted for POSC 100HC.*

**POSC 100HC HONORS GOVERNMENT OF THE UNITED STATES****3 Units**

*Three hours lecture per week.*

*Credit by Examination*

*UC/CSU, AAGE, CSU GE, IGETC, CAN GOVT 2*

This course is an enhanced college level course enhanced for honor students. This course covers the political theories and practices of the United States Government at national, state and local levels. This course satisfies the United States Constitution CSU graduation requirement. Eligibility for ENGL 100 C recommended. *Duplicate credit not granted for POSC 100C.*

**POSC 130 C POLITICAL COMMUNICATION****3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC*

This course covers the theory and application of rhetorical criticism to contemporary and political communication events. Stress will be placed on the rhetorical/political strategies used to advance concepts and policy options.

**POSC 135 C PARTIES, POLITICAL ACTION COMMITTEES AND CAMPAIGNS****3 Units**

*Three hours lecture per week.*

*CSU*

This course is an analysis of the challenges faced by the Democratic and Republican parties as they are being replaced by campaign management firms (CMF's), Political Action Committees (PAC's) and electronic media advertising. Special emphasis is given to critical analysis of the presidential election campaign process, and of the resulting implications of the democratic process in the United States. Eligibility for ENGL 100 C recommended.

**POSC 155 C LEGAL METHOD AND THE LEGAL ASSISTANT****3 Units**

*Three hours lecture per week.*

*CSU*

This is the basic orientation course to provide the student with an examination of court systems, legal research and case analysis. It provides the student with an understanding of the ethics and standards of the legal profession, especially the relationship of legal assistant to client and attorney.

**POSC 209 C URBAN POLITICS****3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC, CUL PL*

This course is a concentrated study of urban America with particular emphasis on the challenging problems facing the country's metropolitan areas. The approach will be interdisciplinary in order to facilitate conceptual learning and a balanced understanding of the urban dilemma. Major areas of study will include the history and development of urban United States intergovernmental relations, poverty, racial and ethnic relations, pollution, crime, public services, education, planning and renewal.

**POSC 210 C CONTEMPORARY POLITICAL ISSUES IN AMERICA****3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

This course is an intensive study of issues associated with the concepts of democracy, federalism, separation of powers, judicial review, preservation of individual rights and related topics.

**POSC 215 C COMPARATIVE POLITICAL SYSTEMS****3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

This course is a comparative study of the political theories and practices of selected European and non-Western political systems. Also included in the course is a careful analysis of the dynamics of political change and its relationship to economic and social development. Eligibility for ENGL 100 C recommended.

**POSC 220 C INTRODUCTION TO PUBLIC ADMINISTRATION****3 Units**

*Three hours lecture per week.*

*CSU*

This course will concentrate on giving the student a background in fiscal policy (budgeting), personnel, policy-making, and general organization.

**POSC 230 C INTRODUCTION TO INTERNATIONAL RELATIONS****3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC*

This course is a study of relations of nations including the function of power, diplomacy, international law and organization, and economic factors. Special emphasis will be placed on such concepts as war, nationalism, imperialism, ideological conflict and collective security, and how these concepts affect American foreign policy. Eligibility for ENGL 100 C recommended.

**POSC 231 C MINORITY COMMUNITIES IN THE UNITED STATES****3 Units**

*(Same as ETHS 231 C, HIST 231 C, and SOC 231 C)*

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC, CUL PL*

This course will encompass an overview of the social, economic, political and psychological/emotional aspects of four ethnic groups (African-Americans, Native-Americans, Latinos and Asian-Americans) in contemporary American culture. It will emphasize the relationship of these groups to the dominant culture and vice versa.

**POSC 231HC HONORS MINORITY COMMUNITIES IN THE UNITED STATES****3 Units***(Same as ETHS 231HC, HIST 231HC, and SOC 231HC)**Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC, CUL PL*

This course will encompass an overview of the social, economic, political and psychological/emotional aspects of four ethnic groups (African-Americans, Native-Americans, Latinos and Asian-Americans) in contemporary American culture. It will emphasize the relationship of these groups to the dominant culture and vice versa.

**POSC 298 C POLITICAL SCIENCE SEMINAR****½ - 3 Units (Variable Units) (May be taken for credit 4 times)***Lecture/discussion hours will vary with credit given.**UC Credit Limitation/CSU*

*Prerequisite: May be required. (See class schedule).* This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ unit to 3 units. Consult class schedule for the offerings a particular semester.

**POSC 299 C POLITICAL SCIENCE INDEPENDENT STUDY****1 Unit (May be taken for credit 4 times)***Varying hours of scheduled conferences**per week according to instructor.**UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.

# Pre-Professional Programs

**Dentistry**

Medicine

Optometry

Pharmacy

Physician Assistant

**Physical Therapy**

Veterinary Medicine

Professional programs such as dentistry, medicine, pharmacy, optometry, physician assistant, physical therapy and veterinary medicine are most often graduate programs that require a bachelor degree or significant preparation prior to entering the program. The appropriate preparation varies according to the school and specific program. Students are advised to meet with a counselor to discuss options for their bachelor degree and the lower division requirements for the program and school of their choice.

# Psychiatric Technology

**Division of Health Science***Division Dean – Andrea Hannon***Faculty**

Jeannie Blilie

Jane Boyce

Joseph Franks

Jeanne Higgins

Peggy Miller

Geoffrey Schroder

Max Selga

**Counselors**

Kelly Carter

Denise Vo

**PROGRAM OBJECTIVES**

This program aims to prepare a student to meet the requirements for licensure as a Psychiatric Technician in the state of California. A Psychiatric Technician is a licensed member of the professional services team working with people who are emotionally or developmentally disabled. Employed by private and state hospitals, developmental centers, and many community facilities, Psychiatric Technicians will also find a variety of jobs available in the fields of correction and human services. These include day care centers, substance abuse programs, forensic facilities, special education and many other areas promoting mental health. There are career advancement opportunities available in the areas of counseling, education, nursing, and vendorization of services.

The program is *accredited* by, and *conforms* to, the regulations of the California Board of Vocational Nursing and Psychiatric Technicians. Upon successful completion of the program, graduates are eligible to take the State Board Licensure Examination.

**MINIMUM STANDARDS FOR APPLICANTS**

1. Graduation from high school, completion of the General Education Development (GED) test with a minimum score of 45, or passing the high school proficiency examination. Possession of an associate or higher degree satisfies this requirement.
2. Completion of ENGL058 C/ESL 185 C or a comparable course with a grade of "C" or better, or submission of test scores that indicate eligibility for ENGL060 C/ESL 186 C.

**APPLICATION PROCEDURES**

1. Meet with a counselor to determine fulfillment of the English requirement.
2. Complete the Psychiatric Technician program application, which may be obtained from the Health Science Counseling office, the Health Science Division office, or the director of the Psychiatric Technician Program
3. Attach supporting documentation. This includes copy of high school diploma, GED, or college degree; proof of meeting the English requirement; transcripts of academic work completed at other schools, and proof of work in progress (progress note from instructor).



**SELECTION CRITERIA**

- Twenty-four (24) students are selected for admission each semester. The program begins in the fall and spring of each year. The number of applicants usually exceeds available seats.
- Applicants who meet the minimum standards will be assigned points based on required non-clinical courses completed or in progress. Points will only be assigned when supported by appropriate documentation.
- Selection criteria is subject to change. See a Health Science Counselor for current selection criteria.
- 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.
- Students selected for admission to the program must obtain a professional provider level cardiopulmonary resuscitation (CPR) card prior to attending clinical training and must maintain current certification throughout the program.

**ASSOCIATE IN SCIENCE DEGREE  
PSYCHIATRIC TECHNOLOGY**

While the state of California does not require an Associate Degree for licensure as a Psychiatric Technician, the student may elect to earn one. To receive an Associate in Science Degree, the student must complete all Psychiatric Technician course requirements with a minimum grade of "C". At least 50% of the Psychiatric Technician course requirements must be completed at Cypress College. A minimum of 19 additional General Education/Graduation Requirements must be earned with an overall GPA of 2.0.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

**Note:** A current "C" cardiopulmonary resuscitation (CPR) certification must be maintained by all students admitted to the program

**Prerequisite Courses:**

Course #	Title	Units
*BIOL160 C	Integrated Medical Science	3
*PSY101 C	General Psychology	3
		<b>6</b>

**SEMESTER 1**

PT110 C	Nursing Science I	7
PT115 C	Nursing Science II	7
PSY 139 C	Developmental Psychology	3
		<b>17</b>

**SEMESTER 2**

PT120 C	Developmental Disabilities I	7½
PT125 C	Developmental Disabilities II	6½
		<b>14</b>

**SEMESTER 3**

PT130 C	Mental Disabilities I	6½
PT135 C	Mental Disabilities II	7½
		<b>14</b>
	<b>Total Units Required</b>	<b>51</b>

**Electives:**

*COUN 140 C	Educational Planning	½
HS 052 C	Selected Topics in Health Science	1
HS 080 C	Selected Topics in Nursing and Allied Health	1

\*Courses may be taken without official acceptance into the program. All other required courses must be taken after official acceptance.

All general education units may be taken prior to enrollment in the program or at the completion of the course work required by the BVNPT for licensure eligibility.

**PSYCHIATRIC TECHNOLOGY CERTIFICATE**

This program aims to prepare a student to meet the requirements for licensure as a Psychiatric Technician in the state of California. A Psychiatric Technician is a licensed member of the professional services team working with people who are emotionally or developmentally disabled. Historically employed by private and state hospitals, developmental centers, and many community facilities, Psychiatric Technicians will increasingly find a variety of jobs available in the fields of corrections and human services. These include day care centers, substance abuse programs, forensic facilities, special education and many other areas promoting mental health. The program is accredited by and conforms to the regulations of the California Board of Vocational Nurses and Psychiatric Technicians. Upon successful completion of the program, graduates are eligible to take the State Board Licensure Examination.

To earn a certificate, complete the required courses with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College. Upon completion of the 51 units of required course work, the student becomes eligible to apply to the BVNPT for licensure examination.

**Prerequisite Courses:**

BIOL160 C	Integrated Medical Science	3
PSY 101 C	General Psychology	3

**SEMESTER 1**

PT110 C	Nursing Science I	7
PT115 C	Nursing Science II	7
PSY 139 C	Developmental Psychology	3

**SEMESTER 2**

PT120 C	Developmental Disabilities I	7½
PT125 C	Developmental Disabilities II	6½

**SEMESTER 3**

PT130 C	Mental Disabilities I	6½
PT135 C	Mental Disabilities II	7½
	<b>Total Units Required</b>	<b>51</b>

**Electives:**

COUN 140 C	Educational Planning	½
HS 052 C	Selected Topics in Health Science	1
HS 080 C	Selected Topics in Nursing and Allied Health	1

**Psychiatric Technology  
(PT)****PT 085 C PSYCHIATRIC TECHNICIAN - WORK EXPERIENCE**

**1 - 4 Units (Variable Units) (May be taken for credit 4 times)**

One hour lecture and

Five hours (minimum) related employment per week.

Credit/No Credit/Letter Grade Option

**Prerequisite:** Concurrent enrollment in Psychiatric Technician Program. This course provides practical work experience for students caring for individuals with developmental disabilities in community settings.

**PT 092 C INTRODUCTION TO DEVELOPMENTAL DISABILITIES I**  
**7 Units**

*Four and one half hours lecture and  
 Nine hours laboratory per week.*  
 CSU

*Prerequisite: PT 091 C.* This course explores the philosophy and principles directing the delivery of care and service to individuals with developmental disabilities residing in California. It offers clinical experiences in a variety of settings and prepares students for the safe administration of medications to patients/clients. Students learn how to teach self-help and independent living skills to individuals with developmental disabilities. \$3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

**PT 093 C CARE AND TREATMENT OF THE INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES**

**6½ Units**

*Three and one half hours lecture and  
 Nine hours laboratory per week.*  
 CSU

*Prerequisite: PT 091 C, PT 092 C.* This course includes the study of the causative factors of developmental disabilities, the medical and physical treatment modalities, the prevention of developmental disabilities, human developmental deviations, as well as pharmacological interventions and special dietary needs. The behavior modification segment stresses the theory and application of behavioral techniques advocating only the presentation and removal of positive reinforcement.

**PT 094 C MENTAL DISABILITIES LEVEL I**  
**6½ Units**

*Three and one-half hours lecture and  
 Nine hours laboratory per week.*

*Prerequisite: PT 091 C.* This course is designed to assist the student in caring for the mentally disabled client at the tertiary level of intervention. Emphasis is placed on assessment and intervention of the chronically hospitalized individual. \$3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

**PT 095 C NURSING SCIENCE FOR PSYCHIATRIC TECHNICIANS**  
**8 Units**

*Five hours lecture and  
 Nine hours laboratory per week.*

*Prerequisite: BIOL 160 C, PT 091 C.* This course explores the disease process of medical/surgical conditions relative to etiology, pathology, and treatment modalities. The therapeutic use of medication, the principles of nutrition, and the application of the nursing process are presented in classroom instruction and implemented in clinical practice.

**PT 096 C MENTAL DISABILITIES LEVEL II**

**6½ Units**

*Three and one-half hours lecture and  
 Nine hours laboratory per week.*

*Prerequisite: PT 091 C, PT 094 C.* This course prepares the student to intervene at the primary and secondary level of treatment in the care of individuals with mental disabilities. Primary interventions include prevention of mental disabilities through the education of individuals at risk, while secondary interventions are aimed at identified clients during periods of increased stress. \$3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

**PT 110 C NURSING SCIENCE I**

**7 Units**

*Four and one half hours lecture and  
 Seven and one half hours laboratory per week.*

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.*

*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.*

*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, Kay Andrews*

**Faculty**

Lawrence Canova  
Susan Johnson  
Robert Kelley  
Brian Killen  
Randall Martinez  
Carlos Sandoval

**Counselors**

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

**PSYCHOLOGY TRANSFER PROGRAM**

Students should consult a counselor or [www.assist.org](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 098 C PSYCHOLOGY NON-TRANSFER SEMINAR****½ - 2 Units (Variable Units)**

*Lecture/discussion hours will vary with credit given.*

*Prerequisite: May be required. (See class schedule).* This is a lecture/discussion approach to particular problems for students who wish to increase their knowledge of subjects which are not generally taught in college. Various topics will be offered according to the interests of the instructor and students as stated in the class schedule. Various types of measuring devices will be used and unit credit may range from ½ to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

**PSY 101 C GENERAL PSYCHOLOGY****3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC, CAN PSY 2*

*Prerequisite: Eligibility for ENGL 100 C.* This course is a scientific consideration of the psychological foundations of behavior. It will investigate psychological development, motivation, sensation, perception, learning, thinking, language, psychological measurement, and principles of mental illness and mental health.

**PSY 110 C INTRODUCTION TO APPLIED PSYCHOLOGY****3 Units***Three hours lecture per week.**CSU, CSU GE*

This course applies the essentials of psychology to development and learning, motivation, social influences, mental health, and personal life planning. It may not be substituted for PSY 101 C or PSY 202 C in completing a year of psychology for the transfer major.

**PSY 120 C HUMAN SEXUALITY****3 Units***(Same as SOC 120 C)**Three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC/CSU, CSU GE, IGETC*

*Prerequisite: Eligibility for ENGL 060 C.* This course is an overview of the psychological, sociological and psychobiological aspects of human sexuality. The course takes an interdisciplinary approach dealing with the entire area of human sexual behavior viewed in the context of the total integrated personality.

**PSY 130 C PSYCHOLOGY OF ASSERTION****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course teaches the discrimination between assertive, nonassertive, aggressive, verbal and nonverbal behaviors; identifies the concept of personal rights; examines the relationship between thinking, feeling and acting (cognitive restructuring); provides an opportunity for direct application of assertion theories through structured practice (behavior rehearsal); demonstrates the relationship between principles of assertion and other behavioristic philosophies. The emphasis will include developing and exploring assertive options within one's sex role, work role, student role, parent/child role, marital role and friendship role.

**PSY 139 C DEVELOPMENTAL PSYCHOLOGY****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC/CSU, CSU GE, IGETC*

This is a study of emotional, intellectual, social and physical growth patterns from conception to death. It emphasizes an integrated approach to each life phase. It also examines the influence of heredity and environment in the life span. The study also includes applicable theories of development.

**PSY 140 C DEVELOPMENTAL PSYCHOLOGY - PRE-ADULT****3 Units***Three hours lecture per week.**CSU*

This course in developmental psychology is limited to infancy, childhood and adolescence. Materials from a variety of sources have been selected for this multi-media approach.

**PSY 141 C PRENATAL AND EARLY CHILDHOOD DEVELOPMENT****½ Unit***One-half hour of lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course is the first part of Psychology 140 C, which has been divided into six one-half unit mini-courses. This course deals with pre-natal and infancy development. *Duplicate credit will not be given for PSY 140 C.*

**PSY 142 C MIDDLE CHILDHOOD DEVELOPMENT****½ Unit***One-half hour of lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course is the second part of Psychology 140 C, which has been divided into six one-half unit mini-courses. This course deals with middle childhood development. *Duplicate credit will not be given for PSY 140 C.*

**PSY 143 C LATE CHILDHOOD DEVELOPMENT****½ Unit***One-half hour of lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course is the third part of Psychology 140 C, which has been divided into six one-half unit mini-courses. This course deals with late childhood development. *Duplicate credit will not be given for PSY 140 C.*

**PSY 144 C EARLY ADOLESCENT DEVELOPMENT****½ Unit***One-half hour of lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course is the fourth part of Psychology 140 C, which has been divided into six one-half unit mini-courses. This course deals with early adolescent development. *Duplicate credit will not be given for PSY 140 C.*

**PSY 145 C MIDDLE ADOLESCENT DEVELOPMENT****½ Unit***One-half hour of lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course is the fifth part of Psychology 140 C, which has been divided into six one-half unit mini-courses. This course deals with middle adolescent development. *Duplicate credit will not be given for PSY 140 C.*

**PSY 146 C LATE ADOLESCENT DEVELOPMENT AND ENTRANCE INTO ADULTHOOD****½ Unit***One-half hour of lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course is the last part of Psychology 140 C, which has been divided into six one-half unit mini-courses. This course deals with late adolescent development and the challenges of entering adulthood. *Duplicate credit will not be given for PSY 140 C.*

**PSY 148 C EARLY CHILDHOOD DEVELOPMENT: OBSERVATION****1 Unit**

*One-half hour of lecture and  
One hour laboratory per week.  
Credit/No Credit/Letter Grade Option  
CSU*

*Prerequisite: PSY 141 C.* This class is designed to provide an opportunity to observe and work with preschool children in various interactions with other children. Lectures will be given on various topics to facilitate improved behavior and childhood interactions. Students will be expected to actually work with the children during the lab time.

**PSY 161 C PROBABILITY & STATS-SOCIAL SCI. 4 Units**

*(Same as SOSC 161 C and SOC 161 C)*

*Four hours lecture per week.*

*UC/CSU, CAN PSY 6*

*Prerequisite: Math 040 C or 2 years of high school Algebra with grades of "C" or better.* This course provides an 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 162 C COMPUTER APPLICATIONS OF BEHAVIORAL STATISTICS****1 Unit**

*(Same as SOC 162 C and SOSC 162 C)*

*One hour lecture per week.*

*CSU*

*Prerequisite: Concurrent enrollment in, or satisfactory completion of, MATH 120 C or PSY 161 C, with a grade of "C" or better.* This course introduces students to the use of computer programs used for statistical analysis and handling of data gathered in the social sciences, business, life sciences and the physical sciences. Students will use computer applications relevant to current trends in academic and private sectors. The access of online statistical information and sources of data on will also be examined.

