CUESTA COLLEGE

SAN LUIS OBISPO COUNTY
COMMUNITY COLLEGE DISTRICT

CATALOG

2023-2024

• SAN LUIS OBISPO • PASO ROBLES
• ARROYO GRANDE • ONLINE

CUESTA COLLEGE

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SECTION 1A

SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

2023-2024 CUESTA COLLEGE CATALOG

San Luis Obispo Campus
Highway 1
San Luis Obispo, CA 93403-8106
(805) 546-3100

North County Campus
2800 Buena Vista Dr.
Paso Robles, CA 93446
(805) 591-6200

**South County Center
at Arroyo Grande High School**
Office in Room 913
Corner of Orchard St.
and W. Cherry Ave.
Arroyo Grande, CA 93420
(805) 474-3913

San Luis Obispo County Community College District
PO Box 8106, San Luis Obispo, CA 93403-8106
(805) 546-3100

https://www.cuesta.edu

Accredited by

Accrediting Commission for Community and Junior Colleges
of the Western Association of Schools and Colleges

331 J St., Suite 200
Sacramento, CA 95814
(415) 506-0234

An institutional accrediting body recognized by the
Council for Higher Education Accreditation and the U.S. Department of Education

The Licensed Vocational Nursing Program is approved by the
Board of Vocational Nursing and Psychiatric Technicians (BVNPT, www.bvnpt.ca.gov)
and by the California Community Colleges Chancellor's Office

The Associate Degree Registered Nursing program is approved by the
California Board of Registered Nursing (BRN, www.rn.ca.gov)
and by the California Community Colleges Chancellor's Office

The Psychiatric Technician program is approved by the
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The Cuesta College Paramedic Program is accredited by the
Commission on Accreditation of Allied Health Education Programs (CAAHEP, www.caahep.org)
and approved by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professional
(CoAEMSP, www.coaemsp.org)
and by the California Community Colleges Chancellor's Office

The Automotive Technology Program is accredited by the
Automotive Service Excellence Education Foundation (https://www.aseeducationfoundation.org)

Disclaimer

Cuesta College has made every reasonable effort to determine that everything stated in the catalog is accurate. Catalog information, together with other matters contained here-in, are subject to change without notice by the administration of Cuesta College for reasons related to student enrollment, level of financial support, or for any other reason at the discretion of the college. The college further reserves the right to add, amend, or repeal any of the rules, regulations, policies and procedures, consistent with applicable laws.

The Board of Trustees of the San Luis Obispo County Community College District affirms that no person shall, on the basis of race, color, religious beliefs, gender, gender identity, gender expression, national origin, ethnicity, age, mental or physical disabilities, pregnancy, veteran status, genetic information, ancestry, sexual orientation, marital status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics be unlawfully subject to discrimination under any program or activity of the San Luis Obispo County Community College District, and that the lack of English language skills shall not be a barrier to admission to, and participation in, vocational education programs and services of the San Luis Obispo County Community College District.

El Patronato del Distrito de la Universidad Comunitaria del Condado de San Luis Obispo afirma que ninguna persona será ilegalmente sujeta a discriminación, en base a raza, color, creencia religiosa, género, identidad de género, expresión de género, nacionalidad, etnicidad, edad, incapacidad mental o física, estado de embarazo, posición de veterano, información genética, orientación sexual, estado matrimonial, o por el percibimiento de poseer alguna de estas características, o por su asociación con una persona o grupo con alguna(s) de estas características o características percibidas, bajo cualquier programa o actividad del Distrito de la Universidad Comunitaria del Condado de San Luis Obispo, y que la falta de conocimiento del idioma inglés no será un obstáculo para ser admitido y para participar en los programas y servicios educativos vocacionales del Distrito de la Universidad del Condado de San Luis Obispo.

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CUESTA COLLEGE
SUPERINTENDENT'S/PRESIDENT'S MESSAGE

I'm so glad you have chosen Cuesta College for your educational journey! Cuesta has a proud history of excellence, and our Promise makes the first two years fee-free for local graduates. The transfer preparation you will receive here is unparalleled, propelling you to success at the university of your choice and the career technical education programs will launch you into your desired occupation with skills aligned with today's workforce needs. Cuesta College also has short non-credit courses designed to quickly prepare students for jobs in local industry. Whichever path is right for you, the Cuesta College team is here to provide support every step of the way.

Your educational success starts here!

Jill Stearns, Ph.D.
Superintendent/President

BOARD OF TRUSTEES
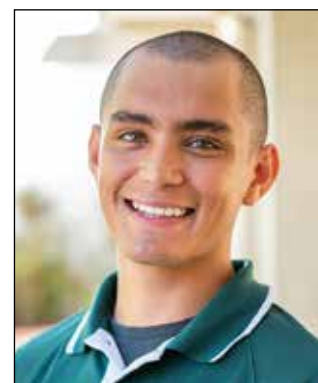
ADMINISTRATION

Dr. Jill Stearns, Superintendent/President

Daniel Troy, Assistant Superintendent/Vice President, Administrative Services

Dr. Jason Curtis, Assistant Superintendent/Vice President, Instruction

Dr. Elizabeth Coria, Assistant Superintendent/Vice President, Student Success and Support Programs

Melissa Richerson, Vice President of Human Resources and Labor Relations

Aubrey Kuan Roderick, Dean of Instruction

Dr. Erin Naegle, Dean of Instruction

Mozell Person, Dean of Instruction

Dr. Oscar Ramos, Dean of Instruction

Dr. Ryan Cartnal, Executive Director Institutional Effectiveness & Research

Dr. Maria T. Escobedo, Dean of Student Success and Support Programs

Mia Ruiz, Dean of Student Success and Support Programs

Shannon Hill, Executive Director, Foundation/Institutional Advancement

Keith Stearns, Executive Director, Information and Technology

2023-2024 ACADEMIC CALENDAR

SUMMER 2023: JUNE 12 – JULY 21 (EARLY-START CLASSES MAY BEGIN BEFORE JUNE 12)			
June	12	Monday	Instruction Begins
	19	Monday	Juneteenth - Holiday (No Classes - Campus Closed)
July	4	Tuesday	Independence Day (Observed) - Holiday (No Classes - Campus Closed)
FALL 2023: AUGUST 14 – DECEMBER 15			
August	8-11	Tuesday-Friday	Flex Day (No Classes - Campus Open)
	14	Monday	Instruction Begins
September	4	Monday	Labor Day - Holiday (No Classes - Campus Closed)
October	6, 9-10	Friday, Monday-Tuesday	Flex Day (No Classes - Campus Open)
November	10	Friday	Veterans Day - Holiday (Observance) (No Classes - Campus Closed)
	23	Thursday	Thanksgiving Day - Holiday (No Classes - Campus Closed)
	24-25	Friday-Saturday	Board Holiday (Campus Closed)
December	9, 11-15	Saturday-Friday	Final Exams
	15	Friday	Instruction Ends - Last Day Of Finals
	22	Friday	Board Holiday (Campus Closed)
	25	Monday	Christmas Day (Observed) - Holiday (Campus Closed)
	26-29	Tuesday-Friday	Board Holiday (Campus Closed)
January	1	Monday	New Year's Day (Observed) - Holiday (Campus Closed)
SPRING 2024: JANUARY 16 – MAY 17			
January	10-12	Wednesday-Friday	Flex Day (No Classes - Campus Open)
	15	Monday	Dr. Martin Luther King, Jr. Day - Holiday (No Classes - Campus Closed)
	16	Tuesday	Instruction Begins
February	16-17, 19	Friday-Saturday, Monday	Presidents' Day - Holiday (No Classes - Campus Closed)
March	25	Monday	Board Holiday (No Classes - Campus Closed)
	26-29	Tuesday-Saturday	Spring Break (No Classes - Campus Open)
May	11, 13-17	Saturday, Monday-Friday	Final Exams
	17	Friday	Instruction Ends - Last Day Of Finals
	27	Monday	Memorial Day - Holiday (Campus Closed)

Note: Flex Days are inservice days for faculty members and no classes are held on these days. While campus may be open (as noted above), Student Success and Support Programs offices may have limited staffing and availability on these days. Please contact individual Student Service offices for office hours.

COLLEGE HISTORY

Land Acknowledgement

We collectively acknowledge that Cuesta College occupies the ancestral, traditional, and contemporary lands of both the Salinan and the Northern Chumash who are the original, current, and future caretakers of the land upon which we, as guests, work, teach, and learn.

Beginnings

The original junior/community college in San Luis Obispo County was initiated as a postgraduate division of San Luis Obispo High School in 1916 and remained in operation until the United States entered into World War I. In 1936, the San Luis Obispo High School District again formed a junior college, which remained in operation until June 1959.

On April 16, 1963, San Luis Obispo County voters approved the formation of a countywide junior college district, serving seven public high school districts. The newly-formed San Luis Obispo County Junior College District served the Arroyo Grande Union High School District, Atascadero Union High School District, Coast Joint Union High School District, Paso Robles Joint Union High School District, San Luis Obispo Union High School District, Shandon Joint Union School District and Templeton Union High School District.

During the 1964-65 college year, the San Luis Obispo County Junior College District offered a limited evening division program with 463 students registering for the fall semester and 696 enrolling for the spring semester. Temporary quarters were established at Camp San Luis Obispo, a California National Guard facility located halfway between San Luis Obispo and Morro Bay. Classes and offices were situated in refurbished barracks, recreation rooms, and mess halls.

Despite the District's modest beginnings, 917 day students and 991 evening students were enrolled in classes by the fall of 1965. Evening division classes also were conducted at three other locations in the county - Arroyo Grande, Atascadero, and Paso Robles. On October 4, 1965, the Board of Trustees of the San Luis Obispo County Junior College District named the new college "Cuesta College." In 1971, the "junior" college district was renamed to "community college."

In 1970, ground was broken for the college's first permanent buildings, located on the 150-acre campus west of Camp San Luis Obispo. During the following 40 years, classroom buildings, a library, observatory, student center, art and music lab building, art gallery, high tech learning center, children's center, performing arts center, and office spaces were constructed on the San Luis Obispo Campus. In the fall of 2016, approximately 7,012 students were served on the San Luis Obispo Campus.

In the fall of 1998, the District opened the North County Campus on a 105-acre site in Paso Robles. The campus, built almost exclusively with private gift support, has grown from 1,200 students the first semester to 3,071 students in fall 2016. In the summer of 2005, the first permanent building opened to students: The Fox Family Building. This building houses Allied Health, Math, and Science. The college broke ground for a second permanent building in spring 2010: The North County Campus Learning Resource Center. The Learning Resource Center was completed in fall 2011 and began serving students in spring 2012. The building was named in honor of donors Dale and Mary Schwartz and dedicated on May 24, 2012.

The South County Center is an off-campus evening instructional site at Arroyo Grande High School, provided in cooperation with the Lucia Mar Unified School District. During the fall 2016 semester, 808 students were served at this site. In the spring of 2016, the college brought back its free Emeritus College non-credit courses for adults, providing a free source for lifelong learning, vocational education, and cultural development for adult community members.

In 2013, Cuesta College rolled out the Cuesta College Promise, a scholarship program that provided all newly graduated San Luis Obispo County high school students a fee-free first year (consecutive fall and spring semesters). In June 2018, Cuesta College announced the expansion of the program to include a second year of fee-free education for students who have completed more than 50 percent of units attempted and have earned a grade point average of 2.0 or higher during their first year under the Promise Program. Since its inception, the Cuesta Promise has cultivated access by providing over 4800 (Promise first-year) and nearly 400 (Promise second-year) San Luis Obispo students with augmented financial aid.

In November, 2014, San Luis Obispo County residents passed Measure L, a $275 million general obligation bond to address longstanding facility, infrastructure, and technology needs at Cuesta College. New construction under the first bond issuance resulted in the completion the San Luis Obispo Campus Instructional Building (Frank R. Martinez Building – fall 2017), and the North County Campus Center - spring 2018. New construction under the second bond issuance includes the San Luis Obispo Campus Data Center, completed in fall 2019, and the R&B Shultz Early Childhood Education Center completed in spring 2021. A full renovation and replacement of the aquatics/pool area was completed in summer 2019.

Cuesta College maintains various official designations, including as a Hispanic Serving Institution, allowing the college to apply for grants that expand educational opportunities for Latino/a students, and as a Military Friendly® School, recognizing the college's efforts to support military students.

College Mission

Cuesta College is an inclusive institution that inspires a diverse student population to achieve their educational goals.

We effectively support students in their efforts to improve foundational skills, earn certificates or associate degrees, transfer to four-year institutions, and advance in the work- force.

Through innovative and challenging learning opportunities, Cuesta College enhances lives by promoting cultural, intellectual, personal, and professional growth. We prepare students to become engaged citizens in our increasingly complex communities and world.

Vision

Cuesta College is dedicated to accessible, high-quality education for the support and enhancement of student success, professional development, and the community we serve.

Values

Access - Success - Excellence

San Luis Obispo County Community College District Code of Ethics

The commitment of faculty, staff, and students to ethical conduct that recognizes the value and dignity of each individual informs the mission, vision, and values of the San Luis Obispo County Community College District/Cuesta College. Faculty and staff are also guided by the standards and principles established by their respective professional associations and organizations. All employees and Board members are expected to uphold rules of conduct defined and established by

federal and state law and exhibit behavior that promotes the following principles:

Integrity: To demonstrate professional trustworthiness and resist pressures to deviate from professional ethical behavior.

Civility: To ensure an honest and supportive climate that promotes the mission of the institution; accept and recognize the benefit of dissenting viewpoints, and recognize that civil behavior is both an individual and a collective responsibility.

Respect: To accept individual responsibility to establish a climate of mutual respect for the rights, views, and freedoms of others.

Fairness: To treat each other fairly by making decisions and taking actions only after carefully and objectively weighing all information available.

Confidentiality: To respect and abide by all pertinent privacy laws and regulations, and maintain the privacy of information that is acquired during the course of our work and do not use confidential information for personal

Institutional Goals and Objectives

Summary: The San Luis Obispo County Community College District Strategic Plan 2020-2023 Institutional Goals and Institutional Objectives

Institutional Goal 1: Access

Increase student access to higher education

Institutional Objective 1A: Increase enrollment of low-income and underrepresented students through intentional program development and targeted outreach efforts

Institutional Objective 1B: Increase enrollment opportunities for community members who are 55 years of age or older

Institutional Objective 1C: Expand financial support and aid opportunities for students

Institutional Objective 1D: Increase career pathways for local high school students

Institutional Goal 2: Completion

Increase the number of students earning an Associate Degree including Associate Degrees for Transfer (ADT), credentials, certificates, or specific job-oriented skill sets

Institutional Objective 2A: Increase in the number of students who earn an Associate Degree or Associate Degree for Transfer, credentials, certificates, or specific job-oriented skill sets

Institutional Goal 3: Transfer

Increase the number of students who transfer annually to a California State University (CSU) or University of California (UC)

Institutional Objective 3A: Increase the annual number of students transferring to a CSU or UC

Institutional Goal 4: Unit Accumulation

Decrease the average number of units accumulated by Cuesta College students

Institutional Objective 4A: Decrease the average number of units accumulated by Cuesta College students

Institutional Goal 5: Workforce

Increase the proportion of exiting students who report being employed in their field of study

Institutional Objective 5A: Increase median annual earnings of all students

Institutional Objective 5B: Increase proportion of all students who attained the living wage

Institutional Objective 5C: Increase proportion of all students with a job closely related to their field of study

Institutional Goal 6: Facilities and Technology

Integrate and improve facilities and technology to support student learning and the innovations needed to serve our diverse communities

Institutional Objective 6A: Align facilities and technology in accordance with the district's Facilities Master Plan and the district's Technology Plan

Institutional Objective 6B: Address the educational and facilities needs of South County

Institutional Goal 7: Fiscal

Build a sustainable and stable fiscal base

Institutional Objective 7A: Build a sustainable base of enrollment by effectively responding to the needs of the district as identified in the SLOCCCD Comprehensive Master Plan 2016-2026: Educational Master Plan

Institutional Objective 7B: Identify and develop sources of revenue beyond annual state allocations to support institutional effectiveness

Institutional Objective 7C: Identify and implement strategies to maintain support for institutional effectiveness while addressing challenges related to the state's funding formula and the rising costs of employee retirement obligations

Accreditation

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Cuesta College Accreditation at: https://www.cuesta.edu/accreditation/index.html

INSTITUTIONAL STUDENT LEARNING OUTCOMES (ILO)

The combined statements are the expected student learning outcomes for Cuesta College students graduating with A.A. or A.S. degrees. These students will be able to demonstrate the knowledge, skills, and attitudes contained within all of the six ILO areas based on General Education and discipline-specific courses at the lower division level. In addition, it is expected that all students who attend Cuesta College will be exposed to at least one ILO as a result of their overall experiences with any aspect of the college, including courses, programs, and student services.

Institutional Student Learning Outcomes For Cuesta College	
ILO Categories	**Representative Outcomes – Students achieving these outcomes will be able to …**
1. Personal, Academic, and Professional Development	a. Recognize, assess, and demonstrate the skills and behaviors that promote academic and professional development b. Recognize, assess, and practice lifestyle choices that promote personal health and mental well-being c. Demonstrate the professional skills necessary for successful employment
2. Critical Thinking and Communication	a. Analyze and evaluate their own thinking processes and those of others b. Communicate and interpret complex information in a clear, ethical, and logical manner.
3. Scientific and Environmental Understanding	a. Draw conclusions based on the scientific method, computations or experimental and observational evidence b. Construct and analyze statements in a formal symbolic system c. Analyze the relationship between people's actions and the physical world d. Make decisions regarding environmental issues based on scientific evidence and reasoning
4. Social, Historical, and Global Knowledge and Engagement	a. Analyze, evaluate, and pursue their opportunities and obligations as citizens in a complex world. b. Demonstrate understanding of world traditions and the interrelationship between diverse groups and cultures
5. Artistic and Cultural Knowledge and Engagement	a. Identify, create, or critique key elements of inspirational art forms b. Demonstrate knowledge of and sensitivity to diverse groups and cultures through studying the world's languages, societies, and histories
6. Technological and Informational Fluency	a. Recognize when information is needed, and be able to locate, evaluate, and utilize diverse sources effectively and ethically b. Produce and share electronic documents, images and projects using modern software and technology

STUDENT SUPPORT SERVICES AND SPECIAL PROGRAMS

STUDENT EQUITY AND ACHIEVEMENT PROGRAM

In September 2012, Governor Brown signed the Student Success Act of 2012 (Senate Bill 1456) into law. The Student Success and Support Program, now known as the Student Equity and Achievement Program, requires all California Community Colleges to provide students with core matriculation services. It is recommended that students meet regularly with an academic counselor and take advantage of college resources. In addition, students are directed to develop a comprehensive student education plan upon completion of 15 degree-applicable credits and to define their education goal and course of study. Students should also attend classes regularly and complete assigned coursework to maintain progress toward their educational goals. Students with an associate degree or higher may be exempt from some of these requirements.

MANDATORY CORE SERVICES

Evidence-based practices and research demonstrate that students who participate in orientation, placement, and academic advising benefit from a stronger foundation and are more likely to persist and flourish in college. All new non-exempt students entering Cuesta College are required to complete these core matriculation services: orientation, placement, and the development of a student education plan. Refer to the Cuesta College website and your student category for more information on these core services.

ADMISSIONS & REGISTRATION

Para información sobre Admisiones comuníquese con la Oficina de Admisiones de Cuesta College, (805) 546-3140 ó vea la pagina

Resources available online, for the convenience of our students including those attending via distance education, are available on the Admissions & Registration website.
https://cuesta.edu/student/studentservices/admrreg/index.html

Eligibility

The college admits students who meet the following requirements and who are capable of benefiting from the instruction offered:

- Any person over the age of 18, or a person under the age of 18 possessing a high school diploma or its equivalent. A copy of the certification (California State Proficiency Exam or GED) is required if under 18 years of age.

- Students 18 years of age or older without a high school diploma, or equivalent, are eligible for provisional admission to Cuesta College.

- Applicants under the age of 18 who are currently enrolled in grades 9-12, are eligible to apply for admission to attend Cuesta College as "enrichment students," with an approved Permit to Enroll in specified advanced scholastic or vocational coursework at Cuesta College. Dual Enrollment students are referred to as "Enrichment" students.

- International students who have met the International Admission Requirements and have been issued an F-1 or M-1 Visa.

An exception to the college admission policy may be made for a pupil currently enrolled in grades 6-8 who has been certified as "highly gifted" by their school district. "Highly gifted pupil" means a gifted and talented pupil who has achieved a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by qualified personnel or has demonstrated extraordinary aptitude

and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the pupil's teacher and principal. Highly gifted pupils shall generally constitute not more than one percent of the K-12 pupil population. (Reference Administrative Procedure 5011)

Students under the age of 18 without a high school diploma, or equivalent, who are not currently enrolled in a secondary institution, are not eligible for admission to Cuesta College. A denied applicant may make an appeal to the Superintendent/President, or designee.

Application

All students must complete and sign an official Cuesta College Admission Application (online with electronic signature or in print) to be admitted to the college. All information provided by the applicant on the admission application must be true and accurate as required by law. Students who are enrolling at Cuesta College for the first-time and students returning after an absence of a semester or more (not including summer) must submit an application available online at https://home.cccapply.org.

Applications are available beginning:

- October 1 for Fall Semester

- April 1 for Summer Session

- October 1 for Spring Semester

Residency Requirements

Residence classification shall be determined for each student at the time of admission; at the time a student re-enrolls after having not been in attendance for more than one semester; and, for Dual Enrollment students, prior to each term. Students will be notified of residence determination within 14 calendar days of submission of application.

Students may complete a residency questionnaire with the required documentation for reclassification. Reclassification requests must be submitted within the current semester to have fees adjusted. Final residency determination is made by the Office of Admissions & Registration.

- Resident Student: A resident is any person who has been a bona fide (true) resident of California for at least one year on the residence determination date.

- Non-Resident Student: A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.

Residence Determination Date

The residence determination date is that day immediately preceding the opening day of instruction for any session during which the student plans to attend. A bona fide (true) resident is a person whose residence is in California as determined as above with exceptions as specified in Administrative Procedure 5015.

A non-resident student may be eligible for an approved non-resident tuition exemption when the appropriate documentation is presented to Admissions & Registration.

Reclassification to California Resident

A student may request residence reclassification if capable of establishing residence in California with objective evidence that physical presence is met as of the Residence Determination Date with intent to make California their home for other than a temporary purpose. Submit a Statement of Legal Residence, with supporting

documentation, on or prior to the Residence Reclassification Deadline for the term residency reclassification is requested.

Supporting documentation dated prior to Residence Determination date for term applying for residency:

- Ownership of residential property or continuous occupancy of rented or leased property in California. (Example: Rental or lease agreement.)

- Registering to vote, and voting in California. (Example: Voter's registration.)

- License from California for professional practice.

- Active resident membership in service or social clubs. (Example: California Lions, or Rotary club member.)

- Showing California as home address on federal income tax forms. (Example: W-2, 540, 1040)

- Payment of California state income tax as a resident.

- Establishing and maintaining active California bank accounts. (Example: Bank Statements)

- Possessing California motor vehicle license plates. Payment of a vehicle license fee is not required of nonresident military personnel. (An exemption may be filed.)

- Possessing California driver's license or a California Department of Motor Vehicles (DMV) ID card.

- Being the petitioner for a divorce in California. (Example: Divorce petition.)

Documents and information obtained are confidential.

Right to Appeal
Students who have been classified as nonresidents have the right to a review of their classification. Any student, following a final decision of residence classification by the Admissions & Registration Office may make a written appeal to the Dean of Student Services within 30 calendar days of notification of final decision by the college regarding classification under Administrative Procedure 5015.

Exemptions to Nonresident Tuition
AB540 Nonresident Tuition Exemption
Under Senate Bill 68, a student[1] (other than a non-immigrant alien[2]) is exempt from paying nonresident tuition at the California Community Colleges if the student meets all of the following four requirements, as applicable:

Requirement 1: Attendance at California schools.

This requirement may be met in either of the following two ways:

- Total attendance (or attainment of credits earned) in California equivalent to three or more years of full-time attendance at California high schools, California high schools established by the State Board of Education, California adult schools (established by a county office of education, a unified school district or high school district, or the Department of Corrections and Rehabilitation), campuses of the California Community Colleges, or a combination of these; or

- Three or more years of full-time California high school coursework, and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools.

Full-time attendance at a:

California community college means either 12 units of credit per semester (or quarter equivalent per year) or a minimum of 420 class hours per year (or semester or quarter equivalent per year) in non-credit courses authorized by Education Code section 84757. Attendance in credit courses at a California community college counted towards this requirement shall not exceed a total of two years of full-time attendance.

California adult school means a minimum of 420 class hours of attendance for each school year in classes or courses authorized by Education Code section 41976, or Penal Codes sections 2053 or 2054.2.

Requirement 2: Completion of a course of study.

This requirement may be met in any of the following ways:

- Graduation from a California high school or equivalent.[3]

- Attainment of an associate degree from a California community college.

- Fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a California community college.

Requirement 3: Registration.

Requires registration as an entering student at, or current enrollment at, an accredited institution of higher education in California.

Requirement 4: Affidavit of student without lawful immigration status.

Students without lawful immigration status must file an affidavit with their college or university stating that the student has either filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

The exemption is not available for students who are absent from California, and are taking distance education classes from California community colleges.

[1] Under Senate Bill 68, a "non-immigrant alien" within the meaning 8 U.S.C. § 1101(a)(15) is not entitled to claim the exemption. These provisions identify a number of categories of visitors to the United States who have a form of temporary lawful status, but do not intend to establish residency.

[2] Within the meaning of paragraph (15) of subsection (a) of Section 1101 of the United States Code.

[3] California General Educational Development (GED), High School Equivalency Test (HiSET), Test Assessing Secondary Completion (TASC), and California High School Proficiency Examination (CHSPE).

Other Nonresident Exemptions
- Full-time credentialed employee of a California public school enrolling in college for purposes of fulfilling credential-related requirements;

- Seasonal agricultural worker for at least a total of two months of each of the past two years;

- Full-time employee, or spouse, or dependent of a fulltime employee of any of the following college/universities: California Community Colleges, California State University, University of California, or Maritime Academy.

- Applicants, under the age of 19, who have lived under the direct care and control of an adult, other than a parent for two years

immediately preceding the resident determination date; and such adult has for the year immediately preceding the residence determination date, had California residence.

- A student who is covered by the federal Veterans Access, Choice, and Accountability Act (Section 702 of the VACA Act [38 U.S.C. 3679(c)] shall be fully exempt from non- resident fees, including nonresident tuition and the capital outlay surcharge charged of nonresident students. The requirements on the VACA Act are listed under the Veterans category. (Education Code 68130.5)

Programs with Additional Admission Requirements

Admission to impacted specialized programs may require the completion of a program admission application and Chancellor's recommended and Board-approved admission requirements. Current program admission requirements are published by the respective program and made available on the Cuesta website. The Admission criteria, process and application for specialized programs are valid for the current application cycle only.

Dual Enrollment Students (Enrichment)

An eligible enrichment student must possess an approved Permit to Enroll to enroll in specified advanced scholastic or vocational courses. Cuesta College has defined advanced scholastic or vocational coursework as work that is transferable to a four-year institution and/ or meets vocational degree or certificate requirements. The Permit to Enroll must be completed by the student's current school Principal, or approved designee, identifying the specific course, or courses. The Permit to Enroll is approved by the student's parent, or legal guardian, and by the student. The Permit to Enroll is then submitted to the Cuesta Registration Office for processing. Enrichment Students, grades 9-12, may enroll in Cuesta College courses on a space available basis and will be required to meet all of the following enrollment requirements:

- Demonstrate the ability to benefit from advanced scholastic or vocational coursework as determined by the student's principal, or designee;

- Satisfactorily meet all course prerequisites;

- Meet the age requirement of any age-restricted courses, posted on the Cuesta web site, for which the student seeks to enroll, or successfully petition for authorization to enroll;

- May enroll in up to a maximum of eleven (11.0) approved credits during the fall and spring semesters and a maximum of nine (9.0) approved credits during summer session;

- Enrichment students are prohibited from auditing courses;

- Enrichment students are prohibited from enrolling in Kinesiology activity courses.

Cuesta College waives the enrollment and student representation fee for Enrichment students. Students classified as "non-residents" of California who meets all requirements of Administrative Procedures 5011, shall be exempt from paying nonresident tuition including the California resident enrollment fee. All other fees will be assessed. This exception does not apply to F1/M1 Student Visas. Students receiving this exemption do not receive resident status for the purpose of tuition or financial aid. Students should finalize their residency status in California.

Age Restricted Course Appeal Process:

An Enrichment student who does not meet the age requirement of an age restricted course may petition to enroll in the course. The petition must be completed by the student and submitted to the relevant division for approval. The instructor and division Chair signatures are required for approval. Denial of a petition is final.

International Students

International Students must complete and submit the following in order to be evaluated for admission to Cuesta College as F-1 students.

- Cuesta College Admission Application

- International Student Application Form (Nonimmigrant F-1 VISA): A $100 processing fee must accompany the International Student Application. This fee is subject to change pending Board of Trustee's approval.

- Certificate of Financial Responsibility: Applicant must have sufficient financial resources to cover full-time (12 credits) enrollment fees, housing, transportation, personal necessities, and other educational costs while attending Cuesta College.

- Proof of English Proficiency through one of the following tests: 1) TOEFL iBT-Test of English as a Foreign Language (required score minimums: internet-based total of 61, computer-based score of 173, or paper-based minimum of 500), 2) IELTS-International English Language Testing System (required minimum overall band score of 6), or 3) Duolingo (required minimum score of 85). Exams must be completed within the year and official results submitted (sealed in original envelope or e-mailed directly from testing agency to Cuesta College). Exception: Test requirement is waived if 1) your native language is English, 2) you have completed and passed the equivalent of college level English composition at a US college or university, or 3) you have completed two or more years of secondary or higher education in an English-speaking country.

- Official Transcripts of International Student Academic Records: Submit certified official transcripts of academic records achieved during all prior high school and/or college attendance. Records outside of the U.S. must be translated into English and evaluated by a recognized credential evaluation service, such as SpanTran or ACEI (Academic Credentials Evaluation Institute, Inc.). Do not submit transcripts by email or fax.

- Tuberculosis Clearance: Applicants must provide a physician's certificate of negative skin test, blood test, or a chest X-ray for tuber-culosis completed within 12 months prior to the first day of classes. Do not send X-ray film. Test results must be professionally translated into English.

- Copy of Valid Passport: Applicants must submit a legible copy of their passport.

Submit International Student Application documents to Cuesta College

Postal mail to: Cuesta College Admissions P.O. Box 8106, San Luis Obispo CA 93403-8106

Email to: international@cuesta.edu

Application Periods:
Fall Term: January 1 to July 1
Spring Term: October 1 to December 1
Summer Session (optional): April 1 to May 1

Once all documentation is received by our International Student Office, and if admission criteria is met, a Form I-20 may be issued. This form will be necessary to pay the Student and Exchange Visitor Program (SEVP) SEVIS I-901 fee and to apply for the F-1 Visa to study at Cuesta College.

F-1 students currently attending another accredited post secondary institution in the United States may apply to transfer their I-20 to Cuesta College. Transfer students must complete the following:

- Submit a Cuesta College Admission Application.

- Submit an International Student Application.

- Submit a copy of your I-20.

- Submit a copy of your F1 Visa.

- Submit an official letter from the school that issued your I-20:

  √ Verifying you are in good academic standing

  √ Authorizing attendance at Cuesta College

- International students, who have been issued an I-20 and have received an F-1 Visa to study at Cuesta College, must attend an international student orientation by the first week of classes.

- Students, who received an I-20 to attend Cuesta College, but never enroll in the term, will have their student record canceled and reported to US Immigration and Customs, within 30 days of the start of term. This reporting invalidates their I-20 and F-1 Visa. Students who are "no-shows" must reapply to Cuesta College.

Note: Cuesta College reserves the right to deny admission to an international student who is not in good academic standing at their current institution.

Concurrent F1 International Student

Students holding a F1 Visa issued for another school and wish to enroll concurrently at Cuesta College, must complete the following steps:

1. Submit a Cuesta College Admission Application

2. Submit a copy of your I-20

3. Submit a copy of your F1 Visa and your passport

4. Submit letter (PDF) from the current school that issued your I-20:

  √ Verifying your F-1 status

  √ Authorizing attendance at Cuesta College

  √ Confirming class/es to be taken at Cuesta and intended term

PLACEMENT

California laws, AB 705 and AB 1705, require community Colleges to maximize the likelihood of students completing transfer requirements in English and math if enrolled directly in these courses. Therefore, placement testing for English and Math courses are no longer required. In accordance with AB 1705, effective July 1, 2023, a community college must enroll a student into transfer-level English or math coursework that satisfies the requirement for the intended certificate, or associate degree or transfer requirement within the area of study. In addition, placement methods must include one or more of the following: high school coursework, high school grades, and high school grade point average (GPA). Cuesta College uses all of the above measures to place students.

View AB 705: https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB705

View AB 1705: https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB1705

English and Math Placement

In accordance with AB 705 and AB 1805 regulations, students can do one of the following to place into an English or math course:

- Complete the Online Orientation – incorporates English and math placement, or

- Complete the Placement Tool, visit: https://www.cuesta.edu/student/studentservices/assessment/index.html

- Pass the AP Language or Literature Composition Exam or the AP Calculus or Statistics exam with a score of 3 or above

- Earn a "C" or better grade in an English or Math course taken at another college or university AND submit a copy of college/university transcript

Multiple Measure Assessment Project (MMAP)

Students who attended a United States accredited high school within the past 10 years, may be placed into English or math courses based on their high school academic information provided.

For more information on these placement options, visit: https://www.cuesta.edu/student/studentservices/assessment/index.html

English as a Second Language Placement

For information regarding English as a Second Language (ESL) placement, please call (805) 546-3941 (SLO campus) or (805) 591-6273 (NC site).

Special accommodations are given to students with verified disabilities according to California Education Code Title 5 regulations. Accommodations are made on an individual basis and must be made prior to ESL testing through the Disabled Students Programs and Services Office. For more information, call Disabled Student Programs and Services (DSPS) at (805) 546-3148 (SLO campus) or (805) 591-6215 (NC site) or visit the DSPS office on either campus. In order to receive examination accommodations for assessment testing as a qualified DSPS student, prior verification of disability is required.

ATHLETICS

Location: SLO campus, Building 1300, (805) 546-3207.

Cuesta College is a member of the Western State Conference. Other community college conference members include Allan Hancock, Antelope Valley, Bakersfield, Citrus, College of the Canyons, Glendale, Los Angeles Pierce, Los Angeles Valley, Moorpark, Oxnard, Santa Barbara, Santa Monica, Ventura and West Los Angeles.

Intercollegiate activities		
SEASON	MEN	WOMEN
Fall	Cross Country	Cross Country
	Water Polo	Water Polo
	Wrestling	Volleyball
		Soccer
Fall/Spring	Basketball	Basketball
Spring	Baseball	Softball
	Swimming and Diving	Swimming and Diving
	Track & Field	Track & Field

Eligibility rules for intercollegiate competition are prescribed by the Constitution of the Community College League of California and its California Community College Athlete Association (CCCAA). In order to participate in intercollegiate sports, the student:

- Must be registered for classes including athletic course no later than one month after the beginning of the semester;

- Must be enrolled in and regularly attending 12 credits or more; 9 credits must be applicable to educational goal;

- After the first season of competition, must complete 24 semester credits or 36 quarter credits before the second season of competition in any one sport, including credits earned during the first season of competition; 18 credits must be applicable to educational goal;

- Once a student becomes an athlete, he/she must maintain a 2.0 GPA and pass at least 6 units in the preceding term in which the student is enrolled as a full-time student to be eligible for additional seasons of sports;

- Must have a Student Educational Plan (SEP) on file.

These regulations are subject to change by conference officials and by the Community College League of California.

Athletic eligibility is determined in the Student Records Office. Questions may be referred to the Associate Dean, Financial Aid and Records or the Vice President of Student Success and Support Programs (or designee).

Cuesta College Athletics offers a Program Assisting Student-Athlete Success (PASS), which provides confidential, professional, and voluntary assistance to support students in dealing with issues that may be adversely affecting their academic, athletic, or personal performance. Educational programs are provided to offer preventive information, to assist in identifying problems, and to promote the general well-being of student athletes. Appropriate referrals for assistance will be made to campus and community resources.

The PASS program consists of six components:

- Academic Advisement

- Academic Status

- Learning Assistance

- Student Athlete Success Class

- Scholarship Recognition

- Personal Development

Athletes who intend to transfer and compete at a four-year college or university should consult Counseling Services regarding eligibility, degree, and transfer requirements.

BOOKSTORE

Location: SLO campus, Building 5200, Room 5200, (805) 546-3206. North County Campus Center, N1000/N1100, Room 1017, (805) 591-6206.

Cuesta College Bookstore operates as a service to Cuesta College students and the community by making available books and instructional supplies required for course work. In addition, the store maintains a wide selection of college supplies, clothing, and other merchandise that contribute to the general educational experience of the student.

The Cuesta Bookstore is a self-service operation open at posted hours. Textbooks are available two to three weeks prior to the start of the semester. VISA, Discover, or Mastercard are accepted for payment with photo identification. Books may be purchased on-line at https://cuesta.bncollege.com/

Refunds and exchanges are limited to one week from the start of the fall semester, spring semester and summer session. Refunds are available for dropped or cancelled courses within 30 days after the start of the semester. Proof of dropped courses is required. The store buys back used textbooks year round. Other services include textbook rentals, school rings, nursing pins, graduation caps and gowns, and college insignia items.

CALWORKS

Location: SLO campus, Room 3142, (805) 546-3144. North County Campus Center, N1000/N1100, Room N1104, (805) 591-6214.

The Cuesta College CalWORKs program provides support, services, and resources to CalWORKs recipients to gain self-sufficiency through education and work experience. To qualify, students must be receiving cash aid for themselves, not just their children. Students will receive priority registration, job placement, and academic, personal and career counseling.

Students must meet the following criteria in order to be eligible for CalWORKs services:

- The participant/student and at least one dependent must be currently receiving cash aid (CalWORKs/TANF) from the Department of Social Services (DSS). Students may be receiving cash aid and expecting a child or receiving cash aid with a child receiving SSI.

- Enrolled or planning to enroll in Cuesta College classes for the current or following semester.

- School as a component of the student's Welfare-to-Work (WTW) Plan, Self-Initiated Participant (SIP) Plan, or WTW Compliance Plan.

- Cal-Learn participant attending college as part of Cal-Learn activities.

Resources available online, for the convenience of our students including those attending via distance education:

Application process:

1. Log on to MyCuesta

2. Under pick a service, click Common Application

3. Apply

CalWORKs offers a variety of services to assist students in achieving their educational and employment goals with a focus on transitioning off cash aid to long-term financial self-sufficiency.

- Guidance applying to Cuesta College, completing financial aid paperwork, and registering for classes

- Coordination with Social Services for educational supplies and supportive services

- Assistance meeting Welfare-to-Work (WTW) or Self-Initiated (SIP) plan requirements

- Case management and academic support services

- Advocacy and education about Rights and Responsibilities

- Access to Priority Registration

- Academic and career counseling

- Development of a resume and a job search portfolio

- Employment to meet required work activities through work study or job placement

- Open computer lab with printing and copying

Cuesta College CalWORKs staff provide supportive and advocacy services for CalWORKs participants who are attending Cuesta College as part of their Welfare-to-Work plan.

Already attending Cuesta College?	If you are receiving cash aid from the Department of Social Services (DSS) and are interested in receiving additional support from the Cuesta College CalWORKs Program call 805-546-3144 and schedule an Intake appointment with Hunter Perry, CalWORKs Coordinator. You are also welcome to come by our office, located in Room 3142 on the San Luis Obispo Campus and Room N1104 on the North County campus.
Receiving cash aid and want to attend Cuesta College?	Speak with your county Welfare-to-Work Specialist (ERS-IV) about your interest in Cuesta College and request a referral form be sent to Cuesta College on your behalf. Call the Cuesta College CalWORKs department at (805) 546-3144 and schedule an intake appointment with Hunter Perry, CalWORKs Coordinator. The CalWORKs department is located on both the San Luis Obispo, Room 3142, and Paso Robles Campuses, N1104. Intake appointments can be scheduled on either campus.
CalWORKs Supportive Services	Both the Cuesta College CalWORKs Program and DSS will provide supportive services for you to attend Cuesta once your Welfare to Work plan has been signed with DSS. There are a series of tasks that must be completed before these services can be provided. All of this information will be covered in detail at an Intake appointment. To ensure your success, we can provide everything from school supplies to gas cards and individual tutoring. Becoming a part of the CalWORKs Program is your ticket to completing your academic goals!
Work Study Programs	Earn while you Learn! This financial aid program allows you to earn additional money and gain valuable work experience by working while you attend Cuesta College. By continuing to make academic progress and maintaining a satisfactory grade point average (2.0), you may qualify to receive a subsidized work placement while attending school part or full time. Many CalWORKs students participate in either the CalWORKs Work Study or Federal Work Study Programs.

Questions? Contact the Cuesta College CalWORKs Program by calling (805) 546-3144 or go to https://www.cuesta.edu/student/studentservices/calworks/index.html for more information.

- Referrals to additional supportive services, on or off campus

- Academic success coaching and in house tutoring

CAMPUS POLICE

Locations: SLO Campus, Building 7500, (805) 546-3205. North County Campus Center; N1000/N1100, Room N1021, (805) 591-6205.

The Mission of the Cuesta College Police Department is to assist the education process by providing a safe and secure learning environment for students, staff, faculty, and visiting members of the community through education, safety, and service.

We offer a wide range of everyday services in addition to law enforcement responsibilities. These services include:

- Parking permits and campus information

- Escorts

- Stranded motorist assistance

- Medical response

- Crime prevention information

- Campus Safety presentations

- Fingerprint services

- Lost and Found property

- Building unlocks

In cases of emergency, we provide immediate response as well as situational warnings and updates through the MY ALERT notification system. This service is for all students, staff, and the community. To sign up for the service, go to MyCuesta and look for the MY ALERT logo. We also provide Early Warning notices of any criminal assaults or other acts that could pose an immediate threat to anyone on campus.

Please feel free to contact the Cuesta College Police Department for additional information or assistance by calling (805) 546-3205 or by emailing us at ccpd@cuesta.edu.

Each October 1st, the Cuesta College Police Department is required to publish an Annual Security Report in compliance with federal law and the Jeanne Clery Act. This report details the prior three years of reportable crime statistics on all Cuesta College properties, as well as important campus safety information, crime reporting procedures, and information about the Cuesta College Police Department and our available safety services. To access this report, please visit the following website: https://www.cuesta.edu/about/depts/publicsafety/clery_act.html

CAREER CONNECTIONS
(Employment Services & Job Placement)

Location: SLO campus, Career Connections, Student Center, 5300, Room 5310, (805) 546-3252. North County Campus Center, N1000/N1100, Room N1003 by appointment only, (805) 546-3252

Career Connections provides a centralized location where students can identify and receive information about available jobs and internships in the community as well as access to job search resources available at Cuesta College. These services include postings of job openings at local businesses as well as interviews and formal or informal meetings with local businesses.

Career Connections also offers students access to practical workplace experience that relates to their educational and career goals. A variety of workshops and orientations are provided throughout the year, as well as online resources and an annual job fair open to students and the community.

Career Connections also provides a centralized location for local

businesses to post job openings, conduct interviews, and meet with students on a formal or informal basis.

CHILDREN'S CENTERS

Location: SLO campus, Building 4000, (805) 546-3285. North County campus, Building N4000, (805) 591-6292.

The Cuesta College Children's Centers programs are laboratory schools that support students in many fields of study and offer hands-on experience in early learning classrooms. Cuesta College has two children's lab programs, at the San Luis Obispo campus, and at the North County campus in Paso Robles. These programs are licensed, planned, facilitated, and operated by Early Childhood Education professionals.

Our Early Care and Education programs are open Monday – Friday, 7:30 am – 5:15 pm (5:00 pm for Toddlers). We follow the campus academic calendar, closed for national holidays, campus holidays, and during semester breaks. We are licensed for children from 18 months to five years of age.

We have an ongoing wait list that families may sign up for when their child is 6 months old. Each semester we re-enroll current families then begin to fill spaces from the waitlist. Waitlist families will be called in order of priority.

Priority for Enrolling:

1. Pell Eligible Student - CCAMPIS Participant (Full Time. ¾, Part Time)
2. Full Time Day Student
3. Part Time/Online Student
4. Faculty and Staff
5. Community at Large
6. To inquire about the children's programs and to add your child to our waiting list, please visit our website at https://www.cuesta.edu/student/resources/childrenscenter/index.html. In addition to our waiting list you will find information about our philosophy, fees and policies.

Enrollment Process (for families already on the waitlist):

1. Tour the Center, Meet the Classroom Teacher and read Parent Handbook
2. Fill out Contract, Pay Enrollment Fee and Pick Up Enrollment Packet
3. Turn in Completed Enrollment Packet and Participate in New Family Orientation
4. Confirm Start Date with Director and Teacher

The Cuesta College Children's Programs are fee based (check the web site for fee plans). We offer financial assistance through the CCAMPIS grant, that is awarded to PELL eligible students. Additional assistance may be available through the Community Action Partnership of San Luis Obispo (CAPSLO) Child Care Resource Connection. For more information please call CCRC and ask about the subsidized child care program. (805) 541-2272.

In addition to the Children's Lab School, CAPSLO operates Head Start (serving children ages 3-5) and Early Head Start (serving children ages 6 weeks to 2 years) Programs at the San Luis Obispo campus. To find out about hours of operation, eligibility and the waiting lists for these

programs, please call CAPSLO at (805) 544-4355, or call these programs directly at (805) 546-2295.

Please visit the website for the Children's Centers at https://www.cuesta.edu/student/resources/childrenscenter/index.html for updated information.

COMMUNITY PROGRAMS

Location: SLO campus, Building 4700, (805) 546-3132

Cuesta College Community Programs provides a comprehensive source for lifelong learning, career education, recreation opportunities, and cultural development in a friendly, accessible environment for people of all ages and interests. For more information call (805) 546-3132, FAX (805) 546-3107, or visit https://www.cuesta.edu/communityprograms.

Cuesta's community education, special events, recreation programs and aquatics classes serve four essential functions in the college district:

- To contribute to the cultural, intellectual, recreational, and social life of the residents of the District, and to offer training for workforce improvement.
- To develop leadership and provide educational services which utilize special skills, interests, and knowledge of college faculty and other professional community instructors.
- To be a center of community life by scheduling college facilities and services on an extended and year-round basis for individuals, families, and community groups.
- To collaborate with community groups, county organizations, and businesses in developing programs and educational services for comprehensive coverage of the district.

WORK EXPERIENCE

Work Experience provides students the opportunity to earn credits for working, either in a general job or one related to their major/career path. This program allows students to apply knowledge and skills gained in college courses to an actual work setting as well as acquire and affirm critical employability and workplace competency skills. Faculty Advisors guide students in accomplishing specific, measurable, and attainable job objectives with the purpose of becoming productive employees and gaining career awareness. For more information about Work Experience and program requirements, call (805) 546-3252.

COOPERATIVE AGENCIES AND RESOURCES FOR EDUCATION (CARE)

Location: SLO campus, Room 3142, (805) 546-3144. North County Campus Center, N1000/N1100, 2nd Floor, (805) 591-6214.

Cooperative Agencies Resources for Education (CARE) is a state-funded program to assist students 18 years or older who are single head of households. You must be accepted into the EOPS program, receive cash aid from the Department of Social Services, and have at least one child. Once accepted into the program you will be eligible for grant monies to help cover child care and transportation costs.

CARE Eligibility:

- Apply for financial aid and be accepted in the EOPS program
- Must be currently receiving TANF (Temporary Aid to Needy Families)

- Must be at least 18 years old and a single head of household

CARE Services:
- Academic and personal counseling to develop coping strategies to meet the added demands of school and home

- Invitations to workshops which address the specific concern and issues that affect single parents

- Grant aid monies to help cover childcare and transportation costs

Cooperative Agencies and Resources for Education (CARE), administered by EOPS, helps single CalWORKs/Temporary Assistance for Needy Families (TANF) parents by providing support activities related to parenting and student success. Services include referrals to support services, a child care/ transportation grant, and workshops for single parents.

COUNSELING SERVICES

Location: SLO campus, Library Building 3100, Room 3131, 1st floor, Windows 7 & 8; (805) 546-3138. North County Campus Center, N1000/N1100, 2nd floor, (805) 591-6225. South County Center 900 Wing, Room 913, Arroyo Grande High School, (805) 474-3913.

The Counseling Department provides counseling instruction, and services that assist individuals in attaining their educational, occupational, personal, and life goals. As an integral part of the educational community, they advocate for diversity of culture and learning. The Counseling Department promotes the emotional well being of the Cuesta community by fostering a nurturing environment where all feel connected, engaged, and valued.

Counselors are master's level professionals who are trained to provide personal, academic, and career counseling services.

Counselors assist students in determining, analyzing, and understanding their interests, aptitudes, abilities, limitations, and opportunities. Counselors are also skilled in providing personal counseling assistance to students as it relates to achieving their educational objectives.

Counselors can help you with:
- Academic degree planning
- Academic probation and dismissal
- Academic problems
- Career planning and exploration
- College assessment and placement
- Community referrals
- Course selection
- Crisis Intervention
- Development of a Student Education Plan (SEP)
- Graduation requirements
- Information about programs offered at Cuesta College
- Schedule changes
- Study and note-taking strategies
- Strategies for managing stress, anxiety and depression
- Test anxiety & time management
- Transfer planning

Counselors are available to meet with students by appointment or on a drop-in basis.

Counseling Appointments:
During a counseling appointment, students may identify their educational goals and develop long term academic comprehensive plan. Students are expected to complete a comprehensive SEP upon completion of 15 credits.

Counseling appointments and information are offered in the following modalities:

Scheduled Appointments:
To make an appointment, go to the counseling website, call or stop by the Counseling Office located on the campus (San Luis Obispo, North County Campus or South County Center) where you want your appointment to take place:

Appointments are scheduled one to three weeks in advance. Please call to verify daily hours.

The best time to schedule an appointment is mid-semester (September/October for Fall; February/March for Spring)

*If you have transcripts from other colleges, please make sure that the Student Records Office has received OFFICIAL copies before you schedule a counseling appointment. AP Math and/or English scores are also required (scores of 3 or higher) before an appointment will be made.

Drop-In Counseling:
Drop-in counseling is limited to 15 minute appointments (offered on a first-come, first-served basis) and is appropriate for:

- Referral to campus and community services
- Short term academic planning
- Informational quick questions
- Emergency problem solving

NOTE: Evaluation of transcripts from other colleges will require an appointment.

Resources available online, for the convenience of our students including those attending via distance education, are the following:

Online Appointments (Zoom and Phone)

* *You must complete a FERPA form BEFORE scheduling a hybrid appointment*

eAdvising: e-mail a Counselor your brief questions

Orientations:
MANDATORY Online Orientation
The Cuesta College online orientation is designed to help students get off to a good start, learn about the requirements for a certificate, Associate Degree, and transferability, as well as policies and procedures of the college. New students are expected to complete the online orientation which walks them through choosing their classes, building their schedule, managing their time and registering for classes according to their educational pathway. Within the online orientation, students will complete an abbreviated Student Education Plan (SEP). Visit https://cuesta.edu/student/studentservices/orientation/index.html for more information.

OPTIONAL In-person myCuesta Orientation

myCuesta Orientations are offered during the summer months and are facilitated by Cuesta College counselors. These sessions are available to answer students questions and to help them select class-

es for their first semester at Cuesta. Please call the Cuesta College at (805) 546-3952 for dates and to reserve a spot. Sessions fill quickly.

Cougar Welcome Days
Orientation is offered in the spring for local area high school students, parents, and anyone wanting to get started at Cuesta College.