**PSY 202 C RESEARCH METHODS IN PSYCHOLOGY****4 Units**

*Three hours lecture*

*Two hours laboratory and*

*One hour problem solving/quiz per week.*

*UC/CSU, IGETC, CAN PSY 8*

*Prerequisite: PSY 101 C and PSY 161 C.* This course encompasses the technical aspects of designing and implementing research in the cognitive and behavioral sciences. Concepts of experimental methods are presented so that there is the appropriate application of the scientific method to psychological research. The use of current technology in the acquisition, processing, and analysis of data is integrated into the theoretical and conceptual aspects of the research process. Emphasis is placed on proper communication and presentation of completed research.

**PSY 212 C UNDERSTANDING CHILDHOOD TRAUMA AND THE EFFECTS OF ABUSE****3 Units**

*Three hours lecture per week.*

*CSU*

This course examines the causes of child abuse and traumatization, the effects of trauma, and commonly accepted ways to assist children of trauma. Trauma includes the effects of abuse, neglect, witnessing, and experiencing extraordinary events. Legal and foster care issues will also be investigated.

**PSY 215 C PARENTING SKILLS****3 Units**

*(Same as SOC 215 C)*

*Three hours lecture per week.*

*CSU*

This course is designed to build realistic expectations in parenting, acquire parenting skills and deal constructively with varied aspects of childrearing. A special emphasis will be placed on reviewing contemporary discipline and guidance techniques and on exploring resources available in the community for parenting. The course includes developmental states from birth through adulthood.

**PSY 217 C PARENTING THE OPPOSITIONAL AND DEFIANT CHILD, AGE 2-13****1 Unit**

*(Same as SOC 217 C)*

*One hour lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

This course is designed for natural or foster parents who have children 2 to 13 years of age who exhibit oppositional, willful, disobedient and defiant behavior. Empirically proven techniques to manage this behavior will be taught using the University of Massachusetts Program.

**PSY 218 C PARENTING THE ABUSED AND TRAUMATIZED CHILD/ADOLESCENT****½ Unit***(Same as SOC 218 C)**One-half hour lecture per week.**Credit/No Credit/Letter Grade Option***CSU**

This is a parenting course for foster parents and other adult caregivers of abused children. The causes, symptoms, treatment modalities and parenting techniques needed to parent these children will be examined.

**PSY 219 C PARENTING THE CHILD/ADOLESCENT WITH ATTENTION DEFICIT HYPERACTIVITY DISORDER****½ Unit***(Same as SOC 219 C)**One-half hour lecture per week.**Credit/No Credit/Letter Grade Option***CSU**

This course is a practical introduction in the causes and professional interventions for Attention Deficit Hyperactivity Disorder "ADHD". A major emphasis will be on treatment techniques parents can use to assist a child or adolescent with attention deficit hyperactivity disorder. Home, medical, school and social-psychological interventions will be presented.

**PSY 221 C THE BRAIN AND BEHAVIOR****3 Units***Three hours lecture per week.**UC/CSU/IGETC*

*Prerequisite: PSY 101 C with a grade of "C" or better.* This course examines the neurophysiological processes associated with behavior and mental processes. Emphasis is placed on the structure and function of the brain and other central nervous system structures. Related processes such as the autonomic nervous system, the endocrine system and the immune system are also studied. Specific topics studied in the context of the brain include learning, sensation, perception, emotion, motivation, cognition, memory, stress, psychological disorders, and brain dysfunction.

**PSY 222 C ABNORMAL PSYCHOLOGY****3 Units***Three hours lecture per week.**UC/CSU, CSU GE, IGETC*

*Prerequisite: PSY 101 C with a grade of "C" or better.* This course considers and explores problems of adjustment ranging from mild social and personal stress (life-change), to profound personal disorganization and disintegration, over against a backdrop (within the context of) health, wellness, and the process of individual well-being. The course incorporates theories of maladaptation and the specific types of treatment, with attention given to resources available to individuals in need of medical and psychological aid.

**PSY 233 C PSYCHOLOGY OF ADJUSTMENT****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU, CSU GE*

This course is an intensive inquiry into the self, with emphasis on self-understanding, interpersonal communication, and development of personality dealing with problems and circumstances encountered in adult living. The goal of the course is integration of recognized principles of psychology into everyday life.

**PSY 237 C CROSS-CULTURAL CONFLICTS IN INTERPERSONAL RELATIONSHIPS****3 Units***(Same as SOC 237 C)**Three hours lecture per week.**UC/CSU, CSU GE, IGETC, CUL PL*

This course is an introduction to the psychological factors involved in cross-cultural differences including ethnic and racial differences. It explores personal processes and individual conflicts as people from differing ethnic backgrounds interact in personal and work relationships, as immigrants, in international business, or as tourists. Varying customs, social patterns and family dynamics of major local cultural groups will be discussed within this context. Methods of conflict resolution will be emphasized. Eligibility for ENGL 100 C recommended.

**PSY 240 C CHILD DEVELOPMENT & EDUCATION****3 Units***Three hours lecture per week.***CSU**

This course explores the physical, cognitive, communicative/linguistic, and socio-emotional development of the child from conception through adolescence across diverse cultures with an emphasis on the learning process. Education and teaching issues related to children are highlighted.

**PSY 247 C PSYCHOBIOLOGY SEMINAR****½ - 2 Units (Variable Units)***One hour lecture and**One full-day seminar**Additional hours TBA if maximum credit is desired.**UC Credit Limitation/CSU*

This is a lecture/discussion approach to various topics concerning the biological basis of behavior. The course will focus on the interpretation of endocrine, neurological and anatomical systems to environmental forces. Numerous topics of general interest will be discussed such as memory, emotion, sensory processes, etc.

**PSY 255 C INTRODUCTION TO GERONTOLOGY****3 Units***(Same as HUSR 255 C, SOSC 255 C)**Three hours lecture per week.**UC/CSU*

This course examines the biological, physiological, cognitive, developmental, and sexual aspects of the ongoing aging process. Critical life issues for elders and for those who live and work with them will be explored. These issues include physical health, mental health, health care policy, care giving, dependency, and positive aging strategies. *Duplicate credit not given for HUSR 255 C or SOSC 255 C.*

**PSY 298 C PSYCHOLOGY SEMINAR****½ - 3 Units (Variable Units) (May be taken 4 times for credit)***Lecture/discussion hours will vary with credit given.**UC Credit Limitation/CSU*

*Prerequisite: May be required. (See class schedule).* This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ unit to 3 units. Consult class schedule for the offerings a particular semester.

**PSY 299 C PSYCHOLOGY INDEPENDENT STUDY****1 Unit (May be taken for credit 3 times)***Varying hours of scheduled conferences per week according to instructor.**UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.

# Radiologic Technology

**Division of Health Science***Division Dean – Andrea Hannon***Faculty**

Laura Greico

Lynn Mitts

Robert Parelli

**Counselors**

Kelly Carter

Denise Vo

**ASSOCIATE IN SCIENCE DEGREE  
RADIOLOGIC TECHNOLOGY****PROGRAM MISSION STATEMENT**

The philosophy of the Department of Radiologic Technology recognizes the individual as a whole person who moves toward goals of self realization and fulfillment. The student is self directed, active, positive, and is responsible for his/her own actions as well as the consequences of the actions. The Department of Radiologic Technology will provide the following:

1. Occupational training in radiologic technology science: The purpose of this instruction is to qualify the student for examination by the: American Registry of Radiologic Technologists and the California Department of Health Services. The program will prepare the student for gainful employment in radiologic technology.
2. Students will be evaluated on knowledge, affective, and psychomotor domains to include critical thinking and problem solving. Measurable objective tests and clinical observation for competency will be utilized to determine student progress. Role playing and simulation will enhance the student's learning of radiographic positioning and image formation to include radiation protection for both the student and the patient. Students will follow the master plan of education which is listed in the college catalog. Radiology students must complete the general education requirements, for the Associate Degree, prior to the completion of the program OR have appropriate transcripts which indicate an Associate Degree, or Undergraduate Degree, and/or Graduate Degree.
3. Clinical experience for the radiologic technology student is in a contracted affiliated medical center under direct and/or immediate supervision. Refer to the Clinical Supervision Policy in the Department Student Policy Manual.
4. During clinical experience the student will be evaluated on: a) critical thinking skills which identify the ability to make valid decisions in a clinical setting; and b) problem solving skills which include case studies listing procedure goals, observations, options and consequences.
5. The program faculty will survey completers of the radiologic technology program to determine quantitative and qualitative outcomes which will facilitate program improvement.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. The student will be able to complete the radiologic technology program including the foundation courses and general education courses in six semesters and one summer session as a full time student.

After receiving the degree and after completing the clinical internship, the student will be eligible to apply for admission to the state examination and the certification examination administered by the American Registry of Radiologic Technologists (ARRT). The program in Radiography is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

### RADIOLOGIC TECHNOLOGY CERTIFICATE

To earn a certificate, students must have previously earned an Associate Degree and have completed all of the Cypress College Radiologic Technology Program requirements with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

### MINIMUM STANDARDS FOR APPLICANTS

1. Eligibility for admission to Cypress College.
2. High school graduation, or completion of the General Education Development (GED) test, or high school proficiency test.
3. Minimum age of 17 years.
4. Present evidence of good physical and mental health, as determined by medical examination upon admission to program and prior to enrollment.
5. Overall GPA of 2.0 in all college classes taken.
6. Must have own transportation to all affiliated hospitals.
7. Eligibility for ENGL 100 C.
8. Completion of 9 units of General Education. (See General Education requirements in catalog.)
9. Enrollment in, or completion of, program prerequisites.

### APPLICATION PROCEDURES

1. A separate application, in addition to the college application form, is required for admission into the Radiologic Technology program.
2. Application must be completed in person at the Health Science Counseling Office - in the month of February.
3. All documents (records, forms, transcripts) must be returned to the Health Science Counseling Office by the last school day in March.
4. It is the applicant's responsibility to verify that evidence of criteria is on file.

### SELECTION PROCEDURES

Applications normally exceed capacity. Selection of applicants is based on accumulation of points. (Criteria is subject to change. For information see a Health Science Counselor.)

### PROGRAM PREREQUISITES

Foundation courses are required prior to admission to the program. The following required courses plus a minimum of 9 general education units must be completed by the end of the spring semester with a minimum grade of "C" in each course to be considered for the fall (August) class.

Course #	Title	Units
HS 145 C	Survey of Medical Terminology	3
BIOL210 C	Anatomy and Physiology	5
or		
BIOL230 C	General Anatomy	(4)
RADT142 C	Radiologic Electronics	4
RADT 146 C	Introduction to Radiography	4
MATH 020 C	Elementary Algebra (or equivalent)	4

### RADIOLOGIC TECHNOLOGY CURRICULUM

Radiologic Technology courses must be taken in a specific sequence. Students must obtain a minimum grade of "C" in all required courses to continue in the program. The three (3) semester internships will begin during the summer session following semester 2 of the curriculum and continue until June of the following year.

All courses, including general education courses, to satisfy the Associate Degree (refer to Cypress' Associate Degree requirements) must be completed prior to the end of the internship year. Upon completion of the program and Associate Degree requirements, the student will be eligible for the State Certification and National Registry Examinations. For further information, contact a Health Science Counselor, (714) 484-4270.

#### Required Courses are listed in suggested sequence:

Course #	Title	Units
<b>SEMESTER 1</b>		
RADT 148 C	Radiologic Technology	4
RADT 150 C	Radiologic - Positioning	5
*RADT 153 C	Radiography Patient Care	2
*HS 147 C	Survey of Disease	3
		<b>14</b>
<b>SEMESTER 2</b>		
RADT247 C	Radiographic Positioning	5
*RADT 250 C	Radiation Laws & Ethics	3
RADT 251 C	Radiology Externship	4
RADT 162 C	Radiology Special Procedures	3
		<b>15</b>
<b>SUMMER INTERSESSION</b>		
RADT 254 C	Radiologic Internship	6
RADT 196 C	Radiography Selected Topics	1 - 2
		<b>7 - 8</b>
<b>SEMESTER 3</b>		
RADT 255 C	Radiologic Internship	8
RADT 196 C	Radiography Selected Topics	1 - 2
		<b>9 - 10</b>
<b>SEMESTER 4</b>		
RADT 255 C	Radiologic Internship	8
RADT 196 C	Radiography Selected Topics	1 - 2
		<b>9 - 10</b>
<b>Total Units Required</b>		<b>54 - 57</b>

\*May be taken prior to enrollment in program.

**Note:** Non-refundable supplemental materials charges will apply to some of the above courses in this program.

#### CONTINUING EDUCATION COURSES

HSCE 260 C	Fluoroscopy Permit Course	3
HSCE 262 C	Cross-Sectional Imaging	1
RADT 264 C	Vascular Sonography Technology	3



## RADIOLOGY ASSISTANT/DARKROOM TECHNICIAN CERTIFICATE

The Radiology Assistant/Darkroom Technician Program prepares a student for an entry-level position as radiology assistant and/or darkroom technician in a health care facility such as a hospital, private physician's office, or clinic. This program can be completed in one year.

To earn a certificate the student must complete the 17 units of required courses with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

Course #	Title	Units
ENGL095 C	Effective Writing	3
HS 145 C	Survey of Medical Terminology	3
RADT 055 C	Radiology Assistant/Darkroom Technician	2
CIS 111 C	Computer Literacy - Introduction to Information Systems	3
RADT 153 C	Radiography Patient Care	2
RADT 146 C	Introduction to Radiography	4
<b>Total Units Required</b>		<b>17</b>

## ULTRASOUND/MEDICAL SONOGRAPHY PROGRAM

### PROGRAM MISSION STATEMENT

The philosophy of the Department of Radiologic Technology recognizes the individual as a whole person who moves toward goals of self realization and fulfillment. The student is self directed, active, positive, and is responsible for his/her own actions as well as the consequences of the actions. The Department of Radiologic Technology will provide the following:

- Occupational training in Diagnostic Medical Sonography. The purpose of this instruction is to qualify the student for examination by the American Registry of Diagnostic Medical Sonography and to prepare the student for gainful employment in Diagnostic Medical Sonography.
- Students will be evaluated on knowledge, affective, and psychomotor domains to include critical thinking and problem solving. Measurable objective tests and clinical observation for competency will be utilized to determine student progress. Role playing and simulation will enhance the student's learning of medical sonography and image protocol to include patient care and safety. Students will follow the master plan of education which is listed in the college catalog.
- Clinical experience for the Diagnostic Medical Sonography student is in a contracted affiliated medical center, physician office, or medical clinic under direct and immediate supervision. Refer to the Clinical Supervision Policy in the Department Student Policy Manual.
- During Clinical experience the student will be evaluated on: a) critical thinking which will identify the ability to make valid decisions in a clinical setting; and b) problem solving skills which include case studies listing procedure goals, observations, options, and consequences.
- The program faculty will survey completers of the Diagnostic Medical Sonography program to determine quantitative and qualitative outcomes which will facilitate program improvement.

## MINIMUM STANDARDS TO APPLY

- Eligibility for admission to Cypress College.
- High school diploma or GED test, or the high school proficiency examination.
- Minimum age of 17 years.
- Present evidence of good physical and mental health, as determined by medical examination upon admission to program and prior to enrollment.
- Overall GPA of 2.0 in all college classes taken.
- Must have own transportation to all affiliated hospitals.
- Eligibility for ENGL 100 C.
- See "Prerequisites and Requirements" for specific course prerequisites needed to apply.

## PREREQUISITES AND REQUIREMENTS

- The following *Foundation* courses must be completed by the end of the spring semester with a minimum "C" grade in each course. Any course with a grade lower than a "C" may only be repeated once.

<b>FOUNDATION COURSES</b>		
Course #	Title	Units
RADT 142 C	Radiologic Electronics	4
RADT146 C	Introduction to Radiography	4
RADT 153 C	Radiography Patient Care	2
HS 145 C	Survey of Medical Terminology	3
HS 147 C	Survey of Disease	3
BIOL210 C	Anatomy and Physiology	5
ENGL095 C	Effective Writing	3
or		
ENGL100 C	College Writing	(3)
or		
SPCH 050 C	Effective Oral Communication	(3)
or		
SPCH 100 C	Human Communication	(3)
MATH 020 C	Elementary Algebra	4
CIS 111 C	Computer Literacy - Introduction to Information Systems	3
<b>FALL SEMESTER</b>		
RADT 170 C	Ultrasound Physics	1½
RADT 173 C	Ultrasound Instrumentation	1½
RADT 175 C	Ultrasound Abdominal Scanning	3
RADT 207 C	Clinical Education I	4
RADT 262 C	Cross-Sectional Imaging	1
<b>SPRING SEMESTER</b>		
RADT 176 C	Abdominal Pathology	1½
RADT 186 C	Obstetric/Gynecology Scanning	3
RADT 208 C	Clinical Education II	6
<b>INTERSESSION SEMESTER</b>		
RADT 209 C	Clinical Education III	3
RADT210 C	Ultrasound Seminar	1
<b>Total Units Required</b>		<b>56½</b>

- Complete Foundation courses listed above OR completion of an American Medical Association approved program in Radiologic Technology and currently registered by the American Registry of Radiologic Technologists.

**APPLICATION AND SELECTION PROCEDURE**

1. A separate application, in addition to the college application, is required for admission into the Ultrasound/Medical Sonography Program.
2. Application must be completed in person at the Health Science Counseling Office in the month of February.
3. All documents (GED and/or high school and college transcripts) must be returned to the Health Science Counseling Office by the last school day in March.
4. Copies of ARRT Registry, CRT Licensure and Certificate of Completion from AMA approved Radiologic Technology program must be attached with application in place of college transcript.
5. Practical Radiologic Technology years of experience must be verified by completion of the work experience form by the employer.
6. An appointment with Health Science counselor or attendance at a program information meeting is recommended to discuss selection criteria and deadlines for application process. Selection criteria will award points to practical and formal radiologic technology experience as well as grade point average in program prerequisites. Selection criteria is subject to change.
7. Class enrollment is based on the number of approved clinical education centers available. Student capacity is also determined by the Joint Review Commission in Education in Diagnostic Medical Sonographers.

**ULTRASOUND/MEDICAL SONOGRAPHY CERTIFICATE**

Required Courses are listed in suggested sequence:

Course #	Title	Units
<b>FALL SEMESTER</b>		
RADT 170 C	Ultrasound Physics	1½
RADT 173 C	Ultrasound Instrumentation	1½
RADT 175 C	Ultrasound Abdominal Scanning	3
RADT 207 C	Clinical Education I	4
*RADT262 C	Cross-Sectional Imaging	1
		<b>11</b>
<b>SPRING SEMESTER</b>		
RADT 176 C	Abdominal Pathology	1½
RADT 186 C	Obstetric/Gynecology Scanning	3
RADT 208 C	Clinical Education II	6
		<b>10½</b>
<b>INTERSESSION</b>		
RADT 209 C	Clinical Education III	3
RADT 210 C	Ultrasound Seminar	1
		<b>4</b>
	<b>Total Units Required</b>	<b>25½</b>

\*May be taken prior to enrollment in the program

**Radiologic Technology (RADT)****RADT 055 C RADIOGRAPHY ASSISTANT/DARKROOM TECHNICIAN****2 Units**

*Two hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

This course is designed for the student who desires an entry level job as radiology assistant and/or darkroom technician. The course is a lecture/demonstration class that teaches aseptic technique and darkroom procedures used by Radiology Department personnel in hospitals, physicians' private offices and clinics. The student gains the knowledge needed to process radiographic film. Film, filmholders and intensifying screens are discussed. Patient lifting and transportation procedures required of a Radiology Assistant are demonstrated. Students are required to obtain CPR certification for this class.

**RADT 060 C INTRODUCTION TO FUNDAMENTAL MEDICAL SONOGRAPHIC THEORY****2 Units**

*One and one half hours lecture and*

*One and one half hours laboratory per week.*

**NON-DEGREE CREDIT**

*Credit/No Credit*

This course is designed for the student interested in pursuing the sonography program and introduces fundamental sonography theory with emphasis on definition of common ultrasound terminology and ultrasound equipment. The student will relate this basic theory to preparatory sonographic scanning techniques which will include manipulation of the sonographic transducer to determine anatomic presentation. The student will learn rudimentary operation of the sonographic machine in an affiliated hospital setting.

**RADT 142 C RADIOLOGIC ELECTRONICS****4 Units**

*Four hours lecture per week.*

**CSU**

This course is designed as an introductory course for students preparing for courses in radiologic technology. Emphasis is placed on electrical topics both general and applied, since X-ray machines are electrically powered and the whole process of X-ray production is primarily an electric phenomenon. The material is concept-oriented, since the radiographer is concerned with the application of the concepts to X-ray related problems.

**RADT 146 C INTRODUCTION TO RADIOGRAPHY****4 Units**

*Four hours lecture per week.*

**CSU**

This course includes history of radiology, fundamentals of darkroom procedure, X-ray film characteristics, radiographic equipment and accessories, principles of radiation protection, physical and psychological aspects of patient care, introduction to radiologic procedures and terminology.

**RADT 148 C RADIOLOGIC TECHNOLOGY****4 Units**

*Three hours lecture and  
Three hours laboratory per week.  
CSU*

*Prerequisite: Admission to Radiologic Technology Program.* This course offers a study of the principles of radiographic exposure, geometry of radiographic image, factors influencing radiographic quality, beam restricting and attenuating devices. The course also offers a study of fluoroscopic and recording devices, radiation protection and quality assurance. *\$50.00 Laboratory Fee—PAYABLE AT REGISTRATION.*

**RADT 150 C RADIOLOGIC-POSITIONING****5 Units**

*Four hours lecture and  
Three hours laboratory per week.  
CSU*

*Prerequisite: Admission to Radiologic Technology Program.* This course offers positioning nomenclature, positioning methods for the upper and lower extremities, pelvis, chest, gastrointestinal exams, practical applications of radiograph evaluation and radiation protection. *\$50.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**RADT 153 C RADIOGRAPHY PATIENT CARE****2 Units**

*Four hours lecture per week for nine weeks.  
CSU*

This course is a lecture/demonstration class designed to teach aseptic techniques and special procedures used by radiology personnel. It will include demonstrations of techniques in areas such as operating rooms, isolation rooms, diagnostic and fluoroscopic radiology rooms, the nursery, ER, and ICU rooms. Students will be required to obtain CPR certification for this class.

**RADT 162 C RADIOLOGY SPECIAL PROCEDURES****3 Units**

*Two and one-half hours lecture and  
One and one-half hours laboratory per week.  
CSU*

*Prerequisite: Satisfactory completion of first semester in the Radiologic Technology Program.* This course provides the student with the theory and practice of basic techniques of venipuncture and the administration of contrast media. Emphasis will be placed on the types of contrast agents used for the various radiographic procedures. The student will simulate both needle insertion for contrast media injection and connect the drip infusion contrast media. Basic Pharmacology will be discussed. The student will be introduced to fundamental principles of computer technology for imaging modalities. Special imaging modalities such as: Digital Angiography; Computerized Tomography; Magnetic Resonance Imaging; Medical Sonography; Nuclear Medicine; and Radiation Therapy will be surveyed. *\$22.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**RADT 170 C ULTRASOUND PHYSICS****1½ Units**

*One and one-half hour lecture per week.  
CSU*

*Prerequisite: Admission into the Ultrasound/Medical Sonography Program.* This course is directed toward the learning of basic concepts of mathematics and general physics, and acoustical physics as applied to diagnostic medical sonography. Emphasis is placed on concepts of reflection and scattering that are applied toward the usefulness of ultrasound as an imaging tool. Doppler physics is introduced toward the application of doppler sonographic instruments.

**RADT 173 C ULTRASOUND INSTRUMENTATION****1½ Units**

*One and one-half hour lecture per week.  
CSU*

*Prerequisite: Admission into the Ultrasound/Medical Sonography Program.* This course will provide lecture and demonstrations covering the areas of ultrasonic propagation principles, transducer, parameters, interactive properties of ultrasound with human tissues, possible biological effects, basic types of equipment, instrumentation, and quality control. Students will learn quality assurance technique.

**RADT 175 C ULTRASOUND ABDOMINAL SCANNING****3 Units**

*Two and one-half hours lecture and  
One and one-half hour laboratory per week.  
CSU*

*Prerequisite: Admission into the Ultrasound/Medical Sonography Program.* Ultrasound abdominal scanning is a study of the clinical applications of abdominal sonography. It will include abdominal vasculature; lymphatic and retroperitoneal systems; liver and intrahepatic biliary systems; gallbladder and extrahepatic biliary systems; pancreas; spleen; kidneys; and adrenal glands. Interpretation of clinical laboratory tests, related clinical signs and symptoms, and normal and abnormal sonographic patterns will be discussed. This course includes a laboratory section on basic scanning techniques and protocol.

**RADT 176 C ABDOMINAL PATHOLOGY****1½ Units**

*One and one-half hours lecture per week.  
CSU*

*Prerequisite: RADT 175 C.* This course will discuss the manifestations of pathology and disease conditions and their relevance to sonographic procedures. The student will describe abdominal scanning techniques and procedures appropriate for the disease process. The course will support the student in the clinical phase of sonographic training. Sonographic technique and actual pathologic cases will be discussed.

**RADT 186 OBSTETRIC/GYNECOLOGY SCANNING****3 Units***Three hours lecture per week*

CSU

*Prerequisite: Satisfactory completion of RADT 170 C, RADT 173 C, RADT 175 C, RADT 207 C, and RADT 262 C with a grade of "C" or better.* Obstetric/Gynecology Scanning is a study of the clinical applications within the sonographic specialities of obstetric/gynecology, which include: female reproductive system, the indications for gynecology scanning, sonographic depiction of embryo and fetal anatomy and abnormalities, maternal anatomy and complications, and gynecological sonography to include abnormalities and pathology. Topics of discussion include related clinical symptoms and laboratory tests. This course includes a demonstration section on basic scanning techniques and protocol.

**RADT 196 C RADIOGRAPHY-SELECTED TOPICS****1 - 2 Units (Variable Units) (May be taken for credit 4 times)***Lecture hours will vary according to credit given.**Credit/No Credit/Letter Grade Option*

CSU

*Prerequisite: RADT 251 C.* Current trends and new advances in diagnostic imaging will be selected for intensive class discussion. This course will support the student in the clinical internship phase. Radiographic technique and actual case studies will be discussed.

**RADT 207 C CLINICAL EDUCATION-I****4 Units***Twenty-nine hours/ week of directed practice.*

CSU

*Prerequisite: Admission into the Ultrasound/Medical Sonography Program.* This course is offered as clinical in-service training within a department of medical sonography at selected affiliated hospital/medical center. This course will provide the basic instruction and scanning experience in abdominal sonography. The student will be able to demonstrate the ability to perform sonographic examinations of the abdomen and superficial structures according to protocol guidelines established by the program and the clinical education center utilizing real time equipment.

**RADT 208 C CLINICAL EDUCATION-II****6 Units***Thirty-four hours/week of directed practice.*

CSU

*Prerequisite: Satisfactory completion of RADT 170 C, RADT 173 C, RADT 175 C, RADT 207 C, and RADT 262 C with a grade of "C" or better.* This course is offered as clinical in-service training within a department of radiology at a selected affiliated hospital/medical center. This course will provide the basic instruction and scanning experiences in obstetrics and gynecology sonography. The student will be able to demonstrate the ability to perform sonographic examinations of the gravid and non gravid pelvis according to the protocols established by the program and clinical education center utilizing real time equipment with both transabdominal and endocavity transducers.

**RADT 209 C CLINICAL EDUCATION-III****3 Units***Thirty-eight hours of clinical directed practice for ten weeks.*

CSU

*Prerequisite: Satisfactory completion of RADT 176 C, RADT 186 C, and RADT 208 C with a grade of "C" or better.* This course is offered as clinical in-service training within a department of radiology at a selected affiliated hospital/medical center. This course will provide the basic instruction and scanning experiences in breast, thyroid, scrotum and doppler sonography. The student will be able to demonstrate the ability to perform sonographic examinations of the abdomen and superficial structures, non-cardiac chest and pelvis according to protocols established by the program and clinical education center using real time equipment.

**RADT 210 C ULTRASOUND SEMINAR****1 Unit***One hour lecture per week.*

CSU

*Prerequisite: Satisfactory completion of RADT 176 C, RADT 186 C, and RADT 208 C with a grade of "C" or better.* This course will be taught by both department staff and outside speakers and will include discussion of interesting and/or rare cases pertaining to clinical symptoms, sonographic patterns and technical pitfalls.

**RADT 247 C RADIOGRAPHIC POSITIONING****5 Units***Four hours lecture and**Three hours laboratory per week.*

CSU

*Prerequisite: Satisfactory completion of first semester Radiologic Technology Program.* This course offers positioning nomenclature, positioning methods for the bony thorax, vertebral column, skull, facial bones, salivary glands, paranasal sinuses, mastoid, soft tissue and other special examinations. Pediatric radiography and a continuation of radiograph evaluation and radiation protection are also discussed. \$33.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**RADT 250 C RADIATION LAWS AND ETHICS****3 Units***(Same as HSCE 250 C)**Three hours lecture per week.*

CSU

*Prerequisite: RADT 142 C, or RADT 146 C, or a limited permit in X-ray technology.* This is a concise course to inform the student radiologic technologist, X-ray technician, and/or staff certified radiologic technologist and limited practitioner in State and Federal Radiation Control Regulations the legal and ethical implications involved in ionized radiation to the human organism and radiation protection policies. Laws related to radiologic technology, malpractice litigation, preventive measures, and patient rights are discussed. The course will alert the students of their legal responsibilities, rights and duties within the context of their function as a member of the radiology team.

**RADT 251 C RADIOLOGY EXTERNSHIP****4 Units**

*Two hours lecture*

*Sixteen hours supervised training per week and  
Observation in an approved hospital.*

**CSU**

*Prerequisite: Satisfactory completion of first semester Radiologic Technology program. The class period provides an introduction to special imaging procedures and other imaging modalities.*

**RADT 254 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.*

**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 twelve month internship phase of the Radiologic Technology program. The supervised clinical in-service training component is provided in a Department of Radiology in selected hospitals. Students are assigned to a clinical education center. Internship of 40 hours per week extends throughout intersessions and is subject to rearrangement by hospital/facility request. Students must meet the program competency requirements and designated hours of clinical internship for completion of the program.*

**RADT 260 C FLUOROSCOPY PERMIT COURSE****3 Units**

*(Same as HSCE 260 C)*

*Two and one-half hours lecture and*

*One and one-half hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

**CSU**

*Prerequisite: Current California Certified Radiologic Technology license. This course will provide the knowledge of skills, attitudes, and competencies to operate fluoroscopy equipment efficiently and safely. Upon successful completion of the course, students will receive a certificate of completion and be eligible to qualify for the California State Technologist Fluoroscopy examination. Students must be able to verify CRT status at the first class meeting.*

**RADT 262 C CROSS - SECTIONAL IMAGING****1 Unit**

*Two hours lecture per week for nine weeks.*

*Credit/No Credit/Letter Grade Option*

**CSU**

*This course correlates knowledge and practice of diagnostic imaging with cross-sectional anatomy of the skull, thorax, abdomen, and pelvis. Diagnostic imaging includes the ability to work with ultrasound, computerized tomography, and magnetic resonance. A knowledge of medical terminology and anatomy is recommended.*

**RADT 264 C VASCULAR SONOGRAPHY****TECHNOLOGY****3 Units**

*Three hours lecture per week.*

**CSU**

*Prerequisite: A.R.D.M.S. (American Registry of Diagnostic Medical Sonographers) Registered Medical Sonographer and/or knowledge of basic ultrasound equipment and scanning techniques. This course focuses toward learning the hemodynamic principles of normal and pathological vascular ultrasound procedures. Concepts of color and pulsed wave doppler sonography as they apply to vascular imaging will be discussed. Emphasis on vascular anatomy, physiology and pathology to include vascular scanning protocol. Basic ultrasound physics and instrumentation will be reviewed. A working knowledge of basic ultrasound equipment, scanning techniques, and familiarity with color doppler sonography is recommended. This course will prepare the student for the Registered Vascular Technology (RVT) examination.*

**RADT 299 C RADIOLOGIC TECHNOLOGY INDEPENDENT STUDY**

*½ - 2 Units (Variable Units) (May be taken for credit 4 times)*

*Lecture/lab hours will vary according to credit given.*

**CSU**

*Prerequisite: Approved Independent Study Learning Contract. This course is designed for capable students enrolled in the Radiologic Technology program or options of the program who wish to increase their knowledge and experience in performance on applied areas. Students will participate in independent study on assigned areas under staff supervision.*

# Real Estate

## Division of Business and Computer Information Systems

Division Dean – Dave Wassenaar

### Counselors

Jean England  
Don Tyrrell

## Real Estate (RE)

### RE 091 C REAL ESTATE EXAM PREPARATION 2 Units

Three hours lecture per week for twelve weeks.

*Credit/No Credit/Letter Grade Option*

This course is designed specifically to help non-licensees prepare for the California Real Estate Sales License Examination. The emphasis will be placed on a review of past questions and the rationale for the correct answers. The course will be directed exclusively toward the state examination and will cover only those areas stressed in past examinations.

### RE 101 C REAL ESTATE PRINCIPLES 3 Units

Three hours lecture per week.

CSU

This course is an introduction to real estate principles and practices in California. The subject areas include acquisition of title, forms of ownership, real estate law and regulations, real estate contracts, appraisal, escrow, leases, landlord-tenant relationships, and land use. It is a pre-license course and a prerequisite for several real estate courses. It satisfies a requirement of the California Department of Real Estate for the Broker's license. To qualify to take an examination for a real estate salesperson license after January 1, 1986, an applicant must have completed the college-level course Real Estate Principles.

### RE 102 C LEGAL ASPECTS OF REAL ESTATE 3 Units

Three hours lecture per week.

CSU

*Prerequisite: RE 101 C or current real estate license.* This course is a practical applied study of California real property law. Topics to be explored include the origin and history of land titles, estates in real property, methods of ownership, land description, fixtures, homesteads, recording, land contracts, mortgages and trust deeds, liens, covenants, conditions and restrictions, taxes and assessments; zoning leases, escrows, real estate brokers, title insurance and probate proceedings. The course meets the California Department of Real Estate requirements for the broker's examination.

### RE 121 C ESCROW PRINCIPLES 3 Units

Three hours lecture per week.

CSU

This course provides a case method presentation in escrow proceeding including actual processing of sales escrows. This course is one of a group of real estate courses that may be used to fulfill one of the elective courses toward a real estate broker's license and one of the two elective salesperson's license qualification course requirements.

### RE 201 C REAL ESTATE PRACTICE

#### 3 Units

Three hours lecture per week.

CSU

*Prerequisite: RE 101 C or current real estate license.* This course provides the fundamentals of conducting a real estate business. This course is one of a group of college-level courses which must be successfully completed before taking the Department of Real Estate broker's license examination. Real Estate Practice may also be used to fulfill one of the two elective salesperson's license qualification course requirements.

### RE 202 C REAL ESTATE FINANCE

#### 3 Units

Three hours lecture per week.

CSU

*Prerequisite: RE 101 C.* This course offers an applied analysis of current methods, instruments, laws, money markets, and interest rates as it pertains to the financing of real property. The course concludes with an evaluation of apparent trends for the future. It meets the California Department of Real Estate requirements for the broker's examination.

### RE 203 C RE APPRAISAL-RESIDENTIAL

#### 3 Units

Three hours lecture per week.

CSU

*Prerequisite: RE 101 C or current real estate license.* This course is designed to interpret real estate valuation principles and methods used in establishing market value in real estate, and to develop the knowledge and skills necessary for application or interpretation of appraisal information. It includes cost, income and market approaches to value. The course meets a requirement for a real estate broker's license, and a requirement for a newly licensed salesperson.

### RE 204 C REAL ESTATE APPRAISAL - INCOME

#### 3 Units

Three hours lecture per week.

CSU

*Prerequisite: RE 203 C or appraisal experience.* This course is a continuation of the appraisal techniques studied in RE 203 C and covers property other than the single-family residence. The income approach and capitalization techniques are emphasized. Also included is an in-depth study of discounted cash flow and the valuation of partial and leasehold interests.

### RE 206 C REAL ESTATE ECONOMICS

#### 3 Units

Three hours lecture per week.

CSU

*Prerequisite: RE 101 C or current real estate license.* This course provides a study of economic trends and factors influencing real estate; i.e., real estate and business cycles. This course is one of a group of real estate courses required before taking the real estate broker's license examination. This course may also be used to fulfill one of the two elective salesperson's license qualification course requirements.

# Recreation

*Division of Physical Education and Athletics*

*Division Dean – Diane Henry*

## *Faculty*

Larry Beidler  
Scott Pickler

## *Counselor*

Dana Bedard

## **TRANSFER PROGRAM - RECREATIONAL LEADERSHIP**

Students should consult a counselor or [www.assist.org](http://www.assist.org) for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

## Recreation (REC)

### **REC 100 C INTRODUCTION TO LEISURE SERVICES/RECREATION**

#### **3 Units**

*Three hours lecture per week.*

*CSU, CAN REC 2*

This course is the foundation for an introduction to the broad field of recreation and leisure services. The class will include the relationship of recreation to the individual and society.

### **REC 101 C PRINCIPLES OF COMMUNITY RECREATION**

#### **3 Units**

*Three hours lecture per week.*

*CSU*

This course is an introduction to a variety of recreational activities suitable for a community recreation program. The class will study the various agencies and institutions that provide opportunities for community recreation. The class will emphasize interrelationships of these agencies.

### **REC 102 C RECREATION LEADERSHIP**

#### **2 Units**

*Two hours lecture and*

*Two hours laboratory per week.*

*CSU, CAN REC 4*

This course will provide the theory and activity in teaching leadership in playground and recreational activities. The class will identify methods, techniques, planning procedures, organizing techniques, along with the evaluation of these procedures and techniques.

### **REC 103 C ORGANIZATION OF FALL SPORTS ACTIVITIES IN RECREATION**

#### **2 Units**

*One hour lecture and*

*Two hours laboratory per week.*

*CSU*

This course is a survey of basic terminology and skills of fall sports. The basic techniques of teaching, organizing, and promoting interest in individual and team fall sports are included. Students will be involved in organizing and promoting the college intramural sports program.

### **REC 104 C ORGANIZATION OF SPRING SPORTS ACTIVITIES IN RECREATION**

#### **2 Units**

*One hour lecture and*

*Two hours laboratory per week.*

*CSU*

This course is a survey of basic terminology and skills of spring sports. The basic techniques of teaching, organizing, and promoting interest in individual and team spring sports are included. Students will be involved in organizing and promoting the college intramural sports program.

### **REC 106 C OUTDOOR RECREATION - CAMP COUNSELING**

#### **3 Units**

*Three hours lecture per week.*

*CSU*

This course will emphasize the history, development and trends of organized camping and other outdoor recreation skills. The class will include leadership training in camp counseling with special emphasis on practical skills in camping, fire building, outdoor cooking, tenting, and camp crafts. This class is recommended for recreation majors and students interested in outdoor recreation.

### **REC 107 C RECREATION FOR SPECIAL GROUPS**

#### **3 Units**

*Three hours lecture per week.*

*CSU*

This class is an introduction to the relationship of recreation and special groups (i.e., teenagers, senior citizens, and the disabled). The course will emphasize social development and how to integrate special groups into recreation programs with adoption of all forms of recreation for use by these groups.