The goals of the day include:

- Orientation
- Registration
- Campus Tour

Extras:

- Free Lunch
- Music
- Student Success and Support Programs & Academic Programs Resource Fair
- "Parent College" Informational workshops on the transition to college and Financial Aid specifics for parents.

Transfer Information (https://assist.org/)
ASSIST is an online course planning system developed for prospective community college transfer students. ASSIST provides information about the applicability of community college courses toward UC and CSU General Education and major preparation requirements.

Contact the Transfer Center at (805) 546-3162 for assistance concerning articulation or major requirements

English as a Second Language (ESL)
Students are administered the Comprehensive Adult Student Assessment System (CASAS) to determine their language skill level and ensure proper placement in the ESL program. Students will receive their assessment results and class recommendations immediately after taking the test. For further information contact the Continuing Education Office at (805) 546-3941 (SLO) or (805) 591-6273 (NCC).

CUESTA PROMISE

What is the Cuesta College Promise?

The Cuesta College Promise is a scholarship program available to all San Luis Obispo County high school graduates. The Promise offers all local graduates, including undocumented students - who come straight to Cuesta following their graduation - two years of attendance fee-free (two consecutive fall and spring semesters). The Cuesta Promise will pay fees for students who are a California Resident or AB540 Student.

What fees does the Promise pay for?

The Promise covers these costs for the fall and spring semesters:

- Enrollment ($46 per unit)
- Health ($19)
- ASCC Student ID Card ($10)
- Student Center ($10)
- Student Rep ($2)
- Course Materials Fees (fees indicated in the course description on Class Finder; does not include books or items the instructor requires in his/her syllabus)

The Promise will pay for in-state tuition and fees, whether a student is full or part-time.

How do I qualify for the Promise?

All graduates from San Luis Obispo County high schools, who earned their diplomas between the dates of July 1, 2023 – June 30, 2024, including students who receive their GED or are home-schooled, must attend Cuesta College's Fall 2023 semester. Qualifying students must follow the application process and deadlines below:

STEP 1: Submit your Cuesta College Fall 2023 admissions application at cuesta.edu/admissionsaid/apply

Application period: October 1, 2023–August 1, 2024

STEP 2: Submit your Scholarship application (Apply by priority deadline, March 2, 2024, to be considered for additional scholarships) at cuesta.academicworks.com/users/sign_in

Application period: October 1, 2023–August 1, 2024

STEP 3: Complete the FAFSA (https://studentaid.gov/h/apply-for-aid/fafsa) or the Dream Act application(dream.csac.ca.gov)

Application period: October 1, 2023–August 1, 2024

STEP 4: Complete the Cuesta College Online Orientation at cuesta.edu/student/studentservices/orientation

Orientation period: October 1, 2023–August 1, 2024

STEP 5: Register for your classes Beginning May-August 1, 2023.

If I am an undocumented student, can I apply for the Promise?

Yes, follow the steps and make sure you submit the California Dream Act Application.

What if I want to take a break and not attend the second consecutive year at Cuesta, can I still get the second year free when I decide to come back later?

No, you must return to Cuesta for the next consecutive year in order to qualify for the second-year fee-free.

What happens if I miss the deadlines?

You won't be eligible for the Promise Scholarship.

I'm not a senior this school year. Will I be able to get the Promise in the future?

Yes! The Cuesta College Foundation has established an ongoing fund so that the Promise will be around for future generations of SLO County high school students. Just remember: after you graduate, you must attend Cuesta College the Fall semester immediately following your commencement to obtain the Promise Scholarship.

Do I qualify for the Cuesta Promise Scholarship if I earned a GED, graduated from a home school or passed the CHSPE between July 1, 2023 and June 30, 2024?

Yes. If you are a San Luis Obispo County resident and earned your GED, graduated from a home school or received your CHSPE results between July 1, 2023 and June 30, 2024, and you indicated this on your Cuesta College admissions application, you qualify for the Promise.

What should I do if I don't see my high school listed on the Cuesta College admissions application?

If you do not see your high school on the Cuesta College admissions application, please email promise@cuesta.edu to ensure that your high school or home school qualifies for the Cuesta Promise Scholarship and find out if you will need to submit a Promise Appeal.

What if I received the Promise in the Fall – do I need to do anything extra to get it in the Spring?

No. Just register for classes and your fees will be paid.

What if I received the Promise for Fall and Spring—do I need to do anything extra to get it for the next Fall and Spring?

You will need to meet the following academic requirements to qualify for year two fee-free:

- Complete more than 50% of the units attempted in the Fall and Spring semesters
- Earn a Grade Point Average (GPA) of 2.00 or higher during the Fall and Spring semesters
- Renew the FAFSA or Dream Act before August 1 of the next academic year

If you meet these requirements, simply register for classes and your fees will be paid.

What should I do if I am being charged out of state tuition?

Double-check that your residency status is correct with Admissions & Registration. If it is not, then you may need to fill out a Statement of Legal Residence or California Nonresident Tuition Exemption request. More information available at bit.ly/cuestapromiseresidency

How do I check the status of my Promise application?

You can check the status of your Promise application in the same place you check your financial aid status. Instructions available at bit.ly/promisestatus2021

Once I've completed all the requirements, when will I be awarded the Promise?

Cuesta begins awarding the Promise each year in May. When you've been awarded, you will receive an email in your myCuesta email account. You can also double check your account balance in myCuesta to see the fees have been paid! Find it in myCuesta: Student Self Service > Student Accounts >Account Detail for Term and Payment Information.

What if I think I've done all of the requirements, but I don't see the Promise on my student account?

Double-check that you have completed all of the requirements and allowed enough time for those changes to be processed. If you still don't see the Promise on your student account, please email promise@cuesta.edu for assistance.

More questions?
Email: promise@cuesta.edu
Call: 805-546-3153

DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)

Location: SLO campus, Building 3300 (1st floor), (805) 546-3148. North County campus, Building N3200/3100, Room N3121 (1st floor), (805) 591-6215. South County Center at Arroyo Grande High School, (805) 546-3148

Note: South County or distance education students should contact the San Luis Obispo DSPS Office for assistance. Services are available by appointment at the South County Center and via phone or video conferencing for distance education students. Parking in handicapped parking spaces requires a state issued placard through the Department of Motor Vehicles and a Cuesta College parking permit. For more information, please visit the Campus Police ADA Parking webpage at https://www.cuesta.edu/about/depts/publicsafety/ada-parking-info.html

Disabled Student Programs and Services (DSPS) provides academic accommodations and services for students with disabilities in compliance with State and Federal legislation including Section 504 and 508 of the Rehabilitation Act of 1973, and the Americans with Disability Act Amendments Act (ADAAA) and California Education Code Title 5. Students who have a verified disability qualify for academic accommodations and services through the Disabled Student Program and Services (DSPS) department. Student participation in the DSPS program is voluntary. Academic accommodations and services are designed to support students that are enrolled in the achievement of their academic and vocational goals. DSPS advocates and facilitates equal educational opportunities through appropriate support services, curricula, instruction and policies. DSPS works to eliminate discrimination against students with disabilities and to promote their independence, growth, productivity and equality.

DSPS Application Process:

1. Complete online application for services:

    DSPS Application for Services: https://sierra.accessiblelearning.com/Cuesta/ApplicationStudent.aspx

2. Have a licensed professional complete the Verification of Disability Form: https://www.cuesta.edu/student/documents/dsps_docs/VOD.pdf and upload with your application or upload other appropriate documentation with your application.

NOTE: If you are an incoming High School Student, please submit your most recent individualized Education Plan (I.E.P.) or 504 along with your Psych-Ed Evaluation or Triennial Report.

A Disability Specialist will review your application for DSPS Services along with your disability documentation to determine eligibility for services. A letter regarding your eligibility will be sent to you via your my.cuesta.edu email address.

DSPS Services:
Support services are specialized services available to students with disabilities and are in addition to the regular services provided to all students. Such services enable students to participate in activities, programs, and classes offered by the college. Please note, all accommodations are individualized and must be supported by documentation. The following are examples of our most common accommodations and not necessarily those every student receives. Services may include, but are not limited to priority registration, assistive technology and alternate media, sign language interpreters and listening devices for students who are deaf or hard of hearing, peer note takers, test taking accommodations, digital recorders, use of specialized equipment and adaptive devices and counselor to discuss your disability-related classroom needs.

Resources available online, for the convenience of our students including those attending via distance education:

- DSPS Application Packet: https://sierra.accessiblelearning.com/Cuesta/ApplicationStudent.aspx
- DSPS Verification of Disability Form: https://www.cuesta.edu/student/documents/dsps_docs/VOD.pdf

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Location: SLO campus, Room 3142, (805) 546-3144. North County Campus Center, N1000/N1100, 2nd Floor, (805) 591-6214.

Resources available online, for the convenience of our students including those attending via distance education:

EOPS Application Process:

1. Log on to MyCuesta

2. Under pick a service, click Common Application

3. Apply

Extended Opportunity Program and Services (EOPS) is a California state-funded program that provides an accessible and rewarding college experience to low-income students facing social, economic, and educational disadvantages. The program was established in 1969 by the California Legislature with the goal to provide access and educational equity for community college students.

To qualify, a student must:
- Be a California resident or Dream Act Student;
- Qualify for the **California College Promise Grant (CCPG) A or B**;
- Be enrolled as full-time student at Cuesta;
- Have completed less than 70 units of college work;
- Be educationally disadvantaged, as determined by the EOPS criteria.

Services available for eligible students:
- Career, academic and personal counseling
- A book voucher to help with the cost of textbooks
- EOPS/CARE lending library
- Priority registration
- Registration assistance
- Assistance with completing financial aid applications
- Workshops
- Referrals to tutorial services and community resources
- Network with four-year institutions
- Annual social activities

FINANCIAL AID

Location: SLO campus, Library Building 3100, Room 3125, (805) 546-3143. North County Campus Center, Building N1000/N1100, 2nd Floor, (805) 591-6202. South County Center, Arroyo Grande High School, (805) 474-3913.

Asistencia Financiera Se habla Español: (805} 546-3100 o (805) 591-6202.

Resources available online, for the convenience of our students including those attending via distance education, are the following:

- **FAFSA application:** at: https://studentaid.gov/h/apply-for-aid/fafsa

- **Financial aid orientation:** https://launch.comevo.com/cuesta-fa
- **Financial aid application process:** https://www.cuesta.edu/student/documents/financial_aid/21042-FinAid-SP21-HowToApply-Flyer-Update-R4.pdf
- **Check your financial aid status at your myCuesta portal:** https://login.cuesta.edu
- **US Department of Education:** https://studentaid.gov/
- **Cost of attendance estimates:** https://www.cuesta.edu/student/resources/cashier/cost_of_attendance.html

Financial aid programs are available to help students who might otherwise be unable to complete their education. Students may apply for financial aid in the form of grants, fee waivers, student loans, work study and scholarships.

To maximize the financial aid that you will receive at Cuesta, please follow these steps:

1. **Fill out the FAFSA** online (https://studentaid.gov/h/apply-for-aid/fafsa)
   - Make sure you have tax information for the preceding year ready. If possible, use the IRS Data Retrieval Tool to transfer data from the IRS directly into your application.
   - If you are a dependent student, one of your parents must sign the FAFSA.
   - Be sure to enter Cuesta's Federal School Code (001192) in the school data section.
   - Allow for one week for your application information to arrive at the schools you listed on the FAFSA.
   - Apply before March 2 if you want to apply for a Cal Grant or Cuesta Scholarship.
   - If you or your family need help filing the FAFSA, contact the Financial Aid Office for assistance.

2. **Submit a GPA Verification form** to the California Student Aid Commission (if necessary)
   - New applicants for Cal Grants-including entering freshman-must submit some form of GPA verification to CSAC and complete a FAFSA by March 2.
   - If you have completed 16 degree applicable units at Cuesta, our Student Records office will submit your GPA verification electronically by the March 2 and September 2 deadlines every year.

     Transfer students with units at other California community colleges need to:
     1. Provide official academic transcripts to Cuesta College's Student Records office at least two weeks prior to the GPA submission deadline; AND
     2. Turn in a GPA verification form to the Student Records office so that we can electronically submit your GPA data to CSAC (see link below)

   - If none of the situations above apply to you, you can have your GPA verified by a college where you have completed 24 degree applicable units or by your high school (if you have not completed 24 degree applicable units at a college).

3. **Apply for the Cuesta Scholarship Program** and any outside scholarships (https://cuesta.academicworks.com/)
   - Cuesta Scholarship applications are due March 2 of every year
   - Outside scholarships have varying due dates and eligibility criteria, so do your research into scholarships early!

4. Complete any documents required by the Cuesta College Financial Aid office

- Make sure you read, review and complete the terms and conditions in your myCuesta portal.

- Check your financial aid status on the myCuesta portal to see if our office is requesting any additional documentation. The "student requirements" page will contain links to the forms that we require from you.

- If you want to apply for a student loan and you are a first time borrower, you must complete an online student loan workshop.

- Turn any requested documents into the Financial Aid office as soon as possible. Do not wait until the semester has started or your aid will be significantly delayed!

- Once you have submitted all requested documents, your file will be reviewed within 1-3 weeks (except during peak times, the review may be 4-6 weeks).

- If you need any assistance with completing your application, please contact the Financial Aid office at (805) 546-3143 or e-mail us at finaid@cuesta.edu

5. Choose a disbursement option ("refund preference" through the BankMobile Disbursements website (https://bankmobiledisbursements.com/refundchoices/)

- This choice determines how excess funds (e.g. financial aid, reimbursement for previous payment, etc.) will be sent to you.

FINANCIAL AID POLICIES

Congress has established policies and procedures that are used throughout the nation in determining a student's ability to pay for college. The basis of these policies is the belief that students and their families have the primary responsibility for meeting educational costs. The amount of the contribution expected from students is determined by careful analysis of the family's financial strength, taking into consideration a number of factors, including adjusted gross income, family size, the number of dependents attending college, allowable expenses, and assets.

DEPENDENCY STATUS

Dependent students are required to provide data for both themselves and their parents, while independent students are required to provide data for themselves and their spouses (if married).

In order to be considered an independent student, a student must:

- Be at least 24 years old or turn 24 during the first portion of the academic year;
- Be married on the day you file your FAFSA;
- Be a parent and be able to financially support your child;
- Have dependents other than your spouse who live with you and who receive more than half their support from you at the time you apply;
- Be an orphan (both parents have deceased);
- Be (or were until age 18) a ward or dependent of the court;
- Be currently serving on active duty in the U.S. Armed Forces for purposes other than training;
- Be a veteran of the U.S. Armed Forces;
- Be a foster child or in foster home sometime after the age of 13;
- Be an emancipated child as determined by a court judge; OR
- Be homeless or at risk of homelessness as determined by the

director of a HUD approved homeless shelter, transitional program, or high school liaison.

If none of the above criteria apply to the student, then the student is considered to be a dependent student-even if the student can claim themselves on their taxes.

In unusual circumstances-such as abandonment, parent's incarceration, or an abusive family environment-the Financial Aid Office has the authority, through Section 480(d)(7) of the Higher Education Act, to change a student's status from dependent to independent. If you feel your circumstances warrant a change in dependency status, please contact the Financial Aid Office for more information.

FAFSA

Cuesta recommends use of the Free Application for Federal Student Aid (FAFSA). This single application allows aid administrators to determine your eligibility to receive the Board of Governor's fee waiver, Pell Grant, Supplemental Educational Opportunity Grants, Federal Work Study, Cal Grants, Direct Loans, and many scholarships.

A separate FAFSA must be filled out for each academic year. The application is made available online (https://studentaid.gov/h/apply-for-aid/fafsa) starting on October 1st of each year.

CALIFORNIA STUDENT AID PROGRAMS

The California College Promise Grant (CCPG)

The CCPG (formerly known as the "BOG Fee Waiver") waives enrollment fees for California residents who are eligible under one of the following methods:

Method A

A student is eligible under Method A if they:

- Received TANF, CalWORKs, SSI, or General Assistance payments in the last two years (2022 or 2023 for the academic year 2023-2024);
- Are a dependent student and one of their parents received such assistance;
- Are determined to be an unaccompanied youth who is homeless or at risk of being homeless;
- Have certification from the California Department of Veterans Affairs or the National Guard Adjutant General stating that the student is eligible for the waiver;
- Are a recipient—or the child of a recipient—of the Congressional Medal of Honor;
- Are a dependent of a victim of the September 11, 2001 terrorist attack; OR
- Are a dependent of deceased law enforcement or fire suppression personnel who were killed in the line of duty.

Method B

Eligibility is based on household size and total family income (adjusted gross income plus all other untaxed income).

Family Income Standards for 2023-2024	
Family Size	**Base Year Income**
1	$20,385.00
2	$27,465.00
3	$34,545.00
4	$41,625.00
5	$48,705.00
6	$55,785.00
7	$62,865.00
8	$69,945.00
Each Additional Family Member	$7,080.00

Method C

A student is eligible under Method C if the student has completed a FAFSA or California Dream Act Application for the correct academic year and they are determined to have a financial need of $1,104 or greater. Financial need is determined by subtracting the estimated family contribution from the student's cost of attendance budget.

Loss of CCPG Eligibility

If you have been on either academic or progress probation for two consecutive terms, you will lose your eligibility to receive the CCPG. You will be able to regain eligibility by:

- Improving your GPA / course completion in order to meet academic and progress standards;

- Not attending Cuesta College for two consecutive primary terms (Fall & Spring or Spring & Fall); OR

- Filing a successful appeal due to extenuating circumstances.

NOTE: Foster youth and former foster youth (age 24 years and younger) are not subject to loss of the CCPG under these regulations.

Cal Grants
The Cal Grant program is designed to help low-income California residents with the costs of pursuing undergraduate education at California institutions. There are two programs that are available to Cuesta College students: Cal Grant B and Cal Grant C.

- Cal Grant B provides a living allowance (and sometimes tuition/fee assistance) for low-income/disadvantaged students with high potential.

- Cal Grant C assists vocational students with tuition and training costs. Students must be enrolled in an eligible vocational program at Cuesta College from four to twenty-four months in length.

In order to apply for a Cal Grant, recent high school graduates must complete the FAFSA or California Dream Act Application for the upcoming year by March 2. Cuesta students with at least 16 degree-applicable units completed prior to September 2nd must submit a FAFSA or California Dream Act by September 2nd to apply.

Students who are supporting dependent children under the age of 18 may qualify for additional funding through the Cal Grant B and Cal Grant C programs. Eligible students who are supporting dependent children under the age of 18 may instead receive payments through the Cal Grant A program, which is otherwise only available to students attending California colleges that award Bachelor's degrees.

If a student has fewer than 31 units completed they will be considered a freshman, and more than 30 units would be considered a sophomore

for Cal Grant purposes.

California Chafee Grants for Foster Youth (https://chafee.csac.ca.gov/)

Chafee grants provide up to $5,000 a year to youth who are or were in the foster care system.

To qualify, a student must be a current or former foster youth who has not reached his/her 26th birthday as of July 1 of the award year. Additionally, the court must have established the student's dependency status between the ages of 16 and 18.

To apply, complete both the FAFSA and the online California Chafee Grant Application available at https://chafee.csac.ca.gov/

AB-540 Students
Students who have AB-540 status are eligible for a number of financial aid programs that are ordinarily restricted to California residents:

- California College Promise Grant (CCPG)

- Cal Grant B Community College Transfer Entitlement Award

- Cal Grant C

- Extended Opportunities Programs and Services (EOPS)

To apply for these programs, students must complete the following:

- Submit the California Dream Act Application (https://dream.csac.ca.gov/) by March 2.

- Submit the non-SSN GPA verification form to the California Student Aid Commission (if necessary) by March 2.

- Complete the EOPS application. (For application and deadline information, contact the EOPS office at 546-3144)

INSTITUTIONAL AID
In addition to government funding, Cuesta College offers two institutional sources of financial aid: the Cuesta College Scholarship program and the ASCC Book Loan program.

Cuesta College Scholarship Program
(https://cuesta.academicworks.com/users/sign_in)

This program, made available through private donors, offers over 200 scholarships to current Cuesta students and incoming freshmen. Each scholarship has its own set of eligibility requirements, but students only have to fill out one application.

To apply for the Cuesta College Scholarships, submit your online scholarship application prior to March 2 of the award year. Having a FAFSA or California Dream Act on file is not required for the Cuesta Scholarships, but some scholarships are based on need so to maximize your opportunities we encourage all students to apply for financial aid to see what other opportunities they could qualify for.

ASCC Emergency Book Loan
The Associated Students of Cuesta College created this program to assist students who have not yet received financial aid but need to purchase books. Vouchers are used in the bookstore to cover up to $300 of textbooks. This program opens the week prior to the Fall and Spring terms and closes at the end of the first week of classes.

In order to be eligible for an emergency book loan, a student must:

- Be enrolled in at least six units

- Submit a FAFSA

- Purchase an ASCC ID card for the current term

- Have the means to repay the loan without using financial aid to do so

To apply, please contact the Financial Aid office in the week prior to the Fall or Spring term.

FEDERAL STUDENT AID PROGRAMS
General Eligibility Requirements

In order to receive federal student aid under any of the programs listed below, a student MUST:

1. Be a U.S. citizen or an eligible noncitizen;

2. Have a valid Social Security Number;

3. Have a high school diploma or a General Education Development (GED) certificate (if you are a home school graduate, contact the financial aid office);

4. Enroll in an aid-eligible program as a regular student seeking an associate degree, transfer degree, or certificate;

5. Enroll in degree applicable units (Financial aid will only pay for courses that count in a student's program of study). https://www.cuesta.edu/student/studentservices/finaid/fa_policies/cpos.html

6. Make satisfactory academic progress (see our SAP policy below);

7. Not be in default or delinquency on federal education loans, or owe any federal grant money to any institution;

8. Not be ineligible due to convictions for any offense involving the possession or sale of illegal drugs while receiving Title IV federal financial aid;

Federal Pell Grant

The Federal Pell Grant program provides aid to eligible students with financial need to cover educational expenses. The amount that one receives is based primarily on the student's expected family contribution and the number of units in which the student is enrolled. For the 2022-23 award year, the maximum annual Federal Pell Grant award is $6,895. Under the new "year-round Pell" initiative, additional funds may be available in summer on a case-by-case basis. The 2023-2024 Pell amounts will be released in Spring 2023 and finalized prior to the start of Fall 2023.

2022-23 Pell Grant Awards	
Enrollment status	Maximum Pell Grant possible
Full time (12 units or more)	$6895
Three-quarters time (9 – 11.5 units)	$5170
Half time (6 – 8.5 units)	$3447
Less than half time (less than 6 units)	$1723

A student is only eligible to receive Pell Grant for the equivalent of 12 semesters at full-time enrollment status, regardless of the dollar amount of those awards.

NOTE: Pell Grants do not require repayment as long as the student remains in the same number of units that they were at the time of the first disbursement of the year. However, students that drop classes after the time of the first disbursement may be required to pay back the difference between the amount that they were paid and the amount for which they qualify after reducing their number of units.

Federal Supplemental Educational Opportunity Grant (SEOG)

Limited funding is awarded to Pell Grant recipients with the highest need.

Federal Work Study (FWS)

Federal work study awards allow students to find jobs on campus and in the community that are paid out of a fund. Students must meet all of the eligibility requirements for federal student aid and be enrolled in at least six degree applicable units (as locally required for student employment during primary terms by administrative procedure 7201.1.

The William D. Ford Federal Direct Loan Program

This government program offers low-interest loans to eligible students who are enrolled in at least six degree applicable units. There are two types of student loans: subsidized and unsubsidized.

Subsidized Direct Loan
The federal government subsidizes (pays) any interest that student loans accrue while the students are still enrolled in school at least half-time.

Unsubsidized Direct Loan
Students are required to pay the interest while they are in school. Interest payments may be deferred while the student is in school, but the accrued interest will be capitalized.

Interest rates and loan origination fees are not published in this catalog as they are subject to change after the date the catalog will be published. Although the interest rate varies from year-to-year, the loan will be fixed at that rate once it has been originated. For the latest information on interest rates, visit this webpage: https://studentaid.gov/understand-aid/types/loans/interest-rates

Repayment begins six months after students graduate, withdraw from school, or drop below half-time enrollment status.

First-time borrowers are required to complete the online Student Loan Workshop as part of their entrance counseling.

Federal Direct Parental Loans (PLUS)

Parents of dependent students may apply for a Direct PLUS Loan to help pay their children's education expenses as long as certain eligibility requirements are met.

For more information, please visit: https://studentaid.gov/understand-aid/types/loans/plus

SATISFACTORY ACADEMIC PROGRESS (SAP)

Cuesta College has recently revised its Satisfactory Academic Progress (SAP) Policy to promote the academic planning and success of its students with financial need. In order to receive federal financial in this policy. The Financial Aid Office checks your progress using the standards detailed below at the end of each term. It is your responsibility to meet these standards.

Note: All periods of enrollment will be evaluated regardless of whether or not financial aid was received. Additionally, federal regulations require that any courses excluded from GPA by an academic renewal process must be included in the SAP review.

The following changes are being made to the Cuesta SAP policy effective August 1, 2022. All students submitting successful SAP appeals will now be placed on a probation plan for a specific number of terms, based on the Comprehensive Student Education Plan (CSEP) created with our academic counselors and submitted with the appeal.

Previously, students submitting an appeal could either be placed on a

probation plan that would expire at the end of the award year, or have a set number of units removed from the calculation of the maximum timeframe for their program through a unit "reset".

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

A student must maintain ALL of the following standards or they will be ineligible for federal student aid.

Standard	Minimum Requirement for all coursework attempted
Qualitative (GPA)	Cumulative GPA is at least 2.0
Quantitative (completion rate)	Student must pass 67% of units attempted.
Maximum Time Frame	Attempted units may not exceed 150% of the number of units required to complete your educational objective

At Cuesta we calculate an average number of units that it takes a student to complete their degree. Our most recent data shows that students need 88 units to complete an Associate's degree or certain high unit certificate programs (like nursing or the Psychiatric Technician program), and 24 units for a normal certificate program. We are using that number to calculate our 150% limit. This information will be updated with new unit averages in July, prior to the new academic year, if there any substantial changes.

ATTEMPTED UNITS AND COMPLETION RATE

For the purposes of SAP calculations, attempted units include all units in which a student has enrolled regardless of whether or not they finished the class or received a grade for their work. Courses that are dropped prior to the census date will not be included, but any course that receives a grade of W or FW will be included in the calculation.

In order to retain eligibility for financial aid, a student must complete 67% of their overall attempted units.

Examples of how completion rate is calculated	
Student A:	Attended Fall semester. Attempted 12 units, completed 7 units. Completion rate is calculated as 7/12 = 58%, student did not meet the 67% requirement.
Student B:	Attended Fall semester. Attempted 12 units, completed 9 units. Completion rate is calculated as 9/12 = 75%, student met the 67% requirement.
Student C:	Attended Fall and Spring semesters for two years. Attempted 48 units, completed 34 units. Completion rate is calculated as 34/48 = 71%, student met the 67% requirement.
Student D:	Attended Fall and Spring semesters for two years. Attempted 48 units, completed 31 units. Completion rate is calculated as 31/48 = 65%, student did not meet the 67% requirement.

*Student must still meet all other SAP requirements, including overall completion rate, to be eligible for federal student aid.

GRADES

Grade symbols of A, B, C, D, or F received at Cuesta College will be used to calculate grade point average (GPA). Courses completed with CR, P, I, NC, NP, W, or WF will NOT be used in calculating a student's GPA, but they will be used in the determination of the other SAP standards.

MAXIMUM TIME FRAME or EXCESSIVE UNITS

If a student attempts more than 150% of the units required to complete the educational goal (degree or certificate) that they have declared to the Student Records office, they are ineligible for federal student aid.

Educational Goal	Units required to complete goal	Maximum units allowed
Associate Degree	88	132
Transfer requirements	88	132
Certificate program*	24	36

*Certain certificate programs (e.g. nursing) require more than 24 units to complete and this higher amount will be used to calculate eligibility in the SAP review process. In some cases, however, an appeal may still be requested in order to document eligibility.

DETERMINING SAP STATUS

The Financial Aid office evaluates SAP at the end of each term to determine students' eligibility for financial aid. Based on their academic performance, a student is placed in one of the following statuses:

APPEAL PROCESS

If students have experienced extenuating circumstances that affected their academic performance, they may submit a SAP appeal to the Financial Aid office. Appeals are evaluated on a case-by-case basis by a team of financial aid professionals with the capacity for professional judgment. There is **no guarantee** that an appeal will result in financial aid being revised and/or reinstated. If a student wishes to contest a decision made by the Financial Aid Office, they may appeal one more time to the Director of Financial Aid. The determination of the Director of Financial Aid is final.

Appeals may be filed in the following situations:

- Serious illness or accident, death in family, or other family emergency
- Withdrawal for military service
- Other documentable extenuating circumstances

If students have experienced extenuating circumstances that affected their academic performance, they may submit a SAP appeal. To do so, visit our document submission site and use the [+ - Request] button in the upper-right to request an appeal.

You will also be required to submit a SAP workshop completion certificate. SAP workshop found here: http://www.cuesta.edu/student/studentservices/finaid/workshops.html

Appeal decisions are made on a case-by-case basis and may require the student to provide additional documentation for further review. There is no guarantee that an appeal will result in financial aid being revised and/or reinstated; the decision of the Financial Aid office is final.

Appeals are typically filed in the following situations:

- Serious illness or accident;
- Death in the family or other family emergency; or
- Withdrawal for military service

All appeals must contain:

1. A complete SAP appeal form for the correct award year;
Note: Financial aid award years begin in August and end in July. For example, the 2022-2023 year consists of the Fall 2022, Spring 2023, and Summer 2023 terms.

2. A personal statement that explains the reasons for the student's inability to meet SAP standards and how that situation has been resolved; and

3. A Comprehensive Student Education Plan (CSEP), created by one of our academic counselors. The CSEP must show all the courses required to complete the student's studies at Cuesta, and when those courses will be taken.

Note: If you are receiving aid under the terms of a SAP probation plan, and you deviate from your CSEP, it is vitally important that you contact us

Appeals that arrive after a term has been completed will be considered for the upcoming term only. We cannot review retroactive appeals. The last day to Submit a SAP appeal for a given term is the last day of classes for that term.

SAP "RESET" POLICY

Students who have changed their major or program of study are able to have their SAP eligibility re-calculated solely on the basis of grades and units that are applicable to their current program. A student may receive such a "reset" only once during their time at Cuesta. A "reset" is not guaranteed. Students still need to complete the new program withing a reasonable amount of time for federal funding. The maximum timeframe at Cuesta to complete a degree and receive financial aid is 132 units.

However, students that have been accepted into certain programs may be eligible for an additional reset. In order to receive an additional "reset", a student must file a SAP appeal and be enrolled in a program that satisfies the following conditions:

1. The program has its own admissions process separate from that used by Cuesta College at large.

2. Students in the program progress through a set of mandatory coursework across multiple terms.

Examples of programs that would currently qualify for a "reset": Registered Nursing, Licensed Vocational Nursing, and Psychiatric Technician.

Once an additional "reset" has been granted, no further resets will be allowed.

COURSE REPETITION

For financial aid purposes, courses may be repeated consistent with district academic standards, as identified in the college catalog. However, all repeated units will count toward Maximum Time Frame. Students may receive financial aid for repeat course work which they have previously passed only once.

There is an exception for courses which require repeats. Students taking a required repeat course should work with the Financial Aid Office to ensure those credits are counted appropriately for financial aid eligibility. Students may need to provide documentation regarding the requirement to repeat.

	Eligible for federal student aid?	Description / Notes
Satisfactory (SAT)	Yes	Student is meeting all SAP standards.
Warning	Yes	Student failed to meet one or more of the SAP standards. Students only receive one warning term. If students fail to meet all SAP standards by the end of their warning term, they will be placed on suspension.
Suspension (UNSAT)	No	Student has failed to meet SAP standards for two consecutive terms. Students on financial aid suspension may regain eligibility for financial aid by: 1. Filing a successful SAP appeal if there are extenuating circumstances; OR 2. Attending classes without financial aid until they meet all SAP standards. This method is known as "reinstatement."
Probation (PLAN)	Yes	Student Student has submitted a SAP appeal which was subsequently approved. Student must adhere strictly to the following rules or they will be disqualified: 1. Pass at least 67% of the classes for the term. 2. Earn a 2.0 GPA for the term. 3. Take only those courses that count towards your certificate or degree. Approved appeals will place students on probation for a specific number of terms, based on the Comprehensive Student Education Plan (CSEP) on file with our academic counselors when the appeal is approved. If a student does not return to good standing or finish their studies after the specified number of enrolled terms, they will be disqualified from further Federal aid.
Disqualified (DISQ)	No	Student was on probation, but did not adhere to the rules listed above. Student may not appeal again unless the probation plan was not met due to catastrophic circumstances (death in family, hospitalization, incarceration, etc.) that can be documented by the student. Student may receive financial aid in the future if they work on their own to meet all SAP standards (reinstatement).

FINANCIAL AID ELIGIBILITY FOR REMEDIAL AND ESL COURSEWORK

Students are allowed to receive financial aid for remedial units if the remedial classes are a prerequisite for entrance into a regular college program. Financial aid cannot be received for more than 30 attempted units of remedial classes. Remedial units must be taken in recommended sequence.

ESL coursework must be part of an eligible program of study to receive financial aid. ESL coursework is not an approved program in itself. A student enrolled in ESL classes, who is not in an eligible program of study, is not eligible for federal student aid.

Evaluation of ESL Coursework in a SAP Review	
Standard	**ESL coursework that will be included in the SAP review**
Qualitative (2.0 GPA, cumulative)	ESL courses that are given letter grades (A,B,C,D,F) will be included in the determination of whether students meet this standard.
Quantitative (67% completion rate, cumulative)	All ESL courses are included in the determination of whether students meet this standard.
Maximum Time Frame (Total attempted units)	No ESL courses are counted towards the maximum time frame standard.

TRANSFER CREDITS

All transfer credits that Cuesta evaluators have determined will count toward the student's current program will also be included in the calculation of overall attempted and completed hours. They will not be included in the calculation of overall GPA.

ROUNDING

At Cuesta we do round up in our SAP calculations, if your completion rate is .6665, it will round up to 67%.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Title IV (federal student aid) recipients who withdraw completely before completing 60% of the term for which the student has been charged will be required to return a portion of the Title IV funds they received. The return amount will be calculated using the number of days the student attended in the given term and the total number of days in the given term.

RETURN OF OVERPAYMENT

Title IV financial aid recipients who withdraw from all classes—or are administratively withdrawn from all classes—may be required to return a portion of the financial aid they received. The Financial Aid office will calculate the percent of financial aid earned and unearned for the given term. Title IV financial aid recipients who receive an overpayment resulting from changes in enrollment, cost of attendance, general eligibility, and additional financial aid award(s) will be required to return funds in the amount necessary to eliminate the overpayment. The student will be notified if they are required to return any Title IV funds. Students that fail to return Title IV funds are ineligible for federal student aid.

ORDER OF RETURN OF TITLE IV FUNDS

All returns will be distributed to the student financial assistance programs in the order below with the following exceptions: Title IV funds required to be returned by the student will not be distributed to a

Federal Direct Loan Program and no returns shall be distributed to the Federal Work Study Program.

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct PLUS Loan
4. Federal Pell Grants
5. Federal SEOG Program
6. Other Title IV Programs
7. Other Federal and State Programs
8. Institutional or Agency Programs

The Dean of Student Success and Support Programs will make available the institutional accreditation documents and the Title IV participation agreement upon student request. The Title IV school code for Cuesta College is 001192.

INSTITUTE FOR PROFESSIONAL DEVELOPMENT

The Institute for Professional Development (IPD) addresses the Cuesta College mission to support workforce preparation and economic growth through assessment, training, coaching, consulting, and facilitation. IPD's focus is to drive down costs, expand the talent pool in the local workforce, and help businesses adopt continuous improvement methods and processes. IPD offers training programs customized to the needs of each business or organization,

Training classes and services are offered at the client's site or at one of several campus locations throughout the county. Class schedules are flexible and are based on the needs of the client. Training offerings can be short or long-term. IPD draws on highly qualified professionals and faculty with expertise in a wide range of fields.

IPD fees are competitively priced, and IPD also offers eligible employers the opportunity to access state training funds through the Employment Training Panel. This allows companies to maximize the value of their training investment.. For more information, contact the Institute for Professional Development, Cuesta College at (805) 546-3180.

LGBTQIAP+

Cuesta College is committed to creating a safe and inclusive space for all students to learn and for all staff to work. Cuesta embraces and celebrates diversity and the belief that every individual on our campus contributes to our community.

Cuesta College offers a variety of resources to ensure that all members of the college community are valued and served with dignity and respect, regardless of sexual orientation or gender identity. As a certified Hispanic-serving institution, our LGBTQIAP+ resources also aim to support the needs of the Latinx community.

Visit https://www.cuesta.edu/student/studentservices/lgbtqiap/index.html

LIBRARIES

Location: SLO campus, Building 3200, Room 3200, (805) 546-3155. North County campus, Building N3100, Room N3113, (805) 591-6211.

The Cuesta College Libraries support the educational programs of the college. Books, periodical subscriptions and audiovisual materials are closely coordinated with curriculum offerings. Holdings include general education and career and technical education materials, and other resources for updating and increasing skills and knowledge.

Comparable services are provided to distance education students and students at off-site locations. The library's catalog and periodical databases are online, and accessible around the clock to all students with Internet access. An increasing portion of the library collections, including e-books, streaming videos, and virtually all journal content, is digital and available online.

To assist students and community residents with their informational and research needs, librarians are available at the Reference desk and via telephone, email, and live chat whenever the library is open. College librarians hold advanced degrees and as part of the college faculty teach research and information literacy skills and help students locate the best resources for their educational needs.

Library facilities include areas for studying, photocopying, computer use, viewing audio/visual materials, and library instruction. Comfortable surroundings invite collaborative and group study; browsing, reading and viewing materials; and provide a quiet place for contemplation and learning.

To borrow library materials, students must show photo identification. Community residents must show a current I.D. with local street address to use a courtesy library card.

Open computer labs on the San Luis Obispo and the North County campuses are provided for academic use. Workstations are equipped with most software taught at Cuesta so that students can work on class projects outside of scheduled lecture and lab times for their courses. There is a general use lab on the San Luis Obispo and North County campuses in each Library. Smaller and more specialized labs are also available on a more limited basis.

MONARCH DREAM CENTER / CENTRO MONARCA

Location: SLO campus, Building 3100, Room 3315A, (805) 546-3109. North County Campus Center, N1000/N1100, Room N1123, (805) 591-6200. Se habla Español. Online appointments available. Visit https://www.cuesta.edu/student/studentservices/monarch-centers/index.html

The Monarch Center provides a welcoming and safe place where undocumented and mixed-status students and their families can gather and feel safe, valued and supported.

The center offers bilingual assistance with:

- Getting Started
- California Dream Act and Cuesta Scholarship Applications
- Cuesta Promise Steps
- Student Support Services and Referral
- Undocumented Resources

- Leadership Development Opportunities
- Free Immigration Legal Services
- DACA Renewals Fee Assistance
- Access to Special Funding Opportunities

The Monarch Center embraces and celebrates all cultures and promotes and advances diversity, equity, and inclusion.

CONTINUING EDUCATION NONCREDIT COURSES (ADULT EDUCATION)

Cuesta College's Continuing Education Program offers students of all ages access to a variety of no cost noncredit courses and certificates that can assist them in reaching their educational, personal, and professional goals. Noncredit courses provide students with lifelong learning, basic skills, and college and career readiness.

To make the classes and programs more accessible, classes are offered throughout the district at all three campuses, as well as communities throughout the county.

The classes may vary in length and time to meet the needs of diverse students. Although some classes are tailored for a specific student constituency, all classes are open to the public. There are no repeatability restrictions on noncredit courses. No enrollment fees are charged for the noncredit classes. A materials fee may apply. Students who take classes and park on the San Luis Obispo or North County campus must have a valid, current parking permit.

Noncredit courses and certificates of completion and competency are offered in Adult Basic Education, English as a Second Language, Vocational English as a Second Language, Career Technical Education and Workforce Preparation and community, life and work skills for adults with disabilities.

Student Success and Support Programs
Admissions and Registration
For Noncredit Adult Education offerings, admission and registration is completed with support staff. Students may register prior to the start of the semester. ESL and/or Adult Basic Education courses REQUIRE assessment prior to registration. For more information, contact (805) 591-6273.

Assessment
Basic Skills and ESL students must be assessed prior to enrollment. Placement testing is offered year-round. Multilingual assistance is available. For more information, contact (805) 591-6273.

Fees and Expenses
There is no tuition for noncredit courses. However, all students who park on the Cuesta College campus must have a valid, current parking permit. Student semester parking permits are sold exclusively online through the myCuesta student portal. One-day parking permits may be purchased online or at self-serve parking machines in various parking lots. Books and supplies needed for a class are the responsibility of the student.

ONLINE SERVICES AND DISTANCE EDUCATION

Distance Education courses are those in which the instructor and student are separated and interact through the assistance of communi-

cation technology. They are offered as "fully online" (with no required on-campus sessions), "hybrid" (51% or more online) or "blended" (less than 51% online). The full definition of Distance Education, and the means by which the college verifies student identity in distance education courses, is contained in the district's Administrative Procedure 4105 (https://www.boarddocs.com/ca/cuesta/Board.nsf/goto?open&id=ADLRG-96DE548.)

Courses offered through Cuesta College's Distance Education program are equivalent to the classroom-based version in course content, textbooks, required assignments, exams, study time, etc. The only difference is the method in which the course is delivered.

Students in Distance Education courses are able to access support services such as counseling, tutoring, technology help desk, and library services remotely.

PREREQUISITES/CO-REQUISITES

Prerequisites, co-requisites, and advisories are intended to enhance a student's chance of success in a desired course. If a student does not meet prerequisites or co-requisites for a course, as listed in the class schedule, the student may not be allowed to enroll or remain enrolled in that course. Successful completion of a prerequisite or co-requisite course is achieved by a final course grade of "C" or better.

Current Cuesta Students

Cuesta students enrolled in prerequisite courses at the time of registration for the upcoming term will be allowed to enroll in the next level course without knowing the final grade in their current course. A grade of "C" or better must be earned in the prerequisite course to meet the prerequisite requirement. Students that do not successfully complete prerequisite courses will be administratively dropped from the higher level course once grades are final and have been posted.

Transfer Students
Coursework from another college must be completed and the student needs to have earned a grade of "C" or better before the course can be used to clear a prerequisite requirement. Students must submit

Prior Prerequisite/Co-requisite Clearance Required Before Enrolling in:

Course Discipline/Subject	Course Number(s)
Biological Science Courses	BIO 201A, 201B, 202, 204, 206, 212L, 220L, 222L
English Courses (Reading/Writing)	ENGL 099, 156, 180, 201A -- Appropriate Placement. 101 -- Support Course for 201A 201B, 201C
English Courses (Literature)	ENGL 205, 206, 212A, 212B, 213, 215, 216, 217, 231, 245A, 245B, 246A, 246B
Licensed Vocational Nursing Courses	LVN 101, 101A, 101AL, 101B, 102, 102A, 102AL, 102B, 103, 103A, 103B, 104, 104L
Math Courses (non-transferable)	MATH 007, 021, 122, 123, 126A, 126B, 127, 128, 147S
Math Courses (transferable)	MATH 220, 227, 229, 230, 231, 232, 236, 242, 247 -- Students are eligible to register in transfer-level math classes regardless of any placement they have received in the past 255, 265A, 265B, 283, 287, 290, 291
Medical Assistant Courses	MAST 111A, 111B
Music Courses	MUS 204A, 204B, 204C, 205A, 205B, 205C
Paramedic Courses	EMS 102, 105, 105L, 201, 210, 211, 211L, 212, 213
Phlebotomy Courses	PHLB 109A, 109B
Physical Science Courses	ASTR 210, 210L CHEM 200, 201A, 201AX, 201B, 201BX, 201P, 211, 212A, 212B, 201P, 211, 212A, 212B, 212P, 231, 245B, 245C GEOL 231, 232, 233, 234 METE 212 OCEN 210, 210L PHYS 205A, 205B, 208A, 208B, 208C, 208AX, 208BX
Psychiatric Technician Courses	PSYT 110, 207, 208, 209
Registered Nursing [RN] Courses	NRAD 004E, 103H, 120A, 120B, 120C, 120D, 201A, 201B, 201D, 202A, 202B, 202D, 203A, 203B, 203D, 204A, 204B, 204D, 219A, 219B
Additional Courses	AVMT 120, 130, 140, 150, 160, 170, 180 CDFS 216, 289C, FTVE 230A ASHS 289, 289A, 289B, 289D, WELD 270B, 270C, 770B

a Prerequisite Clearance Form which can be found below. Official transcripts need to already be on file at Cuesta or submitted with your request.

Prerequisite Clearance Forms:
FORM A: Prerequisite Clearance and/or English, English as a Second Language, and/or Math Placement Request can be used to clear prerequisite requirements with coursework completed at an institution other than Cuesta.

FORM B: Prerequisite/Co-Requisite Course Challenge can be used to clear prerequisites that have been met through means other than course completion such as previous knowledge, work experience, or licensing. The student is responsible for providing evidence to support the claim and must get signatures from the appropriate department chair before prerequisite clearances can be processed.

Examples of when to submit FORM B:

 • Student has knowledge or ability to succeed in the course despite not meeting the prerequisite such as assessment placement, knowledge, certification, licensing, work experience, or other criteria presented by the student that satisfy the prerequisite.

 • The prerequisite is discriminatory or applied in a discriminatory manner.

 • The Prerequisite approval is in violation of Title 5 regulations or Cuesta College District Policy.

 • The prerequisite course has not been made "reasonably available" as defined by Cuesta College.

FORM C: Physics Prerequisite Evaluation Form can be used to determine if a physics course taken at another college meets a physics prerequisite requirement at Cuesta. Student is responsible for attaining the appropriate signatures from the Physical Science Department Chair before prerequisite clearances can be processed.

How to Submit Completed Prerequisite Forms:

Submit online from Admissions & Registration webpage: https://www.cuesta.edu/student/studentservices/admrreg/arforms/index.html

STUDENT HEALTH SERVICES

Location: SLO campus, Student Health Center, Building, 3100, Room 3150, (805) 546-3171. North County Campus Center, N1000/N1100, Room N1013, (805) 591-6201.

In-person and Telehealth appointments are available. Appointments can be made online through the student portal, using this link: https://www.cuesta.edu/student/resources/healthcenter/about-health-services/appointments.html**.**

Online wellness resources may be accessed at https://www.cuesta.edu/student/resources/healthcenter/resources/index.html **and** https://cvcoeidev.wpengine.com/wellness/

This site includes a link to Campus Well, a monthly online magazine and archives with information on student wellness, alcohol and drug awareness, mental health, fitness, nutrition, sexual assault awareness and education among other topics important to students.

Please check our website for updated hours for both the SLO and NCC health services at https://www.cuesta.edu/student/resources/healthcenter/index.html. For specific information that is not available on the website, you may call the San Luis Obispo Campus center at (805) 546-3171, or the North County Campus center at (805) 591-6201.

The goals of Student Health Services are to help students achieve and maintain optimal physical, mental and emotional health, and to educate students toward taking responsibility for their own health and wellness. All students who have paid the health fee are eligible to receive free and low-cost services provided by an outstanding team of professionals.

Care Provided by:

 • Nurse Practitioner/Physician Assistant

 • Registered Nurses

 • Mental Health Professionals

Wellness Care:

 • Personal Counseling

 • Nutrition Coaching/Peer Education

 • Blood Pressure, Blood Sugar, Cholesterol and BMI Screening

 • Stress Reduction

 • Health Maintenance Education

 • Wellness workshops

 • Flu vaccine clinics

Screening and Referrals:

 • Illness Assessment and Treatment

 • Acute Care Clinic

 • Mental Health Therapy/Crisis Prevention and Intervention

 • First Aid Treatment

 • Family Planning/Sexual Health

 • Substance Use

 • Tuberculosis Screenings and Testing

 • Secondary Insurance Claim Procession for Campus Accidents/Injuries

Community Resource Referrals:

 • Vision

 • Dental

 • Mental Health

 • Medical Specialty Services/Advanced Health Care

 • Social Services

STUDENT LIFE & LEADERSHIP

Location: SLO campus, Student Center, Building 5300, Room 5301, (805) 592-9979. North County Campus Center, N1000/N1100, Room N1005, (805) 592-9548.

Resources available online, for the convenience of our students including those attending via distance education, are the following:

 • Student Life and Leadership Activities Calendar

 • Housing Resource Information

 • ASCC Agendas and Minutes

 • Voter Registration

 • Student Life and Leadership may be found at https://www.cuesta.edu/student/campuslife/studentlife/index.html.

The purpose of the Student Life & Leadership program is to assist the student population in the development of programs that serve and actively involve a wide range of students. Opportunities for personal growth are extended to students through leadership courses and programs, clubs and organizations, and campus events produced by the students themselves.

Student Life and Leadership coordinates campus programs and services which include:

- Associated Students of Cuesta College (Student Government)
- Housing Resource Information
- Student Photo ID
- ASCC Social Club
- Clubs and Organizations
- Cultural Center
- Food Bank Distribution
- Food Pantry

Student Activities
Cuesta College's student government develops a broad spectrum of activities, programs, and services for the student body. Its goals are to provide social contact, entertainment, and leadership opportunities for the campus community. Extracurricular activities foster a sense of unity among individuals, as well as among student groups pursuing specialized interests.

The complete planning and production of various events provide excellent experience for student leaders and enjoyable activities for all. Lectures, film series, forums, bands, community awareness programs, and seasonal and special events are all within the scope of student government sponsorship.

The broad array of student activities involves the educational experience of all members of the Associated Students of Cuesta College. Students plan and develop them and, by taking an active role, experience a personal satisfaction and growth beyond their academic pursuits.

An activities calendar may be found at: https://www.cuesta.edu/calendars/index.html

Associated Students of Cuesta College
The Associated Students of Cuesta College (ASCC) operates under regulations authorized in the California Education Code and in the policies of the Cuesta College Board of Trustees. The ASCC is the college's official student government organization.

The ASCC is established to promote the general welfare of Cuesta College students; to guarantee equality of opportunity among students; to offer an experience in practice of the American democratic government; and to encourage student participation in, planning for, and involvement in a comprehensive program of student activities. It offers students opportunities to participate in social and cultural events, to share in governance activities, to interact with professionals, and to create and administer their own organizations and programs.

Student Organizations
Student Life and Leadership grant recognition to campus organizations including honor societies, service and religious organizations, those with an ethnic/multicultural focus, and departmental and special interest groups. The varied types of clubs not only offer an opportunity for social life but also make a fine contribution to the development of

student leadership. Membership and active participation in a reasonable number of these organizations are strongly recommended by the college.

STUDENT SUCCESS CENTERS

Location: SLO campus, Building 3300/3400, (805) 546-3150. North County campus, Building N3100, Room N3130, (805) 591-6245.

The Cuesta College Student Success Centers strive to:

- Promote the academic skills, learning strategies, and attitudes necessary for student success in all disciplines.
- Create a responsive, accessible, and learner-centered space for students to attain independent learning and achieve their personal, educational, and vocational goals.
- Support the instructional objectives of faculty by advancing the Student Success Centers as curricular extensions of the classroom.
- Enhance collaboration with the college community regarding the short- and long-term goals of the Student Success Centers.

This mission is fulfilled by offering the following learning and teaching assistance to students and faculty.

MATH TUTORING provides drop in assistance to students needing help in MATH 127-MATH 287. Computer access is available for students to work on Math, Minitab, StatsCrunch, and other software. Located in Student Success Centers, Building 3300/3400 upstairs next to Library and downstairs Room 3300 (SLO) and Building N3129A (NCC). Stats Lab located in Room 3301 (SLO). Please check the Student Success Centers' website for full tutorial support schedules.

TUTORIAL SERVICES provides free drop-in and embedded tutoring in most academic subjects. Tutoring is available in person in the Student Success Centers and virtually in CANVAS. Peer tutors are instructor recommended, have received a "B" or better in the courses they tutor and complete a tutor-training class during their first year as a tutor. Tutors are trained to help students develop long-term learning strategies that facilitate independent learning. Tutoring is available in the Student Success Centers. For more information please visit: https://www.cuesta.edu/student/resources/ssc/index.html.

WRITING CENTER provides free writing assistance in person and virtually to students on a drop-in basis and is available to all students. Students meet with a peer tutor to have specific questions answered regarding structure and content. The Writing Centers are located inside the Student Success Centers at both campuses. Please check the Student Success Centers' website for full tutorial support schedules.

NET TUTOR online tutorial support is now available to Cuesta students 24/7. Students may access online tutorial support in the following areas: Accounting, Anatomy and Physiology, Biology, Business, Chemistry, Criminal Justice, Economics, English, History, Math (all levels), Nursing, Physics, Political Science, Psychology, Spanish, and Statistics. Accessing Net Tutor is easy! To get started all you need is your myCuesta username and password. Please visit the Student Success Centers' website to enter the Net Tutor portal, or click on the following link: https://www.cuesta.edu/student/resources/ssc/onlinetutoring.html

ACADEMIC SUCCESS COACHES support students individually and in small groups to develop the study skills, strategies, and mindset to become strong, independent, resource aware learners that are well adjusted to the rigors of college level academics. Topics addressed include: Time Management and Procrastination, Planning and Organization, Study Techniques for Memory, Focus and Concentration, Reading

Comprehension, Use of Textbook Resources, Test-Taking Strategies, Research and Essays, Communicating with Faculty, Connecting with Student Services, and Healthy vs. Maladaptive Coping Strategies. Using a strengths based approach, coaches address challenges as they arise for students and model critical thinking and proactive problem solving focused on the development of a growth mindset and the confidence to take accountability for learning and life success. Please visit the Student Success Centers website for more details.

TRANSFER SERVICES

The University Transfer/Career Center has a wide variety of resources available to university bound students including college and university information, college search materials, major and career books, and study abroad brochures and catalogs. The center maintains information about university transfer requirements, the university application process, articulation agreements and transfer admission guarantee programs. In addition, the center provides internet access with links to assist students completing online admissions applications and researching colleges. For more information please visit https://www.cuesta. edu/student/studentservices/counseling/transfer/index.html

University Transfer/Career Center staff serve as liaisons to colleges and universities and advocate for students in the admission process. Center staff also coordinate university representative visits in which university outreach staff come to campus or meet with Cuesta College students virtually.

Transfer Admission Guarantee (TAG programs) are commitments that selected colleges and universities make to Cuesta College students who meet specific credit, GPA, and course requirements. A TAG serves as a contract between the student and college or university. Students who have completed a TAG and have met contractual requirements are guaranteed admission.

Cuesta college has transfer admission guarantees with the following universities:

- UC Santa Cruz
- UC Riverside
- UC Santa Barbara
- UC Davis
- UC Irvine
- UC Merced
- Arizona State University
- Columbia College
- Chapman University
- University of La Verne

Associate Degrees for Transfer (ADTs) are a way for students earn a transfer-focused degree at Cuesta College and transfer seamlessly into a CSU. Please see Section 2A for information about ADTs.

Career Services
Career services are available to assist students in exploring and clarifying their career goals, researching occupational fields, and making their educational plans accordingly. Students may make arrangements with University Transfer/Career Services to attend a Career Workshop and use online resources to obtain information about specific occupations.

Transferring to California Polytechnic State University, San Luis Obispo
Because admission to Cal Poly San Luis Obispo is highly competitive; it is strongly recommended that students work closely with a Cuesta College counselor to ensure they are well-prepared for Cal Poly SLO's transfer selection process. Cal Poly SLO's Transfer Selection Criteria vary by major and include completion of major-related and general education coursework, grades, and extracurricular activities and work experience. Students applying as upper-division transfers that have completed all required/desired coursework and have maintained a high GPA typically are more competitive in Cal Poly SLO's transfer selection process. The Cal Poly Admissions website provides comprehensive information on their transfer selection process.

ASSIST
ASSIST (Articulation Subsystem Stimulating Inter-institutional Student Transfer) is a student-transfer information system available at www.assist.org. ASSIST displays reports describing how courses completed at a California Community College will be applied to an undergraduate degree at a California State University or University of California campus. As the official repository of articulation for California's public colleges and universities, ASSIST provides the most accurate and up-to-date information available about student transfer within the state of California. Students who are planning to transfer to a California State University or a University of California campus are encouraged to utilize ASSIST information (in consultation with a counselor) for important information about the transfer and articulation process.

Student Right To Know
In five decades of service to the community, Cuesta College has helped thousands of students reach a wide variety of educational goals, including improved foundational skills, transfer to a four-year institution, earned certificates or associate degrees and advancement in the work force.

Student Right-to-Know Rates for Fall 2018 Cohort
Completion Rate: 43.15 %
Transfer Rate: 8.04 %

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2018, a cohort of 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 above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2018 to Spring 2021. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer prepared '. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer prepared' during a five semester period, from Spring 2019 to Spring 2021, are transfer students.

VETERANS' SERVICES

Location: SLO campus, Veterans Resource Center, Building 3100, Room 3174, (805) 546-3142. North County Campus Center, N1000/N1100, Room N1008, (805) 591-6242.

Website:
https://cuesta.edu/student/studentservices/veterans/index.html

Montgomery G.I. Bill® Education Benefits
Cuesta College is approved by the Veterans Administration to offer eligible veterans and their dependents military service connected benefit programs leading to an associate degree or transfer to a four-year institution. The Department of Veterans Affairs (DVA) administers several educational assistance programs for which basic eligibility may vary. Generally, only the DVA can determine an applicant's eligibility for educational assistance.

Please note: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

All persons receiving educational benefits must personally contact the Veterans Coordinator after enrollment every semester to continue benefits. In order to be certified with your Education benefits, you must have a student education plan on file prior to filling out your request for certification. For assistance please review https://www.cuesta.edu/student/documents/financial_aid/GI_BILL_Benefits_Flyer_Veterans_2021.pdf

Priority Registration
As our way of saying thanks for serving our country, Veterans receive priority registration. New students to Cuesta College must meet the requirements of a new matriculated student as defined in the enrollment priority section. Any member or former member of the Armed Forces of the United States, and who is a resident of California, who has received an honorable discharge, a general discharge, or an other than honorable discharge, and to any member or former member of the State Military Reserved, for any academic term attended at one of the California State University, California Community College, or University of California for four academic years after he/she has left state or federal active duty, which he/she shall use within 15 years of leaving state or federal active duty, as established by Education Code 66025.8.

Military Credit
Veterans can receive credit up to 12 credits for education experience in the Armed Services. For more information please refer to this website: https://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx or see the Veterans' Resource Center.

Possession of a DD214 will be substituted for Cuesta's graduation requirements in Health Education and Diversity, for students pursuing a Cuesta Associate of Arts or Associate of Science (local) degree. In addition, as determined by the California State University (CSU), possession of a DD214 will be substituted for the CSU General Education Area E "Lifelong Learning and Self Development" requirement, for CSU transfer bound veterans. Veterans are given the choice to either apply their DD214 in satisfaction of these areas, or to complete an approved course for the area, based on personal preference.

Disabled Veterans
Veterans who qualify for educational benefits as disabled veterans may be entitled to special educational benefits. Veterans should visit the DVA Regional office, 8810 Rio San Diego, CA 92108 to determine their eligibility for disabled status. Veterans with disabilities are encouraged to investigate services offered through Cuesta College Disabled Students Programs and Services.

Veterans' Dependents – War Orphans – Missing In Action – Prisoners Of War
Students who are children or widows of veterans who died as a result of military service or are dependents of veterans who were totally disabled as a result of war service (or peacetime military service since September 16. 1940) may be eligible for assistance from the Veterans Administration or the State of California. Inquiries regarding these benefits should be made through the DVA Regional Office.

Student Liability
The veteran/dependent student assumes full liability for any overpayment of veterans education allowance benefits.
The final responsibility for monitoring the process of qualifying for educational benefits rests with the individual applicant.

FAILURE TO TAKE THE PROPER CLASSES CAN RESULT IN THE REDUCTION OR TERMINATION OF BENEFITS.

Veteran/Dependent Student Academic Standing
Students will not be certified for enrollment if placed on Academic or Progress Dismissal status. If you have previously been placed on Academic Probation and have a grade point average of less than 2.0 in the last two consecutive semesters of enrollment and are eligible for certification of Veteran Benefits, you will be dismissed at the end of each semester as a veteran student (lose veteran certification and priority registration) as required under Veterans Administration approval criteria regulations.

Students who have previously been placed on Progress Probation and have 50% or more enrollment grades of "W", "I", or "NP" recorded in the last two consecutive semesters of enrollment will be dismissed at the end of each semester as a veteran student (lose veteran certification and priority registration) as required under Veterans Administration approval criteria regulations.

Tuition Policy
For Post 9/11 GI Bill® (Ch 33) students and VA Vocational Rehabilitation and Employment (Ch 31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE) and a Vocational Rehabilitation Student must provide a VAF 28-1905 form. All persons seeking enrollment must meet the general admissions policies. Those seeking to use VA Education Benefits must submit all prior transcripts for a transfer evaluation and submit one of the following a 22-1990, 22-1995, 22-5490, or a 22-5495 to the VA.

Please Note: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at https://www.benefits.va.gov/gibill/

Tutorial Services
Tutorial services are available to all veterans who meet established VA criteria.

Transcripts
All official transcripts of prior college work and military schools must be on file in the Records Office before registering for classes. Certification for benefits for the second semester will be withheld if transcripts are not received. See the Veterans' Resource Center for necessary forms.

Credits Required for Entitlement of Benefits

The following number of credits is required each semester to certify students for educational and training allowances. Short-term courses are computed proportionately for payment purposes. Please see the Veterans' Resource Center for more information.

Veterans Access, Choice, and Accountability Act of 2014

(Choice Act)

A student who is covered by the federal Veterans Access, Choice, and Accountability Act (Section 702 of the VACA Act [38 U.S.C. 3679(c)] as stated in parts 1-4 of this bulleted item shall be fully exempt from non-resident fees, including nonresident tuition and the capital outlay surcharge charged of nonresident students.

1. A Veteran who lives in California (regardless of his/her formal state of residence) and enrolls in Cuesta College within three years of discharge from a period of active duty service of 90 days or more.

2. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.

3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.

4. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees, as provided by California EC §68075.5(c) requiring that the District grant a full exemption from the nonresident fee for all students verified to be "covered individuals" per the criteria above within this bulleted item and that qualify to use Montgomery GI Bill-Active Duty or Post 9/11 GI Bill education benefits (Chapters 30 and 33, respectively, of Title 38, U.S. Code while living in California. Eligibility determination is subject to the "Certificate of Eligibility" (COE) of the veteran or eligible dependent (who is made eligible through the Transfer of Entitlement [TOE] to basic educational assistance under Chapters 30 and 33 of Title 38, U.S.C.). The DD214, Certificate of Release or Discharge from Active Duty, of the qualifying individual may also be of assistance in confirming "covered individual" status as it shows the effective date of the veteran's discharge from active service.

Withdrawal/Change of Classes

Veterans are required to notify the campus Veterans' Resource Center when they stop attending class, withdraw from the college or add or drop a class. Such changes should be reported immediately after filing an official withdrawal. Failure to comply with this regulation will be grounds for decertification and will be considered a fraud with the Department of Veterans Affairs.

Isakson and Roe

The Isakson and Roe Act enhances and expands education benefits and programs for Veterans, Service members, families, and survivors. Check out the descriptions below to understand how the provisions impact GI Bill® and Veteran Readiness and Employment (VR&E) benefits. See more information on how Cuesta is implementing this requirement: https://www.cuesta.edu/student/studentservices/veterans/Isakson-and-Roe.html

COLLEGE POLICIES, RULES AND REGULATIONS
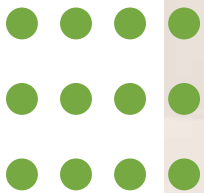
Students are held individually responsible for the information contained in the Cuesta College Catalog and in the Student Code of Conduct. Failure to read and comply with college Policies, Rules, and Regulations will not exempt students from whatever penalties they may incur.

The college reserves the right to make changes, additions and/or deletions to the Policies, Rules, and Regulations during the school year when deemed necessary by action of the administration and/or Board of Trustees.

BP 4030 ACADEMIC FREEDOM

References: Title 5 Section 51023, ACCJC Accreditation Standard I.C.7
ACCJC Eligibility Requirements 13 and 20, Ed Code 70902,
AAUP 1940 Statement of Principles on Academic Freedom and Tenure

I. General Support of Academic Freedom

The San Luis Obispo Community College District protects the academic freedom of students, staff, managers, and faculty; no limitations shall be placed upon the study, investigation, presentation, or interpretation of ideas. The District values the expression of a wide range of viewpoints and promotes creativity and innovation among its students, staff, managers, and faculty.

The current national standard for the definition of academic freedom was published by the American Association of University Professors (AAUP) in the 1940 Statement of Principles on Academic Freedom and Tenure, which was endorsed by the Academic Senate for California Community Colleges in 1996:

> Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research.

Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning.

The District upholds the following elements of academic freedom:

- the obligation of academics to ask difficult and meaningful questions and to pursue those inquiries wherever they may lead;

- the open and free exchange of ideas to support academic critical inquiry; and

- the protection of those who discuss, present, and research ideas that may be seen as controversial, obscene, unpopular, or challenging.

II. Specific Support of Faculty's Academic Freedom

The District shall support and protect every faculty member's academic freedom from any adverse action or censorship. The District shall support and protect each faculty member's academic freedom within, but not limited to, the following areas:

- College-wide Curriculum

  o Freedom to develop curriculum and instructional methods for academic programs and courses—including, but not limited to, course descriptions, course outlines, course goals, course objectives, and course standards—in accordance with college procedures that have been mutually agreed upon by the Governing Board and the Academic Senate and conform with state requirements and existing articulation agreements with other higher learning institutions.

- Course Content

  o Freedom to select all content for their individual courses—including, but not limited to, texts, materials, labs, discussion topics, technology, videos, and assignments. Faculty will base their decisions on their professional training, expertise, and pedagogical practices. The approved Course Outline of Record, as developed from mutually agreed upon standards, shall provide the individual faculty with requirements and guidelines for each specific course.

- Grades

  o Freedom to design assessment tools and methods, assess student performance, and serve as the final authority for the assignment of grades.

- Research

  o Freedom to explore all avenues of scholarship, research, publication, and academic and/or creative expression within the classroom, college, and larger community, without institutional discipline or restraint.

- Participatory Governance

  o Freedom to participate effectively in collegial and divisional governance.

  o Freedom to question and challenge, without fear of censorship or discipline, actions and ideas originating from within the institution.

- Public Speech and Membership in Organizations

  o Freedom to speak or write publicly — free of censorship or subsequent discipline by the college — as a citizen on matters of public concern.

  o Freedom to associate with individuals or groups of one's choice without fear of censorship or discipline.

- Technology

  o Freedom to elect to what extent technology will be used to support achievement of course objectives.

- Intellectual Property

  o Freedom to maintain ownership over creative, artistic, and research works, including, but not limited to, written, graphic, photographic, video, and musical pieces, among others, even those produced or maintained on District equipment, unless The District has commissioned a faculty member or members to produce a work for which said faculty specifically agree to relinquish intellectual property rights.

  o Freedom to maintain ownership over all academic work, including, but not limited to, items such as syllabi, assignments, exams, lectures, and content within learning management systems, unless The District has commissioned a faculty member or members to produce a work for which said faculty specifically agree to relinquish intellectual property rights.

Nota bene: Faculty in non-instructional positions have the same rights of academic freedom as instructional faculty.

III. Specific Support of Students' Academic Freedom

The District shall support and protect every student's academic

freedom from any adverse action or censorship. The District shall support and protect each student's academic freedom within, but not limited to, the following areas:

- Academic Ideas and Practices
  - Freedom to explore all relevant avenues of scholarship, research, publication, and academic and/or creative expression within classes, the college, and larger community, without institutional discipline or restraint, as long as the exploration of said academic ideas and practices does not violate the District's Standards of Conduct.
- Grades
  - Freedom to exercise the right to be graded fairly and have a clear pathway toward a grade appeal.
- Public Speech and Membership in Organizations
  - Freedom to speak or write publicly—free of censorship or subsequent discipline by the college—as a citizen on matters of public concern.
  - Freedom to associate with individuals or groups of one's choice without fear of censorship or discipline.
  - Freedom to participate effectively in student leadership.
  - Freedom to question and challenge, without fear of censorship or discipline, actions and ideas originating from within the institution.
- Intellectual Property
  - Freedom to maintain ownership over creative, artistic, research, and academic works, including, but not limited to, written, graphic, photographic, video, and musical pieces, among others, unless the District has commissioned a student or students to produce a work for which said student or students specifically agree to relinquish intellectual property rights.

ACADEMIC PROBATION AND DISMISSAL

For purposes of this policy, semesters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term. A primary term is defined as fall or spring semester.

Probation

A student shall be placed on academic probation if they have attempted a minimum of 12 semester units of work and have a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if they have enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded reaches or exceeds 50 percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.

Notification of Probation

Each student is entitled to be notified of their academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student has attempted at least 12 cumulative units and the student's grade point average falls below 2.0 in all units graded, a notice that the student is on academic probation shall be sent via email to the student's college email address informing them that they are on academic probation. "All units graded" is defined as all units of credit for which the student attempted at Cuesta College.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below 50 percent.

If the percentage of a student's recorded entries of "W," "I,", "NC" and "NP" reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.

The email sent to the student's college email address notifying the student of probation will

cover, at a minimum, the significance of being on probation and description of the services available.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters. A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).

Notification of Dismissal

An email sent to the student's college email address notifying the student that they are subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal to the Assistant Superintendent/Vice President of Student Services and College Centers or designee within 10 working days after the dismissal email was sent. If the student fails to file a written petition within the 10 working day period, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Assistant Superintendent/ Vice President of Student Services and College Centers or designee.

The student will be continued on probation until the Chief Student Services Officer or designee decides on the student's appeal.

The decision of the Assistant Superintendent/Vice President of Student Services and College Centers or designee will be communicated to the student in writing by the Assistant Superintendent/Vice President of Student Services and College Centers or designee. The Assistant Superintendent/Vice President of Student Services and College Centers or designee will notify the student of their decision within five working days of receipt of the student's appeal. The student may appeal the decision of the Assistant Superintendent/Vice President of Student Services and College Centers or designee in writing to the Superintendent/President or designee, within five working days of the date of notification of the decision of the Assistant Superintendent/Vice President of Student Services and College Centers or designee. The decision of the Superintendent/President or designee is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

Fall Dismissals: Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to dismissal emails will be sent no later than January informing students that:

• If they are enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.

• If they are not enrolled in the Spring semester, they have the right to appeal dismissal in accordance with the appeal process.

Procedure for Fall Dismissal Appeals: Appeals for students subject to dismissal as a result of the fall grades must be filed following notification within 10 working days. The following conditions apply:

• Students who are enrolled in the spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the spring semester.

• Students who have not enrolled in the spring semester will be dismissed unless an appeal is granted in accordance with procedures set above.

Standards for Evaluating Appeals

Dismissal appeals may be granted under the following circumstances:

• If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.

• The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.

• When there is evidence of significant improvement in academic achievement.

Re-Admission after Dismissal

A student who has been dismissed may request reinstatement by entering into a corrective program designed to assist them in improving academic performance including but not limited to academic counseling, personal counseling, or limiting course load.

In considering whether or not students may be re-admitted after a dismissal and two semesters absence, the following criteria should be considered:

• Documented extenuating circumstances (considered during appeal).

• Marked improvement between the semesters on which disqualification was based.

• Semesters on which disqualification was based were atypical of past academic performance.

• Formal or informal educational experiences since completion of semesters on which disqualification was based.

• Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

Readmission may be granted, denied, or postponed according to

criteria contained in administrative procedures. The Superintendent/ President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

Previously recorded substandard academic work may be disregarded in the calculation of a student's grade point average if the work is not reflective of the student's present scholastic level of performance.

1. Academic renewal may be applied to two distinct semesters/ sessions of work and is a one-time irreversible option.

2. Academic renewal cannot be used to disregard prior academic credit or course work which has been applied toward an associate degree or certificate earned at Cuesta College.

3. For any semester/session in which course work is to be disregarded, substandard academic work in that semester/session will be disregarded, excluding satisfactory academic work.

4. If grade alleviation has already been applied two times for a course included in the requested semester/session to be disregarded, the course will not be eligible for academic renewal without repetition and will remain on the academic record. No more than two substandard grades may be alleviated from the calculation of the student's grade point average for a course.

5. A period of at least one year must have elapsed since the completion of the work to be alleviated.

6. To alleviate course work, the student must have: a. Completed a minimum of 12 semester credits since the semester(s) to be alleviated with at least a 3.0 grade point average; or b. Completed 18 semester credits since the semester(s) to be alleviated with at least a 2.5 grade point average; or c. Completed 24 semester credits since the semester(s) to be alleviated with at least a 2.0 grade point average.

7. Recalculation of the grade point average will be used toward qualification for graduation with honors.

8. Academic standing for the semester/session(s) will be adjusted.

9. Permanent academic records will be annotated in such a manner that the record of all work remains legible, ensuring a true and complete academic history.

The student initiates the request by filing a Petition for Academic Renewal without Course Repetition in Counseling Services. The petition must be signed by the student and counselor.

• The student must submit official (sealed) transcripts from all accredited colleges or universities where course work was completed.

• The Associate Dean of Financial Aid and Records will make the final determination for academic renewal without course repetition.

• If academic renewal requirements are met, eligible courses will be alleviated from the student's permanent record.

• Calculation of the student's grade point average begins following the end of the first term being alleviated under academic renewal.

Alleviated course work will be annotated on the student's transcript with an "E" for exclusion with a notation of "Academic Renewal" and the substandard grade will be excluded from the student's grade point average calculation.

https://www.cuesta.edu/student/studentservices/admrreg/arforms/acad_renewal.html

ATTENDANCE

Normal progress and successful completion of scholastic work depends upon regular attendance. Students are expected to attend all classes and laboratories for which they are registered. Instructors set an attendance policy for each class, and it is the student's responsibility to know and comply with each one. Instructors may drop a student from a class for infractions of the attendance policy. (To assure a seat in the class, students are advised to attend the first class session.)

It is the student's responsibility to officially withdraw from a course which the student is no longer attending. Failure to officially withdraw from a class may result in an "F" (failing) grade.

OPEN ENROLLMENT

All courses of the District shall be open to enrollment in accordance with Board Policy 5052 and a priority system consistent with AP 5055 titled Enrollment Priorities. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the college matriculation process or appropriate college division.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in AP 5055 titled Enrollment Priorities except courses under Nursing and Allied Health programs, Dual Enrollment - CCAP Program courses offered at a high school site and for classes offered to inmates in city and county jail, or state or federal correctional facility that restrict enrollment.

Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except as provided for in AP 5055 titled Enrollment Priorities and where enrollment is restricted for Nursing and Allied Health programs, Dual Enrollment - CCAP Program courses offered at a high school site during regular school day, and for classes offered to inmates in city and county jail, or state or federal correctional facility.

A student may challenge an enrollment limitation on any of the following grounds:

- The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;

- The District is not following its enrollment procedures;

- The basis for the limitation does not in fact exist.

A student may challenge an enrollment limitation by following Administrative Procedure 5055.

COURSE LOAD

A full-time student is a student who is enrolled in a minimum of 12 credits per semester/session. Students enrolled in fewer than 12 credits are considered to be less than full-time. Students are limited to a maximum of 19 credits during the fall and spring semesters (nine credits during the summer session), including both day and evening classes. To take more than the maximum number of credits, a student must have an outstanding academic record and must obtain approval from a counselor before registering.

COURSE REPETITION POLICY
Repeatable Course

A repeatable course is identified in the college catalog and online Class Finder as repeatable more than one time.

- The student may petition to enroll in two sections of the same repeatable course if the length of the course is such that a student may enroll in two or more sections of the same course during the same period without being enrolled in more than one section at any given time.

- A student may repeat a course designated as a repeatable course including variable credit open-entry/open-exit courses up to the maximum number of allowed repetitions for that course.

- No more than two substandard grades may be alleviated within the allowable repeat limits for a repeatable course. If a course is repeated two or more times, the first two substandard grades will be excluded in calculating the student's GPA.

- Course repetition will not be allowed in a repeatable activity course beyond the maximum number of allowed repetitions for the course, which may be no more than three (3) semester/sessions.

Non-Repeatable Course

A non-repeatable course is a course in the college catalog that is not identified as repeatable.

- Substandard Grade - a grade of "D+," "D," "D-," "F," "NP," or "NC."

- A student will be permitted to retake a non-repeatable course in which a substandard grade or "W" was earned one time without a petition.

- If a student has earned a second substandard grade or "W" in a course, the student must agree and sign a Third Enrollment Agreement to be released to register for the third repetition of a course.

- Each non-repeatable course in which a substandard grade has been earned may be repeated two times only for grade alleviation unless such repetition is provided by District policy. The repeated course must contain the equivalent credit value or higher. The previous grade and credit will be disregarded in calculation of the student's grade point average even if the previous grade was higher.

- Satisfactory Grade – a grade of "A," "A-," "B+," "B," "B-", "C+," "C," "P," or "CR."

- A course in which a satisfactory grade was received may not be repeated unless such repetition is provided for in the official course description or by District policy.

Limitations on Withdrawal ("W" symbol)

Each non-repeatable course in which a "W" has been earned may be repeated for a maximum of two times. The student may earn no more than three (3) withdrawals in the same course.

- Military withdrawals ("MW") do not count against the "W" withdrawal limit.

- A student who has previously earned a maximum of three (3) withdrawals for a course that has a petition approved to repeat may only earn a satisfactory or substandard grade for the course. The student may not earn an additional "W" symbol unless the student demonstrates extenuating circumstances to justify an additional withdrawal for the course.

Petition to Repeat

Students may submit a "Petition to Repeat a Course" under certain circumstances as provided by Title V, California Code of Regulations and Cuesta College Board Policy. Petition approvals are reviewed by the Office of Admissions & Registration, the Dean, North County Campus and Student Success and Support Programs, or designee.

Significant Lapse in Time: A student may petition to repeat a course, one time, and if no less than 36 months have elapsed, where a satisfactory grade of "C" or better was earned if:

- The District has established a recency prerequisite for a course or program;

- Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course. Repetition may be allowed where less than 36 months have elapsed if the student documents that repetition is necessary for the student's transfer to the institute of higher education.

- When a course is repeated pursuant to this section, the previous grade and credit will be disregarded in computing the student's grade point average.

Legally Mandated Training

A student may repeat a course any number of times as required to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

- The previous grade and credit will not be disregarded in computing the student's grade point average each time the course is taken.

Significant Changes of Industry or Licensure Standards

A student may repeat a course any number of times as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure.

- The previous grade and credit will not be disregarded in computing the student's grade point average each time the course is taken.

Extenuating Circumstance – Prior Substandard Grades

A student may petition to repeat a course, one time, based on extenuating circumstances in a prior enrollment in which three (3) substandard grades have been earned. Extenuating circumstances are cases of documented, verifiable circumstances beyond the student's control.

- The previous grade and credit will be disregarded in computing the student's grade point average if either a substandard or satisfactory grade is earned.

Extenuating Circumstance – Prior Satisfactory Grade

A student may petition to repeat a course, one time, based on extenuating circumstances in a prior enrollment in which a satisfactory grade has been earned. Extenuating circumstances are cases of documented, verifiable circumstances beyond the student's control.

- The previous grade and credit will not be included in computing the student's grade point average each time the course is taken.

EDUCATION TAX CREDIT INFORMATION

An Education Tax Credit benefit is available to Cuesta students who enrolled in credit courses and paid eligible fees. In compliance with the Taxpayer Relief Act (TRA) of 1997, Cuesta College will provide a 1098T form to eligible students enrolled in a given calendar year (spring, summer, and fall). The 1098T form reports eligible payments made within the given calendar year.

Qualified payments made toward: Enrollment Fee, Student Center Fee, Non-Resident Fee, and Material Fee. A 1098T will not be produced for students whose eligible fees were waived or who received financial aid in an amount greater than eligible charges. Each January, 1098T forms are mailed to the students' permanent addresses on file with Cuesta at that time.

Students are encouraged to keep payment receipts to confirm the amount of fees paid during each calendar year, regardless of the term of enrollment.

If you have questions about the TRA's Hope Tax Credit and Lifelong Learning Credit:

- Consult your tax preparer

- Access the IRS website at www.irs.gov.

ENROLLMENT PRIORITIES

All courses of the District shall be open to enrollment to all eligible students, subject to an established enrollment priority. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

To comply with legislative mandates, regulate the availability of limited class space, provide for fairness, and facilitate the registration process, procedures to provide enrollment priority for students on the basis of need are established.

Annually, each program or group granting enrollment priority will establish and publish a process to review and evaluate their program participant's "level of need" that grants program eligibility for enrollment priority.

The California Community Colleges Board of Governors approved changes that will establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer and to reward students who make progress toward their educational goals.

New students who have completed college orientation and developed education plans as well as continuing students in good academic standing who have not exceeded 100 credits (not including credits in non-degree applicable courses, basic skills and English as a Second Language) will now have priority over students who do not meet these criteria. Active military and veterans, current and former foster youth, CalWORKS or Tribal TANF recipients, followed by students in Extended Opportunity Programs and Services (EOPS) and Disabled Students Programs and Services (DSPS) will continue to have first priority for registration if they meet the same criteria listed above.

The regulations, unanimously approved by the board of governors, was implemented in the fall of 2014. We encourage students on probation to seek help to improve their academic standing. Students nearing 100 credits should carefully plan their remaining courses with an academic counselor.

Enrollment Priority Groups are defined below. Students will continue to have access to register after their priority date.

- **PRIORITY 1 (State Mandated CCCCO Programs):** Continuing students, with the exception of eligible Foster Youth, in this group must be in good academic standing as defined with less than 100 Cuesta College degree applicable credits. New first-time and returning students in this group must meet the requirements of a new matriculated student as defined and with less than 100 Cuesta College degree applicable credits. Dual Enrollment Students are not eligible, except as noted.

○ Any member or former member of the Armed Forces of the United States, who is a resident of California, who has received an honorable discharge, a general discharge, or an other than honorable discharge, and to any member or former member of the State Military Reserve, for any academic term attended at one of the California State University, California Community Colleges or University of California for four academic years after he/she has left state or federal active duty, which he/she shall use within 15 years of leaving state or federal active duty, as established by Education Code 66025.8.

○ Foster youth and former foster youth, whose dependency was established or continued by the court on or after the youth's 16th birthday and who is no older than 25 years of age at the commencement of the academic year. This includes foster youth who are enrolled as Dual Enrollment (Enrichment) students, as established by Education Code 66025.9. This category retains eligibility for priority enrollment regardless of their academic standing.

○ Homeless youth includes a student under 25 years of age, who has been verified (defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act) at any time during the 24 months immediately preceding the receipt of application for admission for a period of up to six years or until the age of 25, whichever comes first.

○ California Work Opportunity and Responsibility to Kids (Cal-WORKS) or Tribal TANF recipients, as established by Education Code 66025.92.

○ Disabled Student Programs & Services (DSPS) students as established in Education Code 66025.91.

○ Extended Opportunity Programs and Services (EOPS) recipients as established in Education Code section 66025.91.

• **PRIORITY 2 (Special Programs):** Continuing students in this group must be in good academic standing as defined, with less than 100 Cuesta College degree applicable credits. New first-time and returning students in this group must meet the requirements of a new matriculated student as defined and with less than 100 Cuesta College degree applicable credits. Dual Enrollment Students are not eligible.

Students must meet specific program eligibility criteria as determined by each program.

○ Degree/Transfer applicants must be a Continuing Student with 12 credits completed in residency; who will be completing their remaining AA, AS, Transfer (AA-T and AS-T) degree or transfer certification requirements within one semester at Cuesta,

○ Intercollegiate Athletes, new first-time/transfer incoming and continuing student athletes who will be participating in sports will be eligible for priority regardless of their sport term not to exceed 3 years,

○ Disabled Student Programs & Services (DSPS) Notetakers,

○ Re-entry Program participants,

○ Facilitated Assisted Learning (FAL) facilitators,

○ Associated Students of Cuesta College Leaders,

○ Student employees, staff and faculty pursuing Professional

Growth, and dependent children up to the age of 25 (with the exception of Dual Enrollment Students), spouses, and domestic partners of faculty or staff.

• **PRIORITY 3 (Continuing Students):** Continuing Cuesta College students in good academic standing as defined, with priority based on the total number of course credits completed at Cuesta College **AND** have completed a comprehensive Student Educational Plan (SEP), except for 3.4 priority group. Dual Enrollment Students are not eligible.

Credit increments:

○ 3.1. Equal to or greater than 48.0 credits and less than 100.0 credits

○ 3.2. Equal to or greater than 24.0 credits and less than 48.0 credits

○ 3.3. Equal to or greater than 15.0 credits and less than 24.0 credits

○ 3.4. Less than 15.0 credits

• **PRIORITY 4 (New Students):** New students who meet the definition of a New Matriculated Student **AND** have attended designated orientation program (Cougar Welcome Day). Fall Registration ONLY. Dual Enrollment Students are not eligible.

• **PRIORITY 5 (New Students):** New students who apply and meet the requirements of a new matriculated student as defined and did **not** attend designated orientation program (Cougar Welcome Day). Dual Enrollment Students are not eligible.

• **PRIORITY 6 (All Students):** All first-time, returning, transfer students who apply for admissions. Continuing students who have not completed a comprehensive Student Educational Plan OR have earned 100 or more credits OR were on academic standing probation for two consecutive terms are eligible to enroll. Dual Enrollment Students are not eligible.

• **PRIORITY 7 (Dual Enrollment):** Dual Enrollment Students (Enrichment and CCAP) concurrently enrolled in grades 6-12 (Enrichment) and 9-12 (CCAP), who have completed the admission application, permit to enroll, orientation, and have met all course prerequisites, are eligible to enroll.

Enrollment Limitations

A student's ability to enroll in a course may be limited or restricted. Refer to Administrative Procedures 5075.

• CONTINUING/RETURNING STUDENTS: A continuing or returning student will lose enrollment priority if he/she earns 100 or more credits at Cuesta College or if he/she is on academic or progress probation for two consecutive terms.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in BP and AP 4230 titled Grading and Academic Record Symbols. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by Office of Instruction, or students enrolled in high unit majors or programs as designated by the Curriculum Committee and Office of Instruction.

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned 75 percent or more of the unit limit, that

enrollment priority will be lost when the student reaches the unit limit.

Students who lose their priority due to enrollment limitations will be able to register after Priority 5.

Appeal of Loss of Enrollment Priority Procedures

- Students may petition to have their enrollment priority reinstated based on the following reasons:

  ○ Extenuating Circumstances (verified cases of accidents, illnesses, or other circumstances beyond the control of the student)

  ○ Students with disabilities who applied for but did not receive reasonable accommodations in a timely manner.

  ○ Students who demonstrate significant satisfactory academic improvement by earning at least 2.50 GPA in at least 6 academic credits in a subsequent term, but whose term GPA is not high enough to move the student into good standing.

  ○ Students who are in high credit programs and are following a current education plan.

  ○ Students in good standing (over 100 credits) and within 12 credits of completing their degree.

Enrollment Priority Appeal forms are available online, and at all Cuesta College sites. Appeals are to be submitted to the Director, Enrollment Services and Outreach. Extenuating circumstances must be documented. Enrollment Priority students whose appeal is approved will be reinstated to their previous priority status for one semester.

Any student who is a member of an active or reserve military service and who receives orders compelling a withdrawal from courses may request to be reinstated to their previous priority status upon their return.

Definition of student enrollment statuses:

- A **New Matriculated Student** is one who has completed orientation and developed a student education plan (abbreviated or comprehensive).

- A **Student in Good Academic Standing** is one who is not on academic or progress probation for two current consecutive primary terms.

- A **Student in High Credit Program** is a program that has more than 38 credits in the major coursework and following a current education plan.

- A **Continuing Student** excludes Dual Enrollment (Enrichment - Non-CCAP and College and Career Access Pathways - CCAP), is one who was enrolled during the immediately preceding semester and received at least one letter grade or withdrawal ("EW," "W"). A student registered during the semester, who did not complete a course with a letter grade or completely withdrawals forfeits continuing student status.

- A **First-Time Student** is one who never attended a post-secondary education prior to the application term.

- A **Returning Student** is one who attended Cuesta in the past, but was not enrolled in the term prior to the application term.

- A **Re-Entry Student** is one who is at least 25 years of age and has not attended a college or university within the past 5 years.

- A **First-Time Transfer Student** is one who is enrolling at Cuesta for the first time after attending another post-secondary institution.

- A **Dual Enrollment Student (Enrichment and CCAP)** is one who currently enrolled in grades 6-12 (Enrichment) and 9-12 (CCAP), and is eligible to attend Cuesta College by recommendation of their Principal. (BP 5055, BP 5010, AP 5011).

FEES

Schedule of Fees Payable at Registration (per fall/spring semesters/summer session)

Credit (enrollment) fees are subject to change by the California State Legislature. If fees are increased for this term, additional charges will be added to each student's account that must be paid before grades will be released. For tax purposes, students are responsible for retaining receipts as a record of fees paid.

Enrollment Fee $46.00
Note: Per credit, subject to change.

Non-Resident Tuition $391.00
Note: Per credit, in addition to the $46.00 enrollment fee.

Health Fee $19.00 (Fall/Spring)
$16.00 (Summer)
Note: North County Campus and San Luis Obispo Campus only.

Student Center Fee $10.00
Note: $1.00 per credit Fall/Spring San Luis Obispo campus only - $10.00 maximum per academic year.

Student Representation Fee $2.00
Note: Fall/Spring semester only.

ASCC Student ID Card Fee $10.00 (Fall/Spring)
$ 5.00 (Summer)
Note: Renewal fee each semester/session.

Parking Permit Fee
North County and San Luis Obispo Campuses only – each semester/session, per vehicle.

Automobiles/vans/trucks	$40.00 (Fall/Spring) * $15.00 (Summer)
Each additional automobile/van/truck	$40.00 (Fall/Spring) * $15.00 (Summer
Motorcycles/mopeds (per vehicle)	$15.00 (Fall/Spring) $ 8.00 (Summer)
Each additional motorcycle/moped	$15.00 (Fall / Spring) $ 8.00 (Summer)

* $30.00 Fall/Spring permit fee - For recipients of the California College Promise Grant (formerly known as the Board of Governor's Fee Waiver, BOGW) discount will be applied to student's permit cost automatically.

Materials Fee. See course descriptions for specific amounts.

Fee Descriptions

Enrollment Fee
These fees are subject to change. If you need help paying this fee, you may qualify for a CCPG (California College Promise Grant). An application is available in the Financial Aid Office or you may complete the free application for Federal Student Aid (FAFSA) application online. Completed CCPG applications and documents of income sources must be submitted to the Financial Aid Office before you register for fall/

spring semesters or summer session. Refer to the Financial Aid section for CCPG eligibility requirements. You must reapply each year for consideration.

Non-Resident Tuition

The cost of tuition for international and out-of-state students is in addition to the enrollment fee. If you have questions about residency status, please contact the Admissions & Registration Office for assistance.

Health Fee

In accordance with the California Education Code and District policy, Cuesta College has a mandatory health fee. Students, excluding those with the exceptions listed, are required to pay the Health fee each term regardless of the number of credits they are taking. This fee is nonrefundable once the semester or session begins and is subject to change per local Board action. The health fee is not an eligible tax credit fee.

Health Fee Exemptions: (Education Code Section 76355)

- Students enrolled in non-credit courses.

- Students who are taking classes only at the South County Center (Arroyo Grande High School) and off-campus sites.

- Any student who depends exclusively upon 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 a bona fide religious sect, denomination, or organization to the Student Accounts/ Cashier's Office.

- Any student who is attending Cuesta under an approved Apprenticeship Program.

Student Center Fee

The Student Center fee is designated for the sole purpose of supporting the Student Center and is charged to all students taking classes at the San Luis Obispo Campus. The fee, which is not to exceed $10.00 per academic year, is based upon the number of credits taken during this period at the rate of $1.00 per credit. An academic year consists of fall and spring semesters.

The following are examples of Student Center fee calculation for a student taking classes on the San Luis Obispo Campus and at another Cuesta College site for one academic year:

FALL SEMESTER

7 credits at San Luis Obispo Campus	$7.00*
3 credits at North County Campus	$0.00
Total	**$7.00**

SPRING SEMESTER

3 credits at San Luis Obispo Campus	$3.00**
4 credits at North County Campus	$0.00
Total	**$3.00**

*$7.00 paid in Fall + $3.00 paid in Spring =
$10.00 fee paid in full for academic year.
**Fee partially paid for year

This fee is nonrefundable unless the student drops the associated San Luis Obispo campus class on or before the Sunday prior to the start of the semester/session for a full-term course or before the first class meeting for a short-term course.

Student Center Fee Exemptions

The Student Center fee shall not apply to:

- A student enrolled in non-credit courses.

- A student who is a recipient of the benefits under the TANF (Temporary Aid to Needy Families) program, the Supplemental Security Income/State Supplementary Program, or the General Assistance program. To have the fee waived, a student must provide documentation of participation in these programs through the Financial Aid Office prior to registration.

- Students enrolled in courses at North County or South County only.

Student Representation Fee

A vote of the students during the spring 2002 semester authorized the collection of a mandatory $2.00 student representation fee from every credit student each semester. Cuesta College waives the Student Representation Fee for Enrichment students and non-credit courses. Monies collected are used by the student government to advocate and lobby for student legislative issues such as eliminating fee hikes, and increasing state funding for community colleges. Other uses include leadership training, meeting with other student leaders and elected officials, and necessary supplies to support students in their advocacy and lobbying efforts.

The fee is charged during the registration process. A student may refuse to pay the fee for religious, political, financial, or moral reasons. Students must sign a waiver prior to registration. The fee is nonrefundable once the semester begins. The student representation fee is not an eligible tax credit fee. Forms are available in the Admissions & Registration Office, Cashier's Office and at the Student Life and Leadership Office at all campus locations.

The form is also available on the Web at https://www.cuesta.edu/student/ resources/cashier/fees_description.html for students to print and complete. The form may be submitted to the Student Accounts/Cashier Office.

Cuesta College waives the Student Representation fee for Enrichment students and Non-Credit courses.

Associated Student Governments are allowed to implement the student representation fee according to Education Code 76060.5. This per-semester fee can be utilized by the ASCC to fund only those purposes listed above.

NOTE: The student representation fee may not be used to support individual candidates or campaigns.

For further information, please contact your ASCC Representative at the San Luis Obispo Campus Student Center, Building 5300.

ASCC Student ID Card Fee

The Student ID Card provides a college picture ID for use in campus labs, the library, the bookstore, and other locations on campus. The fee helps fund student jobs, student activities, critical campus programs and services, as well as providing discounts within the community. For more information on ASCC Student ID Card benefits, please visit our website https://www.cuesta.edu/student/campuslife/studentlife/studentid.html. This optional fee is nonrefundable/nonreversible once the semester or session begins. The ASCC Student ID card is to be purchased/renewed each semester, even if a student has already had her or his picture taken. The ASCC card fee is not an eligible tax credit fee.

If the ASCC Student ID card is lost, stolen, or mutilated, the student will be provided, free of charge, one replacement during the student's Cuesta career. For any additional cards there is a $2 replacement fee. Contact the Student Life and Leadership Office at (805) 592-9979 for

picture ID dates, times, and information.

Parking Fee
Parking permits required for all vehicles parked on all campus property or roadways. Daily permits are $4 each.

Semester permits per vehicle are:

Automobiles/vans/trucks	$40.00(Fall/Spring) * $15.00 (Summer)
Each additional automobile/van/truck	$40.00 (Fall/Spring) * $15.00 (Summer)
Motorcycles/mopeds	$15.00 (Fall/Spring) $ 8.00 (Summer)
Each additional motorcycle/moped	$15.00 (Fall/Spring) $ 8.00 (Summer)

* $30.00 Fall/Spring permit fee - For recipients of the California College Promise Grant (formerly known as the Board of Governor's Fee Waiver, BOGW) discount will be applied to student's permit cost automatically.

Student semester permits are sold exclusively online through the parking permit portal. For information on how to get a semester permit, go to https://www.cuesta.edu/about/depts/publicsafety/parkingandpermits/. This fee is nonrefundable once the semester or session begins. The parking permit fee is not an eligible tax credit fee.

For a copy of the College parking regulations, contact the San Luis Obispo Campus Public Safety Office at (805) 546-3205, or the North County Campus Public Safety Office at (805) 591-6205, or go to https://www.cuesta.edu/about/depts/publicsafety/index.html.

Material Fees
Credit and noncredit courses with mandatory material fees are identified in the class schedule, class finder and college catalog. Materials fees are charged at the time of registration. Materials fees for classes dropped prior to the start of the semester/session are automatically credited or reversed to student accounts. See the Cashier's Office for help with materials fees for classes dropped within the two-week drop deadlines for Spring/Fall semesters and within the ten percent deadline for Summer Session.

Students may be required to provide instructional materials required for a credit or noncredit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase. Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

Several courses include digital content available within Canvas. Student accounts are billed at a discounted rate after census, or students are given the option to Opt-Out within the course.

Fee Payments
Students may pay fees, clear incurred debts (with the exception of library fines and parking citations), obtain and file refund forms, and handle other situations as they pertain to student accounts at the Cashier's Office.

Registration Fee Payment Policy
Fees are due at the time of registration and may be paid immediately by credit or debit card online. Students will be held financially responsible for fees related to classes not dropped within the refund deadlines. **Students will NOT be dropped from classes for unpaid fees.** Fee payment receipts should be saved for education tax credit filing.

Online
Credit card and debit card payments (VISA, MasterCard, Discover or American Express) are only accepted online through student myCuesta accounts. A convenience fee of $2 is charged for each credit/debit transaction.

Mail-in
Please include the student ID number with all mailed payments. Make checks payable to Cuesta College.

Address payments of check or money order to:

Cuesta Cashier's Office, PO Box 8106, San Luis Obispo, CA 93403.

A $25.00 service fee is charged for all checks returned for insufficient funds, stop payments, etc.

In-Person
Payments by cash, check, credit/debit card or money order can be made at the Cashier's Offices at either

- San Luis Obispo campus, Building 3100, Student Service Center, (805) 546-3949

- North County campus, Building N1000/N1100, Campus Center, (805) 591-6217

Secure payment drop boxes are also available and located outside of the Cashier's Offices for payments made after office hours.

Students or former students who have been provided with written notice that they have not paid a proper financial obligation shall have diplomas and registration privileges withheld. The college will work to provide support funds for students who have a hardship in paying outstanding fees. This provision will be contingent on the availability of funding. **Students will NOT be dropped for unpaid fees.**

Students, who remain enrolled after the refund deadline, are financially responsible for payment of fees even if they drop the class or are dropped by the instructor after the refund deadline. **It is the student's responsibility to drop and add classes.**

Refunds for Dropped Courses
Students must submit a written request for a refund to the Cashier. Students may request a form from the Cashier, print an online form, or submit a letter outlining the request and postmarked by the appropriate date listed below. A $10.00 processing fee is assessed on enrollment refunds initiated by students. A full refund includes enrollment, non-resident, health, ASCC Student ID Card, Student Center and student representation fee, material, and parking fees. Students must submit a written request to Campus Police for a refund of their parking permit. The form can be found on the Campus Police Parking and Permits

webpage. Partial refunds include only enrollment and non-resident fees.

Credit balances for dropped courses may remain on the student accounts to be applied to future balances or refunded. Credit enrolled students will receive a myCuesta Card by mail. Students will need the myCuesta Card to receive financial aid or dropped class refunds. Students need to be sure to keep their addresses updated through their online myCuesta account and watch the mail for the bright green myCuesta Card envelope. See the Cuesta website for more information about the myCuesta Card.

Full Refund

Students must drop a course by the Sunday before the start of the semester/session to receive a full refund of fees, less a $10.00 processing fee (only refunds which include the enrollment fee are charged the processing fee). A written request for a refund must be submitted to the Cashier's Office by the end of the second week of Summer Session and by the end of the fourth week for Fall/Spring semesters.

Partial Refund

The student will receive a partial refund for a course dropped on or after the first class meeting and within the last day to drop for a refund deadline. The last day to drop with a refund deadline is posted in the online Class Finder by clicking on the CRN and appears on an enrolled student's myCuesta Class Schedule/Receipt. A written request for a refund must be submitted to the Cashier's Office by the end of the second week of Summer Session and by the end of the fourth week for the Fall/Spring semesters.

Military Withdrawal

Military withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. The student must verify such orders with the Office of Admissions & Registration at the time of the withdrawal. Students withdrawing under this college policy will receive a grade of "MW" for each course from which they withdraw and shall be entitled to a full refund of all enrollment fees paid to the college unless academic credit has been awarded.

Administrative Withdrawal/Canceled Courses

Full refunds will be authorized for students who are withdrawn from courses by action of the College. If the course is canceled, the associated course fees will be credited to the student's account. The credit will be applied to any other fees owed by the student. If there is credit balance on the student's account, the credit will remain on the student's account unless a written request for a refund is submitted by the student to the Cashier's Office. Automatic refunds will not be generated.

Overpayments (excess fee payments)

If a student overpays registration fees, the amount of the overpayment will be credited to the student's account. The credit may be applied to any additional registration fees incurred.

NOTE: Dropped courses will not generate an overpayment refund. Please refer to "Refunds for Dropped Courses."

FERPA

The Family Education Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who enters a postsecondary institution at any age.

Right to Inspect and Review Records

Section 99.10 of FERPA grants students the right to inspect and review their education records within 45 days after the day a request for access is submitted. A student should submit a written request to the Associate Dean, Financial Aid and Records that identifies the record(s) the student wishes to inspect. The Associate Dean, Financial Aid and Records will make arrangements for access and notify the student of the time and place where the records may be inspected. If the education records are not maintained by the Records Office, the Associate Dean shall advise the student of the correct official to whom the request should be addressed.

Directory Information

FERPA provides students the right to provide written consent before the San Luis Obispo County Community College District discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

In completing the admission application, students are provided the opportunity to request their directory information be maintained as confidential. Students may also submit a written request to the Admissions & Registration Office at any time to become effective within 5 to 10 working days.

The District has designated the following information as directory information:

- Student's name
- myCuesta student email address
- Photograph
- Major of study/program
- Degrees/Certificates and awards received by students (including honors, scholarship awards, athletics awards)
- Dates of attendance
- Level of enrollment (number of credits)
- Student participation in officially-recognized activities and sports including weight, height, and high school of graduation of athletic team members
- The most recent educational agency or institution attended
- Student ID number used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Disclosure of Education Records

FERPA permits the disclosure of Personally Identifiable Information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the

education records without obtaining prior written consent of the student for the following conditions:

- To school officials with legitimate educational interests; A school official is a person employed by the San Luis Obispo Community College District in an administrative, supervisory, academic, research, or support staff position, including law enforcement unit personnel and health staff. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. A District official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the District. (§99.31(a)(1)) Cuesta College has designated AcademicWorks, Aim, BMXT, IncBM, Barnes and Noble, Campus Logic, Comevo, Credentials Inc., Ellucian, Instructure/Canvas, Maxient, National Student Clearinghouse, Rave, TrueDialog, OCLC, Pyramed, and Cleared4 as a District official.