### **REC 298 C RECREATION SEMINAR**

*½ - 3 Units (Variable Units) (May be taken for credit 4 times)*

*Lecture/discussion hours will vary with credit given.*

*CSU*

This class will utilize a lecture/lab-activity approach to various topics in recreation. A variety of classes will be offered in order to introduce students to new experiences in recreation.

## **Secretarial - See Office Administration (OFF)**

# Social Science

## Division of Social Science

Division Dean, Kay Andrews

Faculty  
James Dedic

Counselors  
Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## Social Science (SOSC)

**SOSC 015 C CALIFORNIA HERITAGE**  
**½ - 3 Units (Variable Units) (May be taken for credit 2 times)**

Two hours lecture and  
Three hours laboratory per week.  
Credit/No Credit/Letter Grade Option

This course combines a lecture and travel approach to learning about our heritage in southern California. It will stress culture, geography, government and history by lecture material, films, discussion and visitations throughout southern California.

**SOSC 051 C SURVEY OF THE CIVILIZATION OF THE UNITED STATES**

**3 Units**  
Three hours lecture per week.  
AA GE

This course is a survey of the development of American history, geography, psychology, and sociology. Emphasis is on current events.

**SOSC 098 C SOCIAL SCIENCE NON-TRANSFER SEMINAR**

**½ - 2 Units (Variable Units) (May be taken for credit 4 times)**

Lecture/discussion hours will vary with credit given.  
Prerequisite: May be required. (See class schedule). This course is a lecture/discussion approach to particular problems for students who wish to increase their knowledge of subjects which are not of a nature generally taught in college. Various topics will be offered according to the interests of the instructor and students as stated in the class schedule. Various types of measuring devices will be used and unit credit may range from ½ to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

**SOSC 110 C SEARCH: A QUEST FOR PERSONAL MEANING**

**3 Units**  
Three hours lecture per week.  
CSU

This course is designed to examine some of the timeless questions of history through the study of the humanities - art, architecture, literature, music, dance and philosophy. The study is approached from a thematic rather than an historical perspective to see how artists of the Western culture have changed over periods of time in their response to authority, technology, women, conflict and resolution.

**SOSC 161 C PROBABILITY & STATS-SOCIAL SCI**  
**4 Units**

(Same as PSY 161 C and SOC 161 C)  
Four hours lecture per week.  
UC Credit Limitation/CSU

Prerequisite: MATH 040 C or two years high school algebra with grades of "C" or better. This course provides an introduction to fundamental statistical concepts relevant to the social sciences but applicable to all disciplines. A conceptual approach is used to introduce students to topics of descriptive and inferential statistics including sampling, probability, central tendency, variability, correlation, regression, point estimation, interval estimation, and hypothesis testing. Also introduced are non-parametric statistics, such as chi-square, and parametric statistics, such as t-tests and ANOVA. Computers and calculators will be utilized. The use of current statistical software is emphasized. Data sets and problems will be from psychology, sociology, anthropology, economics, geography, and political science. This course is open to all students who meet the prerequisite, and it is required for psychology majors. This course is strongly recommended for all social science majors. Students who receive credit for this course may not receive credit for MATH 120 C.

**SOSC 162 C COMPUTER APPLICATIONS OF BEHAVIORAL STATISTICS**

**1 Unit**  
(Same as PSY 162 C and SOC 162 C)  
One hour lecture per week.  
CSU

Prerequisite: Concurrent enrollment in, or satisfactory completion of, PSY 161 C or MATH 120 C, with a grade of "C" or better. This course introduces students to the use of computer programs used for statistical analysis and handling of data gathered in business, life sciences and the physical sciences. Students will use computer applications relevant to current trends in academic and private sectors. The access online statistical information and sources of data is also examined.

**SOSC 255 C INTRODUCTION TO GERONTOLOGY**

**3 Units**  
(Same as HUSR 255 C and PSY 255 C)  
Three hours lecture per week.  
UC/CSU

This course examines the biological, physiological, cognitive, developmental, and sexual aspects of the ongoing aging process. Critical life issues for elders and for those who live and work with them will be explored. These issues include physical health, mental health, health care policy, caregiving, dependency, and positive aging strategies. Duplicate credit not given for HUSR 255 C or PSY255 C.



**SOSC 295 C RESEARCH METHODS IN ORAL HISTORY****2 Units**

*One hour lecture and  
Three hours laboratory per week.  
CSU*

This course introduces students to the special techniques of tape-recorded interviews to document 20th century history. Areas of study will include interviewing techniques, historical editing and transcripts of interviews.

**SOSC 298 C SOCIAL SCIENCE SEMINAR**

**½ - 3 Units (Variable Units) (May be taken for credit 4 times)**

*Lecture/discussion hours will vary with credit given.  
UC Credit Limitation/CSU*

*Prerequisite: May be required. (See class schedule).* This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ unit to 3 units. Consult class schedule for the offerings a particular semester.

**SOSC 299 C SOCIAL SCIENCE INDEPENDENT STUDY**

**½ - 2 Units (Variable Units) (May be taken for credit 3 times)**

*Two hours scheduled conference  
per week for maximum credit.  
UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.

# Sociology

**Division of Social Science**

*Division Dean, Kay Andrews*

**Faculty**

Larry Curiel  
James Dedic  
Cyril Edwards  
Regina Rhymes

**Counselors**

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

**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 098 C SOCIOLOGY NON-TRANSFER SEMINAR**

**½ - 2 Units (Variable Units) (May be taken for credit 4 times)**

*Lecture/discussion hours will vary with credit given.  
Prerequisite: May be required. (See class schedule).* This is a lecture/discussion approach to particular problems for students who wish to increase their knowledge of subjects which are not of a nature generally taught in college. Various topics will be offered according to the interests of the instructor and students as stated in the class schedule. Various types of measuring devices will be used and unit credit may range from ½ to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

**SOC 101 C INTRODUCTION TO SOCIOLOGY**  
**3 Units**

*Three hours lecture per week.  
Credit by Examination*

*UC/CSU, AAGE, CSU GE, IGETC, CAN SOC 2  
Prerequisite: Eligibility for ENGL 100 C.* This course is an analysis of human relationships through a study of cultural origins, personality development, social interaction, community organization, collective behavior, institutional growth, social change, and social movements.

**SOC 102 C SOCIAL PROBLEMS**  
**3 Units**

*Three hours lecture per week.  
UC/CSU, IGETC, CAN SOC 4*

*Prerequisite: SOC 101 C.* This course is an identification and analysis of selected contemporary social problems in American society. It includes problems of race, poverty, sex inequality, aging, drug abuse, and education. Alternative approaches to the resolution of these problems and identification of institutions and organizations involved in their resolution are emphasized.

**SOC 120 C HUMAN SEXUALITY****3 Units***(Same as PSY 120 C)**Three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC/CSU, CSU GE, IGETC*

*Prerequisite: Eligibility for ENGL 060 C.* This course is an overview of the psychological, sociological and psychobiological aspects of human sexuality. The course takes an interdisciplinary approach dealing with the entire area of human sexual behavior viewed in the context of the total integrated personality.

**SOC 142 C THE CHICANA/O IN CONTEMPORARY SOCIETY****3 Units***(Same as ETHS 142 C)**Three hours lecture per week.**UC/CSU, CSU GE, IGETC, CUL PL*

This course focuses on the analysis of social institutions in the Chicana/o community and the socio-cultural implications on development of the Chicana/o. Emphasis is placed on the present contemporary systems such as the educational, political, religious, economic, criminal justice and other social establishments with regard to the Chicana/o. Some field study and research work may be required to provide relevant experiences.

**SOC 161 C PROBABILITY & STATS-SOCIAL SCI****4 Units***(Same as PSY161 C and SOSC 161 C)**Four hours lecture per week.**UC Credit Limitation/CSU*

*Prerequisite: MATH 040 C or two years high school algebra with grades of "C" or better.* This course provides an introduction to fundamental statistical concepts relevant to the social sciences but applicable to all disciplines. A conceptual approach is used to introduce students to topics of descriptive and inferential statistics including sampling, probability, central tendency, variability, correlation, regression, point estimation, interval estimation, and hypothesis testing. Also introduced are non-parametric statistics, such as chi-square, and parametric statistics, such as t-tests and ANOVA. Computers and calculators will be utilized. The use of current statistical software is emphasized. Data sets and problems will be from psychology, sociology, anthropology, economics, geography, and political science. This course is open to all students who meet the prerequisite, and it is required for psychology majors. This course is strongly recommended for all social science majors. Students who receive credit for this course may not receive credit for MATH 120 C.

**SOC 162 C COMPUTER APPLICATIONS OF BEHAVIORAL STATISTICS****1 Unit***(Same as PSY 162 C and SOSC 162 C)**One hour lecture per week.**CSU*

*Prerequisite: Concurrent enrollment in, or satisfactory completion of, MATH 120 C or PSY 161 C, with a grade of "C" or better.* This course introduces students to the use of computer programs used for statistical analysis and handling of data gathered in the social sciences, life sciences, and physical sciences. Students will use computer applications relevant to current trends in academic and private sectors. The access of online statistical information and sources of data is also examined.

**SOC 211 C MEDICAL SOCIOLOGY****3 Units***Three hours lecture per week.**CSU*

This course will examine Holistic Health/Wellness, stress and its relationship to disease, alternative health care modalities and the future of medicine. It is designed to provide an overview of social and cultural aspects of health and disease as well as societal efforts to cope with rising costs and demographic changes.

**SOC 215 C PARENTING SKILLS****3 Units***(Same as PSY 215 C)**Three hours lecture per week.**CSU*

This course is designed to build realistic expectations in parenting, acquire parenting skills and deal constructively with varied aspects of childrearing. A special emphasis will be placed on reviewing contemporary discipline and guidance techniques and on exploring resources available in the community for parenting. The course includes developmental states from birth through adulthood.

**SOC 217 C PARENTING THE OPPOSITIONAL AND DEFIANT CHILD, AGE 2-13****1 Unit***(Same as PSY 217 C)**One hour lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course is designed for natural or foster parents who have children 2 to 13 years of age who exhibit oppositional, willful, disobedient and defiant behavior. Empirically proven techniques to manage this behavior will be taught using the University of Massachusetts Program.

**SOC 218 C PARENTING THE ABUSED AND TRAUMATIZED CHILD/ADOLESCENT****½ Unit***(Same as PSY 218 C)**One-half hour lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This is a parenting course for foster parents and other adult caregivers of abused children. The causes, symptoms, treatment modalities and parenting techniques needed to parent these children will be examined.

**SOC 219 C PARENTING THE CHILD/ADOLESCENT WITH ATTENTION DEFICIT HYPERACTIVITY DISORDER****½ Unit***(Same as PSY 219 C)**One-half hour lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course is a practical introduction in the causes and professional interventions for Attention Deficit Hyperactivity Disorder "ADHD". A major emphasis will be on treatment techniques parents can use to assist a child or adolescent with attention deficit hyperactivity disorder. Home, medical, school and social-psychological interventions will be presented.

**SOC 225 C SOCIOLOGY OF WOMEN****3 Units**

*Three hours lecture per week.*

*UC/CSU, IGETC*

This course covers an identification and analysis of the status of women in American society. It will emphasize a survey of the cultural, social, psychological and economic history of women. Contemporary issues and their relation to the role definition of women today.

**SOC 231 C MINORITY COMMUNITIES IN THE UNITED STATES****3 Units**

*(Same as ETHS 231 C, HIST 231 C, and POSC 231 C)*

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC, CUL PL*

This course will encompass an overview of the social, economic, political and psychological/emotional aspects of four ethnic groups (African-Americans, Native-Americans, Latinos and Asian-Americans) in contemporary American culture. It will emphasize the relationship of these groups to the dominant culture and vice-versa.

**SOC 231HC HONORS MINORITY COMMUNITIES IN THE UNITED STATES****3 Units**

*(Same as ETHS 231HC, HIST 231HC, and POSC 231HC)*

*UC/CSU, AAGE, CSU GE, IGETC, CUL PL*

This course will encompass an overview of the social, economic, political and psychological/emotional aspects of four ethnic groups (African-Americans, Native-Americans, Latinos and Asian-Americans) in contemporary American culture. It will emphasize the relationship of these groups to the dominant culture and vice-versa.

**SOC 235 C THE CIVIL RIGHTS MOVEMENT****3 Units**

*(Same as ETHS 235 C)*

*Three hours lecture per week.*

*UC/CSU, CSU GE, CUL PL*

This course will explore the principal factors that gave rise to the Civil Rights Movement of the 1950s and 1960s. Sociological models of collective behavior and social movements are utilized to analyze social structures, existing conditions, leadership, goals and tactics, organization, successes and failures and long term results of the Movement.

**SOC 237 C CROSS-CULTURAL CONFLICTS IN INTERPERSONAL RELATIONSHIPS****3 Units**

*(Same as PSY237 C)*

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC, CUL PL*

This course is an introduction to the psychological factors involved in cross-cultural differences including ethnic and racial differences. It explores personal processes and individual conflicts of people from differing United States ethnic backgrounds interacting in personal and work relationships, as immigrants, in international business, or as tourists. Varying customs, social patterns and family dynamics of major local cultural groups will be discussed within this context. Methods of conflict resolution will be emphasized. Eligibility for ENGL 100 C recommended.

**SOC 250 C SOCIOLOGY OF AGING****3 Units**

*(Same as HUSR 250 C)*

*Three hours lecture per week.*

*CSU*

This course explores the concept of aging and sociological/cultural theories of aging. The gender, cross-cultural, economic, political and social policy aspects of aging in society and the world are examined. Critical life issues for elders and for those who live and work with them are explored. These issues include empowerment, care giving, social support, living arrangements, elder abuse, work, retirement, quality of life and death and dying. *Duplicate credit not given for HUSR 250 C.*

**SOC 275 C MARRIAGE AND FAMILY****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU, AAGE*

This course is a study of the psychological and biological factors involved in family relationships, courtship, marital adjustments and parenthood.

**SOC 292 C INTRODUCTION TO CRIMINOLOGY****3 Units**

*(Same as HUSR 292 C)*

*Three hours lecture per week.*

*CSU*

This course presents a scientific analysis of the nature, extent, and causes of violations of societal rules of behavior that are formally defined as crime and delinquency. The course includes an analysis of the theoretical perspectives that led to the development of criminal law and the administration of criminal justice, the patterns of criminality and delinquency, the impact of crime on social change, and the labeling, identification, characteristics, and the treatment of criminals and delinquents.

**SOC 298 C SOCIOLOGY SEMINAR**

**½ - 3 Units (Variable Units) (May be taken for credit 4 times)**

*Lecture/discussion hours will vary with credit given.*

*UC Credit Limitation/CSU*

*Prerequisite: May be required. (See class schedule).* This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ unit to 3 units. Consult class schedule for the offerings a particular semester.

**SOC 299 C SOCIOLOGY INDEPENDENT STUDY**

**1 Unit (May be taken for credit 3 times)**

*Varying hours of scheduled conferences per week according to instructor.*

*UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.

# Spanish

## Division of Language Arts

Division Dean –Juliet Falce-Robinson

### Faculty

E. Alex Herrera  
Olga Moran  
A. Fernando Oliveira  
Jessica Puma

### Counselors

Velia Lawson  
Daniel Pelletier  
Therese Mosqueda-Ponce

## Spanish (SPAN)

### SPAN 050 C PUBLIC SERVICE SPANISH

#### 3 Units

Three hours lecture per week.

Credit/No Credit/Letter Grade Option

This course is a basic communication course, for students who want to acquire a speaking knowledge for vocational needs in the fields of health-care, social welfare, law enforcement, hotel and restaurant industries, and business in general. Consideration also will be given to cultural topics. It is assumed that the student has no prior knowledge of the language.

### SPAN 053 C BASIC SPOKEN SPANISH

#### 3 Units (May be taken for credit 2 times)

Three hours lecture per week.

Credit/No Credit/Letter Grade Option

This is a basic introductory course which emphasizes oral practice, pronunciation and vocabulary development. It is designed to develop a speaking and understanding knowledge of Spanish for use in everyday conversational situations. It is not open to native speakers of the language.

### SPAN 098 C SPANISH SEMINAR

#### ½ - 3 Units (Variable Units) (May be taken for credit 4 times)

One half to three hours lecture per week.

Credit/No Credit/Letter Grade Option

This seminar is for able students who wish to extend their knowledge of literature, language and culture through small group discussion.

### SPAN 101 C ELEMENTARY SPANISH I

#### 5 Units

Five hours lecture and

One hour laboratory TBA per week.

Credit/No Credit/Letter Grade Option

UC Credit Limitation/CSU

AA GE, CSU GE, IGETC, CAN SPAN 2

The course emphasizes the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing. Students will be introduced to the culture, history, and geography of Spain and Latin America through lectures, slides, films, and reading assignments. *Duplicate credit not granted for SPAN 101HC.*

### SPAN 101HC HONORS ELEMENTARY

#### SPANISH I

#### 5 Units

Five hours lecture and

One hour laboratory TBA per week.

UC Credit Limitation/CSU, AA GE, CSU GE, IGETC

This course offers an introduction to Elementary Spanish enhanced for Honors students in a seminar type setting. Students will acquire basic skills in pronunciation, listening, speaking, reading and writing. Students will be introduced to the culture, history, and geography of Spain and Latin America through lectures, slides, films, and reading assignments. Students will create original dialogues and current event discussions. *Duplicate credit not granted for SPAN 101 C.*

### SPAN 102 C ELEMENTARY SPANISH II

#### 5 Units

Five hours lecture and

One hour laboratory TBA per week.

Credit/No Credit/Letter Grade Option

UC Credit Limitation/CSU

AA GE, CSU GE, IGETC, CAN SPAN 4

*Prerequisite: SPAN 101 C with a grade of "C" or better, or one year of high school Spanish with a grade of "C" or better is recommended.* The course continues to emphasize the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing. Students will increase their knowledge of the culture, history, and geography of Spain and Latin America through lectures, slides, films, and reading and writing assignments. *Duplicate credit not granted for SPAN 102HC.*

### SPAN 102HC HONORS ELEMENTARY SPANISH II

#### 5 Units

Five hours lecture and

One hour laboratory TBA per week.

UC Credit Limitation/CSU, AA GE, CSU GE, IGETC

*Prerequisite: SPAN 101 C with a grade of "C" or better, or one year of high school Spanish with a grade of "C" or better is recommended.* This course is a continuation of elementary Spanish enhanced for honors students in a seminar setting. Students will create original dialogues and participate in current events discussions in order to increase their knowledge of the culture, history, and geography of Spain and Latin America. Lectures, slides, films, and reading and writing assignments will also be used. *Duplicate credit not granted for SPAN 102 C.*

### SPAN 200 C CONVERSATIONAL SPANISH

#### 2 Units (May be taken for credit 4 times)

Two hours lecture per week.

Credit/No Credit/Letter Grade Option

CSU, CSU GE

*Prerequisite: SPAN 102 C.* The course emphasizes extensive practice in oral expression and listening comprehension at intermediate and advanced levels of competency. The materials used provide a systematic practice of grammatical concepts, literary analysis and cultural appreciation.

**SPAN 201 C SPANISH FOR SPANISH SPEAKERS****5 Units***Five hours lecture and**One hour laboratory TBA per week.**Credit/No Credit/Letter Grade Option**UC Credit Limitation/CSU, CSU GE, IGETC*

*Prerequisite: A native or near-native speaking knowledge of Spanish for those who have had little or no formal education in the language. This course will offer intensive training in oral and written Spanish for those who speak it, but have had little or no formal training in the language. Emphasis will be placed on improvement of oral expression, Spanish grammar, readings in Hispanic literature and composition skills. Students may not receive credit for both SPAN 101C/102C and SPAN 201 C.*

**SPAN 203 C INTERMEDIATE SPANISH III****4 Units***Four hours lecture and**One hour laboratory TBA per week.**Credit/No Credit/Letter Grade Option**UC/CSU, AAGE, CSU GE, IGETC, CAN SPAN 8*

*Prerequisite: SPAN 102 C with a grade of "C" or better, or two years of high school Spanish with a grade of "C" or better is recommended. The course introduces the student to the more formal aspects of literary analysis and cultural appreciation through a selection of readings by modern Spanish and Spanish American authors. It also provides extensive practice in oral and written expression and a thorough review of grammatical concepts.*

**SPAN 204 C INTERMEDIATE SPANISH IV****4 Units***Four hours lecture and**One hour laboratory TBA per week.**Credit/No Credit/Letter Grade Option**UC/CSU, AAGE, CSU GE, IGETC, CAN SPAN 10*

*Prerequisite: SPAN 203 C with a grade of "C" or better, or three years of high school Spanish with a grade of "C" or better is recommended. The course continues to emphasize acquisition of the more formal aspects of literary analysis and cultural appreciation through a selection of advanced readings by modern Spanish and Spanish American authors. It also provides extensive practice in oral and written expression and a thorough review of grammatical concepts.*

**SPAN 298 C SPANISH SEMINAR****½ - 3 Units (Variable Units) (May be taken for credit 4 times)***One half to three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC Credit Limitation/CSU*

This seminar is for able students who wish to extend their knowledge of literature, language and culture through small group discussion.

**SPAN 299 C SPANISH INDEPENDENT STUDY****½ - 2 Units (Variable Units) (May be taken for credit 3 times)***Two hours conference per week for maximum credit.**Credit/No Credit/Letter Grade Option**UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract. This course is designed for able students who wish to increase their knowledge of language through individual study or research.*

# Speech

**Division of Language Arts***Division Dean – Juliet Falce-Robinson***Faculty**

Michael Brydges

Donna Friess

Patricia Ganer

Liana Koeppel

John Lambros

**Counselors**

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

**SPEECH TRANSFER PROGRAM**

Students should consult a counselor or [www.assist.org](http://www.assist.org) for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

## Speech (SPCH)

**SPCH 050 C EFFECTIVE ORAL COMMUNICATION****3 Units (May be taken for credit 2 times)***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**(1 credit) AAGE*

The course is designed to teach the non-transfer student effective communication techniques in everyday situations. Emphasis is placed on developing speaking skills in both preparation and delivery of original material and in developing self-confidence. This course is especially helpful for students who speak English as a second language.

**SPCH 098 C SPEECH SEMINAR****½ - 3 Units (Variable Units) (May be taken for credit 4 times)***One half to three hours lecture per week.*

This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion.

**SPCH 100 C HUMAN COMMUNICATION****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC, CAN SPCH 4*

Introduction to the fundamentals and principles which underlie effective speech communication. Practical experience, emphasizing content, organization and delivery, will be required in at least three speaking situations, specifically including persuasive and informative speaking. *Duplicate credit not granted for SPCH 100HC.*

**SPCH 100HC HONORS HUMAN COMMUNICATION****3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, IGETC, CAN SPCH 4*

This course is a college level course enhanced for Honors students. This course will introduce students to fundamental and advanced principles which underlie effective speech communication and will offer an overview of the disciplinary field of speech communication. Enhanced practical applications, emphasizing content, organization, and delivery will be required in at least four speaking situations, specifically including persuasive and informative speaking. Principles of rhetorical criticism will also be studied. *Duplicate credit not granted for SPCH 100 C.*

**SPCH 105 C INTERPERSONAL COMMUNICATION****3 Units**

*Three hours lecture per week.*

*CSU, CSU GE, CAN SPCH 8*

The purpose of this course is to improve the student's understanding and ability to deal effectively with people. Major theories in the field of interpersonal communication will be studied so the student can develop a basic understanding of them and also acquire skills for self improvement. Methods of instruction include lecture, discussion, simulation experiments, and small group activities. No formal speeches are required.

**SPCH 118 C INTRODUCTION TO BROADCASTING****3 Units**

*Three hours lecture per week.*

*CSU, CSU GE*

This course covers the history, theory, contemporary issues, and current law in broadcasting designed for students majoring in communications or for those desirous of a liberal education background. It is designed to develop career orientation, reading skills, critical thinking, historical awareness, and preparation for upper division courses in broadcasting. This course also meets the requirements for credit in JOUR 118 C.

**SPCH 120 C INTERCULTURAL COMMUNICATION****3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC, CUL PL*

This course focuses on the cultural and social variables, communication theories and practices, and communicative styles that affect the communication process between members of different cultures. It includes an assessment of both the communication problems that occur between members of different cultures and on methods and techniques of adapting communication in an effort to overcome such difficulties. Eligibility for ENGL 100 C recommended.

**SPCH 124 C SMALL GROUP COMMUNICATION****3 Units**

*Three hours lecture per week.*

*UC/CSU, CAN SPCH 10*

This course is an introduction to theoretical and applied concepts in small group communication through participation and observation, analysis, and evaluation of group processes. Elements of small group behavior to be studied include leadership, roles, norms, networks, conflict and cohesion needs, and decision making.

**SPCH 135 C ESSENTIALS OF ARGUMENTATION****3 Units**

*Three hours lecture per week.*

*UC/CSU, AAGE, CSU GE, CAN SPCH 6*

This course is a study of argumentation—logic, reasoning, analysis of issues, audience analysis, evidence, refutation, case construction—and its relationship to advocacy. Emphasis is placed on the development of critical thinking skills.

**SPCH 138 C FORENSICS**

**1 - 2 Units (Variable Units) (May be taken for credit 2 times)**

*(Open Entry-Open Exit)*

*One hour lecture and*

*One hour laboratory per week.*

*CSU, CSU GE*

This course is designed to prepare students to participate in intercollegiate speech competition. Practical experience, emphasizing content, organization and delivery will be offered in debate, persuasive speaking, informative speaking, extemporaneous speaking, impromptu speaking and oral interpretation.

**SPCH 238 C FORENSICS**

**1 - 2 Units (Variable Units) (May be taken for credit 2 times)**

*(Open Entry-Open Exit)*

*One hour lecture and*

*One hour laboratory per week.*

*CSU/CSU GE*

This course is designed to prepare students to participate in intercollegiate speech competition. Practical experience, emphasizing content, organization and delivery will be offered in debate, persuasive speaking, informative speaking, extemporaneous speaking, impromptu speaking and oral interpretation.

**SPCH 298 C SPEECH SEMINAR**

$\frac{1}{2}$  - 3 Units (Variable Units) (May be taken for credit 4 times)

One half to three hours lecture per week.

UC Credit Limitation/CSU

This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion.

**SPCH 299 C SPEECH INDEPENDENT STUDY**

$\frac{1}{2}$  - 2 Units (Variable Units) (May be taken for credit 3 times)

One-half to two hours conference per week.

UC Credit Limitation/CSU

*Prerequisite:* Approved Independent Study Learning Contract. This course is for able students who wish to increase their knowledge of speech/communication/language through individual study or research.

## Teaching

**TEACHING TRANSFER PROGRAM**

Public school teaching credentials in the State of California are regulated by the State Legislature and administered by the Commission on Teacher Credentialing. All campuses of the California State Universities offer programs leading to a teaching credential.

Students planning to teach at the elementary school level will need to earn a Multiple Subject Credential. Usually, students pursuing a Multiple Subject Credential should complete course requirements for the Liberal Studies Major, Child Development Major, or Human Services Major.

Students planning to teach at the junior or senior high school level will need to earn a Single Subject Credential which authorizes the holder to teach in a designated subject area. Students should consult with their counselor to determine acceptable Single Subject Credential areas and applicable academic major programs of study which may be pursued at a university.

In general, students interested in teaching should plan to complete their lower division general education course work before transferring to a university. Many students choose to complete the bachelor's degree before beginning their teacher training; however, with careful planning one may begin a credential program once they have attained junior standing at a university.

Students should consult a counselor or [www.assist.org](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

**Division of Fine Arts**

Division Dean – Kaleta Brown

**Faculty**

James Hormel  
Mark Majarian  
Jennifer Mosier  
Diana Polsky

**Counselors**

Renay Laguana  
Renee Ssensale-Collins

**ASSOCIATE IN ARTS DEGREE THEATER ARTS**

This program is designed to prepare the student for certain occupations related to civic recreation departments and community theater.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
THEA100 C	Introduction to the Theater	3
THEA120 C	Acting I	3
THEA143 C	Stagecraft	3
THEA124 C	Acting II	3
THEA144 C	Lighting Design Fundamentals	3
THEA129 C	Voice and Diction	3
THEA145 C	Fundamentals of Costume Design	3
THEA102 C	History of World Theater	3
THEA220 C	Scene Study	3

**Select 2 - 3 units from the following performance classes according to emphasis:**

Course #	Title	Units
THEA130 C	Acting Workshop	(3)
THEA132 C	Musical Theater Workshop	(2 - 3)
THEA133 C	Rehearsal and Performance	(2 - 3)
THEA234 C	Ensemble Acting and Production Development	(2 - 3)

**Select 3 units from the following:**

Course #	Title	Units
DANC 105 C	Ballet	(1½, 1½)
DANC 107 C	Modern Dance	(1½, 1½)
DANC 111 C	Jazz Dance	(1½, 1½)

**Select 3 units from the Theater Arts course offerings not listed above and**

**3**

**Select 6 units from Art and/or Music course listings**

**6**

**Total Units Required**

**41 - 42**

**ACTING - DIRECTING CERTIFICATE**

The primary emphasis of the Certificate Program is to prepare the student for occupational competency. To earn a certificate, the required courses as listed must be completed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
THEA100 C	Introduction to the Theater	3
THEA120 C	Acting I	3
THEA147 C	Stage Makeup	3
THEA102 C	History of World Theater	3
THEA124 C	Acting II	3
THEA145 C	Fundamentals of Costume Design	3
THEA129 C	Voice and Diction	3
THEA143 C	Stagecraft	3
THEA220 C	Scene Study	3
THEA225 C	Directing for the Theater	2
THEA121 C	Movement for Actors	2
THEA222 C	Acting for the Camera	2
THEA144 C	Lighting Design Fundamentals	3
THEA149 C	Stage Crew Activity	2 - 3
THEA229 C	Acting, Singing, and Dancing for the Musical Theater	3
<b>Total Units Required</b>		<b>41 - 44</b>

\*Students with an acting emphasis are required to audition for performance classes in at least two semesters of their tenure. THEA130 C, THEA132 C, THEA234 C.

**COSTUME/MAKEUP DESIGN CERTIFICATE**

The certificate in costume/makeup design is designed to prepare the student for occupational competency in the field of costume/makeup design for theater.

To earn a certificate, the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
THEA145 C	Fundamentals of Costume Design	3
ART185 C	Life Drawing	3
THEA147 C	Stage Makeup	3
THEA247 C	Prosthetic Makeup	3
THEA149 C	Stage Crew Activity	3
<b>Total Units Required</b>		<b>15</b>

**LIGHTING/AUDIO DESIGN CERTIFICATE**

This certificate in lighting/audio design is designed to prepare the student in occupational competency in lighting and sound design for theater.

To earn a certificate, the required courses must be completed as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
MUS 124 C	Recording Studio I	3
or		
THEA142 C	Theater Sound and Recording Techniques	(2)
THEA144 C	Lighting Design Fundamentals	3
THEA149 C	Stage Crew Activity	3
THEA245 C	Design for Theater	3
ART 182 C	Freehand Drawing	3
<b>Total Units Required</b>		<b>14 - 15</b>

**SCENERY DESIGN CERTIFICATE**

The scenery design certificate is designed to prepare the student for occupational competency in the field of scenic design.

To earn a certificate, the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
THEA144 C	Lighting Design Fundamentals	3
THEA149 C	Stage Crew Activity	3
THEA143 C	Stagecraft	3
THEA146 C	Scene Painting	3
ART 182 C	Freehand Drawing	3
<b>Total Units Required</b>		<b>15</b>

**TECHNICAL THEATER CERTIFICATE**

The Technical Theater Certificate is designed to prepare the student for occupational competency in the field of technical theater.

To earn a certificate, the required courses as listed with a 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
THEA140 C	Theater Crafts	3
THEA245 C	Design for Theater	3
ART182 C	Freehand Drawing	3
THEA120 C	Acting I	3
THEA149 C	Stage Crew Activity	3
<b>Total Units Required</b>		<b>15</b>

**THEATER ARTS TRANSFER PROGRAM**

Students should consult a counselor or [www.assist.org](http://www.assist.org) for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

**Theater Arts (THEA)****THEA 100 C INTRODUCTION TO THE THEATER****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC*

This course is designed for those who wish to explore thoroughly the performing arts with special attention given to a survey of all the contributing elements. Such methodology as lecture, demonstration, small group discussion, guest performers, and speakers from all areas of theater will be used. The course is designed to prepare the student for other course offerings in the theater curriculum.

**THEA 102 C HISTORY OF WORLD THEATER****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AAGE, CSU GE, IGETC*

The student will investigate the history of the influence of differing cultures, traditions, and technologies on the development of the theater as a social institution through comparative study of plays, historical events, and the theatrical environment. Theater practice from prehistory to the present will be studied. Attendance at theater productions may be required. *Duplicate credit not granted for THEA102HC.*



**THEA 102HC HONORS HISTORY OF WORLD THEATER****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC*

This course is a study of world theater history enhanced by the reading of representative dramatic works and criticism. The honors student will investigate the history of the influence of differing cultures, traditions, and technologies on the development of theater as an institution through the comparative study of plays, historical events, and the theatrical environment. Theater practice from prehistory to the present will be studied. Attendance at theater productions will be required. *Duplicate credit not granted for THEA 102 C.*

**THEA 104 C INTRODUCTION TO THEATER APPRECIATION****3 Units (May be taken for credit 4 times)***Two hours lecture and**Three hours laboratory per week.**Credit/No Credit/Letter Grade Option**UC Credit Limitation/CSU**(1 credit) AAGE, (1 credit) CSU GE, IGETC*

In this course students will examine the production aspects of contemporary theater through an examination of audience/performer relationships and the organization of support personnel. Mandatory attendance to a selected group of live theatrical productions will be required. *Approximate cost of theater admissions is \$100.00.*

**THEA 106 C PRINCIPLES OF PLAYWRITING****2 Units (May be taken for credit 2 times)***Two hours lecture and**One hour laboratory per week.**CSU, AAGE, CSU GE*

Beginning playwriting is a creative approach to writing dramatic material for stage, screen and television.

**THEA 107 C ETHNIC INFLUENCES IN U. S. THEATER****3 Units***Three hours lecture per week.**UC/CSU, AAGE, CSU GE, IGETC, CUL PL*

This course will investigate how various racial, national, religious, linguistic, or cultural heritages have influenced the American theater in literature and styles of production. Such methodology as lecture, small group discussion, guest speakers and performers representative of the new trends in dramatic literature will be used. Students will be given the opportunity to create their own stories through dramatic literature.

**THEA 120 C ACTING I****3 Units (May be taken for credit 2 times)***Two hours lecture and**Four hours laboratory per week.**Credit/No Credit/Letter Grade Option**UC/CSU, (1 credit) AA GE, (1 credit) CSU GE, CAN DRAM 8 (120)*

The study and exercise of acting methods of the modern actor will be explored. Theater elements related directly to the actor will be evaluated. The performance of acting scenes in class is required.

**THEA 121 C MOVEMENT FOR ACTORS****2 Units (May be taken for credit 2 times)***One hour lecture and**Three hours laboratory per week.**UC/CSU, (1 credit) CSU GE*

A practical application of physical communication for the theater will be explored through equal amounts of creative instinct/impulse and technical control. An emphasis will be placed on character physicalization, the language of the body, stage combat, theater dance, and non-verbal storytelling, among others.

**THEA 124 C ACTING II****3 Units (May be taken for credit 4 times)***Two hours lecture and**Four hours laboratory per week.**UC/CSU, CAN DRAM 22*

*Prerequisite: THEA 120 C or audition.* The actor will explore and develop practical methodologies for performing on the stage. Special emphasis will be placed on creating a role. Performance in class of dramatic literature is required.

**THEA 125 C ACTING TECHNIQUES****2 Units (May be taken for credit 2 times)***One and one-half hours lecture and**One and one-half hours laboratory per week.**Credit/No Credit/Letter Grade Option**UC/CSU*

The study and exercise of acting and character analysis for the modern theater will be examined through scene study and performance. The fundamentals of staging and an evaluation of the actor's obligations to the script will be introduced.

**THEA 129 C VOICE AND DICTION****3 Units (May be taken for credit 2 times)***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC/CSU, (1 credit) AA GE, (1 credit) CSU GE*

This is a course in the study of and exercise in voice production and articulation with the goal of producing Standard American speech. Special attention is given to diction for actors, classroom teachers and students with minor speech defects. Stress is placed on individual exercises designed to give conscious control of speech functions. Attendance at theater productions may be required.

**THEA 130 C ACTING WORKSHOP****3 Units (May be taken for credit 4 times)***Three hours lecture and**Six hours laboratory per week.**UC/CSU*

This performance laboratory will emphasize the application of the principals and theory of creative acting. Faculty and theater students will initiate and prepare performance projects for an invited audience. These projects will emphasize the performers with limited use of production elements.

**THEA 132 C MUSICAL THEATER WORKSHOP**  
**2 - 3 Units** (*Variable Units*) (*May be taken for credit 4 times*)

*Twelve hours laboratory per week for maximum credit. UC/CSU, (2 credits) AA GE, (2 credits) CSU GE*  
*Prerequisite: Audition/concurrent enrollment in THEA 149 C.*  
 The student will participate in the study of acting, singing, dancing and/or instrumental accompaniment. In addition, the performer will be introduced to backstage production elements that affect the overall theatrical experience. Through a pre-performance process the student will experience the basic fundamentals necessary to mount musical productions.

**THEA 133 C REHEARSAL AND PERFORMANCE**

**2 - 3 Units** (*Variable Units*) (*May be taken for credit 4 times*)

*Twelve hours laboratory per week for maximum credit. UC/CSU, (2 credits) AA GE, (2 credits) CSU GE*  
*Prerequisite: Audition/concurrent enrollment in THEA 149 C.*  
 This course teaches the practical application of acting and production techniques, i.e., acting, stage managing, backstage operation. Students participate in the rehearsal and performance of a public production occurring in the Theater Arts Department.

**THEA 134 C PERFORMANCE TRIALS**

**1 Unit** (*May be taken for credit 4 times*)

*Two hours laboratory per week. CSU*

*Prerequisite: Audition.* Theater students will initiate and then perform or demonstrate skills that verify their proficiency with the fundamentals of stage design areas and/or acting. Final projects will be presented to a jury composed of fellow theater/dance faculty and students.

**THEA 140 C THEATER CRAFTS**

**3 Units**

*Two hours lecture and Four hours laboratory per week. UC/CSU, CAN DRAM 12*

Theater crafts offers a survey of lighting, sound, theatrical equipment, and scenic construction techniques through lecture, demonstration, and laboratory experience. Information is applicable to all formal theatrical productions.

**THEA 142 C THEATER SOUND AND RECORDING TECHNIQUES**

**2 Units** (*May be taken for credit 2 times*)

*One hour lecture and Three hours laboratory per week. CSU*

The student will be involved in control room procedure and equipment selection and use. The course covers the technical as well as the artistic aspects of sound recording. Emphasis will be placed on the practical use of audio equipment.

**THEA 143 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 design, construction and methods of shifting scenery.

**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.

**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.

**THEA 146 C SCENE PAINTING**

**3 Units**

*Two hours lecture and Three hours laboratory per week. UC/CSU*

Various methods of painting theatrical scenery will be explored. Tools to be used will include brush, roller, spray guns, and sponges. Students will duplicate stucco, wood grain, wallpaper, masonry and architectural detail on rigid scenery and scenic drops.