- To a person serving on the board of trustees;

- To a student serving on an official committee, such as a disciplinary or grievance committee. (99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (99.31(a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the District's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency. (§99.31(a)(10))

- Information to the District has designated as "directory information." (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, if the District determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the District's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the District, governing the use or possession of alcohol or a controlled substance if the District determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Access to Student Records for Immigration Enforcement Purposes

No student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant. Without a court order or judicial warrant, written consent must be signed and dated by the student or (of the student is a minor) by the student's parent(s) or guardian(s), before disclosure of the information, and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made. See Administrative Policy 5040 for policy and contact information for the person to review and respond to a request for student records.

Right to Request Amendment of Student Records

Student have the right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the District to amend a record should write the District official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the District decides not to amend the record as requested, the District will notify the student in writing of the decision and the student's rights 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 as provided by Education Code Section 73232.

Right to File a Complaint with the Department of Education

Cuesta College students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

> Family Policy Compliance Office
> U.S. Department of Education
> 400 Maryland Avenue, SW
> Washington, DC 20202
> Phone (800) 872-5327

FINAL EXAMINATIONS

Final examinations will be given in all courses at the end of each semester, short course, or summer session. Dates and times is displayed on the website at https://www.cuesta.edu/academics/finalexam/index.html.

GRADING POLICIES

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols. The following evaluative and non-evaluative symbols shall be used to denote a student's academic

progress. Grade point averages will be determined on the basis of the evaluative grade point equivalencies (based on a 4.0-point scale) using the following evaluative symbols. Effective fall 2008, plus/minus grading was implemented. Per Title 5, C minus is not a valid Community College grade and cannot be used.

Evaluative Symbols:	Grade Points:
A Excellent	4.0
A-	3.7
B+	3.3
B Good	3.0
B-	2.7
C+	2.3
C Satisfactory	2.0
D+	1.3
D Passing (Less than satisfactory)	1.0
D-	0.7
F Failing	0.0
P Pass (At least satisfactory C/2.0) - units awarded not counted in GPA. Equivalent to "CR" symbol defined prior to Fall 2008.	
NP No Pass (Less than satisfactory C/2.0) - units not counted in GPA. Equivalent to "NC" symbol defined prior to Fall 2008.	

NOTE: A "D" grade is considered passing; however, some courses require grades of "C" or better to be a passing grade.

Non-Evaluative Symbols:

I   **Incomplete** – 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 "I" symbol shall not neither be used in calculating units attempted nor for grade points. The condition for removal of the "I" shall be stated by the instructor in a written incomplete contract. The incomplete contract shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. A copy of the incomplete contract must be given to the student with a copy submitted to the Student Records Office. The contract remains on file until the assigned work has been completed and evaluated, or until the time limit for the completing the work has passed. The student must meet the conditions of the incomplete contract before the end of the following regular semester or it the "I" will be changed to an F (Failing) and posted as the final grade for the term. The student does not re-enroll in the course for the next semester/session and earns the grade for the term originally enrolled. Students may appeal for an extension of time due to extenuating circumstances to the instructor and the office of Student Records.

IP   **In Progress** – The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. "IP" shall not be used in calculating grade point average. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. Upon completion of the course, the appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. If a student enrolled in an open-entry open-exit course is assigned an "IP" at the end

of the semester/session and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade).

W   **Withdrawal** – The "W" symbol is assigned when a student officially withdraws after the census date and between the beginning of the third and end of the twelfth week of instruction for full-semester courses. For courses less than 18-weeks in length, withdrawal must be made during the first 60 percent of the course. Students who withdraw prior to the third week of instruction (census date) for full-semester courses or within 20 percent of a short course, shall have no notation ("W" or any other) on their record. The record of a student who remains in class beyond the twelfth week or 60 percent of a short-term course must reflect a symbol other than a "W".

RD   **Report Delayed** – This symbol is assigned by the Director of Enrollment Services only. It is assigned when there is a delay in reporting grades due to circumstances beyond the control of the student. This is a temporary notation and is not used in calculating GPA.

MW   **Military Withdrawal** – The "MW" symbol is assigned when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, an "MW" may be assigned at any time for dropping classes. Military withdrawals shall not be counted in progress probation and dismissal calculations.

EW   **Excused Withdrawal** – An "EW" is acceptable when a student withdraws from a course(s) due to reasons beyond their control, and includes verifiable documentation which may include but are not limited to, the following: 1) job transfer outside of the geographical region; 2) Illness in the family where the student is the primary caregiver; 3) a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses; 4) an incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (in the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer-instructor of the course will determine applicability of EW for incarcerated students); 5) the student is the subject of an immigration action; 6) death of an immediate family member; 7) Chronic or acute illness; 8) accidents; or 9) natural disasters directly affecting the student. These withdrawals shall not be counted in progress probation and dismissal calculations. Nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. A student may request an EW for only one course or all courses in a term depending on the reason for the request.

Noncredit Grading Indicators:

P   Pass. Student has successfully mastered this course's competencies and is ready to move onto the next level.

SP   Satisfactory Progress. Student made some progress, but has not mastered the course competencies and is recommended to repeat the same level class again.

NP   No Pass. Student has been enrolled long enough to be evaluated but has not been passing course objectives and is recommended to repeat the same level class again.

UG   Ungradable. Student is a late enrollee or has not attended enough hours to be evaluated at this time.

Grade Changes

According to California Code of Regulations, Title 5 on Grade Changes § 55025, "In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with this article. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency."

• Mistake - may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors.

• Fraud - may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

• Bad Faith - may include, but is not limited, to a lack of honesty and trust; intent to deceive.

• Incompetence - may include, but is not limited to, the instructor not possessing and demonstrating the necessary ability and skill to fulfill the instructor's duties and responsibilities set forth in job descriptions, course outlines, District policies, procedures, and regulations, and applicable laws.

A student who has a grade appeal shall make a reasonable effort to resolve the matter through direct communication with the instructor. If the student's concern cannot be resolved, this procedure outlines the Course Grade Appeal process. The Course Grade Appeal process is not a legal proceeding.

Step One Grade Appeal

Step One Grade Appeals must begin no later than 180 calendar days after the grade was assigned.

1. The student must contact the instructor.

Note: a) If the instructor no longer works for the District or cannot be reached 100 days after the student initially attempts to contact the instructor regarding a grade appeal; or b) if a student has filed a discrimination complaint; or c) if the district determines that it is possible there has been gross misconduct by the original instructor, then the division chair shall assign a faculty member from within the division to stand as the instructor's proxy.

2. If the student's grade appeal has not been resolved with the instructor, the student must contact the division chair, who will attempt to mediate a resolution between the instructor and the student.

3. If the student's grade appeal has not been resolved, the student must contact the dean over the division. The dean will attempt to mediate a resolution between the instructor and the student.

4. If the dean cannot mediate a resolution, the dean, in consultation with the student, may call for a Grade Review Panel.

Student One Grade Review Panel

1. The student shall submit the following materials to the dean:

A. The name of the instructor, course ID, CRN, and semester of the class for which the grade is being appealed.

B. A detailed summary of the actions already taken to resolve the issue, including accounts of meetings pertaining to the grade appeal, along with dates and times of said meetings, as well as any emails that were sent during the Step One Grade Appeal proceedings.

C. A clear and concise statement detailing the reasons the student believes the grade should be changed.

D. Copies of all pertinent documents, assignments, or related materials

2. Upon receiving the student's request, the dean will convene the Step One Grade Review Panel. The composition of the Panel is as follows:

A. The instructor of the course (the only voting member, due to Title 5, § 55025).

B. The division chair (non-voting member).

C. The dean (non-voting member).

3. The Step One Grade Review Panel will determine if a grade change is warranted. In a closed formal hearing:

A. The review panel will evaluate the documents submitted by the student.

B. The review panel will discuss whether the grade change request is warranted.

C. The instructor will reevaluate the grade assigned and conclude whether or not to change the grade.

D. The result of the Grade Review Panel shall be communicated to the student.

E. This marks the close of the Step One Grade Appeal.

Student Two Grade Appeal

Step Two Grade Appeals must begin no later than 280 calendar days after the grade was assigned.

1. Step Two cannot begin until both of the following conditions have been met:

A. The dean, after consultation with the student, believes that Title 5, § 55025 may have been violated.

B. The student has completed the process of the Step One Grade Appeal and the Step One Grade Review Panel.

2. The student will submit the following information:

A. A clear and concise statement of the instructor's specific violation of Title 5, § 55025.

B. The name of the instructor, course ID, CRN, and semester of the class for which the grade is being appealed.

C. A detailed summary of the actions already taken to resolve the issue, including accounts of meetings pertaining to the grade appeal, along with dates and times of said meetings, as well as any emails that were sent during the Step One Grade Appeal proceedings.

D. Copies of all pertinent documents, assignments, or related materials indicating that Title 5, § 55025 has been violated.

3. The Vice President of Instruction, upon receiving the student's request for a formal hearing will convene the Step Two Grade Review Panel. The composition of the Step Two Grade Review Panel is as follows:

A. The Vice President for Instruction (non-voting member).

B. Three faculty members from within the division of the class in question.

Step Two Grade Review Panel

1. The Step Two Grade Review Panel will determine if a violation of California Title 5 § 55025 has occurred. In a closed formal hearing, the review panel will:

A. Receive a signed written statement from the dean, specifying all relevant facts as discovered during the Step One Grade Appeal Procedure and the reasoning and evidence to believe a Title 5, § 55025 violation may have occurred.

B. Hear testimony, examine witnesses, and/or receive all evidence pertaining to the case, as determined to be necessary by the Step Two Grade Review Panel.

C. Evaluate testimony and evidence in terms of Title 5, § 55025.

D. Vote as to whether a Title 5, § 55025 violation has occurred.

2. If two of the faculty on the Step Two Grade Review Panel vote that no Title 5, § 55025 violation has occurred, the instructor's original grade stands, and the Grade Appeal is closed.

Course Grades
Grades are available for viewing within Cuesta College's student portal, myCuesta, two weeks after the last day of the fall/spring semesters and one week after the last day of summer session. Grades are not sent to students.

Pass/No Pass
A student may select "pass/no pass" (formerly credit/no credit) until the last day of instruction as established by the districts.

- Some general education, degree and certificate course work must be taken for a grade. Consult a counselor or program description. No more than 12 credits of "pass/no pass" may be applied toward the Associate in Arts or Associate in Science degree or a Certificate unless indicated by Curriculum. For Associate in Transfer (ADT) degrees, P/NP is allowed.

- Courses listed in the schedule as "pass/no pass" grading option may be taken only once for "pass/no pass." The student may, however, repeat the course for a letter grade.

- Students shall receive a "P" (pass) if, at the end of the semester, a grade of "C" (2.0) or better is earned. The "P" shall, when recorded, add credits completed but shall have no effect on the grade point average.

- Students performing unsatisfactorily (at less than C/2.0) shall receive a "NP" (no pass) which, when recorded, will not increase credits completed and will not be used to calculate the grade point average. However, credits attempted for which an "NP" is recorded shall be considered in academic progress calculations to determine probation and dismissal status.

- Students may only select one course per semester on the "pass/no pass" option. Some courses are graded only on a "pass/no pass" basis. Enrollment in these courses will not affect the student's right to select one additional class within the guidelines listed above.

- Students repeating a course in which a substandard grade was earned may not request a repeat discount if the pass/no pass grading option was selected for the second attempt.

ACADEMIC HONESTY
Academic Honesty is essential to the academic community. Students expect that Cuesta College faculty be fair, truthful, and trustworthy. Faculty expect that Cuesta College students share these same values. Students who violate these principles by cheating, plagiarizing, or acting in other academically dishonest ways are subject to disciplinary procedures. Below are some examples of academically dishonest behavior. If you are unclear about a specific situation, ask your instructor.

Examples of Academic Dishonesty:
- Copying from another student's exam
- Giving answers during a test to another student
- Using notes or electronic devices during an exam when prohibited
- Taking a test for someone else
- Submitting another student's work as your own, e.g. copying a computer file that contains another student's own work
- Knowingly allowing another student to copy/use your computer file(s) as his or her own work
- Completing an assignment for another student
- Plagiarizing or "kidnapping" other people's thoughts, words, speeches or artistic works by not acknowledging them through proper documentation

At the discretion of the instructor, students caught being academically dishonest may receive a failing grade on the assignments in question, or be failed in the course. If the student wishes to contest the instructor's consequential actions for Academic Dishonesty, it is recommended that the student follow the Academic Student Complaint Process: (https://www.cuesta.edu/about/leadership/vpss/Student-Support-Resolution-and-Resources/StudentComplaintProcess.html). Beyond this, the student may be subject to disciplinary action as determined by the Vice President of Student Success and Support Programs or designee. It is recommended that the faculty member report any acts of academic dishonesty to the Vice President of Student Success and Support Programs and College Centers, the Dean, North County Campus and Student Success and Support Programs on the North County Campus, or designee.

Student Responsibility:
All students attending San Luis Obispo County Community College District at any campus site and when representing Cuesta College in any off-campus activity, assume an obligation to conduct themselves in a manner compatible with the Student Code of Conduct and Academic Honesty Regulations, and the Computer and Network Use Policy. Specific rules, regulations, and applicable penalties for violation of the Student Code of Conduct (California Education Code Title V, Sections 66300, 66301, 76030 - 76038), are located in the Cuesta College catalog and as posted on the Cuesta College website. Each student has the responsibility to be aware of college regulations.

COMPUTER AND NETWORK USE POLICY
Students agree to abide by the Cuesta's Computer And Network Use Board Policy 3720 and Administrative Procedure 3720

LIBRARY FINES
Cuesta College may withhold registration privileges and diplomas from any student who fails to return books or materials to the library when due, has lost or damaged any books or materials or has not paid charges for late, lost or damaged materials.

Students shall have their records released when they:

- Return books or materials
- Pay charges for books or library materials.

MAINTENANCE ALLOWANCE FOR STUDENTS

Students attending Cuesta College from Modoc and specific areas of Mono counties are eligible for a maintenance allowance if they maintain a permanent address in either county and all requirements are met. For information about eligibility requirements, contact the Cuesta College Registration Office at (805) 592-9325.

BP 3410 NONDISCRIMINATION

References:
Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
Title 5 Sections 53000 et seq. and 59300 et seq.;
Penal Code Section 422.55;
Government Code Sections 12926.1 and 12940 et seq.;
Title 2 Sections 10500 et seq.
Labor Code Section 1197.5;
ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation
Standard Catalog Requirements

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding discrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristics, or because of their association with a person or group with one or more of these actual or perceived characteristics.

REGISTRATION POLICY

To comply with legislative mandates, regulate the availability of limited class space, provide for fairness, and facilitate the registration process, procedures to provide priority registration for students on the basis of need are set forth in Administrative Procedures 5055 and listed under Enrollment Priority under the College Policies, Rules, and Regulations section of this catalog. Visit the Cuesta web site for priority registration dates.

Students add and drop classes online through myCuesta web portal at https://my.cuesta.edu. All students are assigned a myCuesta username and temporary password that is emailed to your personal email account from Admissions & Registration once an admission application is processed. Login information can also be accessed at the "Student Username and Temporary Password" link on the myCuesta login page.

Course Add and Drop Policy

It is the student's responsibility to add and drop courses by the deadlines posted on the Cuesta web site, in the online Class Finder, and the student's myCuesta Class Schedule/Receipt. Summer session classes are considered short term courses for add and drop deadlines.

Adding Courses

Students may add classes online by the add deadline, which is the day prior to the census date. The census date is the date course enrollment is reported to the State for apportionment funding. Once a course begins, only the instructor may authorize enrollment by issuing the student an add code if there are seats available in the course at the first class meeting. Add codes must be entered by the student online in myCuesta within the add deadline to officially enroll in a course.

To add a course online, students login to myCuesta at my.cuesta.edu and go to the Student tab and My Web Services channel. In the Registration folder, go to "Register Add/Drop Classes" and enter the 5-digit course reference number (CRN) for the course by clicking "Submit Changes." The student may enter the 6-character add code in the box provided and click "Validate" to register after the course begins within the add deadline. Students may also add classes in-person at a registration center and must provide photo identification.

- Full-term course add deadline: The day prior to the posted census date, which is the end of the 2nd week of the fall/spring semesters.

- Short-term or Summer Session course add deadline: Within 20% of the course or the day prior to the posted census date.

Readmit

A student who was inadvertently dropped by an instructor may be allowed to be readmitted/re-added beyond the normal add deadline with instructor approval. The deadline to be readmitted is by the end of the 12th week of the term or within 60% of a short-term or Summer course. Readmit Cards are available at any registration center.

Transfer

Instructor or department-arranged transfers will be allowed beyond the normal add deadline for students transferring from one course reference number (CRN) to another of the exact same scheduled course or to a lower or higher level class in established prerequisite levels of the same discipline. The deadline to be transferred is by the end of the 12th week of the term or within 60% of a short-term or Summer course. Transfer Cards are available at any registration center and require both instructors' signatures of approval.

Registration fees for the original CRN to be dropped will be credited while fees associated for the course to be added will be assessed to the student's account.

Dropping Courses

To drop a course online, students login to myCuesta at my.cuesta.edu and go to the Student tab and My Web Services channel. In the Registration folder, go to "Register Add/Drop Classes" and use the drop-down menu beside the course to select the drop option then click "Submit Changes." Students may also drop classes in-person at a registration center and must provide photo identification.

Dropping Course for a Full Refund

Students must drop a course by the Sunday before the start of the

semester or prior to the first class meeting of a short term or Summer course to receive a full refund of fees, less a $10.00 processing fee. A written request for a refund must be submitted to the Cashier's Office by the end of the 4th week of the semester or by the end of the following week after a short-term or Summer course ends. No notation (grade or symbol) will be posted on the student's academic record when a course is dropped within refund deadlines. **Students will be held financially responsible for fees related to classes not dropped within the refund deadlines.**

Dropping Course for a Partial Refund
The student will receive a partial refund for a course dropped on or after the first class meeting and within the last day to drop for a refund deadline. The last day to drop with a refund deadline is posted in the online Class Finder by clicking on the CRN and appears on the student's myCuesta Class Schedule/Receipt. The deadline is calculated as within 10% of a short-term course or the end of the 2nd week (Sunday) for a full-term course.

A partial refund is the enrollment fee, less a $10.00 processing fee. The student is responsible for paying all other registration fees associated with a course. See the Fees section of the schedule for more information. A written request for a refund must be submitted to the Cashier's Office by the end of the 4th week of the semester or by the end of the following week after a short-term course ends (includes summer course.) No notation (grade or symbol) will be posted on the student's academic record when a course is dropped within refund deadlines.

Dropping a Course without a W for Withdrawal
No notation (grade or symbol) will be posted on a student's academic record if a course is dropped by the last day to drop without a "W" which is the end of the second week of the semester for a full-term course or within 20% of a short-term or Summer course. The last day to drop without a "W" deadline is posted in the online Class Finder by clicking on the CRN and appears on the student's myCuesta Class Schedule/Receipt.

- Students who drop all courses and receive no academic grade or symbol ("W") in a semester/session will not be eligible for priority registration as a continuing student in the next semester/session.

Dropping Courses with a W for Withdrawal
Students may drop or withdrawal from a course through the end of the 12th week (Sunday) for a full-term course or within 60% or a short term or Summer course and receive a "W" for withdrawal symbol on their academic record. The last day to drop with a "W" deadline is posted in the online Class Finder by clicking on the CRN and appears on the student's myCuesta Class Schedule/Receipt.

- A student may earn a no more than a maximum of three (3) withdrawals ("W" symbol) in a non-repeatable course.

Dropping Courses with an EW for Excused Withdrawal
An Excused Withdrawal (EW) may be granted when a student must withdraw from one or more courses due to extenuating circumstances beyond the control of the student that affect the student's ability to complete the course(s).

An EW may be granted upon receipt of verifiable documentation supporting the request. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region;

- Illness in the family where the student is the primary caregiver;

- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);

- The student is the subject of an immigration action;

- Death of an immediate family member;

- Chronic or acute illness;

- Verifiable accidents; or

- Natural disasters directly affecting the student.

Students may request an EW at any time during the semester and no later than 280 calendar days after posted grade was assigned. The EW shall not be counted in (1) progress probation and dismissal calculations, and (2) will not count against the permitted number of withdrawals or enrollment attempts in a given course. As a result, students with an Excused Withdrawal (EW) may repeat the course(s) from which they have withdrawn.

The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact. Student fees will not be refunded.

Administrative Withdrawal/Cancelled Classes
Students will be notified by phone, myCuesta email and/or mail if administratively dropped or if a class has been canceled by action of the college. It is the student's responsibility to submit a refund request form to the Cashier's Office.

Petitions
Forms and petitions are available online or at any registration center. All registration forms require the student's signature, identification, and may require additional approval from a college official before the student is allowed to enroll.

Pass/No Pass (P/NP) Grading Option
For courses identified as a grading option of GP in the online Class Finder or Cuesta College Catalog, the student may change the grading option from a letter grade to Pass/No Pass grading (P/NP) until the last day of instruction as established by the districts. Refer to the course listing for the Pass/No Pass grading policy. Students are encouraged to consult Counseling staff if they have questions regarding graded courses for degree and transfer requirements.

Credit Overload
A Credit Overload petition is to receive permission to enroll in more than 19 credits in the fall or spring semester or in more than 9 credits in the summer. Approval from a Cuesta counselor is required. Dual Enrollment students are excluded.

Schedule Conflict
A student may not enroll in two or more sections of the same credit course during the same semester/session unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting times for the courses overlap, unless:

- The student petitions to enroll in two overlapping sections upon

approval by both instructors.

- The student provides a sound justification, other than scheduling convenience, of the need for an overlapping schedule.

- An appropriate district official, Office of Instruction Dean and Office of Admissions & Registration approves the schedule.

- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course. Appropriate supervision by the instructor of the course is documented describing how the student will make up missed hours at some other time during the same week.

- Students needing additional instruction in the subject matter while enrolled in a course may be referred for individualized tutoring pursuant to section 58170 or supplemental learning assistance pursuant to sections 58172 and 58164.

Registration Centers

Adds and drops by registered students will be processed at the locations below. South County Center at Arroyo Grande High School is closed during the summer and semester breaks.

North County Campus Student Success and Support Programs
Building N1000/N1100, (805) 591-6225

San Luis Obispo Campus Student Success and Support Programs
Building 3100, Student Service Center, (805) 546-3955

South County Center
Arroyo Grande High School, (805) 474-3913

Waitlist

When priority registration begins for a semester/session, students will have the opportunity to enroll, via the myCuesta web portal, in an available waitlist seat for a closed class. Students must meet all registration requirements for the course, including prerequisites and corequisites, prior to registering for a waitlist seat. If a student drops and a seat opens, the first waitlisted student will be notified via their myCuesta Student email account and will have 24 hours to register for the class. If you do not register before the notification period expires, you will be removed from the waitlist. Students should monitor their myCuesta student email twice daily, morning and evening. It is the student's responsibility to register once notified and pay applicable fees owed.

Waitlist Restrictions

Students will be blocked from enrolling in a waitlist seat under the following conditions:

- The student is enrolled in another section of the same course or enrolled in another waitlist seat for the same course.

- The class conflicts in time with other classes already on the student's schedule, which includes other waitlisted classes.

- The student has a hold.

- The student has not met prerequisite or co-requisite requirements. Courses with "Department Approval" such as PSYT, LVN, EMS that have special admission requirements.

- Cross-listed (CL) courses, such as mediated Math courses.

- The student has exceeded the repeat limits for the course. This includes work-in-progress which occurs if the student is already enrolled in the course in the prior term (spring for summer registration; summer for fall registration) and has not received a final grade.

- The class is not approved on a Permit to Enroll form for an Enrichment student.

- All waitlist seats are filled.

Auditing

- The Admissions & Registration Office will not under any circumstances certify completion of any course attended by audit, nor will the District provide any transcripts, letters, records or any other documentation of attendance in a course undertaken on an audit basis. Students who audits does not earn units, credits or grades.

- The District will provide students who are otherwise qualified to enroll in credit courses an opportunity to audit specific credit courses.

- Auditing enrollment is permitted on a space available basis, refer to the division office for the auditable list, and at the discretion of the instructor in accordance with departmental procedure.

- Admission application is not required. Enrichment students may not audit courses.

- Auditing may be requested after the late application period is over by obtaining an Audit Enrollment Form from the Cashier's Office, acquiring the instructor's, Dean of Instruction and Vice President of Instruction approval to audit the course, and paying the audit enrollment fee at the Cashier's Office.

- Priority in class enrollment shall be given to students enrolled in the course for academic credit.

- Auditors who are not currently enrolled must register by the normal procedure and pay a non-refundable fee of $15.00 per credit semester/session.

- Auditors enrolled in less than 10 credits must pay a non-refundable fee of $15.00 per credits.

- Auditors who are currently enrolled in 10 or more semester credits may audit up to three semester credits at no cost. An audit fee of $15.00 will be charged for each additional semester/session credit audited above three.

- Once audit enrollment is completed, no student will be permitted to change his/her enrollment to receive academic credit. A student is not permitted to change his/her enrollment from academic credit to audit.

- There is currently no limit set on the number of courses a student may audit.

REMEDIAL COURSE WORK LIMITATION

A student who has completed 30 credits of remedial course work, but who has not attained full eligibility for college-level work, shall be referred for further remedial work to appropriate adult noncredit education services provided by a college, adult school, community-based organization, or other appropriate local provider.

Remedial course work refers to non-degree applicable basic skills courses, the purpose of which is to prepare students for successful completion of associate degrees, transfer, or certificate courses. These courses are specifically designed to meet the needs of underprepared students so that the quality and rigor of the associate degree curriculum is protected.

A waiver of the limitation on remedial course work may be provided to any student who shows significant measurable progress toward the development of skills appropriate to the student's enrollment in college-

level courses. Measurable progress is defined by transcripts, pre- and post-test measures, demonstrated progress toward an educational goal sustaining progress of education or social goals and objectives as documented in a Student Educational Plan (SEP). If a waiver is granted, its duration should not exceed one academic year and would normally be of one semester's duration.

Students enrolled in one or more courses of English as a Second Language (ESL) or students identified by the district as having a learning disability are exempt from the 30-semester-credit limitation (Title 5 California Code of Regulations, Section 55035).

ACADEMIC HONORS & SERVICE RECOGNITION

Academic Honor List
Students who enroll and complete 12 or more credits and earn a 3.25 grade point average with no grade lower than a "C" will be placed on the Academic Honor List. The student's academic record at Cuesta College will be annotated to reflect this achievement. The achievement is posted under the qualifying semester on the student's academic transcript.

Students in the Registered Nursing Program may make the Academic Honor List using the criteria listed above; however, due to the number of contact hours in this program, an R.N. student will be considered when enrolled in 11 or more credits.

Graduating With Honors
Students who meet the requirements for graduation with a cumulative grade point average of 3.5 to 3.74 qualify for honors recognition.

The graduation grade point average is based on all degree applicable coursework completed at all postsecondary institutions through the term degree requirements are completed. This acknowledgment is posted on the student's diploma and on the academic transcript.

The GPA calculation for honors designation *for commencement purposes only* is based on all coursework taken at Cuesta College through fall. The Cuesta College Residency requirement must be satisfied in order to be considered for honors recognition (12.0 credits completed in residence at Cuesta College). Students receiving honors are recognized at commencement with a green cord.

Graduating With High Honors
Students who meet the requirements for graduation with a cumulative grade point average of 3.75 to 4.0 qualify for high honors recognition. The graduation grade point average is based on all degree applicable coursework completed at all postsecondary institutions through the term degree requirements are completed. This acknowledgment is posted on the student's diploma and on the academic transcript.

The GPA calculation for honors designation *for commencement purpose only* is based on all coursework taken at Cuesta College through fall. The Cuesta College Residency requirement must be satisfied in order to be considered for honors recognition (12.0 credits completed in residence at Cuesta College). Students receiving honors are recognized at commencement with a white cord.

Alpha Gamma Sigma (AGS) Honor Society
Alpha Gamma Sigma (AGS) is a state-wide community college student honor society with the purpose of fostering, promoting, maintaining, and recognizing scholarship. In addition, AGS members develop character and civic responsibility through service to AGS, the college, and the community. The Gamma chapter at Cuesta College provides its membership scholarship opportunities, social activities, and leadership- building skills. Membership is based on grade point average. More information may be obtained from the Student Life

and Leadership Office. Recognition of AGS membership is posted on Cuesta transcripts. Students with AGS membership are recognized at commencement with a gold cord.

ASCC Student Leaders Recognition
The ASCC Student Leaders are recognized for the service they perform in fulfilling their duties, including regional and state student senate participation. The requirement for student leadership official recognition is that students must hold office a "full semester" (excluding summer session), which is monitored by the Faculty Advisor of ASCC. More information may be obtained from the Student Life and Leadership Office. Recognition of ASCC Student Leaders is posted on the academic transcripts.

BP/AP 3440 SERVICE ANIMALS
San Luis Obispo County Community College District Board Policy BP 3440 and Administrative Procedure AP 3440 states the District's regulations regarding the use of service animals on District property. The purpose of this policy and administrative procedure is to prevent discrimination on the basis of disability, and to allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

For the complete Board Policy, see https://go.boarddocs.com/ca/cuesta/Board.nsf/goto?open&id=ACWQB668547B.

For the complete Administrative Procedure, see https://www.boarddocs.com/ca/cuesta/Board.nsf/goto?open&id=ADKL9D552B62

BP 3433 PROHIBITION OF SEXUAL HARASSMENT UNDER TITLE IX
References: Title IX of the Education Amendments Act of 1972; 34 Code of Federal Regulations Part 106

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and the District will not tolerate sexual harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

The District seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal.

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The District will investigate all allegations of Title IX retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission who believes he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3434 Responding to Harassment Based on Sex under Title IX. The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, includ-

ing but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the Superintendent/President shall ensure that the institution undertakes education and training activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define sexual harassment on campus. The Superintendent/President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and procedures to resolve complaints of sexual harassment in violation of this policy. State and federal law and this policy prohibit retaliatory acts against all participants by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Volunteers or unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the volunteer assignment, internship, or other unpaid work experience program.

Approved: 12/4/2020

AP 3434 RESPONDING TO HARASSMENT BASED ON SEX UNDER TITLE IX
References: 20 U.S. Code Sections 1681 et seq.;
34 Code of Federal Regulations Parts 106.1 et seq.

Introduction
The District encourages members of the District community to report sexual harassment. This procedure only applies to conduct defined sexual harassment under Title IX and applicable federal regulations and that meet Title IX jurisdictional requirements. The District will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using California law and applicable District policies and procedures. In implementing these procedures discussed below, the District will also provide supportive measures, training, and resources in compliance with California law, unless they are preempted by the Title IX regulations.

Title IX Coordinator
Questions concerning Title IX may be referred to the District Title IX Coordinator whose contact information is below.

The District's Title IX Coordinator is the Vice President, Human Resources and Labor Relations and the Title IX Coordinator's contact information is:

Address and office location, Building 8000, Room 8007, Hwy 1. San Luis Obispo, CA Phone number (805) 546-3100 ext. 2247 Email: title_ix@cuesta.edu

The Title IX Coordinator is required to respond to reports of sexual harassment or misconduct. The Title IX Coordinator will handle information received with the utmost discretion and will share information with others on a need-to-know basis. For example, the Title IX Coordinator may need to address public safety concerns on campus, comply with state and federal legal requirements, or share information to implement supportive measures.

A report of sexual harassment to the Title IX Coordinator does not necessarily lead to a full investigation, as discussed more fully below. However, the Title IX Coordinator will make an assessment to determine if there is a safety risk to the campus. If the Title IX Coordinator finds there is a continued risk, the Title IX Coordinator will file the formal complaint without the Complainant's consent or cooperation.

Title IX Harassment Complaints, Investigations, and Hearings
These Title IX sexual harassment procedures and the related policy protect students, employees, applicants for employment, and applicants for admission.

Jurisdictional Requirements – Application of Procedures
These procedures apply if the conduct meets the following three jurisdictional requirements:

- The conduct took place in the United States;

- The conduct took place in a District "education program or activity." This includes locations, events, or circumstances over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred, including on-campus and off-campus property and buildings the District owns or controls or student organizations officially recognized by the District own or control.

- The conduct meets the definition of Title IX "sexual harassment."

Definitions
Advisor: Throughout the grievance process, both the Complainant and Respondent have a right to an Advisor of their choice. If a Party does not have an Advisor at the time of the hearing, the District must provide the Party an Advisor of its choice, free of charge. The District may establish restrictions regarding the extent to which the Advisor may participate in the proceedings as long as the restrictions apply equally to both Parties.

Complainant: A Complainant is an individual who alleges he/she/they is the victim of conduct that could constitute sexual harassment.

Consent: Consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. Both Parties must give affirmative consent to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he/she/they has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest, lack of resistance, or silence does not indicate consent. Affirmative consent must be ongoing throughout a sexual activity and one can revoke his/her/their consent at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, is not an indicator of consent.

The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable, based on the facts and circumstances the Respondent knew, or reasonably should have known, at the time of the incident. A Respondent's belief is not a valid defense where:

- The Respondent's belief arose from the Respondent's own intoxication or recklessness;

- The Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented; or

- The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:

○ asleep or unconscious;

○ unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication; or

○ unable to communicate due to a mental or physical condition.

Decision-Maker: The three-person panel who will oversee the live hearing and make a determination of responsibility. The Decision-Maker cannot be the Title IX Coordinator or the investigator.

Formal Complaint: A written complaint signed by the Complainant or Title IX Coordinator, alleging sexual harassment and requesting an investigation. If the Title IX Coordinator signs the formal complaint, he/she/they will not become a Party to the complaint.

Parties: As used in this procedure, this means the Complainant and Respondent.

Respondent: A Respondent is an individual reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (quid pro quo harassment);

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;

- Sexual assault, including the following:

○ Sex Offenses. Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

○ Rape (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.

○ Sodomy. Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.

○ Sexual Assault with an Object. To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.

○ Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.

○ Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.

- Incest. Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- Statutory Rape – Non-Forcible. Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.

○ Dating violence. Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

○ Domestic Violence. Violence committed:

By a current or former spouse or intimate partner of the victim;

By a person with whom the victim shares a child in common;

By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; or

By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.

○ Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

Reporting Options

Any individual may report sexual harassment to the District's Title IX Coordinator.

The District strongly encourages prompt reporting of sexual harassment. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. A delay may limit the District's ability to effectively investigate and respond.

Individuals have the opportunity to decide whether they want to pursue a formal Title IX complaint. Reporting sexual harassment to the Title IX Coordinator does not automatically initiate an investigation under these procedures. A report allows the District to provide a wide variety of support and resources to impacted individuals and to prevent the reoccurrence of the conduct. A Complainant or the Title IX Coordinator filing a formal complaint will initiate an investigation.

If there are parallel criminal and Title IX investigations, the District will cooperate with the external law enforcement agency and will coordi-

nate to ensure that the Title IX process does not hinder legal process or proceedings.

The District will document reports of sexual harassment in compliance with the Clery Act, a federal law requiring data collection of crime within the campus geography. Under the Clery Act, the District does not document personal information; the District reports the type of conduct, and the time, date, and location. (Also see BP/AP 3540 Sexual and Other Assaults on Campus.)

District Employees and Officials with Authority
District Officials with Authority are not confidential resources and are required to report allegations of sexual harassment to the Title IX Coordinator promptly. All other employees are encouraged to report allegations to the Title IX Coordinator but are not required to do so.

The District has designated the following employees as Officials with Authority:

- Division Chairs
- Confidential Staff
- Supervisors
- Management

Officials with Authority are required to report all relevant information they know about sexual harassment including the name of the Respondent, the Complainant, any other witnesses, and the date, time, and location of the alleged incident.

Intake and Processing of Report Receipt of Report
After receiving a report of sexual harassment, the Title IX Officer will contact the Complainant and reporting party to explain rights under this policy and procedure and invite the Complainant to an in-person meeting. The Title IX Officer will discuss supportive measures with the Parties.

Timeframe for Reporting
To promote timely and effective review, the District strongly encourages individuals to report sexual harassment as soon possible because a delay in reporting may affect the ability to collect relevant evidence and may affect remedies the District can offer.

Supportive Measures
Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a formal complaint has been filed. The District will provide the Complainant and Respondent with supportive measures as appropriate and as reasonably available to restore or preserve equal access to the District's education program or activities. These measures are designed to protect the safety of all Parties, protect the District's educational environment, or deter sexual harassment. The District will provide supportive measures on a confidential basis and will only make disclosures to those with a need to know to enable the District to provide the service. Supportive measures may include counseling, extensions of deadlines, other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Removal of Respondent Pending Final Determination
Upon receiving a report regarding sexual harassment, the Title IX Coordinator will make an immediate assessment concerning the health and safety of the Complainant and campus community as a whole. The District has the right to order emergency removal of a Respondent, or if the Respondent is an employee, place the employee on administrative leave.

Emergency removal
The District may remove a non-employee Respondent from the District's education program or activity on an emergency basis after it conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.

The District may not use emergency removal to address a Respondent's threat of obstructing the sexual harassment investigation or destroying relevant evidence. Emergency removal is only available to address health or safety risks against individuals arising out of sexual harassment allegations, not to address other forms of misconduct that a Respondent might commit pending the processing of a complaint.

The District's Title IX Coordinator or designee will conduct the individualized safety and risk analysis.

If the Title IX Coordinator determines emergency removal is appropriate, he/she/they or designee will provide the person the District is removing from campus on an emergency basis with a notice and opportunity to attend a meeting and challenge the basis of his/her/their removal. The Assistant Superintendent/Vice President, Student Success and Support Programs or designee will determine whether the emergency removal from campus order is warranted after considering information provided by the Respondent challenging the emergency removal.

Administrative leave
The District may place a non-student employee Respondent on administrative leave during the pendency of a grievance process described in the formal complaint process below. The District will follow any relevant policies, procedures, collective bargaining agreements, or state law in placing an employee on administrative leave.

Formal Complaint Grievance Process Notice to Parties
Upon receipt of a formal complaint, the Title IX Coordinator will provide the following notice in writing, to the Parties:

- Notice of the District's Title IX grievance process;

- Notice of the allegations of alleged sexual harassment with sufficient details known at the time and with sufficient time to prepare a response before any initial interview;

- Statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;

- Notice that the Parties may have Advisor of their choice, who may be, but is not required to be, an attorney;

- Notice that the Parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a Party or other source; and

- Inform the Parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice provided above, the Title IX Coordinator will provide notice

in writing of the additional allegations to the Parties.

Dismissal of formal complaint

The District must investigate the allegations in a formal complaint. However, the District must dismiss the formal complaint and will not process the complaint under these procedures if any of the following three circumstances exist:

- If the conduct alleged in the formal complaint would not constitute Title IX sexual harassment as defined in this procedure;

- If the conduct alleged did not occur in the District's education program or activity;

- If the conduct alleged did not occur against a person in the United States.

The District has discretion to dismiss a formal complaint or any allegation under the following circumstances:

- If at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations;

- If the Respondent is no longer enrolled or employed by the District; or

- If there are specific circumstances that prevent the District from gathering evidence sufficient to reach a determination regarding responsibility as to the formal complaint or allegations.

If the District dismissed the formal complaint or any allegations, the Title IX Coordinator shall simultaneously provide the Parties with written notice of the dismissal and reason. The District will also notify the Parties of their right to appeal.

The District may commence proceedings under other policies and procedures after dismissing a formal complaint.

Consolidation of Formal Complaints

The District may, but is not require to, consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Equitable Treatment of the Parties

The District's determination of responsibility is a neutral, fact-finding process. The District will treat Complainants and Respondents equitably. The procedures will apply equally to both Parties. The District will not discipline a Respondent unless it determines the Respondent was responsible for sexual harassment at the conclusion of the grievance process.

Statement of Presumption of Non-Responsibility

The investigation is a neutral, fact-finding process. The District presumes all reports are in good faith. Further, the District presumes the Respondent is not responsible for the alleged conduct. The District makes its determination regarding responsibility at the conclusion of the grievance process.

Bias or Conflict of Interest

The District's Title IX Coordinator, investigator, Decision-Maker, or any person designated by the District to facilitate an informal resolution process, will not have potential actual bias or conflict of interest in the investigatory, hearing, sanctioning, or appeal process or bias for or against Complainants or Respondents generally. Actual bias is an articulated prejudice in favor of or against one Party or position; it is not generalized concern about the personal or professional backgrounds,

positions, beliefs, or interests of the Decision-Maker in the process. The District will ensure that the Title IX Coordinator, investigator, Decision-Maker, and facilitator receive training on:

- The definition of sexual harassment in this procedure;

- The scope of the District's education program or activity;

- How to conduct an investigation;

- The grievance process including conducting hearings, appeals, and informal resolution processes; and

- How to serve impartially, including avoiding: prejudgment of the facts at issue; conflicts of interest; and bias.

Timeline for Completion

The District will undertake its grievance process promptly and as swiftly as possible. The District will complete the investigation and its determination regarding responsibility or the informal resolution process within 180 calendar days.

When appropriate, the Title IX Coordinator may determine that good cause exists to extend the 180-calendar day period to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of witnesses or delays by the Parties, to account for District breaks or vacations, or due to the complexity of the investigation. The District will provide notice of this extension to the

Complainant and Respondent in writing and include the reason for the delay and anticipated timing of completion.

A Party may request an extension from the Title IX Coordinator in writing by explaining the reason for the delay and the length of the continuance requested. The Title IX Coordinator will notify the Parties and document the grant or denial of a request for extension or delay as part of the case recordkeeping.

Role of Advisor

The role of the Advisor is to provide support and assistance in understanding and navigating the investigation process.

The Advisor may not testify in or obstruct an interview or disrupt the process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of an Advisor and take reasonable steps to ensure compliance with this procedure.

A Party does not have a right to self-representation at the hearing; an Advisor must conduct any cross-examination. The District must provide an Advisor of its choice, free of charge to any Party without an Advisor in order to conduct cross-examination. If an Advisor fails to appear at the hearing, the District will provide an Advisor to appear on behalf of the non-appearing Advisor. To limit the number of individuals with confidential information about the issues, each Party may identify one Advisor.

Confidentiality Agreements

To protect the privacy of those involved, the Parties and Advisors are required to sign a confidentiality agreement prior to attending an interview or otherwise participating in the District's grievance process. The confidentiality agreement restricts dissemination of any of the evidence subject to inspection and review or use of this evidence for any purpose unrelated to the Title IX grievance process. The confidentiality agreement will not restrict the ability of either Party to discuss the allegations under investigation.

Use of Privileged Information

The District's formal complaint procedure does not require, allow,

rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally-recognized privilege (e.g., attorney-client privilege, doctor-patient privilege, spousal privilege, etc.), unless the person holding the privilege provides voluntary, written consent to waive the privilege.

Investigations
The Title IX Coordinator is responsible to oversee investigations to ensure timely resolution and compliance with Title IX and this procedure.

Both Parties have the right to have an Advisor present at every meeting described in this section.

Trained investigators
The District will investigate Title IX formal complaints fairly and objectively. Individuals serving as investigators under this procedure will have adequate training on what constitutes sexual harassment and how the District's grievance procedures operate. The District will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence and complies with this procedure.

Gathering Evidence and Burden of Proof
The District, not the Parties, has the responsibility to gather information and interview witnesses. When the investigator evaluates the evidence, he/she/they will do so using the preponderance of the evidence standard. After considering all the evidence gathered, the investigator will decide whether it is more likely than not that reported conduct occurred.

Notice of Investigative Interview
The District will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to a Party whose participation is invited or expected, with sufficient time for the Party to prepare to participate.

Evidence Review
Both Parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source.

Prior to the investigator preparing an investigative report, the District will send to each Party and the Party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have at least ten days to submit a written response. The investigator must consider this written response prior to completing the investigative report.

Investigative Report
The results of the investigation of a formal complaint will be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the formal complaint;

- A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;

- A summary of the testimony of each witness the investigator interviewed;

- An analysis of relevant evidence collected during the investigation, including a list of relevant documents;

- A specific finding as to whether the allegations occurred using a preponderance of the evidence standard;

- A table of contents if the report exceeds ten pages; and

- Any other information deemed appropriate by the District.

The investigator will not make a determination regarding responsibility.

The investigator may redact information not directly related to the allegations or privileged information. However, the investigator will keep a log of information he/she/they do not produce to the Parties. The investigator will provide this log only to the Title IX Coordinator.

The Title IX Coordinator will not disclose the log to the Parties but will maintain the log in the Title IX Coordinator's file, in the event it later becomes relevant.

At least ten days prior to a hearing or other time of determination regarding responsibility, the District will send the investigative report to each Party and their Advisors, if any, the investigative report in an electronic format or a hard copy, for review and written response. The Parties will have at least ten days to submit a written response.

Hearing
After completing an investigation and prior to completing a determination regarding responsibility, the District will hold a live hearing to provide the Complainant and Respondent an opportunity to respond to the evidence gathered before a Decision-Maker. Neither Party may choose to waive the right to a live hearing, but the Parties can choose whether to participate in the hearing or answer some or all cross-examination questions.

Notice
If the District proceeds to a hearing, the District will provide all Parties written notice of the date, time, location, participants, and purpose of the hearing with sufficient time for the Party to prepare to participate.

Hearing Format
The District may provide a live hearing with all Parties physically present in the same geographic location or, at the District's discretion if either Party requests, the District may provide any or all Parties, witnesses, and other participants the ability to appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other in real time.

The District will make the information reviewed during the Evidence Review available at the hearing for reference and consultation. The District will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

The District will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the Parties for inspection and review.

Decision-Maker
The Decision-Maker will be free from conflict of interest or bias, including bias for or against Complainants or Respondents. In cases where the Complainant or Respondent objects to the Decision-Maker based on a conflict of interest, the Complainant or Respondent may request the Title IX Coordinator select a different Decision-Maker. The Complainant or Respondent must make this request to the Title IX Coordinator in writing at least five business days prior to the hearing.

The Decision-Maker may ask the Parties and the witnesses questions during the hearing. The Decision-Maker must objectively evaluate all relevant evidence both inculpatory and exculpatory and must independently reach a determination regarding responsibility without giving deference to the investigative report. The Decision-Maker must receive

training on issues of relevance, how to apply the rape-shield protections for Complainants, and any technology to be used at the hearing.

Presenting Witnesses
The District will provide the Complainant and Respondent an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Witnesses, like Parties, are not required to participate in the live hearing process.

Only relevant evidence will be admissible during the hearing. Relevant evidence means evidence, including evidence relevant to the credibility of a Party or witness, having any tendency in reason to prove or disprove any disputed fact material to the allegations under investigation.

Cross-Examination
The District will permit each Party's Advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those questions challenging credibility. The Party's Advisor must conduct cross-examination directly, orally, and in real time. A Party may never personally conduct cross-examination.

Advisors may only ask relevant cross-examination and other questions of a Party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker need not provide a lengthy or complicated explanation in support of a relevance determination. If a Party or witness disagrees with a relevance determination, that individual has the choice of either (1) abiding by the Decision-Maker's determination and answering the question or (2) refusing to answer the question.

If a Party or witness does not submit to cross-examination at the live hearing, the Decision- Maker will not rely on any statement of that Party or witness in reaching a determination regarding responsibility. A Party or witness may also decline to answer a question, and the Decision-Maker cannot rely on any statement on which that Party or witness has declined to answer cross-examination questions. A Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Determinations of Responsibility

When the Decision-Maker makes a determination of responsibility or non-responsibility, the Decision-Maker will issue a written determination regarding responsibility, no later than 20 business days after the date that the hearing ends.

When making a determination regarding responsibility, a Decision-Maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. A Decision-Maker may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Decision- Maker will use the preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that sexual harassment occurred.

The written determination will include:

- Identification of the allegations potentially constituting Title IX sexual harassment as defined in these procedures;

- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including who conducted the investigation and gave notifications to the Parties.

The determination will also state when, where, and the date the investigator interviewed the Parties and witnesses, conducted site visits, the methods used to gather other evidence. The procedural section should also discuss the dates and how the Parties were provided the opportunity to review and inspect evidence and the date of any hearings held and who attended the hearing;

- Findings of fact supporting the determination. In making these findings, the Decision-Maker will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility;

- Conclusions regarding the application of the District's code of conduct to the facts;

- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;

- A statement of, and rationale for, any disciplinary sanctions the District imposes on the Respondent;

- A statement of whether the District will provide the Complainant with remedies designed to restore or preserve equal access to the District's education program or activity;

- The District need not disclose to the Respondent remedies that do not affect him/her/them as part of the written determination. The District can inform the Respondent that it will provide remedies to the Complainant. However, the District will inform the Complainant of the sanctions against the Respondent;

- The District's procedures and permissible bases for the Complainant and Respondent to appeal.

The District will provide the written determination to the Parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the Parties with the written determination of the result of the appeal, if the Parties file an appeal, or if the Parties do not file an appeal, the date on which an appeal would no longer be timely.

Disciplinary Sanctions and Remedies
The District must have completed the grievance procedures (investigation, hearing, and any appeal, if applicable) before the imposing disciplinary sanctions or any other actions that are not supportive measures against a Respondent. If the Decision-Maker determines the Respondent was responsible for conduct that constitutes sexual harassment, the District will take disciplinary action against the Respondent and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense.

Remedies for the Complainant might include, but are not limited to:

- Providing an escort to ensure that the Complainant can move safely between classes and activities;

- Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;

- Providing counseling services or a referral to counseling services;

- Providing medical services or a referral to medical services;

- Providing academic support services, such as tutoring;

- Arranging for a Complainant, if a student, to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and

- Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant's discipline.

Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Any disciplinary action taken for a student will comply with Board Policy/Administrative Procedure 5520. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, demotion, suspension, or discharge. Any disciplinary action taken for an employee will comply with the appropriate Collective Bargaining Agreement.

Appeal of Dismissal of a Formal Complaint or of the Determination of Responsibility
A Complainant or Respondent may appeal the District's determination regarding responsibility or the dismissal of a formal complaint or any allegations. A Complainant or Respondent must submit a written appeal within 10 business days from the date of the notice of determination regarding responsibility or from the date of the District's notice of dismissal of a formal complaint or any allegations.

Grounds for Appeal
The Superintendent/President or designee will serve as the Decision-Maker on Appeal. In filing an appeal of the District's determination regarding responsibility or the District's dismissal of a formal complaint, the Party must state the grounds for appeal and a statement of facts supporting those grounds. The grounds for appeal are as follows:

- A procedural irregularity affected the outcome;

- New evidence was not reasonably available at the time the District's determination regarding responsibility or dismissal was made, and this new evidence could affect the outcome; or

- The District's Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.

Appeal Procedure
If the Complainant or Respondent submit an appeal to the District, the District will:

- Notify the other Party in writing within five business days of receiving a Party's appeal;

- Allow the non-appealing Parties at least 10 business days from the date of receipt of the appeal to submit a written statement in support of, or challenging, the outcome;

The appeal Decision-Maker will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within 45 business days after the Decision- Maker on appeal receives the response to the appeal or the last day to provide a response. The District will provide the written decision simultaneously to both Parties.

The Decision-Maker on appeal may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the appeal Decision-Maker explaining the need for the extension and the proposed length of the extension. The Decision-Maker will respond to the request within 48 hours in writing and will inform the Parties simultaneously whether the extension is granted.

Informal resolution
If the District determines that a formal complaint is appropriate for informal resolution, it may provide the Parties with the opportunity to participate in an informal resolution process, including mediation, at any time prior to reaching a determination regarding responsibility.

The District will provide the Complainant and Respondent written disclosure of the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the Parties from resuming a formal complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The District must obtain the Parties' voluntary, written consent to the informal resolution process. If the Parties reach an agreement, the District does not have to complete a full investigation and adjudication of a report of sexual harassment. At any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.

Retaliation prohibited
The District prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of sexual harassment, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Individuals who experience retaliation may file a complaint using the formal complaint process described above.

Dissemination of Policy and Procedures
The District will provide its policy and procedures related to Title IX on its website and in each handbook or catalog provided to applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining with the District.

When hired, employees are required to sign acknowledging that they have received the policy and procedures. The District will place the signed acknowledgment of receipt in each employee's personnel file.

Training
The District will provide training to Title IX Coordinators, investigators, Decision-Makers, and any individual who facilitates an informal resolution process, on the definition of sexual harassment, the scope of the District's education program or activities, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Any materials used to train the District's Title IX Coordinator, investigators, Decision-Makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

File retention
The District will retain on file for a period of at least seven years after closing the case copies of:

- The original report or complaint;

- Any actions taken in response to the complaint, including supportive measures;

- The investigative report including all evidence gathered and any responses from the Parties;

- The District's determination regarding responsibility;

- Audio or audiovisual recording or transcript from a hearing;

- Records of any disciplinary sanctions imposed on the Respondent;

- Records of any remedies provided to the Complainant;

- Any appeal and the result;

- Any informal resolution and the result; and

- All materials used to train Title IX Coordinators, investigators, Decision-Makers, and any person who facilitates an informal resolution process. The District will make these training materials publicly available on its website.

The District will make these documents available to the U.S. Department of Education Office for Civil Rights upon request.

Approved: 11/24/2020

BP 3540 SEXUAL ASSAULTS AND OTHER ASSAULTS ON CAMPUS
References:

Education Code Sections 67382, 67385, 67835.7, and 67386;

20 U.S. Code Section 1092(f);

34 Code of Regulations Section 668.46(b)(11)

Cuesta College is committed to maintaining a safe campus, a campus free of violence and the threat of violence. All persons who come onto the campus or onto any facility maintained by the college are expected to treat others with respect and consideration.

Any assaults, including, but not limited to, sexual assault, rape, domestic violence, dating violence, or stalking, as defined by California law or in District policy, whether committed by an employee, student, or member of the public, is a violation of District policies and regulations if the assault took place on District property; on an off-campus site or facility maintained by the District; on grounds or facilities maintained by an affiliated student organization; or at a District-sponsored activity on non-District property, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing and reporting sexual violence is provided and publicized as required by law.

See AP 3540

See BP/AP 3430 – Prohibition of Harassment

See AP 3435 – Discrimination and Harassment Investigations

See BP/AP 3410 – Nondiscrimination

AP 3430 Prohibition of Harassment
References:
Education Code Sections 212.5; 44100; 66281.5;
Government Code Section 12940 and 12923;
Civil Code Section 51.9;
Title 2 Sections 10500 et seq.;
Title 5 Sections 59320 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

This procedure and the related policy protect students, employees, unpaid interns, and volunteers in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

Definitions

General Harassment: Harassment based on race, religious creed, color, national origin, ethnicity, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition.

Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, ethnicity, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, ethnicity, nationality, sexual orientation or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, ethnicity, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be

unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, ethnicity, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental: A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, ethnicity, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, ethnicity, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in their immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, internship, volunteer activity, or progress;

- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual; the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment.

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender alters the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it reasonably interfered with the person's academic or work performance or created an intimidating, hostile, or offensive learning or working environment.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Consensual Relationships: Romantic or sexual relationships between supervisors and employees or between administrators, faculty members, or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty members or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Academic Freedom: No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws. (2022)

BP 3570 SMOKING AND TOBACCO USE ON CAMPUS
Reference: Gov Code Section 7597.1

The San Luis Obispo County Community College District (District) is committed to providing a safe and healthy learning and working environment. To support this commitment, the District prohibits smoking and the use of any form of tobacco product on all District property and locations where the District provides services.

To enforce smoking and tobacco control procedures, the District authorizes the Superintendent/President to:

- Set enforcement standards for all District sites and campuses.

- Direct the posting of signs stating its tobacco use policy on campus.

- Inform employees and students of the tobacco use policy and enforcement measures.

AP 3570 SMOKING AND TOBACCO USE
I. Introduction

The San Luis Obispo Community College District (District) recognizes the overwhelming scientific evidence assembled by the U.S. Surgeon General, Centers for Disease Control, Environmental Protection Agency, and World Health Organization, which demonstrates that tobacco is a profound agent of deadly diseases, responsible for millions of deaths worldwide each year, both to tobacco users and non-users. Tobacco use is inconsistent with a culture of wellness. While acknowledging the hazards of smoking, the District has, more importantly, dedicated itself to providing safe, healthy, comfortable, and productive learning environments throughout its campuses for

visitors, employees and students. Accordingly, pursuant to Board Policy 3570, Smoking and Tobacco Use, the District issues this Smoking- and Tobacco-Free Policy, effective January 1, 2019.

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. It is the responsibility of all members of the District community to comply with this policy as well as all other District policies. Members of our various campus communities are empowered and expected to professionally and respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage compliance. Furthermore, employees and student leaders are expected to serve as role models for the entire campus community. Violations of this policy will be handled in a manner that is consistent with all District policies and procedures. Smoking waste management products, such as ashtrays, shall be removed from all campus premises within a reasonable time frame.

II. Definitions

A. Smoking—inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe or other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. "Smoking" includes the use of electronic cigarettes and other electronic smoking devices which create an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.

B. Tobacco product—means any of the following:

1. A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to: cigarettes, cigars, hookah-smoked products, clove cigarettes, bidis, kreteks, electronic cigarettes, smokeless tobacco, and snus.

2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling form the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.

3. Any component, part, or accessory of a tobacco product, whether or not sold separately.

Note: This definition does not include any product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco use cessation product or for other therapeutic purposes where the product is marketed and sold solely for such an approved purpose.

C. Tobacco Company – is defined as a company that produces and/or markets branded tobacco products, including any subsidiaries, but not including parent companies which engage in business.

III. Smoking and Tobacco-Free Policy

A. Smoking and use of tobacco is prohibited by all persons:

1. In and/or around all campus buildings, facilities or property owned or leased by the District;

2. In vehicles that are the property of, or leased by the District; and

3. On all District property and grounds, including parking lots.

B. The sale or free distribution of tobacco products, including merchandise on campus or at District events is prohibited.

C. District campus organizations, and student organizations are prohibited from accepting money or gifts from tobacco companies including:

1. Parties sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully priced tobacco products (T-shirts, hats, etc.) on campus; and

2. All tobacco advertising, such as billboards and signs on property owned and operated by the District.

D. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by the District.

E. The District will provide information on free and accessible tobacco treatment resources on campus.

1. These tobacco treatment resource programs shall be publicized regularly in student and staff publications, posted in academic buildings and athletic facilities, via Human Resources and the Student Health Center (or alternative appropriate means deemed necessary).

2. District Human Resources and respective campus Student Health Center Departments will house all present and future cessation tobacco use information. Either of the foregoing can be contacted for more information regarding on and off campus cessation programs and services.

F. Any person observed littering (such as throwing a cigarette on the ground) will be issued a citation, consistent with California Penal Code § 374.4

IV. Enforcement

The Cuesta College Police Department shall enforce the smoking and tobacco use policy. College Police may warn or cite any person who is in violation of this policy. Visitor violators are subject to stay-away orders.

College Police, depending on the circumstances of the violation, may report students who violate this policy to the appropriate administrator for disciplinary proceedings under Education Code § 76033(e).

Additional sanctions may also be implemented through other administrative means, such as the Student Code of Conduct or District Board Policies and Administrative Procedures.

Any person who desires to register a complaint hereunder may initiate enforcement consideration with the Cuesta College Police Department.

SOLOMON AMENDMENT

The 1996 Solomon Amendment is the common name of 10 U.S.C. § 983, a United States federal law that allows the Secretary of Defense to deny federal grants (including research grants) to institutions of higher education if they prohibit or prevent ROTC or military recruitment on campus or release of enrolled student recruiting information.

The National Defense Authorization Act for Fiscal Year 2021, effective January 1, 2021, updated language pertaining to student recruitment information that is entitled to military recruiters under the Solomon Amendment. The legislation included "electronic mail addresses (which shall be the electronic mail addresses provided by the institution, if available)."

Student Recruiting Information

The Solomon Amendment allows the Department of Defense Military

Services entities, to obtain certain information about immediately previous, current, or future term for all students, ages 17 and over, who are or were enrolled for at least 1 credit hour in the requested semester. Recruiters can ask for this information once each semester/term.

The information is limited to:

- Student Name
- Addresses
- Electronic mail addresses
- Phone numbers
- Age
- Level of Education
- Degree program currently enrolled
- Degrees received for recent graduates
- Educational institution last enrolled
- Exemptions to Request

The Solomon Amendment requires educational institutions to disclose student recruiting information in its possession. In addition, the Solomon Amendment does recognize student rights under FERPA to withhold disclosure of Directory Information. Students can request that Cuesta withhold Directory Information by submitting a Change of Information form to Admissions & Registration, with photo ID.

Procedure for Releasing Information to Military Recruiter

1) Request letter must be on the Military Services standard letterhead and cite the relevant legal authority under the Solomon Amendment. In addition, the scope of the request must specifically ask for the afore-mentioned Student Recruiting Information.

2) Military recruiters may request student recruitment information of students enrolled in at least 1 unit once each term for the following Military Services, including their Reserve or National Guard components:

- Army
- Navy
- Marine Corps
- Air Force
- Coast Guard

3) Validation of the request will be made to ensure the request is submitted from one who is legally authorized and to clarify the scope of the request if needed. Upon validation, a request will be processed beginning the third week of a term, after the deadline to enroll in courses when students establish enrollment in one or more credits.

4) Submit requests either

- US mail to:

  Cuesta College Records Office
  Attention: Zhrinna McDonald, Associate Dean, Financial Aid and Records
  PO Box 8106
  San Luis Obispo CA 93403-8106

- In-Person San Luis Obispo Campus:

Building 3100, Window 13 or 14

- By email as a PDF attachment to records@cuesta.edu

BP 3900 SPEECH, TIME, PLACE, AND MANNER

(References: Education Code Sections 66301 and 76120).

The District is committed to providing a healthy, safe, and productive environment in which academic success and the pursuit of knowledge are priorities. The District recognizes that freedom of expression and public assembly are fundamental rights of all persons as stated in the Constitutions of the United States and the State of California and are essential components of this educational process.

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy, Administrative Procedures, Education Code Sections 66301 and 76120, and governing law.

The District shall not restrict free expression in "areas generally available to students and the community, defined as grassy areas, walkways or other similar common areas". This definition governs the phrase "areas generally avail- able to students and the community" as it is used in Board Policy/Administrative Procedure 3900.

The District reserves the right to designate areas as non- public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the district that are non-public forums specifically include campus offices, classrooms, labs, gym, theatres, auditoriums, warehouses, maintenance yards, and any other area not specified above. Areas not generally available to the public may be designated as a temporary public forum at the discretion of the Superintendent/President.

Speech that is obscene, libelous or slanderous according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District shall be prohibited.

Nothing in this policy shall prohibit the regulation of hate violence directed at members of the District community in a manner that denies their full participation in the educational process (Education Code Section 66301(e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution.

BP 5500 STUDENT CODE OF CONDUCT

All students attending San Luis Obispo County Community College District at any campus site and when representing Cuesta College in any off-campus activity, assume an obligation to conduct themselves in an acceptable manner compatible with the Student Code of Conduct and Academic Standards, and the Computer and Network Use Policy. Specific rules and regulations, and applicable penalties for violation of the Student Code of Conduct (California Education Code Title V, sections 66300, 66301, 76030-76038), are provided in this section. Each student has the responsibility to be aware of college regulations.

Scope of Application
The rules apply to all actions of students of the District on District property and at all activities sponsored by the District or registered student organizations, whether occurring on or off the campuses or other instructional sites. Pursuant to Education Code Section 76034, no student shall be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance. Student conduct occurring off campus and not part of a District activity will subject the student to the District's jurisdiction, standards of student conduct and student discipline process if the student's off-campus conduct is sufficiently related to college attendance, i.e., disruption of the work and discipline of the college has

actually occurred from the student's off-campus conduct, or facts exist that reasonably lead to a conclusion by District officials that disruption on campus will soon follow the student's off-campus conduct. In addition, a student's conduct off campus may in certain circumstances by outside the jurisdiction of the District for purposes of the District's discipline process, yet results in adverse action within the student's pre-professional academic program if such program has requirements imposed by law as condition to admission to the profession for which the academic program is preparing the student, e.g. nursing.

The following conduct shall constitute good cause for discipline, including, but not limited to, the removal, suspension or expulsion of a student:

Violation of District policies, procedures, or regulations.

1. Failure to comply with directions of District officials acting in the performance of their duties; disrupting, obstructing, or interfering with instructional, administrative, disciplinary, or other functions or activities of the District.

2. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.

3. Unauthorized use of a personal electronic device in an instructional or testing environment (such as smart watch, cell phone or tablet).

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

5. Causing, attempting to cause, or threatening to cause physical injury to another person.

6. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.

7. Unlawful possession, use, sale, offer to sell or purchase, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

8. Committing or attempting to commit robbery or extortion.

9. Causing or attempting to cause damage to District property or to private property on campus.

11. Unauthorized possession or use of any personal property or equipment of the District.

12. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

13. Willful or persistent smoking (including electronic cigarette devices) in any area where smoking has been prohibited by law or by regulation of the college or the District.

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

15. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.

16. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbulling; "bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

   a. Placing a reasonable student or students in fear of harm to that student's or students' person or property;

   b. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;

   c. Causing a reasonable student to experience substantial interference with his or her academic performance;

   d. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the District.

17. Engaging in intimidating or bullying against District personnel through words or actions. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.

18. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.

19. Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.

20. Engaging in expression which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

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

22. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

23. Unauthorized entry upon or use of District facilities.

24. Sexual Assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the victim's affiliation with the community college, including, but not limited to the following:

   a. Intentional touching of another person's intimate parts without that person's consent or other intentional sexual contact with another person without that person's consent.

   b. Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent.

   c. Rape, which includes penetration, no matter how slight, without the person's consent of either of the following:

1. The vagina or anus of a person by any body part of another person or by an object.

2. The mouth of a person by the sex organ of another person.

25. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the community college, including, but not limited to, any of the following:

   a. Prostituting another person.

   b. Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent.

   c. Distributing images including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure and objected to the disclosure.

   d. Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.

26. Any act which is defined as a felony, misdemeanor or infraction under the laws of the State of California.

Non-students or persons not affiliated with the college who interfere, obstruct, interrupt, or detract from the operation of the college or the promotion of its educational or community objectives are subject to criminal action under the State of California Penal Code, Section 602.10.

Cuesta College Campus Police Administrator or designee have the authority to withdraw of consent for all individuals to remain on any of the San Luis Obispo County Community College District campuses or District property under the State of California Penal Code, Section 626.4(a).

AUTHORITY OF INSTRUCTOR
The Board of Trustees shall establish rules and regulations for student conduct while on campus and/or engaged in any college-sponsored activity.

The Vice President of Student Success & Support Programs or designee shall be responsible for enforcing rules and regulations and administering the disciplinary functions for all activities of students at times and places when students are under the District's jurisdiction; however, an individual instructor is given the power to remove a student from his or her class for good cause for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Vice President of Student Success & Support Programs for appropriate action.

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

STUDENTS IN THE ASSOCIATE DEGREE NURSING PROGRAM CODE OF CONDUCT
The Board of Trustees determines that the following policies govern the participation of alcohol- or drug-impaired students in the Associate Degree Nursing Program.

1. The nursing program, in addition to offering an academic program, includes clinical course work. The safety of patients under the care of student nurses must be assured. The instructor and the Director of Nursing Programs may take immediate corrective action to remove a student impaired by alcoholism or drug abuse from the clinical program if the student demonstrates by his/her conduct and performance in the clinical setting that he/she is a danger to the health and safety of patients under his/her care.

2. After evaluation and due process, students considered by the Director of Nursing Programs to be impaired by drugs or alcohol will be allowed to continue their studies, including clinical course work, as long as they are adhering to the provisions of a contract between the college and the student for the student's retention.

3. Information on the student's condition is confidential and will not be disclosed except when necessary to protect the safety of patients under the care of student nurses.

4. An individual contract of retention will be developed by the student, rehabilitation therapist, and the Director of Nursing and shall specify:

a. That the student must participate in an approved drug or alcohol treatment and rehabilitation program for the duration of his/her nursing program studies.

b. That evidence of satisfactory attendance and progress will be provided to the college on a regularly scheduled basis.

c. That the student will consent to periodic random drug screening as part of the treatment and rehabilitation program.

d. That the impaired student will give all medications under direct supervision and that the student will not have access to keys to medications.

e. That if the student fails to adhere to the conditions of the contract for retention, the same procedure will be followed as with any other student on probation; the circumstances of the violation will be reviewed by the nursing faculty as a whole; and recommendations for the retention or dismissal will be made to the Director of Nursing Programs, who will then make the decision after advising the Vice President of Student Success & Support Programs.

5. Information on the student's dismissal from the nursing program will be reported to the Board of Registered Nursing when such information is requested by the Board of Registered Nursing.

AP 5520 STUDENT DISCIPLINE
The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights required by state law. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by the District or other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

Definitions: District – The San Luis Obispo County Community College District.

Student – Any person actively enrolled as a student at any site or in any program offered by the District.

Instructor – Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing

or has provided services to the student, or other academic employee who has responsibility for the student's educational program or has provided services to the student.

Short-term Suspension – Exclusion of the student by the Superintendent/President or designee for good cause from one or more classes for a period of up to ten consecutive days of instruction.

Long-term Suspension – Exclusion of the student by the Superintendent/President or designee for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms which duration shall be specified in the suspension order.

Expulsion – Permanent exclusion of the student from the District for good cause when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. An order of expulsion may also provide a date for when the student may apply for reenrollment. The Board of Trustees may also impose a suspended expulsion, on such terms as the Board of Trustees may determine appropriate.

Removal from class – Exclusion of the student by an instructor from his or her class for the day of the removal and the next class meeting.

Written or Verbal Reprimand – An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands shall be- come part of a student's record at the District for disciplinary reporting purposes and may be removed one year from the date of the incident, if there are no further reported incidents during that one year time period. A verbal reprimand will not become a part of a student's record; however it may be retained by the Assistant Superintendent/Vice President Student Success & Support Programs or designee's office for purposes of disciplinary tracking.

Withdrawal of Consent to Remain on Campus – Withdrawal of consent by the Director of Police and College Safety Services, also serving as the Chief of Police for the District, or designee, for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Director of Police and College Safety Services or designee, has reasonable cause to believe that such person has will- fully disrupted the orderly operation of the campus.

Day – Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

Process: Short-term Suspensions, Long-term Suspensions, and Expulsions: Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

- **Notice** – The Assistant Superintendent/Vice President Student Success & Support Programs or designee will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:

  ○ the specific section of the Standards of Student Con- duct that the student is accused of violating

  ○ a statement of the facts supporting the accusation

  ○ the right of the student to meet with the Assistant Superintendent/ Vice President Student Success & Support Programs or designee to discuss the accusation, to provide additional information not previously considered, and to state why the proposed disciplinary action should not be imposed. The student may respond in writing

  ○ the disciplinary action that is being considered.

- **Time Limits** – The notice must be provided to the student within 20 days of the date on which the conduct took place; in the case of continuous, repeated or ongoing conduct, or where an investigation of allegations is to be conducted, the notice must be provided within 15 days of the date on which either the conduct occurred which led to the decision to take disciplinary action, or within 10 days of completion of an administrative determination based on an investigation.

- **Meeting** – If the student chooses to meet with the Assistant Superintendent/Vice President Student Success & Support Programs or designee, the meeting may occur no sooner than one day after the notice is provided, but no later than 15 days after the notice is provided. At the meeting, the student must again be given, orally or in writing, the facts on which the in the notice are based. The student must be given an opportunity to respond verbally or in writing to the accusation, and to state why the proposed disciplinary action should not be imposed. The Assistant Superintendent/Vice President Student Success & Support Programs or designee will discuss the disciplinary action being considered. If the proposed disciplinary action is long-term suspension or expulsion, the Vice President of Student Success & Support Programs or designee may deem it appropriate or necessary to impose a short-term suspension prior to the disciplinary hearing. The Vice President Student Success & Support Programs or designee may impose reasonable conditions for student's continued enrollment and/or re-enrollment. Conditions may include required participation in District student support services such as academic counseling or mental health counseling, or private off-campus services such as drug treatment programs.

If the student declines to meet with the Assistant Superintendent/ Vice President Student Success & Support Programs or designee, the proposed disciplinary action will be imposed. The Assistant Superintendent/Vice President Stu- dent Services and College Centers or designee's disciplinary action decision will be final. Written notice of the decision shall be provided to the student. The notice shall include the reported facts of the allegations that support the disciplinary action, and the fact that the allegations were uncontradicted by the student by declining a meeting, or failing to respond to the Assistant Superintendent/Vice President Student Success & Support Programs or designee, within the 15 days after initial notice was provided.

Short-term Suspension – Within 10 days after the meeting described above, the Superintendent/President, or designee, shall, pursuant to a recommendation from the Assistant Superintendent/ Vice President Student Success & Support Programs, or designee, decide whether to impose a short- term suspension, whether to impose some lesser disciplinary action, whether to impose conditions for continued enrollment, or whether to dismiss the matter. Written notice of the Superintendent/President, or designee's, decision shall be provided to the student. Where the Superintendent/ President, or designee, determines that immediate notification if his or her decision is appropriate, the notice may be hand delivered by the Cuesta College Campus Police and/ or sent as a confidential email attachment. In all cases, the District will send notice to the student by certified mail to last address the student has on file with the District. The notice shall include the reported facts of the allegations that support the disciplinary action, the length of time of the suspension, or the nature of the lesser disciplinary action. The Superintendent/President, or designee's, decision on a short-term suspension shall be final.

Long-term Suspension – Within 10 days after the meeting described above, the Superintendent/President or designee, shall, pursuant to a recommendation from the Assistant Superintendent/ Vice President Student Success & Support Programs or designee, decide whether to impose a long-term suspension. Written notice

of the Superintendent/President or designee's decision shall be provided to the student. The notice shall include the reported facts of the allegations that support the disciplinary action, the length of time of the suspension. Where the Superintendent/President or designee determines that immediate notification of his or her decision is appropriate, the notice may be hand delivered by the Cuesta College Campus Police and/or sent as a confidential email attachment. In all cases, the District will send notice to the student by certified mail to last address the student has on file with the District. The notice shall include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of the policy describing the procedures for a hearing.

If the student fails to respond within 5 days after receipt of the Superintendent/President or designee's decision or declines a formal hearing, the Superintendent/President or designee's decision on a long-term suspension shall be final.

Expulsion – Within 10 days after the meeting described above, the Superintendent/President or designee, shall, pursuant to a recommendation from the Assistant Superintendent/Vice President Student Success & Support Programs or designee, decide whether to recommend expulsion to the Board of Trustees. Written notice of the Superintendent/ President or designee's decision shall be provided to the student. The notice shall include the reported facts of the allegations that support the disciplinary action and the length of time of the expulsion. Where the Superintendent/President or designee determines that immediate notification of his or her decision is appropriate, the notice may be hand delivered by the campus police and/or sent as a confidential email attachment. In all cases, the District will send notice to the student by certified mail to last address the student has on file with the District. The notice shall include the right of the student to request a formal hearing before expulsion is imposed, and a copy of the policy describing the procedures for a hearing.

If the student fails to respond within 5 days after receipt of the Superintendent/President or designee's decision or declines a formal hearing, the Superintendent/President or designee's decision on expulsion shall be final.

Hearing Procedures – Request for Hearing: Within 5 days after receipt of the Superintendent/President or designee's decision regarding a long-term suspension, or expulsion, the student may request a formal hearing. The request must be made to the Superintendent/President or designee and must be submitted in writing.

This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by the District or other agencies.

Schedule of Hearing – The formal hearing shall be held within 20 days after a formal request for hearing is received.

The District reserves the right for the Board of Trustees to hear the matters itself or to use the services of a Hearing Officer in lieu of a Hearing Panel.

Hearing Panel – The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member and one student.

The Superintendent/President or designee, the president of the Academic Senate, and the president of the Associated Student Organization shall each, at the beginning of the academic year, establish a list of at least five persons from each group who will serve on student disciplinary hearing panels. The Superintendent/President or designee shall appoint the hearing panel from the names on these

lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

Hearing Panel Chair – The Superintendent/President or designee shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

Conduct of the Hearing:

The members of the hearing panel shall be provided with a copy of the accusation against the student and any writ- ten response provided by the student before the hearing begins, as well as any other supporting documentation previously provided to the student.

The facts supporting the accusation shall be presented by a college representative who shall be the Assistant

Superintendent/Vice President Student Success & Support Programs or designee.

The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unable to be physically present, thus unavailable to testify. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. Hearsay evidence may be considered by the panel, and given the weight to which it is entitled. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.

Hearings shall be closed and confidential.

In a closed hearing, witnesses, with the exception of the accused student and the college representative, shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. The hearing shall be recorded by the District. The official recording shall be the only recording made. No witness who refuses to be re- corded may be permitted to give oral or written testimony. A witness who refuses to be recorded is not considered to be unavailable, and may not be permitted to give written testimony. In the event the recording is by audio recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify them- selves by name. The recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. If the District requests that the audio recording is to be transcribed, the student shall be provided with a copy of the transcription.

Within 15 days following the close of the hearing, the hearing panel shall prepare and send to the Superintendent/ President, or designee, a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original

accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

Superintendent/President's Decision:

Long-term Suspension – Within 10 days following receipt of the hearing panel's recommended decision, the Superintendent/ President or designee shall render a final written decision. The Superintendent/President or designee may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President or designee modifies or rejects the hearing panel's decision, the Superintendent/President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President or designee shall be final.

Expulsion – Within 10 days following receipt of the hearing panel's recommended decision, the Superintendent/ President or designee shall render written recommended decision to the Board of Trustees. The Superintendent/ President or designee may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President or designee modifies or rejects the hearing panel's decision; he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Superintendent/ President or designee's decision shall be forwarded to the Board of Trustees.

Board of Trustees Decision: The Board of Trustees shall consider any recommendation from the Superintendent/ President or designee for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures (Education Code Section 72122).

The student shall be notified in writing, by registered or certified mail or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board's meeting. The student may, within forty-eight hours after receipt of the notice, request a copy of the disciplinary hearing recording. If the recording was an audio recording, the District will request that the recording be professionally transcribed and the student shall be provided with a copy of the transcription.

The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student re- questing the public meeting in closed session.

The Board may accept, modify or reject the findings, decisions and recommendations of the Superintendent/President or designee or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

Authority for Immediate Removal:

Immediate Interim Suspension (Education Code Section 66017):

The Superintendent/President or designee may order immediate suspension of a student where he/she concludes that immediate suspension is required to protect lives or property or to ensure the maintenance of order. The Assistant Superintendent/Vice President Student Success & Support Programs or designee will provide the student with written notice of the conduct warranting the immediate interim suspension. The written notice will include the following:

- the day and time of the reported incident

- the specific section of the Standards of Student Con- duct that the student is accused of violating

- a statement of the facts supporting the accusation

- the definition of immediate interim suspension

- the disciplinary action that is being considered beyond the immediate interim suspension

- the right of the student to meet with the Assistant Superintendent/ Vice President Student Success & Support Programs or designee to discuss the accusation and to provide additional information not previously considered, or to respond in writing.

Where the Superintendent/President or designee deter- mines that immediate notification of his or her decision is appropriate, the notice may be hand delivered by the Cuesta College Campus Police and/ or sent as an email attachment. In all cases, the District will send notice to the student by certified mail to his or her last address on file with the District. If the student chooses to meet with the Assistant Superintendent/Vice President Student Success & Support Programs or designee, the meeting must occur no sooner than one day after the notice is provided, but no later than 15 days after the notice is provided. At the meeting, the student must again be given, orally or in writing, the facts on which the accusations in the notice are based. The student must be given an opportunity to respond verbally or in writing to the accusations.

If the recommended action is long-term suspension, the student is afforded all rights, as delineated under the long- term suspension section of these procedures. The interim suspension status remains in effect until the outcome of the recommended action is determined.

If the student declines to meet with the Assistant Superintendent/ Vice President Student Success & Support Programs or designee, the Superintendent/President or designee, shall, pursuant to a recommendation from the Assistant Superintendent/Vice President Student Success & Support Programs or designee, impose a long-term suspension. The decision of the Superintendent/President or designee shall be final.

Written notice of the Superintendent/President's decision shall be provided to the student. The District will send notice to the student by certified mail to last address the student has on file with the District.

Removal from Class (Education Code Section 76032): Any instructor may order a student removed from his/her class for the day of the removal and the next class meeting. The instructor shall promptly report the removal to the Superintendent/President and the Assistant Superintendent/Vice President Student Success & Support Programs or designee. The Assistant Superintendent/Vice President Student Success & Support Programs or designee shall meet with the student and at the request of the student, will arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Assistant Superintendent/ Vice President Student Success & Support Programs or designee, shall attend the conference. The student shall not be returned to the

class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Assistant Superintendent/Vice President Student Success & Support Programs or designee from recommending disciplinary action in accordance with these procedures based on the facts which led to the removal.

Withdrawal of Consent to Remain on Campus: The Director of Police and College Safety Services, also serving as the Chief of Police for the District may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he/she must promptly leave or be escorted off campus. If consent is withdrawn by the Director of Police and College Safety Services a written report must be promptly made to the Superintendent/President.

If the person from whom consent has been withdrawn is a student, they may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to immediate interim suspensions.

If the person from whom consent has been withdrawn is not a student, then he/she may submit a written request for a meeting with the Superintendent/President within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request.

In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially with- drawn.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).

Time Limits: Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties, and confirmed in writing.

In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.

Students have the right to pursue their complaint after completing the above complaint process with the California Community Colleges Chancellor's Office (CCCCO). CCCCO provides students and others with a method and process outside of the institution that takes, investigates, and responds to complaints regarding the institution. The link to the CCCCO process and form is https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/College-District-Discrimination-Appeals. CCCCO has provided this disclosure in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34, Sections 600.9 (b) (3) and 668.43(b).

STUDENT COMPLAINT PROCESS
Students wishing to file a complaint should follow the Student Complaint Process and initiate direct contact with the appropriate individual indicated on the Student Complaint Referral Grid. Please refer to myCuesta website for current referral grid: (https://www.cuesta.edu/about/leadership/vpss/Student-Support-Resolution-and-Resources/StudentComplaintProcess.html).

Academic complaints; the student should begin by first talking to the

instructor about the academic matters including grades and curriculum to attempt resolution. If this is unsuccessful, the student may then proceed with the steps cited in the Student Complaint Referral Grid. The appropriate path is faculty member, Division/Department Chair, area Dean and finally, the Vice President Instruction.

Non-academic complaints; the student should begin by first talking to the Office of the Vice President Student Services or designee about the appropriate steps to take, or the protocol to follow regarding a complaint.

While it is recognized that the grid represents the ideal sequence of opportunities for resolving student complaints, it is understood that when actual situations arise, the parties involved will use their best judgment regarding complaint resolution depending upon the availability of personnel and the immediacy of the problem. The Vice President of Student Success & Support Programs, the Dean, North County Campus and Student Success and Support Programs on the North County Campus, or designee, serve as a clearing-house for students dissatisfied with an experience on campus, who may not be knowledgeable about the appropriate steps to take, or the protocol to follow regarding a complaint.

The Vice President of Student Success & Support Programs, the Dean, North County Campus and Student Success and Support Programs, or designee, may assist the student in following the Student Complaint Process or initiate a referral to the appropriate individual.

The student complaint grid indicates the appropriate personnel sequence for who students should contact for informally resolving student complaints. If a student, after completing the Student Complaint Referral Grid steps, is not satisfied with the solution posed through the Student Complaint process, the student has the option of making an appointment with the Resolution Coordinator or designee in the Vice President of Student Success & Support Programs office on the San Luis Obispo Campus or the Dean, North County Campus and Student Success and Support Programs on the North County Campus, to evaluate the next steps which may be the filing of a formal grievance.

A complaint is grievable if it is non-disciplinary and involves the process, application, or interaction of school policy—in other words, how something was done or processed. In general, a complaint is not grievable if it involves the content of existing policy. For specific information regarding the Student Grievance Procedure, refer to Cuesta College Board Policy 5530.

Students have the right to pursue their complaint after completing the above complaint process with the California Community Colleges Chancellor's Office (CCCCO). CCCCO provides students and others with a method and process outside of the institution that takes, investigates, and responds to complaints regarding the institution. The link to the CCCCO process and form is https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/College-District-Discrimination-Appeals. CCCCO has provided this disclosure in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34, Sections 600.9 (b) (3) and 668.43(b).

The District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint following the steps in Administrative Procedure 3435 Discrimination and Harassment Investigations.

AP 3435 DISCRIMINATION AND HARASSMENT INVESTIGATIONS
The District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint following the

steps in Administrative Procedure 3435 Discrimination and Harassment Investigations.

BP 5530 STUDENT COMPLAINT RESOLUTION

The Board of Trustees authorizes the Superintendent/President to maintain a Student Complaint Resolution Policy to ensure a process for timely resolution of student concerns.

The District's Title IX Coordinator is responsible for ensuring that the District complies with the rules and regulations adopted by the United States Department of Education regarding unlawful discrimination against students. Title IX complaints will be resolved through the process outlined in Administrative Procedure 3435. When students feel that they have been subjected to unfair and improper action by any member of the college community, the student can seek to resolve the complaint by following Administrative Procedure 5530.

References: Education Code Section 76224(a);
Title IX, Education Amendments 1972
Administrative Procedure 5530 Board Policy and Administrative Procedure 3435

AP 5530 STUDENT COMPLAINT RESOLUTION

Reference:
Education Code Sections 76200 et seq., 76120, 76224(a);
California Code of Regulations Section 55760(a);
Family Educational Rights and Privacy Act of 1974

I. Purpose

The purpose of this procedure is to provide a prompt and equitable means to resolve student complaints against actions by the District and/or District employees, including, but not limited to, the following:

1. The exercise of rights of free expression protected by Education Code Section 76120, and District Board Policy and Administrative Procedure 3900.

2. Violation of final and published District Board Policies and Administrative Procedures.

3. Misunderstandings, mistakes, or errors, in communications or instructions regarding academic matters or assignments.

This procedure does not apply to the following:

1. Student disciplinary actions, which are governed by the provisions of District Board Policy and Administrative Procedure 5520.

2. Student grade changes, which are governed by the provisions of District Board Policy and Administrative Procedure 4231.

3. Police citations.

4. Financial aid eligibility, probation, and dismissal, which are governed by the Financial Aid Appeals Process.

5. The evaluation of the professional competence or job performance of a District employee.

6. Equality of educational opportunity and access for disabled students under Section 504 of the Rehabilitation Act; discrimination against disabled students in employment, public services, transportation and public accommodations under the Americans with Disabilities Act (ADA), which are governed by the provisions of District Administrative Procedure 3435.

1. Discrimination and harassment complaints, which are governed by the provisions of C.C.R., Title 5, 59300 et seq., Title IX, District Board Policies 3410 and 3430, 3540, 3434 and Administrative Procedures 3410, 3430, 3540, 3434 and 3435. Reports of this nature will be referred directly to the District's Title IX Officer.

2. Other provisions of federal, state or local law.

II. Definitions

1. The term "District" refers to the San Luis Obispo County Community College District. In this Administrative Procedure, wherever there is a reference to "Cuesta College," or any similar reference, it is intended that the reference apply to the San Luis Obispo County Community College District.

2. The term "student" is defined as all persons enrolled in District courses, both fulltime and part-time, credit, non-credit, and not for credit.

3. The term "employee" includes any person employed by the District performing assigned administrative, professional, academic, or staff responsibilities.

4. The terms "policy" and "procedure" are defined as the rules of the District as found in publications including, but not limited to, the college catalog, class schedule, student handbook, and the District's Board Policies and Administrative Procedures maintained in the Superintendent's/President's office.

5. The term "party" is defined as the student or any persons claimed to have been responsible for the student's alleged complaint.

6. The term "instructional day" is defined as a day during which the college is in session and classes are held.

III. Informal Resolution

The primary purpose of the Informal Resolution process (Levels I and II) is to secure an equitable solution to a complaint at the lowest level of authority. This invites a cooperative discussion and seeks to develop a constructive outcome. The District encourages a student to make a reasonable effort to resolve complaints whenever possible through cooperative means.

1. A student with a complaint shall initiate the informal option within twenty (20) instructional days of the event or events giving rise to the complaint, or within twenty (20) instructional days of when the student became aware, or should have been aware, of the events giving rise to the complaint.

2. A student will contact the Instructor (Academic) or Supervisor of the Program/Department (Non-Academic) to explain the purpose of the complaint. Informal meetings and discussions between persons directly involved in a complaint are encouraged at the outset of a dispute and throughout the complaint process.

3. Students may speak to the Student Support Resolution Coordinator or a Counselor to obtain advice for reaching informal complaint resolutions.

IV. Level I Meeting (Informal)

A student has an opportunity to informally resolve the complaint through a confidential Level I Meeting with the Instructor (Academic).

The meeting will be held at a mutually convenient time for both the Instructor (Academic) or Supervisor of the Program/Department (Non-Academic) within ten (10) instructional days after the student requests the meeting.

Students may speak to the Student Support Resolution Coordinator or a Counselor to obtain advice for reaching informal complaint resolutions.

V. Level II Meeting (Informal)

If the Level I process does not produce a result that is satisfactory to the student, or the student does not desire to use the Level I option, the student may request a Level II Meeting with the appropriate Division Chair (Academic) or Supervisor of the Program/Department (NonAcademic). The request will be made within ten (10) instructional days the Level I Meeting, if that option was taken.

The Division Chair or Supervisor shall attempt to resolve the issue by meeting with the student and the District employee either jointly or separately. The Division Chair or Supervisor shall make every effort to hold the Level II Meeting within ten (10) instructional days of the student's request for a meeting.

The Division Chair or Supervisor shall ensure that each side has ample opportunity to state its case; determine the specific facts in the complaint; and attempt to resolve the matter through compromise, mediation, or a recommendation that is satisfactory to all involved parties. The Division Chair or Supervisor shall make a decision on the complaint and notify the parties of the decision within ten (10) instructional days of the Level II meeting.

VI. Level III Review and Decision

If the Division Chair or Supervisor cannot facilitate a resolution acceptable to the involved parties through the Level II Meeting, and the student intends to continue pursuing a complaint, the student may complete the Student Complaint Resolution form and request a Level III Meeting with the Dean or Administrator of the applicable department.

The Student Complaint form is found online at: https://www.cuesta.edu/about/leadership/vpss/StudentComplaintProcess.html. Free hard copies of the Student Complaint form can be obtained through the Student Support Resolution Coordinator, the Library, DSPS, Health Services, Student Success Center, and Admissions and Records. Please note: This form should be completed only if Level I and Level II meetings did not resolve the complaint.

1. The student must submit the Student Complaint Resolution Form within 10 instructional days of informing the involved District employee that the informal resolution process has not resolved the complaint. The submission of a signed Student Complaint Resolution Form is considered a declaration of the student indicating that "all of the foregoing information included is true, or that the student believes that all of the foregoing information is true based on his or her knowledge and belief."

2. If the District receives a deficient or incomplete Student Complaint Resolution Form, the Student Support Resolution Coordinator shall inform the student of the deficiencies and return it to the student within ten (10) instructional days of receipt. Within ten (10) instructional days of receipt, the student may correct the deficiencies and submit an amended form. Where the complaint is not one that falls within the scope of this procedure, the Student Support Resolution Coordinator shall refer the student to the appropriate office for the submission of their complaint.

If a student requests a Level III Meeting with the Dean or Administrator of the applicable department, said Dean or Administrator shall attempt to resolve the issue by meeting with the student and the employee either jointly or separately. The Dean or Administrator of the applicable department shall make every effort to hold the Level III Meeting(s) within ten (10) instructional days of the request for a Level III Meeting. The timeline for the Dean or Administrator to facilitate a meeting with ten (10) instructional days will not be applicable during summer sessions. The Dean or Administrator will facilitate a meeting at the parties' earliest availability.

The Dean or Administrator of the applicable department shall ensure that each side has ample opportunity to state its case; determine the specific facts in the complaint; and attempt to resolve the matter in a manner satisfactory to all involved parties. The Dean or Administrator shall make a decision on the complaint and notify the parties of the decision in writing within ten (10) instructional days of the Level III meeting. The decision will be emailed to the student's my.cuesta.edu email address and mailed via USPS to the student's physical address on file with the Admissions Office.

VII. Level IV Appeal Hearing

If a Level III Review and Decision does not produce a result that is satisfactory to the student and the student wishes to appeal the decision of the Dean or Administrator, the student shall, within ten (10) instructional days of receipt of the final decision of the Dean or Administrator, submit a written request for an Appeal with the Assistant Superintendent/Vice-President of Instruction for complaints related to academic concerns and to the Assistant Superintendent/Vice President of Student Success and Support Programs for complaints related to non-academic concerns.

The written request for an Appeal shall include the names of the involved parties, the Student Complaint Resolution Form previously submitted by the student, all documentation submitted by the student or the employee after the confidential meeting held at Level I and Level II (documents submitted at Level I and II may not be included unless all parties have agreed in writing that submitted documents are not to be held in confidence), the Dean or Administrator's decision following the Level III Review meeting, a description of the specific relief sought, copies of all the documents accompanying or initiating lower levels of the complaint process, and the signature of the student requesting the Appeal. For complaints related to academic concerns, the Assistant Superintendent/Vice President of Instruction will serve as the Student Complaint Appeal Committee Chairperson. For complaints related to non-academic concerns, the Assistant Superintendent/Vice President of Student Success and Support Programs will serve as the Student Complaint Appeal Committee Chairperson. If the appropriate Assistant Superintendent/Vice President chooses to accept the Appeal, they will initiate the Appeal Committee Process. If the appropriate Assistant Superintendent/Vice President chooses not to accept the Appeal, the Dean's or Administrator's Level III decision will stand.

1. Student Complaint Appeal Committee Process

a) If the appropriate Assistant Superintendent/Vice President accepts the appeal, they shall notify the student, the employee, and any other involved party, within five (5) instructional days after receipt of the Appeal request that the Committee will be reviewing all written material submitted regarding the complaint. This notification shall include the names of the students and faculty constituting the Student Complaint Appeal Committee assigned to examine the matter. If any involved party wishes to submit more written material on the matter, they must do so within five (5) instructional days after being notified.

b) The Student Complaint Appeal Committee shall begin the Appeal review of written material no earlier than fifteen (15) instructional days and no later than twenty (20) instructional days after the student, and the employee(s) named in the written request for an Appeal, have been notified in writing of the meeting the Student Complaint Appeal Committee.

2. Student Complaint Appeal Committee Procedures

a) The Student Complaint Appeal Committee meeting shall be closed and confidential and will only review written documents submitted to them by all parties involved in the complaint.

b) If approved by the Superintendent/President, or designee, counsel for the District may advise the Student Complaint Appeal Committee during its review and deliberations on written materials.

c) The student shall assume the burden of proof through their written documents. Students must prove their claims or positions by a preponderance of the evidence, in all cases. "Preponderance of the evidence," for purposes of this Procedure, means that the evidence on one side outweighs, or is more than, the evidence on the other side.

d) Any relevant written records or written statements will be accepted. The Student Complaint Appeal Committee shall consider in its deliberations the weight to be given to any written records and written statements.

e) All persons participating on the Student Complaint Appeal Committee shall abide by all applicable State and Federal laws governing the privacy and confidentiality of student educational records.

3. Student Complaint Appeal Committee Deliberations and Reporting Procedures

a) The Student Complaint Appeal Committee shall deliberate in closed session. These deliberations shall not be electronically recorded, and the proceedings shall be confidential. District counsel may be present during deliberations.

b) Based on the examination of supporting documents, the Student Complaint Appeal Committee will decide on one of the following actions:

1) Grant the Appeal.

2) Deny the Appeal.

3) Make related recommendations as appropriate.

VIII. Final Review and Decision by the Student Complaint Appeal Committee

After receiving the decisions from the Student Complaint Appeal Committee, the Assistant Superintendent/Vice-President who served as the Committee Chairperson will take one the following actions:

1. Accept the Student Complaint Appeal Committee's decision and implement the recommended actions.

2. Accept the Student Complaint Appeal Committee's decision and implement lesser actions than those that were recommended.

Within ten (10) instructional days following receipt of the Student Complaint Appeal Committee's decision, the Assistant Superintendent/ Vice-President shall send a written decision to the involved parties that includes a summary of specific factual findings and conclusions. The decision(s) shall be sent both to the student's my.cuesta.edu email address and United Stated Postal Service certified mail to the student's mailing address on file with the Admissions Office.

The Student Complaint Appeal Committee's decision and Assistant Superintendent/Vice President's action shall be final and binding in all Appeal hearings.

IX. Student Complaint Appeal Committee

1. Student Complaint Appeal Committee Chairperson

a) For complaints related to academic concerns, the Assistant Superintendent/Vice-President of Instruction will serve as the Student Complaint Appeal Committee Chairperson (non-voting). For complaints related to non-academic concerns, the Assistant Superintendent/Vice President of Student Success and Support Programs will serve as the Student Complaint Appeal Committee Chairperson (non-voting).

b) If the Chairperson is unable to serve on a specific hearing due to a conflict of interest, including the inability to maintain impartiality, then the Superintendent/President shall nominate an administrator to serve as the Student Complaint Appeal Committee Chairperson for that specific hearing. The Superintendent/President's nomination of the administrator to serve as Chairperson will be in consultation with the Academic Senate.

2. Student Complaint Appeal Committee Composition

a) The Superintendent/President shall establish a pool of five (5) members of the college community, including two (2) students (advisory voting members) and three (3) tenured faculty members (voting members), from which one or more Student Complaint Appeal Committee hearing panels may be appointed by the Chairperson.

b) Student appointments shall be made by the Associated Students of Cuesta College (ASCC) President in consultation with the Faculty Coordinator of Student Life and Leadership.

c) Faculty appointments shall be made by the Academic Senate President.

d) Appointments to the Student Complaint Appeal Committee pool shall be made by October 1 of each academic year. Members shall serve a one-year term with no limit on the number of times they can be nominated for, or serve, on the Committee, and shall, with the exception of students, serve until a successor is appointed.

3. Duties of Student Complaint Appeal Committee Members

a) No person shall serve as a member of the Student Complaint Appeal Committee when that person has been personally involved in any matter giving rise to a complaint, has made any public statement on the matters at issue, or could not otherwise act in an impartial manner.

b) Student Complaint Appeal Committee members shall ensure that all Committee hearings, deliberations, rulings, and records remain confidential, as required by the Family Educational Rights and Privacy Act of 1974 (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures relating to the privacy of student and employee records where applicable.

c) The Student Complaint Appeal Committee Chairperson shall ensure that all Committee members are provided copies of all applicable student due process policies and administrative procedures. The Chairperson shall be responsible for assuring that both parties receive a fair review of written documents.

d) The Chairperson shall maintain records of all Student Complaint Appeal Committee hearings in a secure location on District premises for a period of seven (7) years.

STUDENT EQUITY AND ACHIEVEMENT PROGRAM
The Student Equity and Achievement Program brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.

Student Rights and Responsibilities

Each non-exempt student, in entering into a student educational plan, will do all of the following:

- identify an education and career goal;

- identify a course of study;

- participate in the placement process to determine appropriate course recommendations;

- complete orientation;

- participate in the development of a student educational plan;

- complete a student educational plan no later than the term after completing 15 semester credits of degree applicable credit coursework;

- diligently attend class and complete assigned coursework;

- complete courses and maintain progress toward an educational goal.

Exemptions

Students that have completed an associate degree or higher may be exempt from participation in orientation, placement, counseling, advising, or student education plan development. Students exempted from any of the matriculation components are notified in their myCuesta student portal; nonetheless, exempt students are encouraged to participate in these services.

TRANSCRIPTS TO CUESTA COLLEGE

Official transcripts from all other institutions must be submitted to the Cuesta College Records Office prior to enrollment. Lower division (freshman/sophomore level) coursework from a United States regionally accredited college or university will be evaluated upon request and credits earned may be transferred to Cuesta College to meet certificate requirements, degree requirements, and requirements for transfer certification. Credits are from a college or university on the quarter system, will be converted to semester credits (quarter credits/1.5=semester credits).

Coursework on official transcripts received from a United States regionally accredited institution are evaluated based on regional accreditation standards using the grades received at that institution. Cuesta College considers a grade of C- as substandard and eligible for repetition.

Any international credentials must be independently evaluated by one of the following agencies and submitted to Cuesta College:

- Academic Credentials Evaluation Institute, Inc. (ACEI)

- Educational Records Evaluation Service

- International Education Research Foundation, or

- Other accredited organizations (NACES member)

A course-by-course review must be evaluated to ascertain credit, grade, and lower/upper division status. Lower division coursework will be evaluated and may be granted credit for Cuesta College general education or major courses.

Official (sealed) copies of transcripts from colleges, universities and high schools attended should be submitted to:

Cuesta College Records Office
PO Box 8106
San Luis Obispo, CA 93403-8106

Electronic submissions of official transcripts authenticated and delivered by an official 3rd party transcript servicer from the other institution should be sent directly from the servicer to Cuesta College Records Office.

Transcripts should be submitted ahead of registration, to allow time for academic advising and prerequisite clearance request. Final official transcripts, showing all coursework and grades received, must be received before general education certifications and degree and certificate evaluations may be completed. Transcripts are evaluated based on the AACRAO guidelines for regionally accredited post-secondary institutions.

Upon application for the associate degree or transfer certification, coursework credits from other United States regionally accredited colleges or institutions will be included and reviewed with the Cuesta College student record. Applications for the associate degree and transfer certification are available on the Cuesta College website: https://www.cuesta.edu/student/studentservices/admrreg/gradready/index.html

Transcripts submitted to Cuesta College become the property of Cuesta College and will not be released to students, other colleges, or agencies. Plan to request a personal copy from your former college or university if you need one for your records. https://www.cuesta.edu/student/studentservices/records/transcriptssubmit.html

TRANSCRIPTS FROM CUESTA COLLEGE

A written or electronic request by the student is required to release transcripts. Transcripts ordered electronically will be mailed within 2-4 working days from the date of request in most cases. An electronic notification will inform the student of the status of their transcript order and notify them of any holds. The fee for the electronic transcript request is $6.50 per copy. Transcripts ordered in-person will be mailed within 2-3 weeks and cost $3 per copy after the first two free copies. Unofficial transcripts are available for viewing and printing through myCuesta on the Cuesta College website. Access to myCuesta requires the student username and password.

https://www.cuesta.edu/student/studentservices/records/transcripts.html

VOTER REGISTRATION

Voter registration forms are available year-round at various campus locations, including the Student Success and Support Programs Building and ASCC Student Government Offices. Students can also register online on the California Secretary of State's web site at https://registertovote.ca.gov/student

With the passage of California Senate Bill No. 854-Chapter 481, state-funded higher education institutions - community colleges, California State University system and University of California campuses - are required to allow students to request voter registration materials online through a link in their course registration system. As a result of this legislation, Cuesta students are able to link to the online voter registration application from the myCuesta student portal in the Steps to Success channel. The direct link to the California Secretary of State Web site allows students to complete the voter registration process online as long as they possess a California driver license or identification card number.

WITHHOLDING OF STUDENT RECORDS

Students or former students who have been provided with written notice that they have not paid a proper financial obligation shall have diplomas and registration privileges withheld. The college will work to provide support funds for students who have a hardship in paying outstanding fees. This provision will be contingent on the availability of funding.

DEGREES, CERTIFICATE AND TRANSFER PLANNING
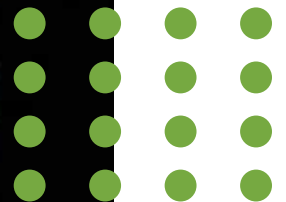
ASSOCIATE DEGREES AND CERTIFICATES

To apply for an associate degree or certificate, complete the Cuesta College Associate Degree Application or the Cuesta College Certificate Application. An official evaluation of your records will be completed to determine if you have met your stated degree or certificate requirements. You may be automatically awarded degrees and/or certificates for which you have met the requirements but have not yet applied. You will be notified when your records have been evaluated.