**THEA 147 C STAGE MAKEUP**

**3 Units**

*Two hours lecture and Three hours laboratory per week. UC/CSU, CAN DRAM 14*

Students will receive instruction and practice in a laboratory setting in all phases of makeup specifically designed for theatrical use.

**THEA 148 C PRODUCTION TECHNIQUE LABORATORY**

**½ - 12 Units** (*Variable Units*) (*May be taken for credit 4 times*)

*(Open Entry-Open Exit) Two hours laboratory per week for each ½ unit earned. CSU*

*Prerequisite: Involvement in the Production Program.* This is an open entry/open exit class for students to obtain production experience in theater and dance through acting, directing, technical work, management, and publicity.

**THEA 149 C STAGE CREW ACTIVITY**

**2 - 3 Units** (*Variable Units*) (*May be taken for credit 4 times*)

*Twelve hours laboratory per week for maximum credit. UC/CSU, (2 credits) AA GE, (2 credits) CSU GE*

Stage Crew Activity is an integral part of total theatrical training and experience. Through participation in various areas of backstage responsibilities such as scenery construction, properties, lighting, and costuming the actor/performer as well as the technician learns to identify those elements which enhance performance technique.

**THEA 220 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. The actor will explore and define the fundamental skills required to perform in historical and stylized dramatic works. The reading and performance of dramatic literature that varies from classical texts to avant-garde works and non-traditional sources is required.

**THEA 222 C ACTING FOR THE CAMERA****2 Units** (May be taken for credit 2 times)

One hour lecture and  
Three hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
UC/CSU

*Prerequisite:* THEA120 C or Audition. A practical approach to the acting methods and techniques used in television and feature film will be examined. Emphasis will be placed on the study of various acting techniques and skills necessary for working in a film/video medium. Guidelines for comprehending and solving common acting problems inherent with working on camera will be stressed.

**THEA 223 C TELEVISION PRODUCTION I****3 Units** (May be taken for credit 2 times)

Two hours lecture and  
Four hours laboratory per week.  
CSU

This introductory course will focus on multi-camera studio production, covering numerous aspects of pre-production and production, including, but not limited to: Directing, Writing, Producing, Acting, Camera work, Technical Direction, Floor Management, Lighting and Sound.

**THEA 225 C DIRECTING FOR THE THEATER****2 Units** (May be taken for credit 2 times)

One hour lecture and  
Three hours laboratory per week.  
UC/CSU

The director's purpose in the theater will be explored through historical context and current craft approaches. Practical experience in directing through class projects will be stressed.

**THEA 229 C ACTING, SINGING AND DANCING FOR THE MUSICAL THEATER****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, 229AAA GE, 229A CSU GE

Performance methods and practices of musical theater as they relate to the on-stage performer will be investigated. All types of musical theater are appropriate and performance in a workshop setting of musical theater literature is required.

**THEA 232 C MUSICAL THEATER PRODUCTION****2 - 3 Units** (Variable Units) (May be taken for credit 4 times)

Eight and twelve hours laboratory per week.  
CSU

*Prerequisite:* Audition. *Corequisite:* THEA 149 C. The students will prepare a work of musical theater for public performance through play analysis, character analysis, style analysis and rehearsal, using vocal skills, choreographic movement and acting techniques.

**THEA 234 C ENSEMBLE ACTING AND PRODUCTION DEVELOPMENT****2 - 3 Units** (Variable Units) (May be taken for credit 4 times)

Twelve hours laboratory per week for maximum credit.  
UC/CSU

*Prerequisite:* Audition/concurrent enrollment in THEA 149 C. This will be a performance-oriented course that concentrates on training students in the methodology and advanced skills of ensemble acting during a rehearsal period. Production support in the areas of stage management, backstage operations, sound, make-up, costumes, and house management are also introduced by practical involvement in the unique demands of producing an ensemble performance. The rehearsal period and public performances are under theater and dance faculty supervision.

**THEA 235 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). Recent projects have included student-directed one-act plays, touring shows designed for elementary school children, and puppet plays.

**THEA 245 C DESIGN FOR THEATER****3 Units**

Two hours lecture and  
Three hours laboratory per week.  
UC/CSU

Basic principles of design as applied to the visual aspects of theater will be studied. Students will examine styles, techniques, and methods of design for the theater and translate those into visual forms of set, costume, and lighting.

**THEA 247 C PROSTHETIC MAKEUP****3 Units**

Two hours lecture and  
Three hours laboratory per week.  
CSU

*Prerequisite:* THEA 147 C. Students will explore the techniques of special effects makeup. The basic construction of foam latex appliances, dental casting, ventilated hairpieces and simple mechanical mask construction will be utilized. Responsibility for coordination of makeup for public performance is required of each student.

**THEA 298 C THEATER ARTS SEMINAR**

**½ - 3 Units** (*Variable Units*) (*May be taken for credit 4 times*)

*Lecture/laboratory hours vary with credit given.*

*UC Credit Limitation/CSU*

*Prerequisite: May be required.* Various classes may be offered from semester to semester which are designed to meet the interests and needs of the students.

**THEA 299 C THEATER ARTS INDEPENDENT STUDY**

**½ - 3 Units** (*Variable Units*) (*May be taken for credit 4 times*)

*Two hours conference per week for maximum credit.*

*UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* This course is designed for capable students who wish to increase their knowledge and experience in theater. Unit credit may range from ½ to 3 units in any given semester.

## Travel Careers - See Airline and Travel Careers (ATC)

## Undeclared or Undecided

**TRANSFER PROGRAM**

Students should consult a counselor or [www.assist.org](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.

# Word Processing

## Division of Business and Computer Information Systems

*Division Dean – Dave Wassenaar*

**Faculty**

Patricia Dellinger  
Jerrilyn Hayes-Williams  
Behzad Izadi  
Alireza Moady  
Patricia Pelachik  
Jan Stoltz  
Donna Woo  
Penn Wu

**Counselors**

Jean England  
Don Tyrrell

## ASSOCIATE IN SCIENCE DEGREE WORD PROCESSING

This curriculum is designed to prepare students for employment in the field of word processing or any related area in which word processing skills are needed. A job simulation will give the students practical experience in all phases of word processing.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

<b>Course #</b>	<b>Title</b>	<b>Units</b>
MGT 055 C	Business English	3
MGT 111 C	Business Communications	3
or		
MGT 211 C	Writing for Business	(3)
CIS 102 C	Intermediate Comp Keyboarding	3
or		
CIS 112 C	Document Formatting	(3)
CIS 108 C	Introduction to Internet	2
CIS 150 C	Intro. to Business Computers	3
CIS 160 C	Information Systems Management	3
OFF 048 C	Records Administration	1
OFF 049 C	Computerized Office Procedures	4
CIS 250 C	Word Proc.-Machine Operations	4
CIS 251 C	Advanced Word Processing	2
CIS 255 C	Machine Dictation & Trans.	1
	<b>Total Units Required</b>	<b>29</b>

**WORD PROCESSING CERTIFICATE**

Primary emphasis is to prepare the student for occupational competency. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

Course #	Title	Units
MGT 055 C	Business English	3
MGT 111 C	Business Communications	3
or		
MGT 211 C	Writing for Business	(3)
CIS 102 C	Intermediate Comp. Keyboarding	3
or		
CIS 112 C	Document Formatting	(3)
CIS 108 C	Introduction to Internet	2
CIS 150 C	Intro. to Business Computers	3
CIS 160 C	Information Systems Management	3
OFF 048 C	Records Administration	1
OFF 049 C	Computerized Office Procedures	4
CIS 250 C	Word Proc.-Machine Operations	4
CIS 251 C	Advanced Word Processing	2
CIS 255 C	Machine Dictation & Trans.	1
	<b>Total Units Required</b>	<b>29</b>

## Also See Computer Information Systems (CIS)

# Work Experience

## *Division of Business and Computer Information Systems*

*Division Dean – Dave Wassenaar*

### *Counselors*

Jean England  
Don Tyrrell

## Work Experience (WKEX)

### **WKEX 092 C WORK EXPERIENCE - GENERAL**

**1 - 3 Units** (*Variable Units*) (*May be taken for credit 3 times*)

*One hour lecture plus*

*Five hours (minimum) employment*

*in a business-related occupation per week.*

*Prerequisite: Must be enrolled in seven units, including work experience. This course is designed to provide instruction and general advisement related to actual work experience. For the employed student who has either not yet declared a major or whose employment and major are not related. Students must carry a minimum of seven units, which may include Work Experience. Students may enroll up to a maximum of three semesters, earning up to 9 units of credit.*

### **WKEX 191 C WORK EXPERIENCE - VOCATIONAL**

**1 - 4 Units** (*Variable Units*) (*May be taken for credit 4 times*)

*One hour lecture plus*

*Five hours (minimum) employment*

*in a business-related occupation per week.*

*CSU*

*Prerequisite: Must be enrolled in seven units, including work experience. This course is designed to provide instruction and general advisement related to actual work experience. Employment and major must be related. Students must carry a minimum of seven units, which may include Work Experience, and be appropriately declared a business major. Students may enroll up to a maximum of four semesters, earning up to 16 units of credit.*

# ***Faculty***

# North Orange County Community College District

1830 W. Romneya  
Anaheim, California 92801  
(714) 578-8400

## **Board of Trustees**

Jeffrey P. Brown  
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Student Trustee, Michael Robbe

## **District Administration**

Chancellor	Jerome Hunter
Vice Chancellor, Human Resources	Jeff Horsley
Vice Chancellor, Finance and Facilities	Rod Fleeman
Provost, Adult and Continuing Education	Gary McGuire

# Cypress College Administration and Organizational Staff

<b>PRESIDENT</b>	Marjorie Lewis
Executive Vice President	Michael Kasler
Vice President	Nancy Byrnes
Executive Director, Foundation	Raul Alvarez

## **ADMINISTRATIVE SERVICES**

Bursar, Manager	Renie Harter
Director, Budget and Finance	Karen Cant
Director, Maintenance & Operations	Albert Miranda
Institutional Researcher	Heather Brown
Manager, Bookstore	David Okawa
Manager, Child Care Center	Diane Montano
Manager, Physical Plant	Bruce Bromberger
Public Information Officer	Marc Posner

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Registrar	Arleen Elseroad

## **Deans, Directors, Coordinators, Officers**

Coordinator, EOPS	Mara Scott
Coordinator, Matriculation	Kristine Nelson
Dean, Library	Juliet Falce-Robinson
Dean, Student Support Services	Jorge Ramirez
Director, Academic Computing Technology	Frank Smith
Director, Disabled Student Programs and Services	Kimberly Bartlett
Director, Financial Aid	Marlene Miranda
Director, Student Activities	Diane Henry
Director, Workforce Prep	Kelly Grimes
Manager, Child Care Center	Diane Montano

## **Division Dean, Business & Computer Information Systems**

	Dave Wassenaar
Department Coordinator, Accounting and Real Estate	Jeanne Miller
Department Coordinator, Court Reporting	Carolee Freer
Department Coordinator, Computer Information Systems	Richard McKnight
Department Coordinator, Management/Marketing/Sales/Retailing	Patricia Kishel
Department Coordinator, Computer Information Systems, Office Administration	Patricia Pelachik

## **Division Dean, Counseling and Student Development**

	Robert E. Nadell
Director, DSP&S	Kimberly Bartlett
Coordinator, Matriculation	Kristine Nelson
Department Coordinator	Don Tyrrell
Counselor, Admissions/Outreach	Robert Grantham
Counselor, Articulation Officer	Penny Gabourie
Counselor, Business/Computer Information Systems	Jean England Don Tyrrell
Counselor, Career Planning Center	Sharon Easton
Counselor, Adult Re-Entry Program	Sharon Easton
Counselor, DSP&S	Deborah Michelle
Counselor EOPS/Black Studies	Deidre Porter
Counselor, Fine and Performing Arts	Renay Laguana Renee Ssensalo-Collins
Counselor, Health Science	Kelly Carter Denise Vo
Counselor, Workforce Prep	Gail Berggren

Counselor, Science/Engineering/ Mathematics	Tom Nordee Alice Payne	<b>Division Dean, Physical Education</b>	Diane Henry
		Athletic Director	Diane Henry
Counselor, Language Arts/Social Science/ ESL/Human Services	Velia Lawson Daniel Pelletier	Assistant Athletic Director	William Pinkham
Counselor, Language Arts/Social Science/ ESL/Human Services/Puente Program	Therese Mosqueda-Ponce	<b>Division Dean, Science/Engineering/ Mathematics</b>	Larry Mercadante, Interim
Counselor, Physical Education	Dana Bedard	Department Coordinator, Biology	Robert Vandergrift
Counselor, Technical Education	Jane Jepson	Department Coordinator, Chemistry	Kathleen Hess
Counselor	Fred Calhoun	Department Coordinator, Mathematics	Cheryl Gibby
Learning Disability Specialist Disabled Student Programs	Cynthia Owens	Department Coordinator, Physical Science	Ron Armale
Sutudent Development Instructor	Carol Mattson	<b>Division Dean, Social Science</b>	Kay Andrews
<b>Division Dean, Fine Arts</b>	Kaleta Brown	Director of Human Services	Lucinda Alibrandi
Department Coordinator, Art	Charlene Felos	Department Coordinator, Behavioral Sciences	Susan Johnson
Department Coordinator, Communications/Journalism	Robert R. Mercer	Department Coordinator, Economics	James Phillips
Department Coordinator, Music	Mark Anderman	Department Coordinator, Geography	Nicholas Polizzi
Department Coordinator, Photography	Robert Johnson	Department Coordinator, History/Political Science	Carol Lewis
Department Coordinator, Theater/Dance	Mark Majarian	Department Coordinator, Philosophy	Neill Cooney
<b>Division Dean, Health Science</b>	Andrea Hannon	<b>Division Dean, Vocational Technical Education</b>	Steven Donley
Director of Nursing		Department Coordinator, Airline and Travel Careers	Kathleen Reiland
Department Coordinator, Dental Assisting	Mary Kay Davis	Department Coordinator, Aviation	Charles Gifford
Department Coordinator, Dental Hygiene	Ina Rydalch	Department Coordinator, Air Conditioning/Refrigeration	Wayne Freiman
Department Coordinator, Health Information Technology	Rosalie Majid	Department Coordinator, Automotive Collision Repair	Anthony Jones
Department Coordinator, Mortuary Science	Douglas Metz	Department Coordinator, Automotive Technology	Dick Bettendorf
Department Coordinator, Psychiatric Technology	Jeanne Higgins	Department Coordinator, Hotel, Restaurant, Culinary Arts	Michael Bird
Department Coordinator, Radiologic Technology	Robert Parelli	Department Coordinator, Marine Service	Russell Sandore
Department Coordinator, Nursing	Katie Kruse		
<b>Division Dean, Language Arts</b>	Juliet Falce-Robinson		
Department Coordinators, English	Christie Diep & Kathleen McAlister		
Department Coordinator, English as a Second Language	Debra McPherson		
Department Coordinator, Foreign Language	Alex Herrera		
Department Coordinator, Reading	Margaret "Susan" Klein		
Department Coordinator, Speech	Donna Friess		



## Instructional Divisions

*Each academic division is located in a "House", usually in a separate campus building. Divisional faculty members and counselors have offices conveniently located adjacent to classrooms. In addition, each building provides lounge and study areas to encourage student participation in divisional activities, and two buildings also provide food services.*

### Business and Computer Information Systems

#### CARNEGIE HOUSE

This building was named after Andrew Carnegie, a manufacturer, publicist, and distributor of wealth for the improvement of mankind.

#### PROGRAMS

Business Administration Transfer, Accounting, Court Reporting, Captioning, Text Entry, Computer Editor, Computer Information Systems, Management, Marketing, Merchandising, Real Estate, Secretarial - Certified Professional, Secretarial - Administrative Assistant, Secretarial - Administrative Support, Secretarial - Legal, Secretarial - Office Assistant, and Word Processing.

#### COUNSELOR

England, Jean  
Tyrrell, Don

#### DIVISION DEAN

Wassenaar, Dave

#### FACULTY

Capsuto, Michael  
Dellinger, Patricia  
Freer, Carolee  
Gorno, Ric  
Hayes-Williams, Jerrilyn  
Hinkson, Kenneth  
Izadi, Behzad  
Jianto, Susana  
Kishel, Patricia  
Miller, Jeanne  
Moady, Alireza  
McKnight, Richard  
Pelachik, Patricia  
Ransom, Alan  
Reichart, Sue  
Saldana, Jesse  
Stoltz, Jan  
Von Soosten, Ronald  
Woo, Donna  
Wu, Penn

## Fine Arts

#### BERNSTEIN HOUSE

The Fine and Performing Arts complex was named after Leonard Bernstein, a master showman, conductor, composer, lecturer, pianist, writer, and teacher.

#### PROGRAMS

Art, Communications/Journalism, Dance, Multimedia, Music, Photography Theater Arts

#### COUNSELORS

Laguana, Renay  
Ssensalo-Collins, Renee

#### DIVISION DEAN

Brown, Kaleta

#### FACULTY

Anderman, Mark  
Ball, Sheridan  
Berger, Ellen  
Beyer, George  
Burchfield, Jerry  
DeCoro, Helena  
Disney, Betty  
Felos Charlene  
Finn, Stacie  
Gallo, Joseph  
Glattly, Marilyn  
Johnson, Michael  
Johnson, Robert  
Lester, Clifford  
Majarian, Mark  
Mendes, Roger  
Mercer, Robert  
Mosier, Jennifer  
Paiement, Paul  
Patti, Joyce  
Polsky, Diana  
Reid, Kathryn

## Health Science

### SCHWEITZER HOUSE

This building was named after Albert Schweitzer, a German scholar, humanitarian and founder of the Schweitzer Hospital in Lambarene, Gabon, Africa.

#### PROGRAMS

Registered Dental Assistant  
 Dental Hygiene  
 Health Information Technology  
   Health Care Management and Supervision Certificate  
   Health Care Marketing and Sales Certificate  
   Health Information Coding Specialist  
   Health Unit Coordinator Certificate  
   Medical Insurance Billing Specialist Certificate  
   Medical Quality Review Assistant Certificate  
   Medical Record Clerk Certificate  
   Medical Staff Services Science  
 Mortuary Science  
 Registered Nursing  
 Career Mobility Nursing  
 Psychiatric Technician  
 Radiologic Technology  
   Ultrasound/Medical Sonography Certificate  
   Radiology Assistant/Darkroom Technician Program

#### COUNSELORS

Carter, Kelly  
 Vo, Denise

#### DIVISION DEAN

Hannon, Andrea

#### DIRECTOR OF NURSING

Kruse, Kathleen  
 Majid, Rosalie  
 Metz, Douglas  
 Miller, Peggy  
 Mitts, Lynn  
 O'Brien, Noreen  
 Parelli, Robert  
 Piburn, Elizabeth  
 Putman, Elizabeth  
 Rydalch, Ina  
 Schroder, Geoffry  
 Selga, Max  
 Swytak, Judy  
 Valencia, Wendy  
 Williams, Susan  
 Wilson, Margaret  
 Winkler, Janet  
 Zakala, Carol

#### FACULTY

Ashburn, Shirley  
 Blilie, Jeannie  
 Boettger, Kathleen  
 Bower, Glenn  
 Boyce, Jane  
 Brown, Dana  
 Chin, Penny  
 Davis, Mary Kay  
 Dodson, Laurie  
 Fishman, Darlene  
 Franks, Joseph  
 Grande, Jolena  
 Green, Carol  
 Greico, Laura  
 Harvey, Carol  
 Herzog, Anna  
 Higgins, Jeanne

## Language Arts

### TWAIN HOUSE

This complex was named after Mark Twain, an American humorist and writer.