Degree candidates are encouraged to participate in the Cuesta College Commencement Ceremony which takes place each May on the San Luis Obispo campus. Commencement information is available on the Evaluations Office website or commencement website at http://bit.ly/cuestagrad

CATALOG RIGHTS
Catalog rights allow a student the ability to self-identify a particular catalog year which they will fulfill the published requirements for a particular degree or certificate. Catalog rights protect students from being unfairly disadvantaged when degree or certificate patterns change from one catalog year to the next. Thus, students may choose to graduate under catalog requirements in effect during the academic year they first enroll at Cuesta, or, during any preceding catalog year during the time of their continuous enrollment at Cuesta College. Continuous enrollment is defined as enrollment at Cuesta during at least one fall or spring term each academic year. Students who are not enrolled at Cuesta for two regular consecutive semesters (e.g. fall and spring) must follow degree and certificate requirements in effect at the time of their re-enrollment at Cuesta College. Students who are no longer enrolled at Cuesta College, but wish to obtain an active degree or certificate will need to fulfill the current degree/certificate requirements.

RESIDENCY CREDIT REQUIREMENTS FOR DEGREE, CERTIFICATE, GE CERTIFICATION AND APPLICATION OF ALTERNATIVE EDUCATION CREDIT
Residency credit does **not** refer to with whether or not a student is a resident of the State of California.

Residency credit is defined as credits earned while in residence at the campus granting the degree, certificate, general education certification, or application of alternative education credit.

Credit that does not satisfy the residency credit requirement:

- Advanced Placement
- Credit-by-Exam
- Military
- Other alternative education credit

Residency credit required for the awarding of Cuesta

College degrees, certificates and general education certifications:

- **DEGREES** - Minimum of 12 semester credits
- **CERTIFICATE OF ACHIEVEMENT** - Minimum of two of the required courses
- **CERTIFICATE OF COMPETENCY** - Minimum of one of the required courses
- **CERTIFICATE OF COMPLETION** - Minimum of one of the required courses
- **CERTIFICATE OF SPECIALIZATION** - Minimum of one of the required courses
- **CSU GENERAL EDUCATION CERTIFICATION** - Minimum of one course (at least three semester credits)
- **IGETC** (Intersegmental General Education Transfer Curriculum) – Minimum of one course (at least three semester credits)

Residency credit required for the application of alternative education credit:

- **CREDIT-BY-EXAM** - Minimum 12 semester credits with "C" average work
- **ADVANCED PLACEMENT**- Minimum 12 semester credits
- **MILITARY CREDIT**- Minimum 12 semester credits of "C" average work

REQUIREMENTS FOR THE ASSOCIATE DEGREE
Graduates from Cuesta College have conferred upon them the degree of Associate in Arts or Associate in Science. Requirements for graduation are prescribed by the Board of Governors of the California Community Colleges and the District Board of Trustees.

Designated Degree Requirements

- 60 semester degree applicable credits overall - lower division coursework only (use of upper division credits is subject to appeal)
- 18 credits of Cuesta general education coursework with a minimum overall GPA of 2.00
- Prescribed coursework in a specific major with grades of "C" or better
- Residency
- Health Education
- Diversity
- English Competency
- Math Competency
- 2.00 GPA overall

A.A., Liberal Arts Requirements

- 60 semester transferable credits overall (CSU or UC) - lower division coursework only (use of upper division credit is subject to appeal)

- Completion of the CSU GE with an overall minimum GPA of 2.00, or

- Completion of IGETC (minimum grade of "C" required in all coursework), or

- Completion of Cuesta AAGE with a minimum overall GPA of 2.0

- 18 semester credits of coursework in one of the following Areas of Emphasis with grades of "C" or better:
  - Arts and Humanities
  - Science
  - Social and Behavioral Sciences

For Depth, two courses must be from a single discipline
For Breadth, at least three disciplines must be selected

ASSOCIATE DEGREES FOR TRANSFER (ADT)
A Degree with a Guarantee

Cuesta College offers Associate Degrees for Transfer to the CSU. This includes Associate in Arts (AA-T) and Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. Cuesta College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific or campuses, but can make you more competitive.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120 semester credits baccalaureate degree within 60 semester or 90 quarter credits.

To view the most current list of Cuesta College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to https://icangotocollege. com/associate-degree-for-transfer. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Requirements:

1. Completion of 60 semester credits or 90 quarter credits that are eligible for transfer to the California State University, including:

2. The California State University General Education Breadth Requirements (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC), and

3. A minimum of 18 semester credits or 27 quarter credits in a major or area of emphasis, as determined by the community college district.

4. A minimum overall grade point average of 2.0 in all CSU-transferable coursework.

5. A "C" or better grade or a "P" grade if the course is taken on a pass/no-pass basis, in all courses required for the major or area of emphasis. External exams such as Advanced Placement, etc. are not subject to this grade restriction.

Per SB 1440 guidelines, students earning Associate Degree for Transfer are exempt from having to satisfy Cuesta's local general education/graduation requirements.

Consult with the Cuesta College Transfer Center for mandatory application, evaluation and notification deadlines.

Important Information for Transfer-bound Students

Earning an associate degree may not guarantee transfer readiness into a particular CSU or UC campus or major. Consult with an academic counselor for details and a thorough evaluation of your transferable credits, grade point average, and lower division major preparation.

Required Records for Degree Evaluation

Cuesta College incorporates **all** associate degree applicable coursework from all regionally accredited institutions attended, into overall totals for the degree.

Official transcripts are required from all post secondary institutions attended. Incomplete or missing transcripts and other records will cause the degree to be denied.

Official documentation is required for Advanced Placement scores and other sources of alternative education.

Any foreign credentials must be independently evaluated and the official independent evaluation submitted to the Evaluations Office. Academic Credentials Evaluation Institute, Inc. (ACEI) is the preferred provider for independent evaluation of foreign credentials (https://acei1.com), and a "comprehensive" evaluation is required.

CUESTA GENERAL EDUCATION

General education is a cohesive pattern of courses intended to serve three purposes: to strengthen students' essential intellectual skills; to broadly introduce students to the core concepts and methods of the major disciplines; and to prepare students to lead enriched lives in our multicultural society. General education courses are distinguished from those required for a major or allowed as freely chosen electives. Courses in the general education category are "general" in two senses: independently, they survey the core concepts and methods of the discipline in which they are included; and they point, where possible, to the influences and contributions of the discipline to other disciplines, culture, human history and our quest to understand our universe.

Through this program, students will acquire the ability to think and communicate clearly and effectively both orally and in writing; to use mathematics and other symbolic systems; to understand the modes of inquiry of the major disciplines; to appreciate the structures and processes of the natural environment; to be aware of other cultures and times; to achieve insights by thinking about ethical and social problems; to understand and appreciate the history of U.S. culture and its governing institutions.

OVERARCHING GENERAL EDUCATION OUTCOMES

Upon completion of the general education course pattern, in addition to the area-specific outcomes, students should be able to:

- identify, explain, and analyze the core concepts and methods of the major discipline in which the course is included;

- identify, explain, and analyze the influences and contributions of the specific discipline to other disciplines, cultures, human history, and our quest to understand the universe.

- organize, integrate, and critically analyze information within the course, using these skills to generate and evaluate alternative perspectives; and

- prepare students to live enriched lives in our multicultural society.

AREA A: PHYSICAL AND LIFE SCIENCES

After successfully completing courses in this category, students will:

- demonstrate understanding of the scientific method and its role in research, analyze problems in a structured way, and develop and employ strategies for solutions using scientific principles.

- demonstrate understanding of the empirical bases for current scientific theories, how those theories develop and change, and how they explain the natural world.

- appreciate the influence of scientific knowledge on the development of civilization.

AREA B: SOCIAL AND BEHAVIORAL STUDIES

After successfully completing courses in this category, students will:

- demonstrate understanding of the theories and be able to employ and evaluate the methods of social science inquiry.

- analyze and critically assess ideas about the individual, social groups, institutions and society, as well as their interrelationships, structure and function.

- use this knowledge to develop a capacity for self-understanding and to understand contemporary issues, conflicts, problems and their origins.

AREA C: ARTS AND HUMANITIES

After successfully completing courses in this category, students will:

- recognize the value of the great works of the human imagination in a broad context and understand their contribution to human culture.

- analyze and appraise cultural/artistic achievements in verbal and/or non-verbal forms.

Since language acquisition is a door to understanding the arts and humanities of other cultures, students who acquire second language skills also fulfill the category C requirement.

AREA D: ENGLISH AND MATH COMPETENCY REQUIREMENT

Competency in reading, written expression, and mathematics must be demonstrated. The reading and written expression competency requirement is satisfied by completing English 201A, or an equivalent college level writing course with a grade of "C" or better, from a regionally accredited institution.

The mathematics competency requirement is satisfied by completing Math 126B or 127, or a higher college level mathematics course, with a grade of "C" or better. Equivalent college level mathematics courses completed at regionally accredited colleges and universities are also acceptable.

(Note: Students who have been in attendance at Cuesta or any regionally accredited institution prior to Fall 2009 should see a Cuesta counselor to establish catalog rights regarding competency requirements.)

AREA D1: COMMUNICATIONS IN ENGLISH

After successfully completing this category, students will be able to:

- read and write effective expository and argumentative prose with a focus on inquiry as well as persuasion.

- read critically in order to comprehend the central ideas and rhetorical techniques in the assigned texts.

- demonstrate an ethical use of various rhetorical techniques in their written work.

AREA D2: ANALYTICAL THINKING

After successfully completing this category, students will be able to:

- construct and analyze statements in a formal symbolic system, and understand the relationship between the symbolic system and its various applications in the real world.

- appreciate the strengths and limitations of the system, its logical structure, and its derivation.

AREA E: AMERICAN INSTITUTIONS

After successfully completing courses in this category, students will:

- demonstrate understanding of the impact of social, political, and economic forces in the historical development of the U.S.

- employ interpretative skills to analyze historical causes and effects.

- demonstrate an enhanced understanding of the interrelationship among the branches of our government over time.

- develop an understanding of U.S. cultural and social diversity, and ethnic, gender, and class conflict.

DIVERSITY REQUIREMENT

After successfully completing the requirement, students will be able to:

- identify, assess, and challenge biased assumptions and behaviors of individuals and societal institutions.

- analyze inter-group relations within categories of identity, such as race, ethnicity, gender, religion, sexual orientation, class, ability, nationality, or age.

- examine struggles of non-dominant groups for power, justice, and access to resources.

HEALTH REQUIREMENT

After successfully completing this requirement, students will be able to apply a breadth and depth of knowledge that is inclusive of all the dimensions of health (e.g., spiritual, environmental, social, mental, emotional, and physical). The scope and content of the health education course work in this requirement provides the student with the knowledge and problem solving skills essential to evaluate health literature, analyze personal health risks and promote lifestyle choices. This preparation empowers the student to make relevant choices applicable to their genetic, environmental, and health risk factors that ultimately optimize mind/body/spirit health over a lifetime.

- Describe and discuss content of the major chronic diseases in the United States.

- Evaluate individual risk factors for chronic diseases from a genetic, environmental, and lifestyle perspective.

- Describe and discuss content about communicable diseases/infections (e.g., STI's, Hepatitis C) including symptoms and prevention.

- Analyze the influence of environmental and nutritional concepts on food choices.

- Relate diet, exercise, and stress management to prevention of diseases and psychological well being.

- Develop an appropriate physical fitness program that includes cardiovascular conditioning, muscle strength and endurance training, and flexibility.

- Examine the relationship between values and beliefs and mental health. Utilize this relationship to create effective interpersonal communication in relationships, coping, prevention of addictive behaviors and personal safety.

- Analyze and apply spiritual concepts to improve health and wellness.

Fall 2022 Cuesta College Associate Degree AA/AS General Education and Graduation Requirements

This AA/AS General Education pattern and Graduation Requirements apply to students earning an Associate of Arts (AA) or Associate of Science (AS) degree at Cuesta. Students planning to earn an Associate Degree for Transfer (AS-T or AA-T) should follow the CSU GE or IGETC pattern.

A Cuesta College Associate degree ("Associate in Arts" or "Associate in Science") is awarded after completion of the following:

- 60 semester/90 quarter credits of degree applicable course work, with at least 12 of the 60 earned at Cuesta College to meet "residency" requirements

- An overall grade point average of 2.0 in all degree applicable course work attempted

- Completion of a specified major/program of study, (program list available at https://www.cuesta.edu/academics/index.html)

- Completion of the Cuesta AA/AS General Education pattern and Cuesta Graduation Requirements listed on this document

Appropriate general education course work from ther regionally accredited colleges or universities may be applied to this general education pattern. Certain Advanced Placement (AP), International Baccalaureate (IB) and CLEP exams can also be applied to areas listed below, as appropriate.   Consult a counselor for details.

Area A: Physical and Life Sciences. Complete one course. Underlined courses include a lab component.

AGPS 241, 242; **ANTH** 201; **ASTR** *210; **BIO** *201A, *204, 205, 211, 212, 213, 216, 220, 221, 222, 224; **CHEM** *200 (form. *210FL), *201A, *211, *231; **EET** *213; **ENVS** 200; **GEOG** 201; **GEOL** *210, *211, 212, 220; **METE** *212; **NUTR** 210, 211; **OCEN** *210, **PHYS** *205A, *208A; **PSCI** *210, *211; **PSYC** *202

Area B: Social and Behavioral Sciences. Complete one course.

AGB *201; **ANTH** 202, <203, <220, 221, 225; **CDFS** (Formerly ECE) 201; **COMM** <212, 230, 280; **CJ** 202; **ECON** 200, *201A, *201B; **EDUC/ETHN** <210; **FTVE** 221, **GEOG** 201 (through Sp'18 only), 202; 225, **GLST** 210, 220; **HDHS** 212, <213, 214, <215, <218, <219, **HDHS/ETHN** <230, <231, **HDHS** 270; **HIST** 203A, 203B, 204A, 204B, 207A, 207B, 210, <212, <233, <237, 260; **JOUR** 200; **LGL** <217; **POLS** 201, 202, 204, 205, 206, 209; **PSYC** *200, 201, 204, <206, *233; **SOC** 201A, 201B, <202, 204, <206, <208

Area C: Arts and Humanities. Complete one course.

ARCH 217, 218; **ASL** 201, *202; **ART** 200, 203, 204, 205, 207, 208, 209, 210, <211, 220, 221, 240A, 244, 270, 271, 280; **DRA** 200, 207, 214; **ENGL** *201B, *205, *206, *212A, *212B, **ENGL/ETHN** <*213, **ENGL** *215, *216, <*217, *231, 237, 242, *245A, *245B, *246A, *246B; **FR** 201, *202; **GER** 201, *202; **HDHS/ETHN** <235; **MUS** 201, 210, 235, 236, 237, 238; **PHIL** 205, 206, 209, 212, 213; **SPAN** 201, *202, *203, *204

Area D: Language and Rationality.   Complete one course from D1 and D2.

Completion of Area D1 and D2 will also satisfy the "Competency" requirement in Reading/Written Expression, and in Analytical Thinking.   A "C" grade or better is required in each area.

D1: Communication. Complete **ENGL** *201A

D2: Analytical Thinking. Complete one course chosen from **MATH** *126B, *127, *128, *220; *229, *230, *231, *232, *236, *242, *247, *255, *265A, *265B, *283, *287; **CIS** 201, 217, 231; **PHIL** 208.

Area E: American Institutions: Complete one course

HIST 207A, 207B; **POLS** 202 (cannot be double counted for Area B)

8/31/22   *Denotes that this course has a prerequisite.   (Continued)

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Cuesta College Fall 2022 AA/AS Graduation Requirements

Health Education: Complete one course

HEED 202, 203, 208, or 210

HEED 203 or 208 will satisfy <u>both</u> the Health Education and the Diversity Requirement.

After successfully completing this requirement, students will be able to apply a breadth and depth of knowledge that is inclusive of all the dimensions of health, e.g., spiritual, environmental, social, mental and emotional, and physical. The scope and content of the health education course work this requirement provides the student with the knowledge and problem-solving skills essential to evaluate health literature, analyze personal health risks and promote lifestyle choices. This preparation empowers the student to make relevant choices applicable to their genetic, environmental, and health risk factors that ultimately optimize mind/body/spirit health over a lifetime.

The following degree or certificate will also satisfy the Health Education Requirement:

A.S., Nursing, Registered; C.A., Nursing, Registered (30 Credit Option); or possession of a DD214 (Certificate of Release of Discharge from Active Duty)

Diversity: Complete one course. The "<" symbol denotes that the course will also satisfy a general education requirement.

ANTH <203, <220; **ART** <211; **CDFS** (Formerly ECE) 215; **COMM** <212; **CJ** 224, **EDUC/ETHN** <210; **ENGL/ETHN** <*213, **ENGL** <*217; **HDHS** <213, <215, <218, <219, **HDHS/ETHN** <230, <231, <235; **HEED** 203, 208; **HIST** <212, <233, <237; **LGL** <217; **NUTR** 222; **PSYC** <206; **SOC** <202, <206, <208

HEED 203 or 208 will satisfy <u>both</u> the Diversity and the Health Education requirement.

After successfully completing the requirement, students will be able to identify, assess, and challenge biased assumptions and behaviors of individuals and societal institutions; analyze inter-group relations within categories of identity, such as race, ethnicity, gender, religion, sexual orientation, class, ability, nationality, or age; and examine struggles of non-dominant groups for power, justice, and access to resources. Complete one course:

The following degree or certificate will also satisfy the Diversity Requirement:

A.S., Nursing, Registered; C.A., Nursing, Registered (30 Credit Option), or possession of a DD214 (Certificate of Release of Discharge from Active Duty)

8/31/22   *Denotes that this course has a prerequisite.

CAREER AND VOCATIONAL PROGRAMS

In addition to programs that prepare students for University transfer, Cuesta also offers career and technical programs designed to prepare students for immediate employment in a specific technical or vocational area. These programs range in length from one semester to several years to complete, depending on the area of study. The curriculum for these specialized programs is monitored by an advisory committee, which includes business and industry leaders, as well as Cuesta faculty and staff from the specific occupation or profession. Cuesta's programs are evaluated and reviewed on a regular basis to make certain that the curriculum is kept up to date with current industry and licensing standards, and to ensure that students are receiving the most relevant training and education available for their chosen field.

Cuesta College offers both Associate Degrees and Certificate Programs with career and vocational emphases:

Associate in Arts and Associate in Science Degrees

Cuesta offers a variety of Associate in Arts and Associate in Science degrees in Technical and vocational subjects. An Associate Degree requires completion of a minimum of 60 semester credits of degree-applicable course work, to include major related course work, general education, and Cuesta graduation requirements in Health Education and Diversity. A minimum 2.0 overall GPA is required, and all courses required for a major must be earned with "C" grades or better. See the "Associate Degrees and Certificates" section of this catalog for additional information.

Certificate of Specialization

A Certificate of Specialization is a course (or group of courses) designed to prepare a student for work in a specific field or profession. Unlike the Associate's degrees, Certificates of Specialization do not require completion of general education or graduation requirements. Most Certificates of Specialization total 15.5 semester credits or less. They are awarded to students who have completed the Certificate requirements with a minimum of "C" grade in each course required for the Certificate, who have met Cuesta residency requirements, and who have applied for the Certificate through the Enrollment Services office.

Certificate of Achievement

A Certificate of Achievement is a group of courses designed to prepare a student for work in a specific field or profession. Unlike the Associate's degrees, Certificates of Achievement do not require completion of general education or graduation requirements. Certificates of Achievement must total 8 credits or more, and the completed Certificate is posted to the student's official transcript. They are awarded to students who have completed the Certificate requirements with a minimum of "C" grade in each course required for the Certificate, who have met Cuesta residency requirements, and who have applied for the Certificate through the Enrollment Services office.

Certificate of Competency

A Certificate of Competency is a course (or group of courses) designed to those students in a recognized career field articulated with degree applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution. Unlike the Associate's degrees, Certificates of Competency do not require completion of general education or graduation requirements. They are awarded to students who have completed the Certificate based on program requirements for the Certificate who have met Cuesta residency requirements, and who have applied for the Certificate through the Enrollment Services office.

Certificate of Completion

A Certificate of Completion are state-approved non-credit certificates programs of study. Unlike the Associate's degrees, Certificates of Completion do not require completion of general education or graduation requirements. They are awarded to students who have completed the Certificate based on program requirements for the Certificate, who have met Cuesta residency requirements, and who have applied for the Certificate through the Enrollment Services office.

Often students who have obtained employment after earning a Certificate of Achievement, a Certificate of Specialization, a Certificate of Competency, or a Certificate of Completion will return to Cuesta to continue with additional requirements needed to earn an Associate in Arts or an Associate in Science degree. Counselors are available to assist students with this process.

EVALUATIONS, SUBSTITUTION WAIVERS AND POLICY APPEALS

Degrees and certificates are awarded by the Evaluations Office after a student has applied for the degree or certificate and after a formal review of the student's academic records has been made. Students who are planning to earn a degree or certificate should schedule regular appointments with a counselor to make sure that they are taking the right courses to meet their desired educational goal.

In certain circumstances, students may initiate a Substitution Waiver petition through Counseling Services to request use of coursework not already identified though transcript evaluation to meet requirements for one of Cuesta's degrees or certificates. These substitution course waiver petitions must first be reviewed by a counselor, and then are forwarded to the academic division office for review and decision by the academic division chair and the Dean of Academic Affairs. If approved, the form is submitted to Enrollment Services to retain a formal record of the decision.

In certain extenuating circumstances, students may submit an Evaluations Office "Policy Appeal for Extenuating Circumstances" to the Associate Dean of Financial Aid and Records when they have certain impediments that prevent them from completing all requirements for a degree or certificate, such as all general education course work, or all graduation requirements. The Associate Dean of Financial Aid has final say in the determination about whether to grant this appeal. Contact the Evaluations Office at (805) 546-3141 for further information.

CREDIT FOR ALTERNATIVE EDUCATION

Cuesta College affirms that there is merit in awarding college credit for other than the traditional classroom experiences. Therefore, Cuesta College awards credit according to the policies stated below.

Independent Studies

The option of Independent Study at Cuesta College provides an opportunity for an in-depth study or practicum experience by an individual student in a selected topic under the direction of an instructor. In order to qualify, a student must be in good standing, must be enrolled in another class in addition to the independent study course, and must have completed the prerequisite and preparatory course work. A student may not earn more than two credits for an independent study course in any semester/session. To initiate independent study, a student should confirm through the Enrollment Services   Office eligibility to enroll in an independent study course and should contact the appropriate academic division.

Independent Studies follows all policies pertaining to academic credit classes.

AP 4235 CREDIT FOR PRIOR LEARNING

References: Education Code Section; 66025.71, 66700, 70901, Sections 70901 and 70902, Title 5 Sections 55002, 55023, 55021, 55025, 55052, 55052

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination

- Achievement of a satisfactory score on a Higher level (HL) International Baccalaureate (IB) examination • Achievement of a satisfactory score on the College Level Examination Program (CLEP)

- Evaluation of Joint Service Transcripts (JST)

- Achievement of an examination administered by other agencies approved by the District

- Evaluation of industry-recognized credential documentation

- Evaluation of student-created portfolios

- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog

- Validated volunteer and civic activities (e.g. Peace Corps)

Determination of Eligibility for Credit for Prior Learning

- The student must be in good standing in the District

- The student must have previously earned credit or noncredit from the District and have been re-admitted to Cuesta College as an active student, or the student must be enrolled in a current term in the District

- Students must have an official Comprehensive Student Education Plan

- The course must be listed in the current Cuesta College Catalog

- The student must not currently be enrolled in the course to be challenged

- Credit by Examination: The student must be registered in the District and neither currently enrolled in nor have received credit for a more advanced course in the same subject (may be waived by department)

A student shall be referred to the college's appropriate authority for assessment of prior learning if the student:

- is a veteran, a reserve, or an active-duty member of the armed forces, or

- holds industry-recognized credentials, or

- requests credit for a course based on their prior learning

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits. Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with Administrative Procedure 4230 Grading and Academic Record Symbols

- Students shall be offered a "Pass/No Pass" option, in accordance with Administrative Procedure 4232 Pass/No Pass Grading, if that option is ordinarily available for the course

- Pursuant to AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes, students shall be given the opportunity to accept, decline or appeal the grade assigned by the faculty including cases of Credit by Examination

Transcription of Credit for Prior Learning

- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning

- Credit earned by Credit for Prior Learning for a course shall be applied in the same way as if the course was completed by the student having enrolled in the course. This includes as appropriate:

o California Intersegmental General Education Transfer Curriculum (IGETC)

o California State University General Education (CSUGE) Breadth

o local community college general education requirements or requirements for a student's chosen program, or

o electives for students who do not require additional general education or program credits to meet their goals

Fees for Credit for Prior Learning Assessment

- The District may charge a fee for Credit for Prior Learning assessment by examination. Fees may not exceed the enrollment fee which would be associated

with enrollment in the course for which the student seeks credit by examination.

Advanced Placement - See Administrative Procedure 4236 Advanced Placement Credit.

International Baccalaureate
Students requesting Credit for Prior Learning using International Baccalaureate (IB) shall receive credit for completing a satisfactory score on a District approved Higher level (HL) International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Records Office

- The student achieved a minimum acceptable score on the IB examination as recommended by the District's IB equivalency guide

College Level Examination Program
Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a District-approved College Level Examination Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in the Records Office

- The student achieved a minimum acceptable score on the CLEP examination as recommended by the District's CLEP Equivalency Guide

Credit for Military Service/Training
Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Records Office

- Official transcripts must be on file in the Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.

- Credit course equivalency shall be determined by the faculty of the appropriate discipline

Industry-Recognized Credentials
Students interested in Credit for Prior Learning using industry-recognized credential(s) shall receive credit as recommended by the appropriate division chair or faculty designee:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Records office

- Enrollment services shall grant credit for industry-recognized credential(s) that have already been evaluated and approved by the appropriate division chair or faculty designee

- If an industry-recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:

  ○ The student meets with the division chair or faculty designee to receive further instructions for industry-recognized credential(s) assessment

  ○ The student submits all industry-recognized credential documents to the division chair or faculty designee for assessment of prior learning

  ○ If the division chair or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry-recognized credential(s), and forward the completed petition and supporting documents to the Records Office to be kept on file and recorded on the student transcript

Student-Created Portfolio Assessment
Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate division chair or faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Records Office

- The student meets with the division chair or faculty designee to receive further instructions for student-created portfolio assessment

- The student submits all portfolio documents to the division chair or faculty designee for assessment of prior learning

- If the division chair or faculty designee determine the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Records Office to be kept on file and recorded on the student transcript

Credit by Examination from Within the District
The division chair or faculty designee shall determine whether a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous course work and/or experience.

Students wishing to take a course through Credit by Examination are encouraged to informally discuss the matter with the division chair or faculty designee and instructor prior to initiating the formal process. All steps must be completed in the order listed or the Petition for Credit by Examination shall not be processed. The Petition for Credit by Examination must be completed prior to the end of the current semester or session.

Upon satisfactory completion of an exam administered by the District, college credit will be awarded. A separate examination must be completed for each course for which credit is to be awarded. This credit will be accepted in lieu of a specific course listed in the Cuesta College Catalog.

The District Credit by Examination Process:

In order to permit students to demonstrate that they have met the objectives of a course through experience in the work place, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/program. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.

Upon completion of a Comprehensive Student Education Plan, students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate division chair or faculty designee under the following circumstances:

The Credit by Examination Procedures

- Student shall complete the Credit for Prior Learning assessment petition available in the Admissions and Records Office

- Student meets with the division chair or faculty designee further instructions for Credit by Examination

- If the division chair or faculty designee determine the Credit by Examination assessment measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade and forward to the Admissions and Records office to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department/program for three years

This policy shall be reviewed every three years and the findings reported to the Chancellor's Office. Findings shall include data disaggregated by gender and race/ethnicity including:

- the number of students who received credit for prior learning,

- the number of credits awarded per student,

- retention and persistence rates of students earning credit for prior learning,

- completion data (for certificate, degree, and transfer) for students earning credit for prior learning, and

- qualitative assessments by students of the policies and procedures.

Office of Primary Responsibility: Office of Instruction

AP 4236 ADVANCED PLACEMENT CREDIT
Reference: Education Code Section 79500

A student who earns a score of 3 or higher on a College Board Advanced Placement (AP) exam in a subject area that is similar to a subject area required for the Cuesta local General Education (GE) pattern may use the AP exam in lieu of a college course to satisfy the local GE area. In addition, for purposes of attaining 60 degree applicable units needed to earn an Associate's degree, Cuesta will award the same amount of unit credit for each AP exam as is awarded by the California State University system. (e.g. AP U.S. History is awarded 6 semester credits towards an Associate's degree).

The acceptance of an AP exam in satisfaction of a major-specific course work is a decision made by the faculty at the college or university that will be awarding the degree. The determination about whether an individual AP exam is accepted in lieu of major specific course work for a particular major varies significantly from campus to campus. On a case-by-case basis, decisions about the applicability of an AP exam towards a major specific course required for a local Cuesta College degree (non-transfer) may be made by Cuesta discipline faculty.

For any AP examination that the District does not offer a course similar in content, the District will award credit in the General Education area shown on the California Community College General Education AP List. If there is no General Education area that fits the AP Examination, the District may award elective credit.

CREDITS NOT ACCEPTED TOWARD DEGREES/ CERTIFICATES/CERTIFICATIONS

Continuing Education Units (CEU)
Continuing education courses are designed for personal enrichment or job advancement and are not applicable to degrees or certificates.

Non-Degree Applicable Credits
Non-degree applicable college courses are not applied to degrees or certificates. Degree applicability is determined according to the catalog for the semester/session in which course was taken.

Credits from Non-Accredited Institutions
Cuesta College only accepts course work from regionally accredited institutions.

Upper Division Course Work
Upper division courses may be applied to Cuesta College general education area or major and/or elective requirements based on content equivalency to general education area, major, or elective requirements.

Upper division courses in math or English composition may be used to satisfy competency requirements for the Associate degree.

Policy on the use of upper-division coursework on the IGETC and CSU GE is governed by the University of California and California State University system. Consult the IGETC Standards and CSU Executive Order 1100 for complete details.

Course Work from Religious-Affiliated Institutions
Course work taken from regionally accredited church or religious-affiliated institutions is accepted as long as the course is not specific to the application of a single doctrine.

TRANSFER TO THE CALIFORNIA STATE UNIVERSITY (CSU) SYSTEM

Cuesta College offers lower division (freshman and sophomore) courses to meet both major preparation and general education requirements for students planning to transfer to the California State University (CSU). Students are advised to check with Cuesta College Counseling Services for detailed information about specific campus, major, and general education requirements.

Minimum requirements for transfer as an upper division student to the CSU

- Complete 60 semester (90 quarter) transferable credits.
- Complete at least 30 semester (45 quarter) credits of general education courses with at least "C-" grade or better including:
  - Oral Communication (Area A1 of the CSU GE-Breadth)
  - Written Communications (Area A2 of the CSU GE-Breadth)
  - Critical Thinking (Area A3 of the CSU GE Breadth)
  - Mathematics (Area B4 of the CSU GE-Breadth)
- Attain a grade point average of 2.0 or better (2.40 for non-California residents) in all transferable college units attempted. (Note that a higher GPA is required for most CSU campuses.)
- Stay in good academic standing at the last college or university attended prior to transfer (e.g. eligible to re-enroll at that college or university).

Completion of General Education (CSU GE-Breadth)

The CSU requires completion of 48 lower division credits of general education for graduation, 39 of which may be certified by Cuesta College. Courses taken to fulfill Areas A1, A2, A3, and B4 of the CSU GE pattern must be completed with grades of "C-" or better, to meet minimum CSU admission requirements. It is strongly recommended that students complete all or most of their CSU GE as part of their minimum 60 credits required for transfer. Students who complete the CSU GE pattern prior to transfer will not be held to additional lower division GE requirements after transfer. The CSU also accepts the Intersegmental General Education Transfer Curriculum (IGETC) toward fulfillment of lower division general educations. Click here to view the most current CSU GE pattern:
https://www.cuesta.edu/academics/GeneralEducationPatterns.html

Partial CSU GE Certification

It is possible to complete separately any of the Areas or sections (A-E) at Cuesta College and receive partial CSUGE certification in any or several of these areas. If you are not fully certified, it will be necessary for you to complete the remaining areas (and perhaps other areas) after transferring as defined by the catalog of the transfer school.

CSU GE Breadth for STEM Majors within ADTs

Students pursuing Biology, Chemistry or Environmental Science ADTs may complete CSU GE Breadth for STEM, deferring one lower-division course in Area 3 and one lower-division course in Area 4 until after transfer. CSU GE Breadth for STEM is applicable only to majors for which the Transfer Model Curriculum specifies. A CCC preparing a CSU GE Breadth for STEM certification as part of an ADT shall ensure that the student has completed the following before transfer:

a. All courses in Areas A, B, and E of the traditional GE curriculum; and

b. One course in Subarea C1 Arts and one course in Subarea C2 Humanities; and

c. Two courses in Area D from two different disciplines

Alert! The Fall 2023 CSU General Education pattern will be available
after May 2023. See a counselor for the '23-'24 pattern.

6/18/22

2022-2023 CSU General Education Pattern

CSU GE CERTIFICATION

"Certification" means that Cuesta College has verified that a student has completed the lower-division general education (GE) requirements for the California State University system (CSU). In the CSU system, students will be required to complete 9 units of upper-division general education coursework after transfer.

Certification from a community college is important, because without it, students will be held to the specific CSU GE requirements at the CSU campus to which they are transferring. This typically involves additional lower-division coursework. Once a student is fully "certified" by Cuesta, however, a CSU campus will identify the student as having completed the necessary pattern of lower-division GE requirements, without further need to take additional lower division GE coursework that may be specific to an individual CSU. (Partial CSU GE Certification is also possible; see a counselor for details.)

Coursework from other United States regionally accredited institutions may be applied to Cuesta's CSU GE agreement. Coursework from outside of Cuesta College must first be evaluated by Cuesta to determine appropriate placement for CSU GE. **Courses for A1, A2, A3 and B4 must have a C- or higher.** Courses with a grade of D- or higher can be applied to the other CSU GE areas. (Consult a counselor for details.) A "Credit" or "Pass" that is defined by institutional policy as being equivalent to a grade of "C-"or higher may be applied to meet CSU GE requirements for Area A1, A2, A3 and B4. A "Credit" or "Pass" that is defined by institutional policy as being equivalent to a "D-" or higher may be applied to CSU GE requirements for Areas B1, B2, B3, C, D and E and F.

Students who are enrolled as new college students (after high school graduation) beginning Fall 2021 will need to complete Area F "Ethnic Studies" if they wish to obtain full CSUGE Certification prior to transfer. With the addition of Area F, only two courses in Area D "Social Behavioral Sciences" will be required, instead of three. Please see a counselor for details.

It is the student's responsibility to request certification of CSU GE, with the exception of those students who are earning an Associate Degree for Transfer (AA-T or AS-T), in which case Certification is automatic because it is required as part of the degree.

Requests for certification are available from the Graduation Link in the student's MyCuesta Pathways Worksheet, or at: https://www.cuesta.edu/student/studentservices/admrreg/gradready/index.html

APPLYING TO THE CSU

Applications to the CSU are available online at www.calstate.edu. Many campuses are at or approaching full capacity in a number of academic disciplines, so are likely to close to applications after the priority filing period. Campuses which are less impacted may accept applications past the priority filing period.

Students are encouraged to attend an application workshop during the months of October and November.

PRIORITY APPLICATION FILING PERIODS

Fall Term: October 1 – November 30. **Spring Term**: August 1-31st. Not all campuses accept applications for the Spring term. Consult a counselor for details.

Cal Poly San Luis Obispo is the only CSU campus on the quarter system. Applications are accepted for Fall quarter only during the Fall application filing period.

2022-2023 CSU General Education Pattern

To meet lower division general education requirements for the CSU system, students may follow the pattern of study outlined below or, the Intersegmental General Education Transfer Curriculum (IGETC)

AREA A: ENGLISH LANGUAGE AND CRITICAL THINKING: Three courses, one from each group (9 semester or 12 quarter units)

A1: Oral Communication: One course; must be completed with a C- or higher (3 semester/4-5 quarter units)

COMM 201, 210 or 215

A2: Written Communication: One course; must be completed with a C- or higher (3 semester/4-5 quarter units)

ENGL 201A

A3: Critical Thinking: One course; must be completed with a C- or higher (3 semester/4-5 quarter units)

ENGL 201B, 201C, **COMM** 215 or **PHIL** 208

AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING: (9 semester units or 12 quarter units):

One course is required from B1; one course is required from B2. One of these two courses must include a lab component. Courses with integrated lecture and lab are underlined in Areas B1 and B2. Separate one-unit lab courses are listed in B3 and must be taken with the corresponding lecture course from B1 or B2 for the lab requirement to be met (e.g. BIO 222 and 222L)
One course is required from B4. The course in B4 must be completed with a C- or higher.

B1: PHYSICAL SCIENCE COURSES: (1 course required)

AGPS 241; **ASTR** 210; **CHEM** 200 (formerly 210FL), 201A, 201B, 211, 212A, 212B, 231; **ENVS** 200; **GEOG** 201 (F '19 onward); **GEOL** 210, 211, 212, 220; **METE** 212; **OCEN** 210; **PHYS** 205A, 205B, 208A, 208B; **PSCI** 210, 211

B2: BIOLOGICAL SCIENCE COURSES: (1 course required)

AGPS 242; **ANTH** 201 (F '08 onward); **BIO** 201A, 201B, 202, 204, 205, 206, 211, 212, 213, 216, 220, 221, 222, 224; **PSYC** 202

B3: SCIENCE COURSES WITH LABORATORY COMPONENT: (1 course required, but this area may also be satisfied by underlined courses in Group B1 or B2)

ANTH 201L; **ASTR** 210L; **BIO** 212L, 220L, 222L; **OCEN** 210L

B4: MATHEMATICS/QUANTITATIVE REASONING: 1 course (3 semester/4-5 quarter units)

CIS 241; **MATH** 220, 229, 230, 231, 232, 236, 242, 247, 255, 265A, 265B, 283, 287

AREA C: ARTS AND HUMANITIES: Three courses (9 semester/12 quarter units), with at least one course from C1 (Arts) and one course from C2 (Humanities) and a third from C3

C1: ARTS (at least one course)

ARCH 217, 218; **ART** 200, 203, 204, 205, 207, 208, 209, 210, 211, 220, 221, 244, 245, 270, 271, 280, 281A; **DRA** 207; **ENGL** 237; **MUS** 201, 235, 236, 237, 238

If completed prior to Fall 2017, **DRA** 200 can be applied Area C1.

If completed prior to Fall 2015, the following courses can be applied to Area C1: **ART** 222, 223, 230, 231,234, 241A, 266, 267, 274A, 282, 293, 295; **DRA** 211; **MUS** 220, 258

C2: HUMANITIES: (at least one course)

ASL 201, 202; **ENGL** 201B, 205, 206, 212A, 212B, 213, 215, 216, 217, 231, 242, 245A, 245B, 246A, 246B; *****ETHN** 213; **FR** 201, 202; **GER** 201, 202; **HIST** 203A, 203B, 204A, 204B, 207A, 207B, 210, 212, 233, 237; **PHIL** 205, 206, 209, 212, 213; **SPAN** 201, 202, 203, 204.

*All ETHN courses are cross listed with courses in another discipline. See a counselor for details.

(If completed prior to Fall 2017, **ECE** 234 can be applied to Area C2.)

C3: Complete one additional course from C1 or C2

AREA D: SOCIAL SCIENCES: Two courses (Courses may be from the same subject area). (6 semester/9 quarter units)

AGB 201 (formerly ECON 201AG); **ANTH** 202, 203, 220, 221, 225; **CDFS** (Formerly ECE) 201, 202, 215; **COMM** 212; 230; 280; **CJ** 202, 224, 228; **ECON** 200, 201A, 201B; **EDUC** 210; *****ETHN** 210, 230, 231; **FTVE** 221; **GEOG** 201 (through Sp '20 only), 202, 225; **GLST** 210, 220; **HDHS** 202, 212, 213, 214, 215, 219, 230, 231; **HIST** 203A, 203B, 204A, 204B, 207A, 207B, 210, 212, 233, 237, 260; **JOUR** 200 (formerly JOUR 201B); **LGL** 217; **POLS** 201, 202, 204, 205, 206, 209; **PSYC** 200, 201, 204, 233; **SOC** 201A, 201B, 202, 204, 206, 208

*All ETHN courses are cross listed with courses in another discipline. See a counselor for details.

AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT: One course (3 semester or 4-5 quarter units)

CDFS (Formerly ECE) 201, 217; **CSS** 225; **HDHS** 205, 212, 215, 217, 218; **HEED** 202, 203, 206, 208, 210; **NUTR** 210; **PSYC** 201, 206

AREA F: ETHNIC STUDIES: One course (3 semester or 4-5 quarter units)

Students whose first term of enrollment in college following high school graduation is Fall '21 will need to complete the Area F requirement in order to obtain full CSU GE Certification. Consult a counselor for details.

EDUC/ETHN 210; **ENGL/ETHN** 213; **HDHS/ETHN** 230

CSU GRADUATION REQUIREMENTS IN US HISTORY, CONSTITUTION, AND AMERICAN IDEALS

This is a CSU graduation requirement, and is separate from the CSU GE requirements above. However, courses taken to meet this requirement may also be double counted for CSU GE in the area they are listed.

Two courses; 6 semester units. Take one course from each group.

US GROUP 1: HIST 207A or 207B

US GROUP 2 & 3: POLS 202

The 23 CSU CAMPUSES

Bakersfield	California Maritime Academy	Cal Poly SLO	Cal Poly Pomona
Channel Islands	Chico	Dominguez Hills	East Bay
Fresno	Fullerton	Humboldt	Long Beach
Los Angeles	Monterey Bay	Northridge	Sacramento
San Bernardino	San Diego	San Francisco	San Jose
San Marcos	Sonoma	Stanislaus	

CSU General Education "Certification"

General Education Certification refers to official notification from a CA community college that a transfer student has completed courses fulfilling CSU lower-division general education requirements. The CSU GE Certification is a notification posted to the student's official CA Community College transcript, after completion. It will ensure CSU campus acceptance of courses taken in the specific general education areas in which the coursework is certified. Full GE Certification may not be required prior to transfer, particularly for some "high unit" majors such as Engineering and other STEM majors that require an extensive amount of lower division major preparation. A "CSU GE Partial Certification" by the California Community College is allowed when some but not all areas of the CSU GE Pattern have been completed.

Full CSU GE Certification is awarded to students who have completed all sections of Cuesta's CSU General Education Pattern. Students must satisfactorily complete at least 39 lower-division credits, distributed as follows:

AREA A: 9 Semester Credits: One course from each group: A1, A2, A3

AREA B: 9 Semester Credits: Complete areas B1, B2, B3 and B4

AREA C: 9 Semester Credits: Three courses to include at least one course from Arts (C1) and one course from Humanities (C2), and a third course from either C1 or C2

AREA D: 6 Semester Credits: Two courses, courses may be from the same or different disciplines

AREA E: 3 Semester Credits: One course

AREA F: 3 semester Credits: One course

The CSU GE pattern listed above is effective for students entering college for the first time in the Fall of 2021, after their high school graduation. Students who have attended college prior to the Fall of 2021 (after high school graduation) may be eligible to complete a slightly different pattern. See a counselor for details.

US History, Constitution and American Ideals:

All CSU campuses require students to complete college-level coursework in "US History, Constitution and American Ideals". By completing HIST 207A (or HIST 207B), and POLS 202 at Cuesta as part of the Cuesta CSU GE pattern, students can satisfy this graduation requirement prior to transfer. To streamline time to graduation after transfer, it is recommended, but not required, that students try to complete this area before transfer to a CSU.

TRANSFER TO THE UNIVERSITY OF CALIFORNIA (UC) SYSTEM

The University of California gives highest priority to transfer students from the California Community Colleges. Cuesta College students can become eligible for admission to the UC by meeting specific course and GPA requirements, and by meeting with a counselor early to be apprised of specific campus and major requirements and selection criteria.

The requirements described below represent the minimum academic standards students must attain to be eligible for admission to the University. Meeting the minimum requirements does not guarantee admission to the University, nor does it guarantee admission to a particular campus. Admission to the campus and program of choice often requires students to meet more demanding standards. See a counselor for more detail and information.

At UC, a transfer student is defined as a student who has enrolled in at least one regular term (fall, winter, or spring) at a college or university following the summer of his/her high school graduation. Students who meet the university's definition of a transfer student are held to junior-level transfer admission requirements and not freshmen admission requirements. A student who attends college in a summer term immediately following his/her high school graduation, and/or who has completed college work while in high school is still considered a freshman applicant.

Junior-level Transfer Admission Requirements

The vast majority of transfer students come to the University at the junior level from California community colleges. In order to meet minimum UC eligibility criteria as a junior level transfer, students must fulfill the following criteria:

1. Complete 60 semester (90 quarter) units of UC transferable college credit with a GPA of at least 2.40 (higher for non-residents).

2. Complete either the Intersegmental General Education Transfer Curricula (IGETC) pattern, or, complete the following 7-course pattern, earning a grade of C or better in each course:

    • Two UC transferable college courses (3 semester or 4-5 quarter units each) in English composition.

    • One UC transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning;

    • Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

Note that meeting minimum UC admission criteria is often not sufficient preparation to gain admission to most UC campuses.

Preparation for Transfer

1. Meet minimum eligibility for admission (see Admission Requirements listed above).

2. Prepare for upper-division study in the chosen major: transfer students should select a major and take courses that meet major requirements. In most cases, completing at least a portion of the major requirements is essential to gain admission to the major. Major preparation information is available at www.assist.org and Cuesta counselors are available to assist students in how to best prepare for their major.

3. Complete an appropriate set of general education course requirements and electives, as time allows.

Transfer students have two options for fulfilling GE preparation for the UC, depending on the campus and major selected:

• IGETC – accepted by both the UC and CSU, is most helpful for students who know they want to transfer but have not yet decided upon a particular institution, campus or major.

    or

• Campus-specific general education requirements of the college or campus they plan to attend. (see assist.org)

The UC Campuses are:
UC Berkeley

UC Davis

UC Irvine

UC Merced

UC Los Angeles

UC Riverside

UC San Diego

UC San Francisco (graduate only)

UC Santa Barbara

UC Santa Cruz

IGETC Certification
For the University of California (UC) and California State University (CSU)

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) with certification will permit a student to transfer to a UC or CSU campus without the need, after transfer, to take additional lower-division general education courses to satisfy campus-specific general education requirements. All courses taken for IGETC must be completed with a grade of "C" or better (or score of 3 or higher on AP tests). Grades of "C-" are not acceptable. The IGETC Certification must be requested by the student; applications are available in the Enrollment Services office. Pre-major courses may also count towards IGETC; see a counselor for details. Cuesta College will "pass along" courses taken from other colleges and university into the

IGETC pattern, as appropriate and based on the policies outlined in the IGETC Standards.

The IGETC is well suited for students planning majors in the Arts, Humanities, or Social and Behavioral Sciences. Students who intend to transfer into majors that require extensive lower-division major preparation, such as engineering and many of the physical and natural sciences, should concentrate on completing the pre- major prerequisites ahead of completion of the IGETC, to be most competitive for admission into these majors.

Intersegmental General Education Transfer Curriculum (IGETC) 2022-2023

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program that community college transfer students may use to fulfill lower-division general education requirements for either the UC or the CSU system. The IGETC pattern is most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus. Completion of IGETC does NOT guarantee admission, nor is it required for admission.

Some students may be better served by taking courses that fulfill the CSU General Education-Breadth requirements or the requirements of the UC campus or other college to which they plan to transfer. Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option to be advantageous. Engineering, Architecture, and Liberal Studies are examples of those majors. UC San Diego Colleges of Roosevelt and Revelle, UC Berkeley Haas School of Business and College of Environmental Design (Architecture & Landscape Architecture majors) will not accept the IGETC. Schools of Engineering do not generally recommend the IGETC. Before selecting the IGETC pattern as your General Education choice, please see a counselor for assistance in planning your program.

For information about Partial IGETC Certifications and IGETC for STEM majors, please refer to the Cuesta College catalog.

Courses completed at a California Community College will be applied to the subject area in which they were listed by the institution at which the work was completed. Coursework from other United States regionally accredited institutions may be used on IGETC. Coursework must be evaluated by a Cuesta Counselor or Evaluator before they will be applied to Cuesta's IGETC pattern. All courses must be completed with a grade of C (2.0) or higher. A "Credit" or "Pass" that is defined by institutional policy as being equivalent to a grade of C (2.0) or higher may be applied to meet IGETC requirements. Foreign coursework from non-US regionally accredited institutions may not be applied, based on UC system policy. Course credit earned on the basis of acceptable scores on Advanced Placement (AP) or International Baccalaureate (IB) exams can be applied toward IGETC certification (see the charts at the end of this chapter for a list of acceptable AP/IB courses and scores.)

Important: All courses must be completed with grades of C (2.0) or higher. Courses used to meet IGETC requirements must have a minimum of 3 semester or 4 quarter units. (Exceptions may be made for English Composition and math. See a counselor for details.)

Before petitioning for IGETC certification, students are strongly urged to consult with a Cuesta College counselor to verify that they have fulfilled their IGETC requirements.

Some private and out-of-state colleges and universities will accept the completed IGETC to meet their lower-division general education requirements. See a Counselor for details.

Alert! The Fall 2023 IGETC pattern will be available after
May 2023. See a counselor for the '23-'24 pattern.

8/31/22

Intersegmental General Education Transfer Curriculum (IGETC) Requirements

All courses must be completed with a grade of C (2.0) or higher. Courses used to meet IGETC requirements must have a minimum of 3 semester or 4 quarter units.

AREA 1: ENGLISH COMMUNICATION
GROUP 1A: ENGLISH COMPOSITION (Required for UC and CSU): 1 course (3 semester/4-5 quarter units)
ENGL 201A
GROUP 1B: CRITICAL THINKING (Required for UC and CSU): 1 course (3 semester/4-5 quarter units)
ENGL 201B or 201C
GROUP 1C: ORAL COMMUNICATION (Required of CSU only): 1 course (3 semester/4-5 quarter units)
COMM 201 or 210
AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING: 1 course (3 semester/4-5 quarter units)
CIS 241; **MATH** 230, 232, 242, 247, 255, 265A, 265B, 283, 287
AREA 3: ARTS AND HUMANITIES: 3 courses (9 semester/12 quarter units), with at least one course from Group A (Arts) and one course from Group B (Humanities)
GROUP A: ARTS (at least one course)
ARCH 217, 218; **ART** 200, 203, 204, 205, 207, 208, 209, 210, 211; **DRA** 207; **ENGL** 237; **MUS** 235, 236, 237, 238
GROUP B: HUMANITIES (at least one course)
ENGL 201B, 205, 206, 212A, 212B, 213, 215, 216, 217, 242, 245A, 245B, 246A, 246B; *****ETHN** 213; **HIST** 203A, 203B, 204A, 204B, 207A, 207B, 210, 212, 233, 237; **PHIL** 205, 206, 209, 212, 213; **SPAN** 203, 204 *All ETHN courses are cross listed with courses in another discipline. See a counselor for details.

AREA 4: SOCIAL AND BEHAVIORAL SCIENCES - (9 semester/12 quarter units):

3 courses selected from at least 2 different subject areas:

AGB 201; **ANTH**, 202, 203, 220, 221, 225; **CDFS** (Formerly ECE) 201, 202; **COMM** 212; 230, 280; **CJ** 202, 224; **ECON** 200, 201A, 201B; **EDUC** 210; *****ETHN** 210, 230; **FTVE** 221; **GEOG** 201 (through Sp '20 only), 202, 225; **GLST** 210, 220; **HDHS** 202, 212, 213, 219, 230; **HIST** 203A, 203B, 204A,204B, 207A, 207B, 210, 212, 233, 237, 260; **JOUR** 200; **LGL** 217; **POLS** 201, 202, 204, 205, 206, 209; **PSYC** 200, 201, 204, 206, 233; **SOC** 201A, 201B, 202, 204, 206, 208

*All ETHN courses are cross listed with courses in another discipline. See a counselor for details.

AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES - 2 courses required (7 semester/9 quarter units total, so at least one of the areas must be a 4 unit course, or a 3 unit lecture and 1 unit lab course):

1 course is required from 5A; 1 course is required from 5B. One of the courses from 5A or 5B must include a lab (courses with a laboratory component are designated in 5C and are underlined in list 5A and 5B).

GROUP 5A: PHYSICAL SCIENCE COURSES (1 course required)

AGPS 241; **ASTR** 210; **CHEM** 200 (formerly 210FL), 201A, 201B, 211, 212A, 212B, 231; **ENVS** 200; **GEOG** 201; **GEOL** 210, 211, 212, 220; **METE** 212; **OCEN** 210; **PHYS** 205A, 205B, 208A, 208B; **PSCI** 210, 211

GROUP 5B: BIOLOGICAL SCIENCE COURSES (1 course required)

AGPS 242; **ANTH** 201; **BIO** 201A, 201B, 202, 204, 205, 206, 211, 212, 213, 216, 220, 221, 222, 224; **PSYC** 202

GROUP 5C: Stand Alone Lab Science Courses that may be paired with a lecture course above to meet the lecture/lab requirement. Underlined courses above include lecture and laboratory combined.

ANTH 201L; **ASTR** 210L; **BIO** 212L, 220L, 222L; **OCEN** 210L

AREA 6A: Language Other Than English (Required for UC only)

There are a variety of ways to satisfy the IGETC "Language other than English" Competency requirement.

1. **Completion of one of the following Cuesta College courses: ASL 202, FR 202, GER 202 or SPAN 202.**

2. Completion of the second semester, second level (i.e., 4th semester) of high school instruction in a language other than English, with a C- or better.

3. Satisfactory completion, with a grade of C or higher, of two years formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English.

4. Satisfactory score of the SAT II: Subject Test in Language Other Than English (LOTE). If exam was taken before May 1995, use first score listed; if taken after May 1995, use second score listed:

   • Chinese with listening: 500/520

   • French/French with listening: 500/540

   • German/German with listening: 500/510

   • Hebrew (Modern): 500/470

   • Italian: 500/520

   • Japanese with listening: 500/510

   • Korean/Korean with listening: /500

   • Latin: 500/530

   • Spanish/Spanish with listening: 500/520

5. Satisfactory score of 3 or higher on the College Board Advanced Placement (AP) Examinations in Languages Other Than English (LOTE).

6. Satisfactory score of 5 or higher on the International Baccalaureate (IB) Higher Level Examinations in Language Other Than English (LOTE).

7. Satisfactory completion of an achievement test administered by a community college, university, or other college in a Language Other Than English (LOTE). It is at the discretion of the college to offer this option to students.

8. Language Other Than English (LOTE) "O" Level Exam with a grade of A, B, or C.

9. Language Other Than English (LOTE) International "A" Level Exam with a score of 5, 6, or 7.

10. A Defense Language Institute Language Other Than English (LOTE) course that is indicated as passed with a C or higher on the official transcript.

CSU GRADUATION REQUIREMENTS IN US HISTORY, CONSTITUTION, AND AMERICAN IDEALS

NOTE: Not part of the IGETC requirements, but may be completed prior to transfer. Courses used to meet this requirement may also be used to satisfy other requirements for IGETC.

AMERICAN HISTORY AND INSTITUTIONS - 6 semester units; one course selected from each group (which may be credited toward satisfying requirements from Areas 3 and 4.)

US GROUP 1:
HIST 207A <u>or</u> 207B

US GROUP 2 & 3:
POLS 202

Applying non-Cuesta Coursework to IGETC

The following is a summary of requirements for applying non-Cuesta courses to IGETC:

1. The institution is accredited by the Western Association of Schools and Colleges or an equivalent accrediting body.

2. A course taken at a California Community College is applied to the subject area in which it is listed by the institution where the work was completed (check assist.org for college IGETC lists).

3. Coursework from other U.S. regionally accredited institutions may be used on IGETC. Coursework must be evaluated by a counselor to be sure it conforms to the IGETC Standards.

4. The grade received in the course is C (2.0) or higher. A grade of C- (C minus) is not acceptable for IGETC. A "Credit" or "Pass" that is defined by institutional policy as being equivalent to a grade of C (2.0) or higher may be applied to IGETC requirements.

5. Foreign coursework from non-United States regionally accredited institutions cannot be used for IGETC.

6. Each course is a minimum of 3 semester or 4 quarter units. (Exceptions may be made for English composition or math. See a counselor for details).

7. All courses that meet IGETC requirements are completed by the end of the semester that the student is petitioning for certification.

WHAT IS THE IGETC?

The **Intersegmental General Education Transfer Curriculum (IGETC)** is a course pattern available to students enrolled in CA Community Colleges (CCC) which will satisfy the lower-division breadth/general education requirements at both the University of California (UC) and the California State University (CSU). Many independent/private and out-of-state colleges and universities will also accept the IGETC.

IGETC is most useful for students who know they want to transfer to a University but who have not yet decided upon a particular institution (UC, CSU, private, or out-of-state school) or who are undecided on a major. It is also appropriate for students who have already decided to pursue majors offered in the Social Sciences, Humanities, or Arts.

Students who are preparing for high unit majors such as engineering, math, computer science, and physical or life sciences should prioritize completing their major program prerequisites and meeting transfer admission requirements, before focusing on completing the IGETC.

Completion of the IGETC will permit a student to transfer from a California Community College (CCC) to a California State University (CSU) or University of California (UC) campus without the need, after transfer, to take additional lower-division, general education courses. Advantages of completing IGETC include more flexibility in class selection at the university and timely progress to degree completion.

In accordance with CSU system policy, students transferring to a CSU with a completed IGETC will still need to complete nine semester units of upper division general education, and may be held to other campus specific graduation requirements outside of general education and major coursework.

Who is Eligible to Complete the IGETC?

The IGETC was developed by the Academic Senates of the CCC, UC and CSU, as a way for first time CCC college students to follow one general education pattern that would be accepted by both the CSU and the UC systems. Students who enroll at a UC or CSU campus, then leave and attend a community college, and subsequently return to a different UC or CSU campus may also use the IGETC.

Who is Not Eligible to Complete IGETC?

Students who initially enroll at a UC campus, then leave and attend a community college, and subsequently return to the same UC campus are considered "readmits" by the UC system. Such students cannot use the IGETC. CSU does not have a system-wide policy that addresses this issue. Questions regarding the use of IGETC for a student who has recently been enrolled at a CSU should be directed to the specific campus the student wishes to attend.

Is Completion of the IGETC Required for Admission?

Completion of the IGETC is not a requirement for transfer admission, nor does it guarantee admission into the CSU or UC. It is one of several options for a CCC transfer student to complete general education requirements prior to transfer. However, particularly for non-STEM majors, completing the IGETC may be beneficial to a student's competitiveness for transfer, and will also facilitate time to graduation after transfer. Consult with a counselor and/or assist.org to determine whether completing the IGETC is a good option for a specific major and/or campus.

What is a Partial Certification of IGETC?

Students who do not finish the IGETC before transferring will be held to the campus specific lower-division general education/ breadth requirements of their university campus. Courses completed at the CCC will be applied to the CSU or UC's general education pattern as appropriate. CCC's may grant a "partial certification" of IGETC to students who are missing no more than two courses from the pattern. Students who obtain a partial IGETC certification should work with their transfer institution to determine how the two missing courses will be completed (whether at the university, or the CCC during summer, for example). Students who have been granted partial IGETC certification do not need to return to the community college for a full certification; this process is finalized by the 4-year campus. Consult with a counselor to see if a specific campus accepts partial certification for the intended major.

What is IGETC for STEM?

IGETC for STEM is a separate IGETC track available to students planning a major in science, technology, engineering or mathematics. IGETC for STEM allows students in these majors to defer some of the humanities and social sciences courses until after transfer.

The IGETC for STEM allows the student to complete up to three courses after transfer. The following IGETC courses need to be completed before transfer:

- All courses in Areas 1 (except 1C for UC-bound students), 2, and 5 of the traditional IGETC; and

- One course in Area 3A; one course in Area 3B; and two courses in Area 4, taken from two different disciplines.

The following courses may be deferred until after transfer:

- One remaining lower-division general education course in Area 3;*

- One remaining lower-division general education course in Area 4;* and

- Completion of Area 6A (Language Other Than English) for UC- bound students who have not already satisfied it through proficiency*

*These deferred lower division courses are replaced with calculus and/or science courses required by the major before transfer.

The UC will accept IGETC for STEM for students who are earning Associate Degrees for Transfer (ADTs) in Biology, Chemistry, and Environmental Science. Check with a counselor for additional details as specific UC campuses may have additional restrictions on IGETC for STEM for certain majors.

Minimum Grade Requirement (GPA)

A minimum grade of "C" is required in each college course applied to the IGETC. A "C" is defined as a minimum of 2.0 grade points on a 4.0 scale. A "C-" grade, valued at less

than 2.0 grade points on a 4.0 scale, cannot be used for IGETC certification. Exception: For the UC Language Other Than English (LOTE) requirement, Area 6A, the University of California does not count "minus" or "plus" grades for high school coursework, only the whole grade is used. In other words, a "C-" grade completed in high school is counted as a "C". The only part of the IGETC that may be satisfied through high school course work is Language Other Than English, Area 6A.

Credit/No Credit-Pass/No Pass
Courses in which a student receives a "Credit/Pass" grade may be applied to IGETC, if the community college's policy states that a "Credit/Pass" designation is equivalent to a "C" grade (2.0 grade points on a 4.0 scale) or better. It is import¬ant to keep in mind that some CSU and UC campuses have limitations on the number of "Credit/No Credit" ("Pass/No Pass") courses that may be used to transfer or to meet de¬gree requirements. The UC system allows a maximum of 14 semester (21 quarter) units graded "Pass/No Pass" (Credit/ No Credit) basis of the 60 UC transferable semester units required for admission.

There is no CSU system-wide policy about unit limitations for "Pass/No Pass" grades. Therefore, each campus has established its own policy on limitations of courses trans¬ferred with grades of "Credit/Pass".

Minimum Unit Value
To be applied to the IGETC, a course must have a minimum unit value of at least 3 semester or 4 quarter units. It is not acceptable to take three 1 unit courses to fulfill a 3 unit requirement because of the lack of depth and scope of 1 unit courses. Exception: 3-quarter unit Math and English courses that have been determined to meet IGETC Area/s 1A or 2 standards may be applied if they are a part of a two term sequence, and if both of the courses have been completed with "C" grade (2.0 on a 4.0 scale) or higher. The course sequence must also meet the rigor of IGETC standards. Consult with a counselor for details.

Use of AP and IB exams
IGETC course credit may be earned for AP test scores of 3, 4 or 5 on Advanced Placement (AP) exams. Similarly, scores of 5, 6 or 7 on select International Baccalaureate (IB) Higher Level exams may also be applied to IGETC, as determined by UC faculty and as outlined in the IGETC Standards, Policies and Procedures Manual. For more information, refer to the AP and IB charts in this catalog, or consult with a counselor.

Which Institution Certifies the IGETC, Partial IGETC or IGETC STEM?

Students who have completed coursework at more than one CCC should have their IGETC certified by the last CCC they attend.

If a student requests an IGETC certification from a CCC that is not the last school of attendance, it is at the discretion of that community college to certify. IGETC certification can be processed by a CCC without regard to current enrollment status or number of units accrued at a particular CCC. The "Full", "Partial" or "STEM" IGETC Certification is posted to the student's transcript by the CCC certifying the student.

CSU Graduation Requirement in "U.S. History, Constitution, and American Ideals"

In addition to general education requirements, the CSU system has established a graduation requirement called "U.S. History, Constitution, and American Ideals". Students can generally satisfy this requirement prior to transfer by completing one course in U.S. History and one course in American Government. Students who are completing the IGETC and who are planning to apply to both a CSU and a UC system should try to complete both a U.S. History and an American Government course as part of their IGETC pattern, to facilitate their time to graduation after transfer to the CSU.

Coursework from another California Community College
IGETC approved courses completed at another CCC will be applied to the IGETC pattern at the CCC the student is currently attending without question. IGETC course approval dates can be verified by consulting the website assist.org. Courses with an IGETC approval date of fall 1991 may be applied to the IGETC if completed prior to fall 1991. Courses approved after fall 1991 may only be applied to the IGETC if completed on or after the approval date.

Courses from Outside of the CA Community Colleges Appropriate college level general education coursework in the humanities, mathematics, social sciences, and physical and life sciences, completed at United States regionally accredited institutions, will be regularly applied to the IGETC. In consultation with the IGETC Standards, Policies and Procedures Manual, care will be taken to review course outlines for content, prerequisites, texts and unit values. It is the student's responsibility to supply appropriate course syllabi from an outside institution, when requested by the counselor, for consideration of an IGETC area. Particularly close review will be taken when evaluating non-CCC courses towards fulfillment of IGETC Area 1B, "Critical Thinking and Composition" due to the very specific course content requirements in this area. Very few non-CCC second semester English Composition courses offer a course in Critical Thinking/English Composition that conforms to IGETC guidelines.

Upper division work may also be applied to IGETC areas, in limited circumstances, when appropriate. There is no limitation on the number of courses completed at non-CA community colleges that can be included in the IGETC certification.

International Coursework
Courses completed at institutions outside of the United States may only be applied to IGETC if the international institution also has a United States regional accreditation. No other non-U.S. college coursework may be applied to IGETC, with the exception of international course work used to fulfill Area 6A, "Language Other Than English", which is a proficiency requirement and which can be validated in several ways. Consult a counselor to determine if non- US coursework is acceptable to fulfill Area 6A. Students with a substantial amount of international coursework completed at a non- United States regionally accredited institution should be encouraged to follow the CSU or UC campus specific general education pattern.

ADVANCED PLACEMENT POLICY

College credit is awarded for Advanced Placement (AP) exams passed with scores of 3, 4, or 5. This chart depicts how Advanced Placement exam scores are applied to Cuesta's local General Education requirements, to the CSU General Education pattern, and to the IGETC (UC General Education pattern). It also depicts the total number of transfer units students earn towards Cuesta's AA or AS degrees and CSU and UC BA or BS degrees.

The acceptance of an AP exam in satisfaction of major-specific course work is an individual campus decision, and policy differs from campus to campus. Therefore, transfer-bound students are strongly advised to see a counselor to determine if their AP exam will be accepted in lieu of a college course that is required for their major at their desired transfer institution. Students with AP exam credit should also see a counselor before completing a college course of comparable content, as it may be considered duplication and units may not be granted for both.

Official exam score reports are required in order to post appropriate AP credit to your myCuestaPathway. Official score reports should be directed to Cuesta's Admissions and Records Office. Information about ordering AP score reports can be found online: https://apstudents.collegeboard.org/sending-scores.

AP EXAM	Cuesta AA/AS General Education Area and Units Earned	Cuesta Units Earned towards AA/AS Degree	CSU General Education Area and Units Earned	CSU Units Earned towards Transfer & BA/BS Degrees	IGETC (General Education) Area and Units Earned	UC Units Earned towards Transfer & BA/BS Degrees
Art Studio Exam -- AP Unit limitations...			NOTE: No CSU credit limit for multiple Art Studio Exams		NOTE: UC maximum units limit is 8.0 quarter/5.3 semester units for Art Studio Exams	
Art – Studio Art Drawing	Area C: Arts / Humanities	3.0 semester units	N/A	3.0 semester units	N/A	8.0 quarter/5.3 semester units
Art – Studio 2D Design	Area C: Arts / Humanities	3.0 semester units	N/A	3.0 semester units	N/A	8.0 quarter/5.3 semester units
Art – Studio 3D Design	Area C: Arts / Humanities	3.0 semester units	N/A	3.0 semester units	N/A	8.0 quarter/5.3 semester units
Art History	Area C: Arts / Humanities; credit for ART 204	6.0 semester units	Area C1 or C2: 3.0 semester units	6.0 semester units	Area 3A or 3B: 3.0 semester units	8.0 quarter/5.3 semester units
Biology	Area A: Science	6.0 semester units	Area B2 and B3: 4.0 semester units	6.0 semester units	Area 5B and 5C: 4.0 semester units	8.0 quarter/5.3 semester units
Calculus Exam - AP Unit Limitations	NOTE: Cuesta Max 6.0 semester units granted for AP Calculus Depending on the transfer institution, credit for Math 265B may or may not be fully covered with the Calc BC exam. Students are strongly advised to check with a counselor before moving directly into Math 283.		NOTE: CSU maximum 6.0 semester units; only one exam may be applied to the baccalaureate		NOTE: UC maximum 8.0 quarter/5.3 semester units for Calculus Exams	
Calculus AB (or the AB subscore of the BC exam)	Area D2: Analytical Thinking, Competency in Math and Math 265A	3.0 semester units	Area B4: 3.0 semester units	3.0 semester units	Area 2A: 3.0 semester units	4.0 quarter/2.6 semester units
Calculus BC	Area D2: Analytical Thinking, Competency in Math and MATH 265A	6.0 semester units	Area B4: 3.0 semester units	6.0 semester units	Area 2A: 3.0 semester units	8.0 quarter/5.3 semester units
Chemistry	Area A: Science	6.0 semester units	Areas B1 and B3: 4.0 semester units	6.0 semester units	Area 5A and 5C: 4.0 semester units	8.0 quarter/5.3 semester units
Chinese Language & Culture	Area C: Arts / Humanities	6.0 semester units	Area C2: 3.0 semester units	6.0 semester units	Area 3B and 6A: 3.0 semester units	8.0 quarter/5.3 semester units

AP EXAM	Cuesta AA/AS General Education Area and Units Earned	Cuesta Units Earned towards AA/AS Degree	CSU General Education Area and Units Earned	CSU Units Earned towards Transfer & BA/BS Degrees	IGETC (General Education) Area and Units Earned	UC Units Earned towards Transfer & BA/BS Degrees
Computer Science – AP Unit Limitations			**NOTE: CSU maximum 6.0 semester units; only one exam may be applied to the baccalaureate**		**NOTE: UC maximum 8 quarter/5.3 credits; only one exam may be applied to the baccalaureate**	
Computer Science A	N/A	N/A	N/A	3.0 semester units	N/A	8 quarter/5.3 semester units (begin May 2018)
Computer Science Principles	N/A	6.0 semester units	Area B4: 3.0 semester units as of Aug. 2019	6.0 semester units	N/A	8 quarter/5.3 semester units
Economics - Macroeconomics	Area B: Social & Behavioral Sciences	3.0 semester units	Area D: 3.0 semester units	3.0 semester units	Area 4: 3.0 semester units	4.0 quarter/2.6 semester units
Economics - Microeconomics	Area B: Social & Behavioral Sciences	3.0 semester units	Area D: 3.0 semester units	3.0 semester units	Area 4: 3.0 semester units	4.0 quarter/2.6 semester units
English Exam – AP Unit Limitations			**NOTE: CSU no credit limit for multiple English exams**		**NOTE: UC maximum 8.0 quarter/5.3 semester units for both English Exams**	
English - Language & Composition	Area D1: English Composition; Competency in English and ENGL 201A	6.0 semester units	Area A2: 3.0 semester units	6.0 semester units	Area 1A: 3.0 semester units	8.0 quarter/5.3 semester units
English - Literature & Composition	Area D1: English Composition; Competency in English and ENGL 201A	6.0 semester units	Area A2 and C2: 6.0 semester units	6.0 semester units	Area 1A or 3B: 3.0 semester units	8.0 quarter/5.3 semester units
Environmental Science	Area A: Science	4.0 semester units	Area B1 and B3: 4.0 semester units	4.0 semester units	Area 5A and 5C: 3.0 semester units	4.0 quarter/2.6 semester units
French Language and Culture	Area C: Arts / Humanities	6.0 semester units	Area C2: 3.0 semester units	6.0 semester units	Area 3B and 6A: 3.0 semester units	8.0 quarter/5.3 semester units
German Language and Culture	Area C: Arts / Humanities	6.0 semester units	Area C2: 3.0 semester units	6.0 semester units	Area 3B and 6A: 3.0 semester units	8.0 quarter/5.3 semester units
Government & Politics - Comparative	Area B: Social & Behavioral Sciences	3.0 semester units	Area D: 3.0 semester units	3.0 semester units	Area 4: 3.0 semester units	8.0 quarter/5.3 semester units

AP EXAM	Cuesta AA/AS General Education Area and Units Earned	Cuesta Units Earned towards AA/AS Degree	CSU General Education Area and Units Earned	CSU Units Earned towards Transfer & BA/BS Degrees	IGETC (General Education) Area and Units Earned	UC Units Earned towards Transfer & BA/BS Degrees
Government & Politics U.S. - Limitation			*Does not fulfill AHI California Government requirement. Students can satisfy AHI requirement after transfer			
Government and Politics - U.S.	Area B: Social & Behavioral Sciences **OR** Area E: American Institutions	3.0 semester units	Area D and US 2*: 3.0 semester units	3.0 semester units	Area 4 and US 2*: 3.0 semester units	4.0 quarter/2.6 semester units
History - European	Area B: Social & Behavioral Sciences	6.0 semester units	Area C2 or D: 3.0 semester units	6.0 semester units	Area 3B or 4 and US 1: 3.0 semester units	8.0 quarter/5.3 semester units
History - U.S.	Area B: Social & Behavioral Sciences **OR** Area E: American Institutions	6.0 semester units	Area C2 or D and US 1: 3.0 semester units	6.0 semester units	Area 3B or 4 and US 1: 3.0 semester units	8.0 quarter/5.3 semester units
History - Modern World	Area B: Social & Behavioral Sciences	3.0 semester units as of Aug. 2019	Area C2 or D: 3.0 semester units	3.0 semester units as of Aug. 2019	Area 3B or 4: 3.0 semester units	8.0 quarter/5.3 semester units
Human Geography	Area B: Social & Behavioral Sciences	3.0 semester units	Area D: 3.0 semester units	3.0 semester units	Area 4: 3.0 semester units	4.0 quarter/2.6 semester units
Italian Language & Culture	Area C: Arts / Humanities	6.0 semester units	Area C2: 3.0 semester units	6.0 semester units	Area 3B and 6A: 3.0 semester units	8.0 quarter/5.3 semester units
Japanese Language & Culture	Area C: Arts / Humanities	6.0 semester units	Area C2: 3.0 semester units	6.0 semester units	Area 3B and 6A: 3.0 semester units	8.0 quarter/5.3 semester units
Latin	Area C: Arts / Humanities	6.0 semester units	Area C2: 3.0 semester units	6.0 semester units	Area 3B and 6A: 3.0 semester units	8.0 quarter/5.3 semester units
Music Theory	Area C: Arts / Humanities	6.0 semester units	Area C1 (*if taken prior to Fall 2009*): 3.0 semester units	4.0 semester units	N/A	8.0 quarter/5.3 semester units

AP EXAM	Cuesta AA/AS General Education Area and Units Earned	Cuesta Units Earned towards AA/AS Degree	CSU General Education Area and Units Earned	CSU Units Earned towards Transfer & BA/BS Degrees	IGETC (General Education) Area and Units Earned	UC Units Earned towards Transfer & BA/BS Degrees
Physics AP Exam Unit Limitations	**Cuesta: maximum 6.0 semester units total for Physics exams**		**CSU: maximum of 6.0 semester units total for Physics exams**		**UC: maximum of 8.0 quarter/5.3 semester units for Physics exams**	
Physics 1 (replaces Phys B Fall 14)	Area A: Science	4.0 semester units	Area B1 and B3: 4.0 semester units	4.0 semester units	Area 5A and 5C: 3.0 semester units	8.0 quarter/5.3 semester units
Physics 2 (replaces Phys B Fall 14)	Area A: Science	4.0 semester units	Area B1 and B3: 4.0 semester units	4.0 semester units	Area 5A and 5C: 3.0 semester units	8.0 quarter/5.3 semester units
Physics B (deactivated F 2014	Area A: Science	4.0 semester units	Area B1 and B3: 4.0 semester units	4.0 semester units	Area 5A and 5C: 3.0 semester units	8.0 quarter/5.3 semester units
Physics C - Electricity & Magnetism	Area A: Science	4.0 semester units	Area B1 and B3: 4.0 semester units	4.0 semester units	Area 5A and 5C 3.0 semester units	4.0 quarter/2.6 semester units
Physics C - Mechanics	Area A: Science	4.0 semester units	Area B1 and B3: 4.0 semester unit	4.0 semester units	Area 5A and 5C 3.0 semester units	4.0 quarter/2.6 semester units
Psychology	Area B: Social & Behavioral Sciences	3.0 semester units	Area D: 3.0 semester units	3.0 semester units	Area 4: 3.0 semester units	4.0 quarter/2.6 semester units
AP Seminar	N/A	3.0 semester units	N/A	3.0 sem units	N/A	N/A
Spanish Language and Culture	Area C: Arts / Humanities	6.0 semester units	Area C2: 3.0 semester units	6.0 semester units	Area 3B and 6A: 3.0 semester units	8.0 quarter/5.3 semester units
Spanish Literature and Culture	Area C: Arts / Humanities	6.0 semester units	Area C2: 3.0 semester units	6.0 semester units	Area 3B and 6A: 3.0 semester units	8.0 quarter/5.3 semester units
Statistics	Area D2: Analytical Thinking	3.0 semester units	Area B4: 3.0 semester units	3.0 semester units	Area 2A: 3.0 semester units	4.0 quarter/2.6 semester units

CUESTA COLLEGE POLICY FOR INTERNATIONAL BACCALAUREATE (IB) EXAMS

The International Baccalaureate (IB) Organization originated in Switzerland in 1968, with the goal of developing a standardized, academic, and globally minded education for students whose parents were employed in diplomatic organizations around the world. Comprised of programs spanning from grade school through high school, the IB "Diploma Programme" is a two-year program for high school students and includes the following subject areas: Language and Literature, Language Acquisition, Individuals and Societies, Science, Mathematics, and Arts. Students may choose to study a subject at either a Higher Level "HL" designation or a Standard Level "SL" designation. Students may earn either an IB Diploma (successful completion of 3 HL and 3 SL exams), or an IB Certificate in a specific subject area (e.g. "Biology").

Both the CSU and UC systems award college credit for specific IB exams. The UC system will award 30 quarter (20 semester) units towards transfer admission to students who completes the IB Diploma with a score of 30 or above. Students who do not earn the IB Diploma, but who do earn an IB Certificate with a score of 5, 6, or 7 on a Higher Level exam will receive 8 quarter (5.3 semester units) per Certificate towards UC transfer admission.

The CSU system does not award a designated unit total for the award of an IB Diploma, but does award 6 semester units towards transfer admission for the HL subject certificates noted below, (with the exception of Psychology, which awards 3 semester units). Neither the CSU nor the UC

award college credit for SL Certificates. Credit for additional HL subject Certificates not noted below may be granted by an individual CSU, based on campus-specific policy. (See individual CSU campus catalogs or websites for this determination).

Both the CSU and the UC systems have also established system-wide policy to identify when an IB subject Certificate will satisfy a specific California State University General Education (CSU GE), and the Intersegmental General Education Transfer Curriculum (IGETC) subject area. Cuesta College will apply these same IB subject Certificates towards the local AA/AS General Education pattern. This information is noted in the chart below.

The decision about whether a particular IB subject Certificate will substitute for a major-specific course on a particular CSU or UC campus is an individual campus decision. Students with IB exam credit should see a counselor for assistance in determining whether additional IB course or unit credit beyond GE will apply. Students should also see a counselor before completing a college course of comparable content to an IB Certificate, to avoid possible duplication of credit.

Official exam score reports are required in order to post appropriate IB credit is applied to your myCuestaPathway. Direct score reports to Cuesta College Admissions and Records. Official score reports should be directed to Cuesta's Admissions and Records Office. Score reports can be requested from the IBO site at https://www.ibo.org/programmes/diploma-programme/assessment-and-exams/requesting-transcripts/

IB EXAM	Cuesta AA/AS General Education	CSU GE	CSU units earned towards transfer and baccalaureate degree (apply same unit total to Cuesta AA/AS local degree)	IGETC	UC units earned towards transfer and baccalaureate degree
IB Biology HL, score of 5, 6, 7	Area A: Physical and Life Sciences	Area B2	6 sem units	Area 5B	8 quarter/5.3 sem units
IB Chemistry, HL, score of 5, 6, 7	Area A: Physical and Life Sciences	Area B1	6 sem units	Area 5A	8 quarter/5.3 sem units
IB Economics, HL, score of 5, 6, 7	Area B: Social and Behavioral Sciences	Area D	6 sem units	Area 4	8 quarter/5.3 sem units
IB Geography, HL, score of 5, 6, 7	Area B: Social and Behavioral Sciences	Area D	6 sem units	Area 4	8 quarter/5.3 sem units
IB History (any region), HL score of 5, 6, 7	Area B: Social and Behavioral Sciences	Area C2 or D	6 sem units	Area 3B or 4	8 quarter/5.3 sem units
IB Language A "Literature" (any language), HL score depends on CSU or UC. Offered in 55 Languages (usually the student's native language)	Area C: Arts and Humanities	Area C2 (HL score of 4, 5, 6, 7)	6 sem units	Area 3B (and Area 6A if the language is not English) HL Scores of 5, 6, 7 only (no 4)	8 quarter/5.3 sem units

IB EXAM	Cuesta AA/AS General Education	CSU GE	CSU units earned towards transfer and baccalaure- ate degree (apply same unit total to Cuesta AA/AS local degree)	IGETC	UC units earned towards transfer and baccalaureate degree
IB Language A "Language and Literature" HL score depends on CSU or UC. Offered in 17 Languages (may be the stu- dent's second language)	Area C: Arts and Humanities	Area C2 (HL score of 4, 5, 6, 7)	6 sem units	Area 3B (and Area 6A if the language is not English)HL Scores of 5, 6, 7 only (no 4)	8 quarter/5.3 sem units
IB Language B (Any language), HL score depends on CSU or UC. (Intermediate language for non-native speakers)	N/A	N/A	6 sem units	Area 6A if the language is not English) HL Scores of 5, 6, 7 only (no 4)	8 quarter/5.3 sem units
IB Language A1 (any Language) HL score depends on CSU or UC. *This test was discontinued in 2013. Advanced courses in literature for native speakers*	Area C: Arts and Humanities	Area C2	6 sem units	Area 3B (and Area 6A if the language is not English) HL Scores of 5, 6, 7 only (no 4)	8 quarter/5.3 sem units
IB Language A2 (any Lan- guage). HL score depends on CSU or UC. *This test was discon- tinued in 2013. Advanced courses in literature for non-native speakers*	Area C: Arts and Humanities	Area C2	6 sem units	Area 3B (and Area 6A if the language is not English HL Scores of 5, 6, 7 only (no 4)	8 quarter/5.3 sem units
IB Mathematics, HL, score HL score depends on CSU or UC. In 2021, this exam was separat- ed into two different Mathe- matics HL exams:	Area D2: Analytical Thinking	Area B4 (HL score of 4, 5, 6, 7) End Fall 2022	6 sem units	Area 2A (score of 5, 6, 7 only (no 4) (2020 and before)	8 quarter/5.3 sem units
IB Mathematics: Analysis and Approaches, HL (2021 forward)	Area D2: Analytical Thinking	Area B4 (HL score of 4, 5, 6, 7)	6 sem units	Area 2A (score of 5, 6, 7 only (no 4) (2021 and later)	8 quarter/5.3 sem units
IB Mathematics: Applications and Interpretations, HL (2021 forward)	Area D2: Analytical Thinking	Area B4 (HL score of 4, 5, 6, 7)	6 sem units	None	No UC units for this exam
IB Physics HL, score of 5, 6, 7	Area A: Physical and Life Sciences	Area B1	6 sem units	Area 5A	8 quarter/5.3 sem units
IB Psychology HL, score of 5, 6, 7	Area B: Social and Behavioral Sciences	Area D	3 sem units	Area 4	8 quarter/5.3 sem units
IB Theatre HL, HL score depends on CSU or UC.	Area C: Arts and Humanities	Area C1 (HL score of 4, 5, 6, 7)	6 sem units	Area 3A (HL score of 5, 6, 7 only (no 4)	8 quarter/5.3 sem units

CLEP (COLLEGE LEVEL EXAM PROGRAM)

This chart depicts the CLEP subject and exam scores that will satisfy a Cuesta General Education requirement. Exam credit is applied towards an AA/AS General Education subject area only; no course specific articulation exists between Cuesta courses and CLEP exams. This chart also depicts when a CLEP exam is accepted by the CSU (California State University) as applicable to the CSU GE pattern. CSU campuses may also grant additional units for elective credit towards a baccalaureate degree. The CSU CLEP Exam Policy can be found at: https://www2.calstate.edu/attend/student-services/casper/Pages/external-exam-credit.aspx.

The UC (University of California) system does not award transfer or GE subject credit for CLEP exams.

Official CLEP exam score reports are required in order to post appropriate CLEP credit to your myCuestaPathway. Official score reports should be directed to Cuesta's Admissions and Records https://www.cuesta.edu/student/studentservices/admrreg/index.html Office. Information about ordering CLEP score reports can be found online: https://clep.collegeboard.org/earn-college-credit/your-score.

CLEP EXAM	Minimum CLEP Score	Cuesta AA/AS General Education area covered	Cuesta Units Earned towards AA/AS Degree	CSU General Education Area	CSU Elective Units Earned towards Transfer & BA/BS Degrees
American Government	50	Area B: Social and Behavioral Sciences or Area E: American Institutions	3.0 semester units	Area D: Social and Behavioral Sciences	3.0 semester units
American Literature	50	Area C: Arts and Humanities	3.0 semester units	Area C2: Humanities	3.0 semester units
Analyzing and Interpreting Literature	50	Area C: Arts and Humanities	3.0 semester units	Area C2: Humanities	3.0 semester units
Biology	50	Area A: Physical and Life Sciences	3.0 semester units	Area B2: Natural Sciences	3.0 semester units
Calculus	50	Area D2: Analytical Thinking	3.0 semester units	Area B4: Mathematics and Quantitative Reasoning	3.0 semester units
College Algebra	50	Area D2: Analytical Thinking	3.0 semester units	Area B4: Mathematics and Quantitative Reasoning	3.0 semester units
College Algebra – Trigonometry	50	Area D2: Analytical Thinking	3.0 semester units	Area B4: Mathematics and Quantitative Reasoning	3.0 semester units
Chemistry	50	Area A: Physical and Life Sciences	3.0 semester units	Area B2: Natural Sciences	3.0 semester units
English Literature (last offered 2011)	50	Area C: Arts and Humanities	3.0 semester units	Area C2: Humanities	3.0 semester units
French Level II*	59	Area C: Arts and Humanities	9.0 semester units	Area C2: Humanities	3.0 semester units
German Level II*	60	Area C: Arts and Humanities	9.0 semester units	Area C2: Humanities	3.0 semester units
History, U.S. I	50	Area B: Social and Behavioral Sciences or Area E: American Institutions	3.0 semester units	Area D: Social and Behavioral Sciences + US-1	3.0 semester units
History, U.S. II	50	Area B: Social and Behavioral Sciences or Area E: American Institutions	3.0 semester units	Area D: Social and Behavioral Sciences + US-1	3.0 semester units
Human Growth and Development	50	Area B: Social and Behavioral Sciences	3.0 semester units	Area E: Lifelong Learning and Self Development	3.0 semester units

CLEP EXAM	Minimum CLEP Score	Cuesta AA/AS General Education area covered	Cuesta Units Earned towards AA/AS Degree	CSU General Education Area	CSU Elective Units Earned towards Transfer & BA/BS Degrees
Humanities	50	Area B: Social and Behavioral Sciences	3.0 semester units	Area D: Social and Behavioral Sciences	3.0 semester units
Introductory Psychology	50	Area B: Social and Behavioral Sciences	3.0 semester units	Area D: Social and Behavioral Sciences	3.0 semester units
Introductory Sociology	50	Area B: Social and Behavioral Sciences	3.0 semester units	Area D: Social and Behavioral Sciences	3.0 semester units
Natural Sciences	50	Area A: Physical and Life Sciences	3.0 semester units	Area B1or B2: Physical or Natural Sciences	3.0 semester units
Pre-Calculus	50	Area D1: Language and Rationality	3.0 semester units	Area B4: Mathematics and Quantitative Reasoning	3.0 semester units
Principles of Macroeconomics	50	Area B: Social and Behavioral Sciences	3.0 semester units	Area D: Social and Behavioral Sciences	3.0 semester units
Principles of Microeconomics	50	Area B: Social and Behavioral Sciences	3.0 semester units	Area D: Social and Behavioral Sciences	3.0 semester units
Spanish Level II*	63	Area C: Arts and Humanities	9.0 semester units	Area C2: Humanities (3.0 units applied to Area C2)	9.0 semester units
Spanish with Writing II*	63	Area C: Arts and Humanities	9.0 semester units	Area C2: Humanities (3.0 units applied to Area C2)	9.0 semester units
Trigonometry (last offered 2006)	50	Area D1: Language and Rationality	3.0 semester units	Area B4: Mathematics and Quantitative Reasoning	3.0 semester units
Western Civilization I	50	Area B: Social and Behavioral Sciences **or** Area C: Arts and Humanities	3.0 semester units	Area C2 Humanities **or** Area D: Social and Behavioral Sciences	3.0 semester units
Western Civilization II	50	Area B: Social and Behavioral Sciences	3.0 semester units	Area D: Social and Behavioral Sciences	3.0 semester units

*For the CSU system, if a student passes more than one CLEP test in the same language other than English (e.g., two exams in Spanish), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in CSU GE Area C2.

SECTION 2B

DEGREES AND CERTIFICATE PROGRAMS

2023-2024
CUESTA COLLEGE CATALOG
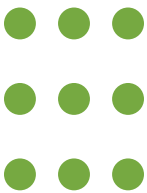
DEGREES AND CERTIFICATE INFORMATION SHEETS

CUESTA COLLEGE AREAS OF STUDY AND PROGRAM MAPS

Explore Cuesta's degrees and certificates grouped by Areas of Study!

- Business, Agriculture, Hospitality and Legal: Business from the Ground Up
- Creative Arts, Humanities, and Communication: Fine and Performing Arts, Critical Thinking, and Writing
- Education and Information: Teaching and Research
- Health and Wellness: Nutrition, Healthcare, and Movement Science
- Skilled Trades and Technology: Hands-On Building and Design
- Social and Behavioral Sciences and Human Services: People, Culture , and Society
- Science, Technology, Engineering, and Math (STEM): How Things Work: Earth, Life, and the Universe
- ESL and Adult Education: Foundational Studies

PROGRAM STUDENT LEARNING OUTCOMES

Program Student Learning Outcomes can be accessed on the Cuesta CurricUNET site at the following link (click on the PLO icon under Actions):

Link to Program Student Learning Outcomes: http://www.curricunet.com/Cuesta/search/program/program_search_result.cfm?status=1&colleges_id=1&subjects_id=&program_title=&OK=OK

LIST OF DEGREES AND CERTIFICATES

Associate in Arts for Transfer (A.A.-T.)
Associate in Science for Transfer (A.S.-T.)
Associate in Arts (A.A.)
Associate in Science (A.S.)
Certificate of Achievement (C.A.)
Certificate of Specialization (C.S.)
Certificate of Competency (C.C.)
Certificate of Completion (C.C.)

ADDICTION STUDIES, SOCIAL WORK, AND HUMAN SERVICES (FORMERLY HUMAN DEVELOPMENT/HUMAN SERVICES)

Addiction Studies Foundation, C.A.
Addiction Treatment Studies, A.A.
Addiction Treatment Studies, C.A.
Human Services, A.A.
Paraprofessional Counseling Skills, C.A.
Parenting Education/Family Coach, C.A.
Social Work/Human Services, A.A.-T.

AGRICULTURE

Agricultural Plant Science, A.S.-T.
Agriculture Business, A.S.-T.
Equipment Technician, C.A.
Farm Management, C.A.
Mechanized Agriculture, C.A.
Viticulture, C.A.

ANTHROPOLOGY

Anthropology, A.A.-T.

ARCHITECTURAL TECHNOLOGY

Architectural Technology, A.S.

ART

Art History and Professional Practices, A.A.
Art History, A.A.-T.
Art Studio, A.A.
Ceramics, C.A.
Graphics, C.A.
Photography, C.A.
Sculpture Foundry, C.A.
Studio Arts, A.A.-T.

AUTO BODY TECHNOLOGY

Auto Body Technician, A.S.
Auto Body Technician, C.A.
Noncredit Auto/Body Collision Repair, C.C.
Noncredit Automotive Refinish Repair, C.C.

AUTOMOTIVE TECHNOLOGY

Advanced Engine Performance Technician, A.S.
Automotive Technician, A.S.
Automotive Technician, C.A.
Engine Performance Specialist, C.A.
Maintenance and Light Repair Technician, C.A.

AVIATION MAINTENANCE

Aviation Mechanic - Airframe & Powerplant, C.A.

BASIC SKILLS HIGH SCHOOL

Secondary Education, C.C.

BASIC SKILLS NONCREDIT

GED Preparation, C.C.

BIOLOGY

Biology, A.S.-T.

BUSINESS

Accounting Clerk, C.A.
Accounting Concentration, C.A.
Business Administration 2.0, A.S.-T.
Business Administration, Career Track, A.A.
Business Career Track Core, C.A.
Business Administrative Assistant, A.A.
Business Administrative Assistant, C.A.
Digital Commerce Concentration, C.A.
General Business Concentration, C.A.
Marketing Concentration, C.A.
Management Specialization, C.A.
Small Business Management Concentration, C.A.

CHEMISTRY

Chemistry, A.S.
Premedical Studies, C.A.

CHILD DEVELOPMENT AND FAMILY STUDIES

Child and Adolescent Development, A.A.-T.
Child Development And Family Studies, A.A.
Child Development Associate Teacher, C.A.
Child Development Master Teacher, C.A.
Child Development Site Supervisor, C.A .
Child Development Teacher, C.A.
Early Childhood Education, A.A.
Early Childhood Education, A.S.-T.
Inclusion and Special Needs, C.A.

COLLEGE SUCCESS STUDIES

Academic Skills Bridge to College Credit, C.C.
Noncredit Reading, Writing, and Grammar, C.C.

COMMUNICATION STUDIES

Communication Studies 2.0, A.A.-T.

COMPUTER AND NETWORKING TECHNOLOGY

Computer and Networking Technology, A.S.
Computer Networking Support, C.S.
Computer Support Specialist, C.S .
Network Infrastructure Support, C.S.
Noncredit Computer Technician Internship Preparation, C.C.

COMPUTER INFORMATION SYSTEMS

Android Developer, C.S.
Cloud Computing, C.A.
Computer Science, A.S.
Internet Applications Developer, C.S.
IOS Developer, C.S.
Management Information Systems, A.S.

CONSTRUCTION TECHNOLOGY

Construction Technology, A.S.
Construction Technology, C.A.

CRIMINAL JUSTICE

Administration of Justice, A.S.-T.
Criminal Justice, A.A.

CULINARY ARTS

Culinary Arts Foundation, C.S.
Culinary Arts Studies, C.A.
Culinary/Hospitality, A.S.

DRAMA

Theater Arts, A.A.-T.

ECONOMICS

Economics, A.A.-T.

EDUCATION

Career Technical Education Teacher Preparation, A.S.
Elementary Teacher Education, A.A.-T.
High School/Middle School Teacher Pathway, C.A.
Paraprofessional Educator Foundation, C.S.
Paraprofessional Educator/Pre-Teaching, A.A.
Paraprofessional Educator/Pre-Teaching, C.A.
PK – 3 Pathway For Elementary Educators, C.A.

ELECTRONICS AND ELECTRICAL TECHNOLOGY

Electrical Technology, A.S.
Electronics and State Electrician, C.A.
Power and Instrumentation Certificate, C.A.

EMERGENCY MEDICAL SERVICES

Emergency Medical Technician Refresher, C.S.
Emergency Medical Technician, C.S.
Paramedic, A.S.
Paramedic, C.A.

ENGINEERING

Engineering, A.S.

ENGLISH

English, A.A.-T.

ENGLISH AS A SECOND LANGUAGE

ESL Citizenship, C.C.
Noncredit ESL, Level I - C.C.
Noncredit ESL, Level II, C.C.
Noncredit ESL, Level III, C.C.
Noncredit ESL, Level IV, C.C.
Noncredit ESL, Level V, C.C.
Noncredit ESL, Listening and Speaking for English Speakers of Other Languages, C.C.
Noncredit ESL: Grammar, C.C.
Noncredit ESL: Beginning Conversation, C.C.
Noncredit Vocational ESL, C.C.
Transitions, C.C.

ENVIRONMENTAL SCIENCES

Environmental Science, A.S.-T.

ETHNIC STUDIES

Social Justice Studies, A.A.-T.

FILM, TELEVISION AND ELECTRONIC MEDIA

Film, TV and Electronic Media, A.A.
Film, TV and Electronic Media, A.S.-T.

GEOLOGY

Geographic Information Systems, C.A.
Geology, A.S.
Geology, A.S.-T.

GLOBAL STUDIES

Global Studies, A.A.-T.

HISTORY

History, A.A.
History, A.A-T.

HOSPITALITY

Hospitality Management Foundation, C.A.
Hospitality Management Noncredit, C.C.
Hospitality Management, A.S.-T.

JOURNALISM

Journalism, A.A.
Journalism, A.A.-T.
Multimedia Journalism, C.A.

KINESIOLOGY

Coaching, C.S.
Exercise Science - Fitness Professional, C.A.
Fitness and Health, C.A.
Kinesiology, A.A.-T.
Sports Medicine, C.A.

LEGAL STUDIES

Law, Public Policy & Society, A.A.-T.
Legal Studies: Business Option, A.A.
Legal Studies: Social Science Option, A.A.

LIBERAL ARTS

Liberal Arts: Arts and Humanities Emphasis, A.A.
Liberal Arts: Science, A.A.
Liberal Arts: Social and Behavioral Sciences, A.A.

LIBRARY/INFORMATION TECHNOLOGY

Library Services to Children, C.S.
Library/Information Technology, A.S.
Library/Information Technology, C.A.
Searching and Researching Strategies, C.S.
Web Page Coding, C.S.

MATHEMATICS

Mathematics, A.S.-T.

MEDICAL ASSISTING

Medical Assisting, A.S.
Medical Assisting, C.A.
Medical Assisting, C.S.

MUSIC

Audio Technology I, C.A.
Commercial Music, C.A.
Jazz Studies, A.A.
Music, A.A.-T.
Music, C.A.
Music Performance, A.A.

NONCREDIT VOCATIONAL EDUCATION

California Conservation Awareness, C.C.
Noncredit Adobe Acrobat Tools, C.C.
Noncredit Basic Digital Imaging, C.C.
Noncredit Basic Internet Skills, C.C.
Noncredit Basic Mac Software Skills, C.C.
Noncredit Basic Office Software Skills, C.C.
Noncredit Beginning Computer Skills, C.C.
Noncredit Beginning Mac Skills, C.C.
Noncredit Computer And Device Fundamentals, C.C.
Noncredit Digital Design Software Basics For The Office, C.C.
Noncredit Digital Maker, C.C.
Noncredit Digital Printing: Newsletters And Magazines For The Office, C.C.

Noncredit Foster Youth Child Advocate, C.C.

Noncredit Green Documents For Business, C.C.

Noncredit Harness The Cloud To Maximize Work Performance, C.C.

Noncredit Information Design For The Office, C.C.

Noncredit Powerful Presentations, C.C.

Noncredit Research Specialist, C.C.

Noncredit Web Design For The Office, C.C.

Noncredit Windows Server Administration, C.C.

NONCREDIT WORKFORCE PREPARATION

Employability & Transitions, C.C.

Noncredit Accounting Basics For Small Business, C.C.

Noncredit Career Strategist, C.C.

Noncredit Customer Relations, C.C.

Noncredit Effective Marketing Communication Management, C.C.

Noncredit Emerging Leaders, C.C.

Noncredit Enterprise Communication 2, C.C.

Noncredit Enterprise Communication, C.C.

Noncredit Global Trends In Human Resources, C.C.

Noncredit High Performance Teams, C.C.

Noncredit Management Tool Box, C.C.

Noncredit Managing To Maximize Performance, C.C.

Noncredit Project Management, C.C.

Noncredit Sales Techniques, C.C.

Noncredit Social Media For Business, C.C.

Noncredit Strategic Marketing, C.C.

Noncredit Thrive And Survive In The Workplace, C.C.

Noncredit Workplace Essentials, C.C.

NURSING ASSISTANT

Nursing Assistant, C.S.

NURSING, LICENSED VOCATIONAL NURSE

Licensed Vocational Nurse, Basic Intravenous Therapy, Blood Administration and Phlebotomy, C.S.

Licensed Vocational Nursing, A.S.

Nursing, Licensed Vocational Nurse, C.A.

NURSING, REGISTERED

Nursing, Registered (30 Unit Option), C.A.

Nursing, Registered, A.S.

Pre-Nursing, A.S.

NUTRITION

Nutrition and Dietetics, A.S.-T.

Nutrition Education/Coaching, C.A.

Plant-Based Sustainable Nutrition, Agriculture, And Culinary Arts, C.S.

PARALEGAL

Paralegal, A.A

Paralegal, C.A.

PHILOSOPHY

Philosophy, A.A-T.

PHLEBOTOMY

Phlebotomy, C.S.

PHYSICS

Physics, A.S.

Physics, A.S.-T.

POLITICAL SCIENCE

Political Science, A.A.

Political Science, A.A.-T.

PROFESSIONAL DEVELOPMENT STUDIES

Customer Service, C.S.

PSYCHIATRIC TECHNICIAN

Psychiatric Technician, A.S.

Psychiatric Technician, C.A.

PSYCHOLOGY

Psychology, A.A.

Psychology, A.A.-T.

PUBLIC HEALTH SCIENCE

Public Health Science, A.S.-T.

RECREATION ADMINISTRATION

Recreation Administration, A.A.

SOCIOLOGY

Sociology, A.A.

Sociology, A.A.-T.

SPANISH

Spanish, A.A.-T.

TRANSFER CERTIFICATES

CSU General Education, C.A.

IGETC General Education, C.A.

WELDING

Noncredit Structural Steel Certification, C.C.

Welding Technology Pipe, C.S.

Welding Technology, A.S.

Welding Technology, C.A.

Welding Technology, Structural, C.S.

ASSOCIATE DEGREES FOR TRANSFER

Administration of Justice

Agriculture Business

Agriculture Plant Science

Anthropology

Art History

Biology

Business Administration

Child & Adolescent Development

Communication Studies

Early Childhood Education

Economics

Elementary Teacher Education

English

Environmental Sciences

Film, Television & Electronic Media

Geology

Global Studies

History

Journalism

Kinesiology

Law Public Policy & Society

Mathematics

Music

Nutrition & Dietetics

Philosophy

Physics

Political Science

Psychology

Public Health Science

Social Justice Studies

Social Work/Human Services

Sociology

Spanish

Studio Arts

Theatre Arts

ADDICTION STUDIES, SOCIAL WORK, AND HUMAN SERVICES

DESCRIPTION

The Addiction Studies, Social Work, and Human Services Department offers a variety of Associates of Arts degrees within the Social and Applied Behavioral Sciences taught in a supportive community with emphases in practical application of research and theory. Degrees available include Addiction Treatment Studies AA, Social Work AA-T, and Human Services A.A.

The Addiction Treatment Studies Program offers an AA Degree or Certificate of Achievement that are available online. The program is designed to prepare students for careers in the growing field of drug and alcohol counseling. It fulfills the state requirements of for 315 hours of approved, "Alcohol & Other Drug" (AOD) specific education and 255 hours of supervised fieldwork. The Addiction Treatment Studies curriculum is registered with California Association of DUI Treatment Programs (CADTP) and California Consortium of Addiction Programs and Professionals (CCAPP).