#### PROGRAMS

English, ESL (English for Non-Native Speakers), Foreign Language, Speech

#### COUNSELORS

Lawson, Velia  
 Mosqueda-Ponce, Terese  
 Pelletier, Daniel

#### DIVISION DEAN

Falce-Robinson, Juliet

#### FACULTY

Borla, Linda  
 Brydges, Michael  
 Chi, Hong  
 Daniels, Joan C  
 Deutsch, Nancy  
 Dickey, Cherie  
 Diep, Christie  
 Forman, Mary K  
 Friess, Donna  
 Ganer, Patricia  
 Herrera, E. Alexis  
 Jones, Sarah  
 Kashi, Barbara  
 Klein, S. Margaret  
 Koeppel, Liana  
 Lambros, John  
 Licari, Charles  
 Lin, Jian-er  
 Llanos, Kathy  
 Marshall, Barbara  
 Mc Alister, Kathleen  
 Mc Pherson, Debra  
 Mercer, Robert  
 Moran, Olga  
 Nabahani, Melanie  
 Oliveira, Fernando  
 Payne, John  
 Puma, Jessica  
 Rosenberg, Stuart  
 Schaefer, Sandra  
 Sonne, Kathryn  
 Takahashi, K. Mariye  
 Talwar, Ambika  
 Wada, Kathryn  
 Wise, Kimberly  
 Wood, Jane  
 Young, Eldon

## Physical Education

### THORPE HOUSE

This complex was named after Jim Thorpe, an American football, track, and baseball star, who is considered one of the greatest athletes of all time.

#### PROGRAMS

Physical Education - Teaching, Recreation

#### COUNSELOR

Bedard, Dana

#### DIVISION DEAN

Henry, Diane

#### FACULTY

Baca, Anthony  
 Beidler, Larry  
 Bottiaux, Paul  
 Haas, D. Ray  
 Mercadante, Larry  
 Mohr, Margaret  
 Pickler, Brad  
 Pickler, Scott  
 Pinkham, William  
 Rubino, Kenneth  
 Welliver, Nancy

## Science/Engineering/Mathematics

### EINSTEIN HOUSE

This building was named after Albert Einstein, a great American physicist and mathematician.

#### PROGRAMS

Biological Sciences/Life Sciences, Biology, Chemistry, Computer Science, Physical Science, Engineering - Chemical, Civil, Electrical, Mechanical, Engineering Technology, Forestry, Geology, Industrial Technology, Mathematics, Physical Therapy, Physics, Pre-Dentistry, Pre-Medicine, Pre-Optometry, Pre-Pharmacy, Pre-Veterinary

#### COUNSELORS

Nordee, Tom  
 Payne, Alice

#### STUDENT DEVELOPMENT INSTRUCTOR

Mattson, Carol

#### DIVISION DEAN

Mercadante, Larry - Interim

#### FACULTY

Allison, Minnie  
 Armale, Ron  
 Baldwin, William  
 Castle, Victoria  
 Centobene, William  
 Coopman, Jennifer  
 Fee, Richard  
 Flynn, Russell  
 Gibby, Cheryl  
 Gill, David  
 Godshalk, Kathryn  
 Gold, Stephen  
 Hamman, Elizabeth  
 Harkrider, Robert  
 Hess, Kathleen  
 Mao, Chaolin  
 Merickel, Karen  
 Mintzer, Alex  
 Morvan, Laurie  
 Mottershead, Allen  
 Nusbaum, David  
 Owens, Eunju  
 Paek, Sylvia  
 Petrie, David  
 Plett, Christina  
 Rajab, Adel  
 Shrouf, Cynthia  
 Siragusa, Chris  
 Spooner, Stephanie  
 Subramaniam, Brinda  
 Vandergrift, Robert  
 Watson, Karen

## Social Science

### MUIR HOUSE

This complex was named after John Muir, an American naturalist and explorer whose conservation efforts helped to establish Sequoia and Yosemite as national parks and to cause the first federal conservation laws to be passed.

### PROGRAMS

Anthropology, Asian Studies, Developmentally Disabled Care Providers, Drugs and Alcohol, Economics, Eating Disorders, Ethnic Studies, Family Studies-Basic & Advanced, Geographic Information Systems, Geography, History, Human Services Generalist, Latin American Studies, Liberal Studies, Multi-Cultural Studies, Philosophy, Political Science-Pre-Legal, Public Service, Psychology, Sociology, Victimology

### COUNSELORS

Lawson, Velia  
Mosqueda-Ponce, Therese  
Pelletier, Daniel

### DIVISION DEAN

Andrews, Kay

### FACULTY

Adams, Virgil III  
Alibrandi, Lucinda  
Barajas, Frank  
Buchanan, John  
Canova, Lawrence  
Cavin, Robert "Greg"  
Cooney, Neill  
Curiel, Larry  
Dedic, James  
Doak, Les  
Edwards, Cyril  
Flores, Michael  
Halahmy, David  
Heusser, Willis  
Johnson, Susan  
Kelley, Robert  
Killen, Brian  
Koerper, Henry  
Lewis, Carol  
Lind, Daniel  
Martinez, Randall  
Mathews, Eapen-Peter  
Mendoza, Armando  
Odebunmi, Fola  
Phillips, James  
Polizzi, Nicholas  
Rhymes, Regina  
Sandoval, Carlos  
Schick, P. Charlene  
Vega-Pritchett, Amy  
Zager, Gary

## Vocational/Technical

### EDISON HOUSE

The Vocational/Technical complex was named after Thomas A. Edison, who established the world's first "invention factory" dedicated solely to testing, proving, and inventing useful products.

### PROGRAMS

Air Conditioning and Refrigeration, Airline and Travel Careers, Automotive Collision Repair, Automotive Technology, Aviation - Commercial Pilot; Aviation - Management, Hotel, Restaurant, Culinary Arts, Industrial Arts - Teaching, Marine Service Technician

### COUNSELOR

Jepson, Jane

### DIVISION DEAN

Donley, Steve

### FACULTY

Alexander, John  
Bettendorf, Richard  
Bird, Michael  
Clark, Lisa  
Freiman, Wayne  
Gifford, Charles  
Jones, Anthony  
Orozco, Luciano  
Reiland, Kathleen  
Sallade, Douglas  
Sandore, Russell  
Sherard, Charles  
Snook, Dan  
Trulock, Ronald

# 2001 - 2002 Administration and Faculty Accomplishments

## **Adams, Virgil III - Human Services**

B.A., California State University, San Bernardino  
M.A., Azusa Pacific University

## **Alexander, John - Automotive Technology**

B.A., California State University, Long Beach

## **Alibrandi, Lucinda - Human Services**

B.A., Wichita State University  
Ph.D., University of California, Irvine

## **Allison, Minnie Tashima - Mathematics**

B.S., Indiana State University  
B.S.E.E., University of Dayton  
M.M., Utah State University

## **Anderman, Mark - Music**

A.A., Long Beach City College  
B.A., California State University, Long Beach  
M.A., San Francisco State University

## **Andrews, Shannon Kay - Division Dean, Social Science**

B.S., University of Tennessee at Chattanooga  
M.A., Duquesne University  
Ph.D., University of Pittsburgh

## **Armale, Ron - Physics/Astronomy**

B.S., California State Polytechnic University, Pomona  
M.S., Ph.D., University of California, Irvine

## **Ashburn, Shirley - Nursing**

B.S.N., M.S., Ohio State University

## **Austin, Peggy Jean - Librarian**

B.A., University of California, Davis  
M.L.S., University of California, Los Angeles

## **Baca, J. Anthony - Physical Education**

B.A., University of California, Santa Barbara  
M.A., California State University, Long Beach

## **Baldwin, William - Computer Science**

B.A., California State University, Fullerton  
M.S., National University

## **Ball, Sheridan - Music**

B.A., M.A., University of Northern Colorado  
D.M.A., University of Southern California

## **Barajas, Frank - History**

A.A., Moorpark College  
B.A., M.A., California State University, Fresno  
Ph.D., Claremont Graduate University

## **Bartlett, Kimberly**

A.A., Glendale Community College, Glendale Arizona  
B.A., Arizona State University  
Ph.D., University of California, Santa Barbara

## **Bedard, Dana - Counselor/Student Development**

B.A., University of California, San Diego  
M.S., California State University, Long Beach

## **Beidler, Larry E. - Physical Education**

A.A., Santa Ana College  
B.A., California State University, Long Beach  
M.Ed., Azusa Pacific University

## **Beloz, George - Director, Campus Diversity**

B.A., M.A., Illinois State University  
Ph.D., Southern Illinois University

## **Berggren, Gail - Counselor/Workforce Prep**

A.A., Coastline College  
B.A., California State University, Fullerton  
M.S., California State University, Fullerton

## **Berger, Ellen - Art**

A.A., Pasadena City College  
B.A., California State University, Fullerton  
M.A., California State University, Long Beach

## **Bettendorf, Richard - Automotive Technology**

B.V.E., M.S., California State University, Los Angeles

## **Beyer, George - Music**

B.M., M.M., California State University, Fullerton

## **Bird, Michael - Culinary Arts**

## **Blanchard, Donald E. - Automotive Technology**

B.A., M.A., California State University, Long Beach

## **Blilie, Jeannie - Psychiatric Technician**

## **Boettger, Kathleen - Mortuary Science**

B.A., California State University, Los Angeles  
M.S., California State University, Fullerton

## **Borla, Linda - English**

B.A., M.A., California State University, Sacramento

## **Bottiaux, Paul - Physical Education, Student Activities**

B.S., Michigan State University  
M.S., California State University, Fullerton

## **Bower, Glenn - Mortuary Science**

B.A., California Lutheran University, Thousand Oaks

## **Boyce, Jane C. - Psychiatric Technology**

B.S.N., California State University, Fullerton  
M.S., California State University, Long Beach  
Adult Nurse Practitioner

## **Brown, Dana - Health Science**

M.A., California State University, Long Beach  
J.D., Western State University, College of Law  
R.H.I.T., Cypress College

## **Brown, Kaleta - Division Dean, Fine Arts**

B.A., M.A., University of California, Los Angeles

**Brydges, Michael - Speech**

A.A., Mt. San Antonio College  
B.A., M.A., California State University, Los Angeles

**Buchanan, John - History**

A.B., M.A., University of California, Los Angeles

**Burchfield, Jerry - Photography/Fine Arts**

B.A., M.A., M.F.A., California State University, Fullerton

**Byrnes, Nancy - Vice President**

A.S., University of Bridgeport  
B.A., Notre Dame College  
M.P.A., University of San Francisco  
Ed. D., University of California, Los Angeles

**Calhoun, Fred - Counseling, Student Development**

A.A., Cypress College  
B.A., University of California, Irvine  
M.S., California State University, Long Beach  
Ed.D., Nova Southeastern University

**Canova, Lawrence - Psychology**

B.A., Pacific Christian College  
M.A., Pepperdine University

**Capsuto, Michael - Accounting**

B.S., Roosevelt University  
M.S., West Coast University

**Carter, Kelly - Counseling/Student Development**

A.A., Ricks College  
B.S., Brigham Young University  
M.A., California State University, Fresno

**Cavin, Robert Greg - Philosophy and Religious Studies**

B.A., University of Southern California  
M.A., Fuller Theological Seminary  
B.A., M.A., Ph.D., University of California, Irvine

**Centobene, William J. - Chemistry**

B.S., M.S., California State University, Long Beach  
Ph.D., United States International University, San Diego

**Chi, Hong - English as a Second Language/  
Linguistics /Anthropology**

M.A., M.S., State University of New York at Albany  
Ph.D., Louisiana State University

**Chin, Penny - Nursing**

BSN, University of California, San Francisco  
MSN, Texas Woman's University, Houston  
Ed.D., University of Southern California, Los Angeles

**Clark, Lisa - Hospitality Management**

B.A., California State University, Sacramento

**Cooney, Neill - Philosophy**

B.A., Loyola University  
M.A., Gonzaga University, Spokane  
M.A., University of Santa Clara  
J.D., Western State University

**Curiel, Larry - Sociology**

B.A., M.A., California State University, Fullerton

**Daniels, Joan C. - English**

A.A., Cypress College  
B.A., M.A., California State University, Long Beach  
J.D., Western State University, College of Law

**Davis, Mary Kay - Dental Assisting  
Department Coordinator**

A.A., Cerritos College  
B.S. California State University, Long Beach

**De Coro, Helena - Music**

B.A., M.A., California State University, Long Beach

**Dedic, James - Social Sciences**

B.A., M.A., California State University, Fullerton  
M.S.W., University of Southern California

**Dellinger, Patricia - Computer Information  
Systems**

B.A., California State University, Long Beach

**Deutsch, Nancy - English/Reading**

A.A., Bee County College, Texas  
B.A., Baylor University  
M.A., California State University, Long Beach

**Dickey, Cherie - English/Reading**

B.A., California State University, Long Beach  
M.A., California State University, Long Beach

**Diep, Christie Rossier - English**

A.A., Golden West  
B.A., California State University, Fullerton  
M.A., California State University, Fullerton

**Disney, Betty - Art**

B.A., University of Southern California  
M.A., University of Cincinnati

**Doak, Leslie - Geography**

B.A., Aurora University  
M.A., California State University, Fullerton

**Dodson, Laurie - Health Information Technology**

B.S., Hanover College  
M.P.H. University of California, Los Angeles

**Doman, Monica Maldonado - Library**

B.A., University of California, Los Angeles  
M.L.S., University of California, Los Angeles

**Donley, Steven R. - Division Dean, Vocational  
Technology****Easton, Sharon - Counseling/Student  
Development**

A.A., Irvine Valley College  
B.A., California State University, Long Beach  
M.A., Chapman University

**Edwards, Cyril - Sociology**

B.S., M.A., Arizona State University

**England, Jean - Counseling/Student Development**

A.A., Saddleback College  
 B.S., University of San Francisco  
 M.S., National University

**Falce-Robinson, Juliet - Division Dean, Language Arts and Library**

B.A., M.A., Ph.D., University of California, Irvine

**Fee, Richard - Chemistry**

B.A., Colorado College  
 Ph.D., Pennsylvania State University

**Felos, Charlene - Art**

A.A., Cerritos College  
 B.A., M.A., California State University, Los Angeles  
 M.F.A., Claremont Graduate School

**Finn, Stacie - Dance**

B.A., University of California, Riverside  
 M.F.A., University of California, Irvine

**Fishman, Darlene C. - Nursing Education**

B.S.N., Medical College of Virginia School of Nursing  
 M.S.N., California State University, Los Angeles

**Flores, Michael C. - History**

B.A., California State University, Fullerton  
 M.A., California State University, Los Angeles

**Flynn, Russell - Geology**

B.S., M.A., San Diego State University

**Forman, Mary K. - English**

B.A., University of Rhode Island  
 M.F.A., University of Massachusetts

**Franks, Joseph - Psychiatric Technology**

A.A., Cypress College  
 B.A., M.A., California State University, Fullerton

**Freer, Carolee - Court Reporting**

A.A., Cerritos College  
 B.A., M.B.A., California State University, Fullerton  
 CRI Certificate

**Freiman, Wayne - Air Conditioning/Refrigeration**

B.S.E., California Polytechnic State University, San Luis Obispo  
 M.A., California Polytechnic State University, Pomona

**Friess, Donna Lewis - Speech**

A.A., Santa Monica College  
 B.A., University of Southern California  
 M.A., California State University, Long Beach  
 Post Graduate, University of California, Irvine  
 Ph.D., United States International University

**Gabourie, Lillian (Penny) - Honors Counselor/Articulation Officer/Transfer Center Director**

B.A., California State University, Fullerton  
 M.S., University of LaVerne

**Gallo, Joseph - Music**

B.A., M.A., California State University, Los Angeles

**Ganer, Patricia - Speech**

A.A., Cypress College  
 B.A., University of Southern California  
 M.A., University of California, Los Angeles  
 Ph.D., University of Utah

**Gibby, Cheryl - Mathematics**

B.A., California State University, Long Beach  
 M.A., California State University, Fullerton

**Gifford, Charles F. - Aviation**

B.A., California State University, Los Angeles  
 M.A., San Jose State University, San Jose

**Gill, David - SEM**

B.A., University of California, Santa Barbara  
 M.A., University of California, Santa Barbara  
 Ph.D., Cornell University

**Glattly, Marilyn - Dance**

B.A., University of California, Los Angeles  
 M.F.A., United States International University  
 M.A., California State University, Dominguez Hills

**Godshalk, Kathryn - Mathematics**

B.A., California State University, Long Beach  
 M.A., California State University, Fullerton  
 M.S., University of Southern California

**Gold, Stephen R. - Mathematics**

B.S., University of Nebraska  
 M.S., University of Oregon

**Gorno, Ric G. - Marketing/Management/Finance**

B.A., M.B.A., University of Detroit

**Grande, Jolena - Mortuary Science**

A.S., Cypress College  
 B.S., University of Central Oklahoma  
 M.F.S., M.S., National University

**Grantham, Robert - Outreach Counselor**

A.A., Fullerton College  
 B.A., University of California, Irvine  
 M.S.W., California State University, Long Beach

**Green, Carol - Dental Hygiene**

R.D.H., B.S., University of Southern California

**Greico, Laura - Radiologic Technology**

A.A., Fullerton College  
 A.R.R.T., C.R.T., B.V.E., California State University, Long Beach

**Grimes, Kelly - Workforce Preparation Center Director**

B.A., M.B.A., University of Phoenix

**Haas, D. Ray - Physical Education**

B.A., Ohio State University  
 M.A., California State University, Long Beach

**Halahmy, David G. - History**

B.A., University of California, Los Angeles  
 M.A., California State University, Northridge

**Hamman, Elizabeth - Mathematics**

A.A., Cerritos College  
 B.A., California State University, Fullerton  
 M.S., California State University, Long Beach

**Hannon, Andrea - Division Dean, Health Science**

A.A., Fullerton College  
 B.S.N., California State University, Long Beach  
 M.S.N., California State University, Los Angeles

**Harkrider, J. Robert - Biology**

B.A., University of California, Riverside  
 M.A., Incarnate Word College, San Antonio, TX  
 Ph.D., University of California, Riverside

**Harvey, Carol - Nursing**

B.S.N., University of San Francisco  
 M.S.N., University of Nevada, Reno

**Hayes-Williams, Jerrilyn - Office Administration**

B.S., Prairie View A&M University  
 M.A., Michigan State University

**Henry, Diane - Division Dean, Physical Education/Athletics**

A.A., Rio Hondo College  
 B.A., M.A., California State University, Long Beach  
 M.Ed., Azusa Pacific University

**Herrera, E. Alexis - Spanish**

B.A., M.A., University of Utah

**Herzog, Anna - Nursing**

A.A.S., Northampton County Area Community College  
 B.S.N., Kutztown University  
 M.S.N., California State University, Dominguez Hills

**Hess, Kathleen**

B.S., DePaul University  
 Ph.D., The University of Chicago

**Heusser, Willis - Philosophy and Religious Studies**

A.A., Pierce College  
 B.A., University of California, Los Angeles  
 M.A., University of Rochester, New York

**Higgins, Jeanne - Psychiatric Technology**

B.S., Mt. St. Mary's, Los Angeles  
 M.N., University of California, Los Angeles  
 Ed.D., University of California, Los Angeles

**Hinkson, Kenneth - Computer Information Systems**

A.A., Los Angeles City College  
 B.A., Graduate Work, University of Utah  
 M.A., California State University, Long Beach

**Izadi, Behzad - Computer Information Systems****Jepson, Jane C. - Counseling/Student Development**

B.A., Towson State University  
 M.S., California State University, Long Beach

**Jianto, Susana - Computer Information Systems**

B.S., University of Kansas  
 M.Ed., University of Texas at Austin

**Johnson, Michael L. - Art**

B.A., M.A., California State University, Fullerton

**Johnson, Robert - Photography**

B.A., California Lutheran University  
 M.A., M.F.A., California State University, Fullerton

**Johnson, Susan - Social Science**

B.A., University of North Carolina - Greensboro  
 M.A., Pepperdine University

**Jones, Anthony L. (Tony) - Automotive Collision Repair**

A.A., Cerritos College  
 B.V.E., California State University, Long Beach

**Jones, Sarah - Reading, Language Arts****Kashi, Barbara - English/Reading**

B.E., Seattle University  
 M.S., California State University, Fullerton

**Kasler, Michael J. - Executive Vice President**

B.A., M.S., California State University, Long Beach  
 M.S., Ed.D., Pepperdine University

**Kelley, Robert G. - Psychology**

B.S., University of California, Irvine  
 B.A., University of California, Irvine  
 M.A., Ph.D., University of California, San Diego

**Killen, Brian - Psychology**

B.A., M.A., California State University, San Jose  
 M.A., California Family Studies Center

**Kishel, Patricia - Marketing/Management**

B.A., M.F.A., University of California, Los Angeles  
 M.B.A., California State University, Long Beach

**Klein, Susan - English/Reading**

B.A., Westmont College, Santa Barbara  
 M.A., California State University, Los Angeles  
 M.A., California State University, Long Beach

**Koeppel, Liana - Speech**

B.A., San Diego State University  
 M.A., California State University, Northridge  
 Ph.D., University of Southern California

**Koerper, Henry - Anthropology**

B.A., M.A., University of California, Davis  
 Ph.D., University of California, Riverside

**Koike, Judy - Librarian**

B.A., Washington State University  
 M.L.S., Rutgers State University

**Kruse, Kathleen - Nursing**

B.A., Occidental College  
 B.S.N., Washington State University  
 M.S.N., California State University, Los Angeles



**Laguana, Renay - Counseling/Student Development**

B.A., CSU Dominguez Hills  
M.A., Pepperdine University

**Lambros, John - Speech**

B.A., M.A., California State University, Long Beach

**Lawson, Velia S. - Counseling/Student Development**

B.A., University of California, Los Angeles  
M.S., California State University, Los Angeles

**Lester, Clifford - Photography**

B.A., Brooks Institute of Photography

**Lewis, Carol P. - History**

B.A., M.A., University of California, Riverside

**Lewis, Marjorie D. - College President**

A.A., Long Beach City College  
B.A., University of California, Los Angeles  
M.A., California State University, Long Beach  
Ph.D., Claremont Graduate University

**Licari, Charles J. - Reading/English**

B.A., University of California, Los Angeles  
M.Ed., Loyola University, Los Angeles

**Lin, Jian-er - English**

B.A., Fujian Teachers University, China  
M.A., University of Wisconsin  
Ph.D., University of North Dakota

**Lind, Daniel - Ethnic Studies**

A.B., Bowdoin College, Maine  
M.P.S., Cornell University, New York  
M.A., Claremont Graduate School

**Llanos, Kathleen - English as a Second Language**

B.A., San Jose State University  
M.A., TESOL Certificate, California State University, Fullerton

**McKnight, Richard - Computer Information Systems**

B.S., California State University, Long Beach  
M.A., Chapman University

**McPherson, Debra - English as a Second Language**

M.A., University of Texas  
TESOL, California State University, Fullerton

**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

**Mattson, Carol - Student Development Instructor**

B.F.A., Chapman University  
M.A., Chapman University  
RPCC (Registered Professional Career Counselor)

**Mendes, Roger L. - Art**

B.F.A., M.F.A., Otis Art Institute

**Mendoza, Armando - Geography**

B.A., University of Northern Colorado  
M.S., Texas A&M University

**Mercadante, Larry - Interim Division Dean, Science, Engineering, Mathematics Interim Dean**

B.A., M.A., University of Redlands

**Mercer, Robert R. - Communications/Journalism**

A.A., East Los Angeles College  
B.J., University of Missouri - Columbia  
M.A., University of Oklahoma

**Merickel, Karen - Biology**

B.A., M.A., University of California, Los Angeles

**Metz, Douglas - Mortuary Science**

A.A., California College of Mortuary Science  
B.A., Nebraska State College  
M.S., Pepperdine University

**Michelle, Deborah - Counseling/Student Development/DSP & S**

B.A., M.S., San Diego State University

**Miller, Jeanne K., C.P.A. - Accounting**

A.A., Pasadena City College  
B.S., California State University, Los Angeles  
M.B.A., California State Polytechnic University, Pomona

**Miller, Peggy - Psychiatric Technology**

B.S., Mt. St. Mary's College, Los Angeles  
M.S.N., California State University, Dominguez Hills

**Mintzer, Alex - Biology**

B.S., University of California, Irvine  
Ph.D., University of Michigan

**Mitts, T. Lynn - Radiologic Technology**

A.R.R.T., C.R.T., B.S.R.T.  
R.T. (R), RDMS  
M.A., California State University, Long Beach

**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., California State University, Long Beach  
 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

**Mosier, Jennifer**

B.A., University of California, Berkley  
 M.F.A., University of Southern California  
 Ph.D., University of California, Santa Barbara

**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

**Nabahani, Melanie - English**

B.A., California State University, Fullerton  
 M.A., California State University, Fullerton

**Nadell, Robert - Division Dean, Counseling/  
Student Development**

B.S., California State Polytechnic University, Pomona  
 M.A., California State University, Los Angeles

**Nelson, Kristine - Matriculation Officer**

A.A., East Los Angeles College  
 B.A., M.S., California State University, Los Angeles

**Nordee, Thomas - Counseling/Student  
Development**

B.A., M.S., California State University, Long Beach

**Nusbaum, David - Mathematics**

B.S., M.Ed., University of California, Los Angeles  
 M.S., University of California, Irvine

**O'Brien, Noreen - Nursing**

B.S.N., San Diego State University  
 M.N., University of California, Los Angeles  
 M.A., Ph.D., Claremont Graduate School

**Odebunmi, Fola - Economics**

B.A., Chapman University  
 M.A., California State University, Fullerton

**Oliveira, A. Fernando - Spanish**

M.A., University of California, Irvine

**Orozco, Luciano - Automotive Technology**

B.A., California State University, Los Angeles

**Owens, Cynthia - Counseling/Student  
Development, Learning Disabilities Specialist**

A.A., Fullerton College  
 B.A., California State University, Fullerton  
 M.A., California Lutheran University

**Paiement, Paul - Art**

B.F.A., Minneapolis College of Art and Design  
 M.F.A., University of Southern California

**Parelli, Robert J. - Radiologic Technology**

A.R.R.T., C.R.T., B.V.E., M.A., California State University,  
 Long Beach

**Payne, Alice Myers - Counseling/Student  
Development**

B.A., Virginia Union University, Richmond, Virginia  
 M.S., California State University, Fullerton

**Payne, John - Language Arts**

B.A., California State University, Long Beach  
 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

**Petrie, David - Mathematics**

A.A., Chabot College  
 B.S., M.S., California State University, Hayward

**Phillips, James A. - Economics**

A.A., Mt. San Antonio Junior College  
 B.A., University of California, Santa Barbara  
 M.A., University of Illinois  
 Ph.D., University of Southern California  
 CFP, College of Financial Planning, Denver  
 EA, Internal Revenue Service

**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

**Polizzi, Nicholas - Geography**

B.A., University of California, Los Angeles  
 M.A., California State University, Northridge

**Polsky, Diana - Theater Arts**

B.A., M.F.A., University of California, Los Angeles

**Porter, Deidre M. - Counseling/Student Development/EOPS**

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****Rajab, Adel - Biology**

B.S., M.S., California State University, Long Beach

**Ramirez, Jorge - Dean, Student Support Services**

B.A., Seattle University  
 M.ed., Seattle University

**Ransom, Alan L., C.M.A. - Accounting**

A.A., Fullerton College  
 B.A., California State University, Fullerton  
 M.A., California State University, Dominguez Hills

**Reichart, Sue - Court Reporting**

Certified Shorthand Reporter  
 B.S., Western Illinois University

**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

**Rosenberg, Stuart - English**

B.A., California State University, Long Beach  
 M.P.W., University of Southern California

**Rubino, Kenneth J. - Physical Education**

B.S., M.S., University of California, Los Angeles

**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  
 MBA, California State University, Long Beach

**Sallade, Douglas - Air****Conditioning/Refrigeration**

B.S.E., California Polytechnic University, San Luis Obispo

**Sandore, Russell C. - Marine Service**

A.A., Orange Coast College  
 B.A., M.A., California State University, Long Beach

**Sandoval, Carlos - Psychology**

B.A., California State University, Fullerton  
 M.A., Pepperdine University

**Schaefer, Sandra - English/Reading**

B.A., California State University, Fullerton  
 M.A.T., Oakland University

**Schick, P. Charlene, C.P.A. - Economics**

B.A., California State University, Fullerton  
 M.A., University of California, Riverside

**Schroder, Geoffrey - Psychiatric Technology**

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 B.S.N, M.S.N., University of Phoenix

**Selga, Max - Psychiatric Technology**

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 Barrier, Catherine . . . . . Library  
 Beamer, Edwin. . . . . Counseling  
 Bedard, Donald . . . . . Vice President, Student Services  
 Bilyeu, Dean. . . . . Counseling  
 Blanchard, Donald. . . . . Automotive Technology  
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 Paris, Vincent. . . . . Culinary Arts  
 Park, Willis . . . . . Geography  
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Stout, Byron . . . . . Mortuary Science  
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Wood, Arthur. . . . . Counseling  
Woodall, Edgar H. . . . . Business  
Yamada, Mitsuye M.. . . . . English

## CYPRESS COLLEGE SERVICES - (714) 484-7000

(The listed hours are in effect when classes are in session for the Fall semester only)

OFFICE	PHONE	HOURS OF OPERATION	LOCATION
Admissions and Records*	484-7346	M - Th: 8:00 am – 7:00 pm F: 8:00 am – 5:00 pm	Administration Bldg — 1st Floor
Adult Re-entry	484-7120	M - Th: 8:00 am – 7:00 pm F: 8:00 am – 5:00 pm	Tech Ed II Bldg, Room 207A — 2nd Floor
Assessment Center	484-7223	M - F: 8:00 am – 5:00 pm	Business Ed Bldg — 1st Floor
Bookstore*	484-7336	M - Th: 7:45 am – 8:00 pm F: 7:45 am – 5:00 pm	Next to parking Lot #7
Bursar's Office*	484-7317	M - F: 8:00 am – 5:00 pm	Administration Bldg — 1st Floor
Career Planning Center	484-7120	M - Th: 8:00 am – 7:00 pm F: 8:00 am – 5:00 pm	Tech Ed II Bldg, Room 207A — 2nd Floor
Children's Center	484-7074	M - F: 6:30 am – 6:00 pm	CE-3, Lot 6
Counseling Center	484-7015	M - Th: 4:00 pm – 7:00 pm Sat: 8:00 am – 1:00 pm (Sat-1st 2 wks only)	Business Ed Bldg, Room 115 — 1st Floor
Dean of Counseling (Refer to Student Handbook for individual counselor's office)	484-7334	M - F: 8:00 am – 5:00 pm	Administration Bldg — 2nd Floor
Disabled Student Programs & Services (Roosevelt Center)	484-7104	M,T,W,F: 7:30 am – 5:00 pm Th: 7:30 am – 7:00 pm	SEM Bldg — 1st Floor
EOPS/CARE Program (Extended Opportunity Program & Services)	484-7368	See Student Services, below	See Student Services, below
Extended Day / Instruction Office	484-7332	M - F: 8:00 am – 9:00 pm S: 7:30 am – 3:30 pm	Administration Bldg — 2nd Floor
Financial Aid	484-7114	M - Th: 8:00 am – 5:00 pm F: 8:00 am – 5:00 pm	Tech Ed II Bldg, Room 209 — 2nd Floor
Food Services (Sub Nation Express)	484-7226	M - Th: 7:00 am – 8:00 pm F: 7:00 am – 2:00 pm	Theater Arts Building, 1st Floor, next to Culinary Arts
Convenience Store	484-7224	M - Th: 7:00 am – 9:00 pm F: 7:00 am – 1:00 pm	Humanities Bldg - 1st Floor
Foundation/Scholarships	484-7126	M - F: 7:30 am – 5:00 pm	Administration Bldg — 2nd Floor
Health Services	484-7361	M - F 7:30 am – 5:00 pm	Gym II Bldg — 1st Floor
Job Placement	484-7052	M - F: 8:00 am – 5:00 pm	Tech Ed II Bldg, Room 207B — 2nd Floor
Language Arts Learning Center	484-7193	M - Th: 8:00 am – 8:00 pm F: 8:00 am – 4:50 pm Sat: 8:00 am – 12:00 pm	Humanities Bldg, Room 303 — 3rd Floor
Library	484-7124	M - Th: 7:45 am – 9:00 pm F: 7:45 am – 5:00 pm Sat: 9:00 am – 1:00 pm	Administration Bldg — 3rd Floor
Lost & Found (Security Office)	484-7387	M - Th: 7:30 am – 10:30 pm (if no one is available in Security go to the switchboard operator, 1st floor, and she will contact Security)	Security/Information Building (East of Business Building)
Math Learning Center	484-7151	M & W: 8:00 am – 3:00 pm/5:00 pm – 8:00 pm T & TH: 8:00 am – 3:30 pm/5:00 pm – 8:00 pm F: 8:00 am – 12:00 noon Sat: 12:00 noon – 3:00 pm	SEM Bldg, Room 209 — 2nd Floor
North Computer Lab	484-7150	M - Th: 8:00 am - 8:50 pm F: 8:00 am - 4:50 pm Sat: 8:00 am - 12:50 pm	SEM Bldg, Room 114 — 1st Floor
Security	484-7387	M - Sun: 24 hours (7 days a week) (if no one is available in Security go to the switchboard operator, 1st floor, and she will contact Security)	Security/Information Building (East of Business Building)
Student & Campus Activities *	484-7198	Student Ctr: M-F 8:00 am – 5:00 pm Office: M-F: 8:00 am – 5:00 pm Photo I.D.: M-F: 8:00 am – 5:00 pm	Gym II Bldg — 2nd Floor
Student Services	484-7368	M,Th,F: 8:00 am – 5:00 pm T-W: 8:00 am – 7:00 pm	Tech Ed II Bldg, Room 213 — 2nd Floor
Transfer Center	484-7129	M - Th: 8:00 am – 7:00 pm F: 8:00 am – 5:00 pm	Fine Arts, Room 100 — 1st Floor
Veteran's Affairs (Admissions & Records)	484-7344	M - Th: 8:00 am – 7:00 pm F: 8:00 am – 5:00 pm	Administration Bldg — 1st Floor
Workforce Preparation Center	484-7237	M - Th: 7:30 am – 5:00 pm F: 8:00 am – 5:00 pm	Tech Ed II Bldg, Room 215 — 2nd Floor
Writing Center	484-7183	M - Th: 8:00 am – 8:00 pm F: 8:00 am – 5:00 pm	Humanities Bldg, Room 324 — 3rd Floor

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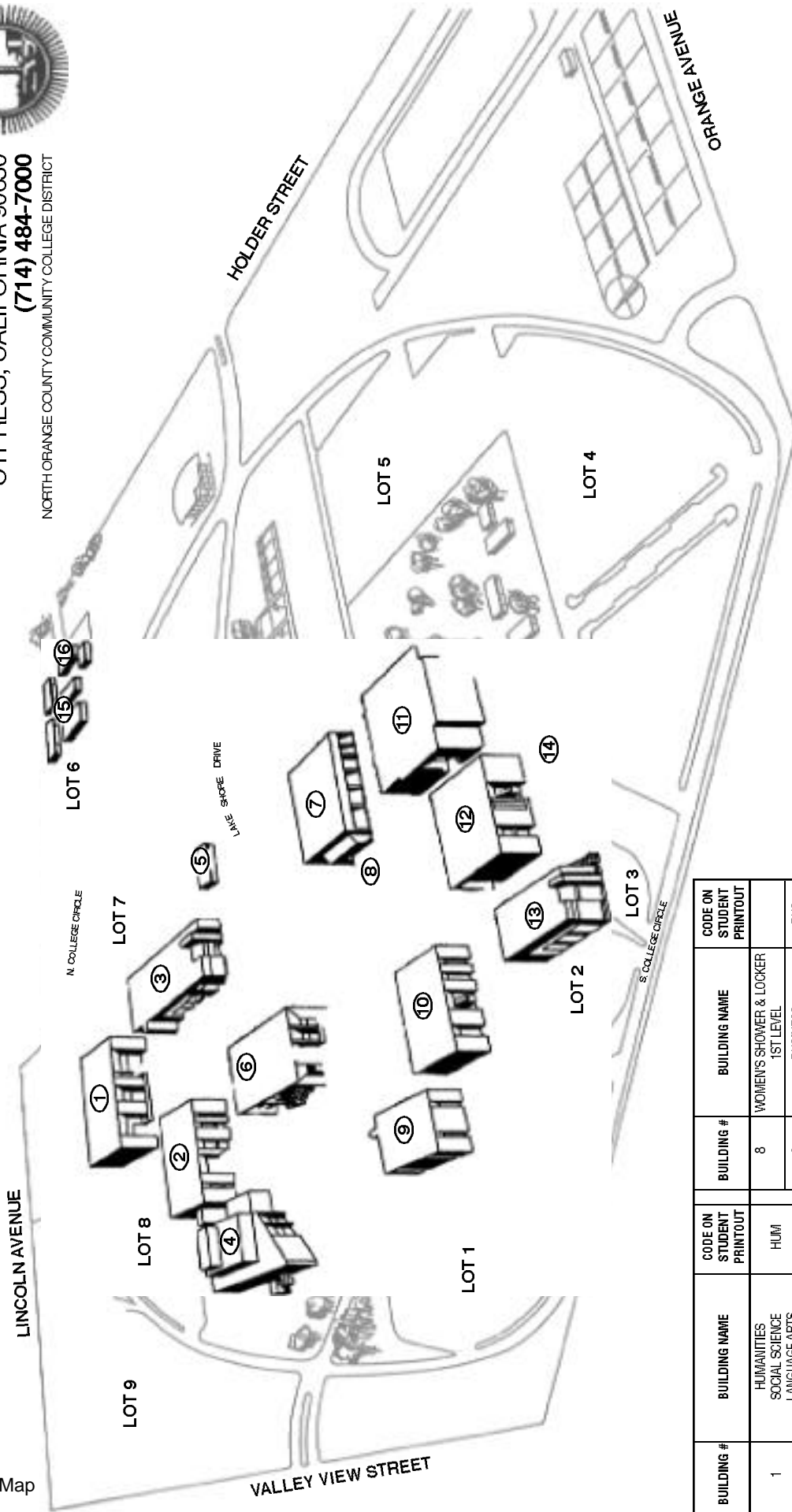
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# CYPRESS COLLEGE



9200 VALLEY VIEW  
 CYPRESS, CALIFORNIA 90630  
 (714) 484-7000  
 NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



BUILDING #	BUILDING NAME	CODE ON STUDENT PRINTOUT	BUILDING #	BUILDING NAME	CODE ON STUDENT PRINTOUT
1	HUMANITIES SOCIAL SCIENCE LANGUAGE ARTS	HUM	8	WOMEN'S SHOWER & LOCKER 1ST LEVEL	
2	FINE ARTS	FA	9	BUSINESS	BUS
3	SCIENCE/ENGINEERING/MATH	SEM	10	TECHNICAL EDUCATION 1	TE1
4	THEATER ARTS CULINARY ARTS	TA	11	GYMNASIUM 2	G2
5	BOOKSTORE		12	TECHNICAL EDUCATION 2	TE2
6	ADMINISTRATION ADMISSIONS LIBRARY	LIB	13	TECHNICAL EDUCATION 3 HEALTH SCIENCE	TE3
7	GYMNASIUM 1	G1	14	ADULT EDUCATION ADMINISTRATIVE OFFICE	
			15	ADULT EDUCATION	
			16	CHILDREN'S CENTER	

## Cypress College

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