The A.A. degree in Human Services is an interdisciplinary degree concentrating in psycho-social development across the life span, with special emphases on the family system, identity development, mental wellness, and the human services profession. As part of this degree, students choose an area of concentration that is also available as a Certificate of Achievement. Our degree presents more than an understanding of how compassion meets theory and praxis; it concomitantly offers the kind of personal enrichment that comes from supporting others improve their own lives. Our curriculum prepares students to transfer into a Baccalaureate program. Specifically, it is articulated with Southern New Hampshire University online Bachelor's Degree in Human Services, whereby students can transfer up to 90 units toward their bachelor's degree. It is also designed to benefit the student who wishes to pursue a paraprofessional career in human services, such as case management, behavioral and mental health worker, and crisis counseling.

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)
- Associate in Arts (A.A.)
- Certificate of Achievement (C.A.)

CAREER OPPORTUNITIES

- Addiction Counselor
- Addiction Educator
- Behavioral Health Worker
- Case Manager
- Crisis Support Worker
- Mental Health Worker
- Parent Educator
- Parole/Probation Officer
- Paraprofessional Social Worker/ Social Work Aid

CONTACT

Division Chair: **Cherie Moore**
Division Assistant: **Vicki Schemmer**
Phone: **(805) 546-3263**
Email: **vschemme@cuesta.edu**

For those students interested in transferring into the CSU system to complete a Baccalaureate degree in Social Work and Human Services or similar, our Department offers an Associates in Arts degree in Social Work and Human Services for Transfer degree (AA-T). This area of study emphasizes the application of behavioral sciences within a variety of cultural contexts. As a profession, Social Work and Human Services focuses on methods for supporting people from many diverse social groups to improve the quality of their lives.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine:
www.ASSIST.org
CSU System Information:
www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs—grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full-and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:
www.cuesta.edu/student/studentservices/finaid

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Social Work/Human Services — Associate in Arts for Transfer

The Associates in Arts in Social Work and Human Services for Transfer degree (AA-T in Social Work and Human Services) is designed to prepare students for transfer into the CSU system to complete a baccalaureate degree in Social Work and Human Services or similar major. Social Work and Human Services is an applied behavioral science that emphasizes the application of behavioral science principles in a variety of cultural contexts. Social Work and Human Services students are expected to think critically and scientifically about behavior, to apply the principles of the behavioral sciences, and to understand the role of values in diverse cultural settings. As a profession, Social Work and Human Services focuses on methods for helping people from many different social groups to improve the quality of their lives.

Core Courses (23 to 24 credits)

ASHS 210	Introduction To Social Work And Human Services	3
ASHS 289	Human Services Seminar	2
and		
ASHS 289B	Fieldwork: Social Work /Human Services	2
SOC 201A	Introduction To Sociology	3
PSYC 201	Introductory Psychology	3
MATH 247	Introduction To Statistics	4
BIO 205	Human Anatomy	4
or BIO 212	Human Biology	(3)
ECON 201A	Principles Of Macroeconomics	3
or ECON 201B	Principles Of Microeconomics	(3)

List A. Select 2 courses from the following (6 credits). Students should choose courses that are the best fit for their desired CSU campus and major.

ASHS 212	Human Development: Life Span	3
CDFS 201	Child Growth And Development	3
CDFS 202	Child, Family And Community	3
ETHN 230	Introduction To Social Justice And Ethnic Studies	3
HEED 206	Health Aspects Of Drug Use	3
SOC 206	Introduction to Race and Ethnicity	3
Total Credits:		**29 - 30**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

ASSOCIATE DEGREE PROGRAMS

Addiction Treatment Studies — Associate in Arts

This Associate of Arts Degree program is for students preparing for or advancing their careers in the growing field of drug and alcohol treatment and education. This program is registered with the California Consortium of Addiction Programs and Professionals (CCAPP).

Required Courses (28 Units)

ASHS 205	Life Management	3
ASHS 270	Intro To Addiction Studies: Addiction And The Community	3
ASHS 271	Group Process And Practice, Law And Ethics	3
ASHS 278	Families And Addiction	3
ASHS 279	Treatment And Case Management	3
ASHS 280	Interviewing And Counseling Skills, Law And Ethics	3
ASHS 289	Human Services Seminar	2
ASHS 289A	Fieldwork: Addiction Studies	5
HEED 206	Health Aspects Of Drug Use	3
Total Credits:		**28**

Click Here For Program Student Learning Outcomes

Human Services — Associate in Arts

This degree is designed to benefit the student who wishes to gain employment in the fields of human services, social work, or addiction services as well as supporting students who wish to transfer to university in social or behavioral sciences. To earn an Associate Arts degree in Human Services, students must successfully complete 60 units which includes core courses in the major (6 units) plus an area of concentration (Addition Studies Foundation, Parenting and Family Coach/Educator or Paraprofessional Counselor) which includes 13-15 units.

Students transferring to four-year colleges or universities are urged to include Psychology 201 and Sociology 201A as part of their General Education/Breadth requirements.

Required Courses (6 credits)

ASHS 212	Human Development: Life Span	3
ASHS 214	Family, Relationships And Intimacy	3

Complete one of the following three areas of concentration:

Addiction Studies Foundation concentration (15 credits)

ASHS 270	Intro To Addiction Studies: Addiction And The Community	3
ASHS 271	Group Process And Practice, Law And Ethics	3
ASHS 278	Families And Addiction	3
ASHS 279	Treatment and Case Management	3
HEED 206	Health Aspects Of Drug Use	3

Students who successfully complete the above courses will earn a Certificate of Achievement in Addiction Studies Foundation.

Parenting Education/Family Coach concentration (13 credits)

CDFS 202	Child, Family And Community	3
CDFS 217	The Study Of Parenting: Theory And Practice	3
CDFS 289C	Fieldwork: Foundations in Parenting Education	1
ASHS 210	Introduction To Social Work And Human Services	3
ASHS 278	Families And Addiction	3

Students who successfully complete the above courses will earn a Certificate of Achievement in Parenting Education/Family Coach.

Paraprofessional Counseling concentration (15 credits)

ASHS 210	Introduction To Social Work And Human Services	3
ASHS 271	Group Process And Practice, Law And Ethics	3
ASHS 279	Treatment and Case Management	3
ASHS 280	Interviewing And Counseling Skills, Law And Ethics	3
ASHS 289	Human Services Seminar	2
ASHS 289D	Fieldwork: Paraprofessional Counseling	1

Students who successfully complete the above courses will earn a Certificate of Achievement in Paraprofessional Counseling.

Total Credits: . . . . **19 - 21**

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAMS

Addiction Treatment Studies — Certificate of Achievement

This Certificate of Achievement is for students preparing for or advancing their careers in the growing field of drug and alcohol treatment and education. This program is registered with the California Consortium of Addiction Programs and Professionals (CCAPP).

Required Courses (28 Units)

ASHS 205	Life Management	3
ASHS 270	Intro To Addiction Studies: Addiction And The Community	3
ASHS 271	Group Process And Practice, Law And Ethics	3
ASHS 278	Families And Addiction	3
ASHS 279	Treatment And Case Management	3
ASHS 280	Interviewing And Counseling Skills, Law And Ethics	3
ASHS 289	Human Services Seminar	2
ASHS 289A	Fieldwork: Addiction Studies	5
HEED 206	Health Aspects Of Drug Use	3
Total Credits:		**28**

Click Here For Program Student Learning Outcomes

Addiction Studies Foundation — Certificate of Achievement

This certification of achievement serves as preparation and concentration for students who want to enter the fields of addiction studies, addiction education, human services, counseling, or social work.

Required Courses (15 credits)

ASHS 270	Intro To Addiction Studies: Addiction And The Community	3
ASHS 271	Group Process And Practice, Law And Ethics	3
ASHS 278	Families And Addiction	3
ASHS 279	Treatment And Case Management	3
HEED 206	Health Aspects Of Drug Use	3
Total Credits:		**15**

Click Here For Program Student Learning Outcomes

Paraprofessional Counseling Skills — Certificate of Achievement

This Certificate of Achievement prepares students for employment in paraprofessional counseling, crisis intervention services, and psycho-education group facilitation.

Required Courses (15 credits)

ASHS 210. . . . . Introduction To Social Work And Human Services. 3
ASHS 271. . . . . Group Process And Practice, Law And Ethics 3
ASHS 279. . . . . Treatment And Case Management. 3
ASHS 280. . . . . Interviewing And Counseling Skills, Law And Ethics. . . . 3
ASHS 289. . . . . Human Services Seminar 2
ASHS 289D . . . Fieldwork: Paraprofessional Counseling 1
Total Credits: **15**

Click Here For Program Student Learning Outcomes

Parenting Education/Family Coach — Certificate of Achievement

This Certificate of Achievement prepares students for employment as a parenting or family coach/educator.

Required Courses (16 credits)

CDFS 202. . . . . Child, Family And Community 3
CDFS 217. . . . . The Study Of Parenting: Theory And Practice. 3
CDFS 289C . . . Fieldwork: Parenting Coach Education. 1
ASHS 210. . . . . Introduction To Social Work And Human Services. 3
ASHS 214. . . . . Family, Relationships And Intimacy 3
ASHS 278. . . . . Families And Addiction 3
Total Credits: 16

Click Here For Program Student Learning Outcomes

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

AGRICULTURE

DESCRIPTION

Agriculture majors are designed for students wishing to explore this diverse industry.

The A.S.-T. in Agriculture Business is designed to prepare students for transfer to a bachelor's degree program in Agricultural Business or related major at a CSU campus. Agricultural Business graduates at the bachelor's level are qualified for employment in a variety of jobs, in areas such as marketing of crops and related agricultural production equipment, banking and production loans, food processing, international marketing and agricultural policy.

The A.S.-T. in Agriculture Plant Science is designed to prepare students for transfer to a bachelor's degree program in Plant Science, Horticulture or related major at a CSU campus. A bachelor's degree in Plant Science prepares students for a career as a plant scientist, agriculture teacher, biotechnologist, agronomist or crop scientist, turf manager, farm manager, weed scientist, entomologist, nursery and garden specialist, researcher, or landscape manager. Agriculture Mechanics courses provide students with skills and knowledge to enter the mechanized agriculture field. A general agricultural background provides students with entry level employment opportunities and skills along with the ability to transfer to a college or university and continue their studies in a wide variety of agricultural fields.

ASSOCIATE DEGREE FOR TRANSFER AND CERTIFICATE PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science for Transfer (A.S.-T.)
- Certificate of Achievement (C.A.)

CAREER OPPORTUNITIES

- Agricultural Policy
- Banking and Production Loans
- Biotechnologist
- Crop Marketing
- Crop Scientist
- Entomologist
- Farm Manager
- Food Processing
- International Marketing
- Landscape Manager
- Nursery and Garden Specialist
- Plant Scientist

CONTACT

Division Chair: **Susan Kline**
Division Assistant: **Tiffanie Kerr**
Phone: **(805) 546-3251**
Email: **tiffanie_kerr@cuesta.edu**

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Agriculture Business — Associate in Science for Transfer

The Associate in Science in Agriculture Business for Transfer degree (AS-T in Agriculture Business) prepares students to transfer to the CSU system, as well as other universities, in an Agriculture Business major. Students that earn the AS-T in Agriculture Business will complete lower-division major requirements for a baccalaureate degree in Agriculture Business. The AS-T in Agriculture Business is designated for students wanting an in-depth knowledge of the core agriculture business fundamentals emphasizing chemistry, accounting, economics, sales, and computer applications as they apply to agriculture businesses. This knowledge and skill set comprise the components necessary to work successfully within an industrial society and free enterprise system.

Required Courses (13-15 Credits)

AGB 201	Agriculture Economics	3
AGPS 241	Introduction To Soil Science	3
or CHEM 200	Introductory Chemistry	(4)
or CHEM 201A	General College Chemistry I	(5)
MATH 247	Introduction To Statistics	4
ECON 201A	Principles Of Macroeconomics	3

List A: Three Courses (9-10 Credits)

AGB 202	Introduction To Agricultural Business	3
ACCT 251	Elements Of Accounting For Business Including Agricultural Business	4
AGB 204	Agricultural Sales And Communication	3
AGPS 242	Introduction To Plant Science	3

List B: One Course From Below (3-4 Credits). Or Any Course Not Already Used From List A Above.

BUS 218	Business Law	4
MATH 255	Calculus For Business And Management	3
NUTR 210	Nutrition	3
AGB 210	Introduction To Agricultural Computer Applications	4
Total Credits:		**25-29**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.
Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine:
www.ASSIST.org
CSU System Information:
www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs—grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full-and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:
www.cuesta.edu/student/studentservices/finaid

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Agriculture Plant Science — Associate In Science For Transfer

The Associate in Science in Agriculture Plant Science for Transfer degree (AS-T in Agriculture Plant Science) prepares students to transfer to the CSU system, as well as other universities, in an Agriculture Plant Science major. Students that earn the AS-T in Agriculture Plant Science will complete lower-division major requirements for a baccalaureate degree in Agriculture Plant Science.

The AS-T in Agriculture Plant Science is designated for students wanting an in-depth knowledge of the core agriculture plant science fundamentals emphasizing soil science, chemistry, economics, statistics, and plant science as they apply to agriculture plant science. This knowledge and skill set comprise the components necessary to work successfully within an industrial society and free enterprise system.

Required Core: (17-18 Credits)

AGPS 241	Introduction To Soil Science	3
AGPS 242	Introduction To Plant Science.	3
AGB 201	Agriculture Economics.	3
or ECON 201B	Principles Of Microeconomics	(3)
CHEM 200	Introductory Chemistry	4
or CHEM 201A	General College Chemistry I	(5)
MATH 247	Introduction To Statistics	4

List A: Select Once Course (3-5 Credits)

AGPS 243	Plant Propagation And Production	3
CHEM 212A	Organic Chemistry I	5

Total Credits: 20-23

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAMS

Equipment Technician — Certificate of Achievement

Provides a broad range of knowledge to prepare students for a career as a technician working on todays advanced Agriculture, Diesel, and Heavy Equipment. Students will study in areas of electrical, HVAC, manual and automatic transmissions, diesel, ag mechanics, plumbing, electrical, welding, equipment operation, safety, hydraulics, and complete an internship. Completion of this certificate will prepare students to pass the ASE Certifications: A1, A2, A6, A7, A9, and students will receive an EPA609 certification.

Required courses

AGM 220	Farm Power, Machinery, And Safety.	4
AGM 221	Introduction To Agriculture Mechanics	3
AGM 223	Agriculture Industrial Power	3
ATCH 109	Introduction To Automotive Computers	2.5
ATCH 154	Engine Overhaul Procedures	3
ATCH 158	Automotive Electricity And Electronics.	4
ATCH 160	Automotive Electrical Accessories.	4
ATCH 182	Automatic Transmissions.	4
ATCH 188	Automotive Heating And Air Conditioning.	3
ATCH 281	Manual Transmissions	3
ATCH 269	Automotive Technology Internship.	3
EET 227	Fluid And Pneumatic Technology	4
ATCH 255	Modern Diesel Technology.	4
Total Credits:		**44.5**

Click Here For Program Student Learning Outcomes

Mechanized Agriculture — Certificate of Achievement

The Certificate of Achievement in Mechanized Agriculture offers students interested in agriculture the opportunity to gain practical skills that prepare them to work in various agricultural environments. Students who obtain this Certificate will be able to enter the dynamic mechanized agriculture field to work in a farm shop as an operator or maintenance technician.

Required Courses (20 credits)

AGM 220	Farm Power, Machinery, And Safety.	3
AGM 221	Introduction To Agriculture Mechanics	3
AGM 222	Agricultural Safety	2
AGM 223	Agriculture Industrial Power	3
WELD 270A	Basic Welding	3
WELD 275	Blueprint Reading And Industry Practices	3
AGB 204	Agricultural Sales And Communication	3
Total Credits:		**20**

Click Here For Program Student Learning Outcomes

Farm Management — Certificate of Achievement

The Farm Management Certificate provides the coursework necessary to gain successful employment as a Farm Manager. A foundation in agribusiness and labor management, soil and plant science, irrigation, and farm equipment selection and operation prepares students for critical thinking and decision making in the agricultural environment.

Required Courses

AGB 205	Farm Management	3
or AGB 202	Introduction To Agricultural Business	(3)
AGB 206	Supervision And Management In Agriculture	3
AGPS 241	Introduction To Soil Science	3
AGPS 242	Introduction To Plant Science	3
AGPS 230	Principles Of Irrigation	3
AGM 220	Farm Power, Machinery, And Safety	3
Total Credits:		**18**

Click Here For Program Student Learning Outcomes

Viticulture — Certificate of Achievement

The Viticulture certificate will prepare students to work in the grape or wine industry as a technician, member of a management team, or in other positions related to grape production. The coursework provides a strong foundation in soil, water, and plant science, and includes two classes devoted solely to grape production. Knowledge and skills gained in this program will help students on the job to analyze viticultural decisions and troubleshoot challenging situations.

Required Courses

AGPS 230	Principles Of Irrigation	3
AGPS 241	Introduction To Soil Science	3
AGPS 242	Introduction To Plant Science	3
AGPS 250	Introduction To Viticulture	3
AGPS 251	Viticulture Practices	3
Total Credits:		**15**

Click Here For Program Student Learning Outcomes

Cuesta College

Highway 1
San Luis Obispo, California 93403

ANTHROPOLOGY

DESCRIPTION

Anthropology is an academic discipline that observes, describes and explains human biological and cultural variation. An undergraduate major in Anthropology prepares students for (a) graduate studies and an academic career in Anthropology, (b) graduate studies and an academic career in related disciplines within the humanities and life sciences (e.g., religious studies, biology, sociology), and (c) careers in Applied Anthropology (Contract Archaeology, Medical Anthropology, Forensic Anthropology).

ASSOCIATE DEGREE FOR TRANSFER PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS
- Associate in Arts for Transfer (A.A.-T.)

CAREER OPPORTUNITIES
- Contract Archaeology
- Cultural Resource Management
- Dental Anthropology
- Environmental Consultant
- Forensic Anthropology
- Human Ecology
- International Consultant
- Medical Anthropology
- Primatology
- Public Health
- Research
- Social Work
- Teaching
- Urban Planner

CONTACT
Division Chair: **Brent LaMon**
Email: **blamon@cuesta.edu**
Division Assistant: **Anna Paez**
Phone: **(805) 546-3163**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Anthropology — Associate in Arts for Transfer

Anthropology is an academic discipline that observes, describes and explains human biological and cultural variation. An undergraduate major in Anthropology prepares students for (a) graduate studies and an academic career in Anthropology, (b) graduate studies and an academic career in related disciplines within the humanities and life sciences (e.g., religious studies, biology, sociology), and (c) careers in Applied Anthropology (Contract Archaeology, Medical Anthropology, Forensic Anthropology).

The Associate in Arts in Anthropology for Transfer Degree (AA-T in Anthropology) at Cuesta College helps students develop the skills and knowledge necessary to the successful pursuit of Anthropology. With regard to skills, students who complete the program will have demonstrated the ability to (a) comprehend basic theory and terminology used in Anthropology, (b) describe hominid characteristics, and (c) to express, explain, and utilize cultural relativism. With regard to knowledge, students who complete the program will have demonstrated (a) an understanding of the basic concerns and questions at issue in the three major disciplines in Anthropology (Cultural, Archaeology, Physical/Biological), and (b) a basic understanding of how Anthropology has changed and developed from its inception to modern-day (unilineal cultural evolution, culture history, cultural relativism, and evolutionary theory).

Required Core (10 credits):

ANTH 201	Physical Anthropology	3
ANTH 201L	Physical Anthropology Laboratory	1
ANTH 202	Archaeology	3
ANTH 203	Cultural Anthropology	3

List A: Select two courses (6 credits) from the following:

ANTH 220	California Indians	3
ANTH 221	North American Indians	3
ANTH 225	Contemporary Cultures Of The World	3

List B: Select one course (3-4 credits) from the following:

Any Course Not Selected From List A		3
GEOL 210	Physical Geology	4
MATH 247	Introduction To Statistics	4
PHIL 209	World Religions	3

Total Credits: 19-20

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine: www.ASSIST.org
CSU System Information: www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs—grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full-and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information: www.cuesta.edu/student/studentservices/finaid

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

ARCHITECTURAL TECHNOLOGY

DESCRIPTION

Architecture is the art and science of designing buildings or, more accurately and broadly, the built environment, which can range from a house addition to a plan for a city. Behind that simple definition, however, lies an enormously diverse profession with many career paths and a variety of roles to play. Then, too, there are a number of paraprofessional jobs within firms or in related fields, offering many other options to those not pursuing a professional university degree.

The architecture program at Cuesta College prepares individuals for challenging careers in the architectural profession and its related design and technical fields. The program offers its students a strong foundation for transferring to upper-division studies in baccalaureate professional degree programs or entering directly into the workforce.

Cuesta's architecture program is an affiliate member of the Association of Collegiate Schools of Architecture (ACSA).

ASSOCIATE DEGREE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

DEGREES, CERTIFICATES & AWARDS

- Associate in Science (A.S.)

CAREER OPPORTUNITIES

- Architectural Drafter/CAD Technician
- Architectural Intern
- Building product or component manufacturers
- Government Agencies (plan checker and project inspector)
- Homebuilders and Commercial Contractors
- Kitchen and Bath Designers
- Technical and production support within architecture or engineering firms

CONTACT

Division Chair: **Dave Fernandez**
Division Assistant: **Tiffanie Kerr**
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Email: **tiffanie_kerr@cuesta.edu**

ASSOCIATE DEGREE PROGRAM

Architectural Technology — Associate in Science

Architecture is the art and science of designing buildings or, more accurately and broadly, the built environment, which can range from a house addition to a plan for a city. Behind that simple definition, however, lies an enormously diverse profession with many career paths and a variety of roles to play. Additionally, there are many paraprofessional jobs within firms or in related fields, offering many other options to those not pursuing a professional university degree. The architecture program at Cuesta College prepares individuals for challenging careers in the architectural profession and its related design and technical fields. The program offers its students a strong foundation for transferring to upper-division studies in baccalaureate professional degree programs or entering directly into the workforce. Cuesta's architecture program is an affiliate member of the Association of Collegiate Schools of Architecture (ACSA).

Required Courses (30 credits)

ARCH 221	Design And Visual Communication I	4
ARCH 222	Design And Visual Communication II	4
ARCH 232	Architectural Design & Presentation Computer Graphics	3
ARCH 242	Introduction To Architectural Practice	3
ARCH 244	Architectural Environment Control Systems	3
ARCH 251	Architectural Design Fundamentals I	5
ARCH 252	Architectural Design Fundamentals II	5
CTCH 250	Materials Of Construction	3

Plus 9 credits from the following:

ARCH 205	Architectural Model Making	2
ARCH 217	History of World Architecture I	3
ARCH 218	History of World Architecture II	3
CTCH 180A	Building Code I, Architectural Design Provisions	3
ENGR 226	Engineering Drawing I	4
ENGR 250	Engineering Statics	3
ENGR 252A	Strength Of Materials I	2
MATH 265A	Calculus I	5
PHYS 205A	General Physics	4
PHYS 205B	General Physics	4
ART 220	Fundamentals Of 2-D Design	3
or ART 221	Drawing I	(3)
or ART 270	Fundamentals Of 3-D Design	(3)
Total Credits:		**39**

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

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www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs—grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full-and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:
www.cuesta.edu/student/studentservices/finaid

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

ART

DESCRIPTION

Fine Arts is an academic division focusing on the skills and knowledge for the studio practice and study of art. Art History, the study of visual art from prehistory to the present, places emphasis on the visual language, historical context, cultural values, and technological changes in art and architecture. Professional practices emphasize the curatorial, business, and installation aspects of exhibiting art. Studio courses include drawing, painting, photography, graphic design, printmaking, sculpture and ceramics. An emphasis on portfolio presentation, exhibition preparedness, and a progression of intermediate courses prepares students for vocational opportunities and successful junior level transfer to universities, colleges, and art academies.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)
- Associate in Arts (A.A.)
- Certificate of Achievement (C.A.)

CAREER OPPORTUNITIES

- Animator
- Artist
- Art Consultant
- Art Critic
- Art Dealer
- Art Historian
- Art Teacher
- Art Therapist
- Arts Administrator
- Ceramicist
- Conservator
- Curator
- Digital Media Artist
- Gallery Director
- Graphic Designer
- Museum Professional
- Painter
- Photographer
- Printmaker
- Restorer
- Sculptor
- Set painter
- Visual Merchandiser

CONTACT

Division Chair: **Doug Highland**
Division Assistant: **Magnolia Stork**
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A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Art History — Associate in Arts for Transfer

The Art History program in Fine Arts prepares students for a major in art history at baccalaureate institutions. Two tracks are offered: Associate in Arts in Art History and Professional Practices (AHPP AA) and Associate in Arts in Art History for Transfer (AA-T in Art History). The AA-T in Art History degree guarantees admission with junior status at a campus of the California State University (CSU) system in Art History or a similar major.

Art History is the study of the visual art from prehistory to the present. It places emphasis on the visual language, historical context, cultural values, techniques, materials, and technological changes in the history of art and architecture. The Art History program provides students with a core curriculum that will prepare them with the knowledge and skills required to succeed in the study of Art History. Students will develop skills for critical and analytical thinking, perceptive reading and observation, and interpretive analysis.

Required Courses (9 credits)

ART 203	Survey Of Western Art History: Prehistory Through The Middle Ages	3
ART 204	Survey Of Western Art History: Renaissance To Contemporary	3
ART 221	Drawing I	3

List A: (Two courses; 6 credits)

ART 207	Survey Of Mexican Art History I: Pre-Columbian	3
ART 208	Survey Of Mexican Art History II: Colonial To Contemporary	3
ART 209	Art Of Africa, Oceania, And Indigenous North America	3
ART 210	Survey Of Asian Art History	3
ART 211	Survey Of African Art History	3

List B: (One course; 3 credits)

ART 205	Survey Of Art History: Modernism Through Contemporary	3
ART 220	Fundamentals Of 2-D Design	3
ART 222	Drawing II	3
ART 223	Figure Drawing I	3
ART 224	Figure Drawing II	3
ART 229	Color	3
ART 230A	Painting I	3

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

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www.cuesta.edu/student/studentservices/finaid

ART 230B	Painting II	3
ART 232	Watercolor I	3
ART 240A	Printmaking I	3
ART 241A	Etching I	3
ART 244	Photography I	3
ART 245	Photography II	3
ART 249A	Digital Photography I	3
ART 253	Digital Art	3
ART 266	Graphic Design I	3
ART 268	Digital Typography Art	3
ART 270	Fundamentals Of 3-D Design	3
ART 271	Sculpture I	3
ART 274A	Sculpture Foundry I	3
ART 280	Ceramics I: Introduction To Ceramics	3
ART 281A	Ceramics: Wheel-Throwing I	3
ART 281B	Ceramics: Wheel-Throwing II	3
ART 282	Ceramics II: Hand-Building	3
ART 283	Ceramics III: Ceramics Sculpture	3

Total Credits: **18**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer.
In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.
Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Studio Arts — Associate in Arts for Transfer

The Studio Arts program in Fine Arts prepares students for a major in studio arts at four year institutions. Two tracks are offered: Associate in Arts in Art Studio (AA Art Studio) and Associate in Arts in Studio Arts for Transfer (AA-T in Studio Arts). Studio Arts provides a solid foundation in a wide range of visual art practices including drawing, painting, photography, digital art, printmaking, sculpture, and ceramics. The Studio Arts program provides students with a core curriculum that prepares them with the knowledge and skills required to succeed in the study of Fine Arts. Emphasis is placed on providing the skills and techniques to manipulate forms and materials for creative expression and in developing a vocabulary to understand and engage in critical art discourse. Students develop skills for problem solving and critical thinking, creative and analytical use of the elements and principles of design, and the capacity for experimentation and invention in visual art media.

Required Core (12 credits)

ART 204	Survey Of Western Art History: Renaissance To Contemporary	3
ART 220	Fundamentals Of 2-D Design	3
ART 270	Fundamentals Of 3-D Design	3
ART 221	Drawing I	3

Select one Art History course (3 credits)

ART 203	Survey Of Western Art History: Prehistory Through The Middle Ages	3
ART 205	Survey Of Art History: Modernism Through Contemporary	3
ART 207	Survey Of Mexican Art History I: Pre-Colombian	3
ART 208	Survey Of Mexican Art History II: Colonial To Contemporary	3
ART 209	Art Of Africa, Oceania, And Indigenous North America	3
ART 210	Survey Of Asian Art History	3
ART 211	Survey Of African Art History	3

Select three Studio courses (9 credits)

ART 222	Drawing II	3
ART 223	Figure Drawing I	3
ART 224	Figure Drawing II	3
ART 229	Color	3
ART 230A	Painting I	3
ART 230B	Painting II	3
ART 240A	Printmaking I	3
ART 241A	Etching I	3
ART 244	Photography I	3

ART 245	Photography II	3
ART 249A	Digital Photography I	3
ART 253	Digital Art	3
ART 266	Graphic Design I	3
ART 268	Digital Typography Art	3
ART 271	Sculpture I	3
ART 274A	Sculpture Foundry I	3
ART 280	Ceramics I: Introduction To Ceramics	3
ART 281A	Ceramics: Wheel-Throwing I	3
ART 281B	Ceramics: Wheel-Throwing II	3
ART 282	Ceramics II: Hand-Building	3
ART 283	Ceramics III: Ceramics Sculpture	3
Total Credits:		**24**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

ASSOCIATE DEGREE PROGRAM

Art History and Professional Practices — Associate in Arts

The A.A. Degree in Art History and Professional Practices prepares students to transfer to colleges and universities, enter an arts management career, or Fine Arts students may pursue this degree concurrently with an art studio degree to enhance their understanding of their creative process in a broad historical context and to prepare for gallery representation and exhibition of their work.

Art History is the study of visual art from prehistory to the present. It places emphasis on the visual language, historical context, cultural values, techniques, materials, and technological changes in the history of art and architecture. The Art History and Professional Practices program provides students with a core curriculum that will prepare them with the knowledge and skills required to succeed in the study of Art History and the curatorial, business, and installation aspects of exhibiting art. Students will develop skills for critical and analytical thinking, perceptive reading and observation, and interpretive analysis.

A total of 24 credits are required for the degree. A minimum of 9 credits in Art must be earned at Cuesta College.

Required Courses (18 credits):

ART 202	Introduction To Museum Practices.	3
ART 203	Survey Of Western Art History: Prehistory Through The Middle Ages	3
ART 204	Survey Of Western Art History: Renaissance To Contemporary	3
ART 205	Survey Of Art History: Modernism Through Contemporary	3
ART 207	Survey Of Mexican Art History I: Pre-Colombian	3
or ART 208 . . .	Survey Of Mexican Art History II: Colonial To Contemporary	(3)
or ART 209 . . .	Art Of Africa, Oceania, And Indigenous North America	(3)
or ART 210 . . .	Survey Of Asian Art History	(3)
or ART 211 . . .	Survey Of African Art History.	(3)
ART 295	Art Gallery	3

Plus 6 credits from the following:

ART 220	Fundamentals of 2-D Design	3
ART 221	Drawing I.	3
ART 249A	Digital Photography I.	3
ART 255	Illustrator: Vector Graphics And Illustration	3
ART 256	Foundation Of Digital Imaging Art	3
ART 259	Foundation Of Web And UX Design	3
ART 266	Graphic Design I.	3
ART 268	Digital Typography Art	3
ART 270	Fundamentals Of 3-D Design.	3
ART 280	Ceramics I: Introduction To Ceramics	3
Total Credits:		**24**

Click Here For Program Student Learning Outcomes

ASSOCIATE DEGREE PROGRAM

Art Studio — Associate in Arts

The A.A. Degree in Art Studio focuses on both the meaning and form of art. By actively creating works of art in a wide range of disciplines, including drawing, painting, photography, digital graphics, printmaking, sculpture and ceramics, the student develops the techniques, visual sensibility, and historical understanding necessary for developing a personal artistic vision. An emphasis on portfolio presentation and exhibition preparedness along with a wide selection of intermediate courses in each discipline equips students with the knowledge and skills required for vocational opportunities and for successful junior level transfer to universities, colleges, and art academies.

Required Courses (15 credits):

ART 203	Survey Of Western Art History: Prehistory Through The Middle Ages	3
or ART 204	Survey Of Western Art History: Renaissance To Contemporary	(3)
or ART 205	Survey Of Art History: Modernism Through Contemporary	(3)
or ART 207	Survey Of Mexican Art History I: Pre-Columbian	(3)
or ART 208	Survey Of Mexican Art History II: Colonial To Contemporary	(3)
or ART 209	Art Of Africa, Oceania, And Indigenous North America	(3)
or ART 210	Survey Of Asian Art History	(3)
or ART 211	Survey Of African Art History	(3)
ART 220	Fundamentals Of 2-D Design	3
ART 221	Drawing I	3
ART 270	Fundamentals Of 3-D Design	3
ART 293	Portfolio Presentation	3

Plus 9 credits from the following:

ART 202	Introduction To Museum Practices	3
ART 222	Drawing II	3
ART 223	Figure Drawing I	3
ART 224	Figure Drawing II	3
ART 229	Color	3
ART 230A	Painting I	3
ART 230B	Painting II	3
ART 230C	Painting III	3
ART 232	Watercolor I	3
ART 233	Watercolor II	3
ART 234	Figure Painting	3
ART 235	Mural Painting	3
ART 240A	Printmaking I	3

ART 240B. . . . . Printmaking II 3
ART 241A. . . . . Etching I 3
ART 241B. . . . . Etching II 3
ART 241C. . . . . Etching III 3
ART 243A. . . . . Book Arts I 3
ART 243B. . . . . Book Arts II 3
ART 244 . . . . . . Photography I 3
ART 245 . . . . . . Photography II 3
ART 249A. . . . . Digital Photography I 3
ART 249B. . . . . Digital Photography II 3
ART 251 . . . . . . Alternative Photographic Processes 3
ART 252 . . . . . . Photographic Lighting 3
ART 253 . . . . . . Digital Art 3
ART 255 . . . . . . Foundation Of Digital Graphic Art 3
ART 256 . . . . . . Foundation Of Digital Imaging Art 3
ART 258 . . . . . . Foundation Of Digital Layout Design 3
ART 259 . . . . . . Foundation Of Web And UX Design 3
ART 265 . . . . . . Adobe Flash: Art, Design, And Animation 3
ART 266 . . . . . . Graphic Design I 3
ART 267 . . . . . . Graphic Design II 3
ART 268 . . . . . . Digital Typography Art 3
ART 271 . . . . . . Sculpture I 3
ART 272 . . . . . . Sculpture II 3
ART 274A. . . . . Sculpture Foundry I 3
ART 274B. . . . . Sculpture Foundry II 3
ART 274C. . . . . Sculpture Foundry III 3
ART 280 . . . . . . Ceramics I: Introduction To Ceramics 3
ART 281A. . . . . Ceramics: Wheel-Throwing I 3
ART 281B. . . . . Ceramics: Wheel-Throwing II 3
ART 282 . . . . . . Ceramics II: Hand-Building 3
ART 283 . . . . . . Ceramics III: Ceramics Sculpture 3
ART 284 . . . . . . Alternative Firing Techniques In Ceramics 3
ART 295 . . . . . . Art Gallery 3
Total Credits: **24**

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAMS

Ceramics — Certificate of Achievement

The Certificate of Achievement in Ceramics prepares students for work in artistic commercial ceramic studios, complements existing Fine Arts degrees for students hoping to transfer in ceramics, and prepares students for employment as a ceramic assistant in the professional artistic community. This certificate is also designed for students wanting to set up their own production studios to work as independent commercial or fine art ceramicists. Students learn the foundations of ceramic design and produce original work that demonstrates a high level of technical expertise and craft. Emphasis is placed on job-related skills, including production-forming techniques, surface-design techniques, glaze formulation and application, chemical safety, and kiln technology.

ART 280	Ceramics I: Introduction To Ceramics	3
ART 281A	Ceramics: Wheel-Throwing I	3
ART 281B	Ceramics: Wheel-Throwing II	3
ART 282	Ceramics II: Hand-Building	3
ART 284	Alternative Firing Techniques In Ceramics	3
ART 283	Ceramics III: Ceramics Sculpture	3
or ART 250	Occupational Work Experience In Art	(1 - 4)
or ART 293	Portfolio Presentation	(3)
Total Credits:		**16 - 19**

Click Here For Program Student Learning Outcomes

Graphics — Certificate of Achievement

The Graphics Certificate of Achievement prepares students for entry-level work in the visual media industry and provides professional development in graphic design skills for those in the work place. For transfer students the certificate complements existing Cuesta degrees such as the AA Art Studio and the AA-T Studio Art. The curriculum provides a strong foundation in design fundamentals, graphic literacy and the technical and artistic use of computer software for graphic design and marketing purposes.

Required Courses (24 credits)

ART 220	Fundamentals Of 2-D Design	3
ART 255	Foundation Of Digital Graphic Art	3
ART 256	Foundation Of Digital Imaging Art	3
ART 258	Foundation Of Digital Layout Design	3
ART 259	Foundation Of Web And UX Design	3
or ART 265	Motion Graphic Design I	(3)
ART 266	Graphic Design I	3
ART 267	Graphic Design II	3
ART 268	Digital Typography Art	3
Total Credits:		**24**

Click Here For Program Student Learning Outcomes

Photography — Certificate of Achievement

The Certificate of Achievement in Photography prepares students for work in commercial photography studios, complements existing Fine Arts degrees for students hoping to transfer in photography, and prepares students for entry-¬level employment as a photographer or photography assistant in the professional photography community. This certificate is also designed for students wanting to set up their own production studios to work as independent commercial or fine-art entry-level photographers. Students learn the foundations of photographic design and produce original work that demonstrates a high level of technical expertise and craft. Emphasis is placed on job-related skills including digital photography, digital workflow, lighting, specialized darkroom techniques, and studio photography techniques.

ART 244	Photography I	3
ART 249A	Digital Photography I	3
ART 245	Photography II	3
or ART 249B	Digital Photography II	(3)
ART 251	Alternative Photographic Processes	3
ART 252	Photographic Lighting	3
ART 293	Portfolio Presentation	3
or ART 250	Occupational Work Experience In Art	(1 - 3)
Total Credits:		**16 - 18**

Click Here For Program Student Learning Outcomes

Sculpture Foundry — Certificate of Achievement

The Certificate of Achievement in Sculpture Foundry prepares students for entry level work in artistic and commercial sculpture foundries, complements existing Fine Arts degrees for students hoping to transfer in sculpture, and prepares students to set up their own production studios to work as independent artists. Students learn the foundations of sculptural design and produce original work that demonstrates a high level of craft. Emphasis is placed on job-related skills, including mold making, chemical safety, and the casting process including gating, investing, burnout, casting, chasing, and patina.

ART 270	Fundamentals Of 3-D Design	3
ART 271	Sculpture I	3
ART 274A	Sculpture Foundry I	3
ART 274B	Sculpture Foundry II	3
ART 274C	Sculpture Foundry III	3
ART 250	Occupational Work Experience In Art	1 - 3
or ART 272	Sculpture II	(3)
or ART 293	Portfolio Presentation	(3)
Total Credits:		**16 - 18**

Click Here For Program Student Learning Outcomes

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

AUTO BODY TECHNOLOGY

DESCRIPTION

Students enrolled in these courses have the opportunity to expand their knowledge relative to auto body technology and develop entry level skills required for employment in the automotive collision and repair service industry. Successful completion of course requirements prepares students for certification as a professional body and collision repair technician offered through I-CAR.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

A noncredit Certificate of Completion means a document confirming that a student has completed a noncredit educational program of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit courses.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science (A.S.)
- Certificate of Achievement (C.A.)
- Certificate of Completion (C.C.)

CAREER OPPORTUNITIES

- Aluminum Structural Technician
- Automotive Detailer
- Automotive Glass Installer
- Automotive Painters
- Auto Physical Damage Appraisers
- Business Manager or Owner
- Custom Car Builder
- Nonstructural Technicians
- Paint Preparation
- Production Management
- Refinishing Technicians
- Steel Structural Technicians

CONTACT

Division Chair: **Dave Fernandez**
Division Assistant: **Tiffanie Kerr**
Office: **Bldg 4300, Rm 4301**
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ASSOCIATE DEGREE PROGRAM

Auto Body Technician — Associate in Science

Students enrolled in these courses have the opportunity to expand their knowledge relative to auto body technology and develop entry level skills required for employment in the automotive collision and repair service industry. Successful completion of course requirements prepares students for certification as a professional body and collision repair technician offered through I-CAR.

Required Courses (36.5 credits)

ATCH 160	Automotive Electrical Accessories	4
ATCH 168	Automotive Repair Business	3
ABOD 170	Auto Body Repair I	3
ABOD 171	Advanced Auto Body	3
or ABOD 177	Advanced Automotive Painting	3
ABOD 175	Automotive Painting	5
ATCH 284	Braking Systems	4
ATCH 186	Chassis And Suspension Systems	3
ATCH 188	Automotive Heating And Air Conditioning	3
ATCH 109	Introduction To Automotive Computers	2.5
WELD 270A	Basic Welding	3
WELD 270C	Welding: GMAW & GTAW	3

Plus, pass a minimum of two certification tests for the National Institute of Automotive Service Excellence (ASE).

Total Credits: **36.5**

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAMS

Auto Body Technician — Certificate of Achievement

Students enrolled in these courses have the opportunity to expand their knowledge relative to auto body technology and develop entry level skills required for employment in the automotive collision and repair service industry. Successful completion of course requirements prepares students for certification as a professional body and collision repair technician offered through I-CAR.

Required Courses (18 credits)

ATCH 160	Automotive Electrical Accessories	4
or ATCH 158	Automotive Electricity And Electronics	4
ATCH 168	Automotive Repair Business	3
ABOD 170	Auto Body Repair I	3
ABOD 175	Automotive Painting	5
ATCH 186	Chassis And Suspension Systems	3
or ATCH 188	Automotive Heating And Air Conditioning	3

Total Credits: **18**

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine: www.ASSIST.org
CSU System Information: www2.calstate.edu

FINANCIAL AID

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Noncredit Auto/Body Collision Repair — Certificate of Completion

This program is composed of noncredit ATCH courses. Students who successfully complete all courses will be eligible for the certificate. Upon completion of this certificate, noncredit ATCH students will have acquired the skills for entry level automotive positions.

Required Courses (0 credits)

ABOD 570 . . . . Auto Body Repair I. 108
ABOD 571 . . . . Advanced Auto Body. 108
Total Hours: 216

Click Here For Program Student Learning Outcomes

Noncredit Automotive Refinish Repair — Certificate of Completion

This program is composed of noncredit ATCH courses. Students who successfully complete all courses will be eligible for the certificate. Upon completion of this certificate, noncredit ATCH students will have acquired the skills for entry level automotive positions.

Required Courses (0 credits)

ABOD 575 . . . . Automotive Painting 162
ABOD 577 . . . . Advanced Automotive Painting 108
Total Hours: 270

Click Here For Program Student Learning Outcomes

Highway 1
San Luis Obispo, California 93403

AUTOMOTIVE TECHNOLOGY

DESCRIPTION

The Cuesta College Automotive Technology Department (an ASE Education Foundation Certified Program) has served students, the automotive service industry, and the community for over 45 years with course offerings in 17 specialized areas of concentration. Students enrolled in these courses have the opportunity to expand their knowledge relative to automotive technology and develop entry level skills required for employment in the automotive service industry. Successful completion of course requirements prepares students for the examinations required for voluntary certification as a professional technician offered by the National Institute for Automotive Service Excellence (ASE). The course offerings address the areas of concentration needed by a technician to become certified as a "Master Automobile Technician", and "Advanced Level Specialist".

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science (A.S.)
- Certificate of Achievement (C.A.)

CAREER OPPORTUNITIES

- Alignment Specialist
- Automotive Engineer
- Brake Specialist
- Electrical Engineer
- Electrical Specialist
- Engine Performance/Drivability Specialist
- General Technician
- Industrial Engineer
- Industrial Technology
- Quick Service Tech
- Service Management
- Service Writer
- Transmission Specialist
- Tune-up Technician

CONTACT

Division Chair: **Dave Fernandez**
Division Assistant: **Tiffanie Kerr**
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ASSOCIATE DEGREE PROGRAM

Advanced Engine Performance Technician — Associate in Science

This program is designed to prepare students for entry level employment as automotive technicians and in numerous other related areas of the automotive and transportation industry. Both theory and practical skills are emphasized. Directed practical work is given in all areas of automotive engine performance. Successful completion of course requirements prepares students for the examinations required for voluntary certification as a professional technician offered by the National Institute for Automotive Service Excellence (ASE). The course offerings address the areas of concentration needed by a technician to become certified as a "Master Automobile Technician", and "Advanced Level Specialist".

Required Courses (34.5 credits)

ATCH 109	Introduction To Automotive Computers	2.5
ATCH 120	Automotive Ignition Systems	2
ATCH 125	Engine Performance	4
ATCH 152	Internal Combustion Engines	3
ATCH 158	Automotive Electricity And Electronics	4
ATCH 160	Automotive Electrical Accessories	4
ATCH 264	Emission Control/Smog License Preparation	6
ATCH 168	Automotive Repair Business	3
ATCH 187	Automotive Fuel Injection And Turbochargers	3
ATCH 188	Automotive Heating And Air Conditioning	3
Total Credits:		**34.5**

Plus, pass a minimum of two certification tests for the National Institute of Automotive Service Excellence (ASE)

Click Here For Program Student Learning Outcomes

ASSOCIATE DEGREE PROGRAM

Automotive Technician — Associate in Science

Students enrolled in these courses have the opportunity to expand their knowledge relative to automotive technology and develop entry level skills required for employment in the automotive service industry. Successful completion of course requirements prepares students for the examinations required for voluntary certification as a professional technician offered by the National Institute for Automotive Service Excellence (ASE). The course offerings address the areas of concentration needed by a technician to become certified as a "Master Automobile Technician", and "Advanced Level Specialist".

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

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FINANCIAL AID

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www.cuesta.edu/student/
studentservices/finaid

Required Courses (35.5 credits)

ATCH 109 . . . . Introduction To Automotive Computers 2.5
ATCH 152 . . . . Internal Combustion Engines 3
ATCH 153 . . . . Engine Repair Procedures 3
ATCH 158 . . . . Automotive Electricity And Electronics 4
ATCH 168 . . . . Automotive Repair Business 3
ATCH 182 . . . . Automatic Transmissions 4
ATCH 186 . . . . Chassis And Suspension Systems 3
ATCH 188 . . . . Automotive Heating And Air Conditioning 3
ATCH 280 . . . . Manual Drivetrains 3
ATCH 281 . . . . Manual Transmissions 3
ATCH 284 . . . . Braking Systems 4

Plus, pass a minimum of two certification tests for the National Institute of Automotive Service Excellence (ASE).

Total Credits: **35.5**

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAMS

Automotive Technician — Certificate of Achievement

Students enrolled in these courses have the opportunity to expand their knowledge relative to automotive technology and develop entry level skills required for employment in the automotive service industry. Successful completion of course requirements prepares students for the examinations required for voluntary certification as a professional technician offered by the National Institute for Automotive Service Excellence (ASE). The course offerings address the areas of concentration needed by a technician to become certified as a "Master Automobile Technician", and "Advanced Level Specialist".

Required Courses (35.5 credits)

ATCH 109 . . . . Introduction To Automotive Computers 2.5
ATCH 152 . . . . Internal Combustion Engines 3
ATCH 153 . . . . Engine Repair Procedures 3
ATCH 158 . . . . Automotive Electricity And Electronics 4
ATCH 168 . . . . Automotive Repair Business 3
ATCH 182 . . . . Automatic Transmissions 4
ATCH 186 . . . . Chassis And Suspension Systems 3
ATCH 188 . . . . Automotive Heating And Air Conditioning 3
ATCH 280 . . . . Manual Drivetrains 3
ATCH 281 . . . . Manual Transmissions 3
ATCH 284 . . . . Braking Systems 4

Plus, pass a minimum of two certification tests for the National Institute of Automotive Service Excellence (ASE).

Total Credits: **35.5**

Click Here For Program Student Learning Outcomes

Engine Performance Specialist — Certificate of Achievement

This program is designed to prepare students for entry level employment as automotive technicians and in numerous other related areas of the automotive and transportation industry. Both theory and practical skills are emphasized. Directed practical work is given in all areas of automotive engine performance. Successful completion of course requirements prepares students for the examinations required for voluntary certification as a professional technician offered by the National Institute for Automotive Service Excellence (ASE). The course offerings address the areas of concentration needed by a technician to become certified as a "Master Automobile Technician", and "Advanced Level Specialist".

Required Courses (21.5 credits)

ATCH 109	Introduction To Automotive Computers	2.5
ATCH 120	Automotive Ignition Systems	2
ATCH 125	Engine Performance	4
ATCH 152	Internal Combustion Engines	3
ATCH 153	Engine Repair Procedures	3
ATCH 158	Automotive Electricity And Electronics	4
ATCH 187	Automotive Fuel Injection And Turbochargers	3
Total Credits:		**21.5**

Click Here For Program Student Learning Outcomes

Maintenance and Light Repair Technician — Certificate of Achievement

Consistent with NATEF (National Automotive Technician Education Foundation) organization, a Maintenance and Light Repair Technician Certificate would allow students to receive the minimum coursework and training in order to earn entry level placement in the automotive field. Completers of this certificate could find entry-level employment in most automotive repair facilities.

Required Courses (21 credits)

ATCH 152	Internal Combustion Engines	3
ATCH 153	Engine Repair Procedures	3
ATCH 158	Automotive Electricity And Electronics	4
ATCH 160	Automotive Electrical Accessories	4
ATCH 186	Chassis And Suspension Systems	3
ATCH 284	Braking Systems	4
Total Credits:		**21**

Click Here For Program Student Learning Outcomes

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

AVIATION MAINTENANCE

DESCRIPTION

The Aviation Maintenance courses prepare students with the skills and technical knowledge they need to perform maintenance on aircraft in the aviation maintenance industry. Includes general, airframe and powerplant maintenance subjects required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program.

CERTIFICATE PROGRAMS

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Certificate of Achievement (C.A.)

CAREER OPPORTUNITIES

- Aviation Maintenance Technician

CONTACT

Division Chair: **Dave Fernandez**
Division Assistant: **Tiffanie Kerr**
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CERTIFICATE PROGRAM

Aviation Mechanic – Airframe & Powerplant —

Certificate of Achievement

Prepares students with the skills and technical knowledge they need to perform maintenance on aircraft in the aviation maintenance industry. Includes general, airframe and powerplant maintenance subjects required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Students are required to provide certain hand-tools at their own expense, to successfully complete the course requirements.

Required Courses (48 credits)

AVMT 110	Aviation General Maintenance I	6
AVMT 120	Aviation General Maintenance II.	6
AVMT 130	Aviation Airframe Maintenance I.	6
AVMT 140	Aviation Airframe Maintenance II	6
AVMT 150	Aviation Airframe Maintenance III	6
AVMT 160	Aviation Powerplant Maintenance I	6
AVMT 170	Aviation Powerplant Maintenance II.	6
AVMT 180	Aviation Powerplant Maintenance III	6
Total Credits:		**48**

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

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FINANCIAL AID

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www.cuesta.edu/student/studentservices/finaid

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

BIOLOGY

DESCRIPTION

Biology entails the study of the diversity and evolution of life and life processes using the scientific method. The Cuesta College biological sciences program is designed to provide students with an appreciation of the nature, scope and relationships of life forms, as well as an understanding of how biology is applied to medicine, the environment, engineering, and daily life. The program consists of a sequence of courses that prepares students for transfer, field studies, and a variety of career opportunities.

ASSOCIATE DEGREE PROGRAMS

Students who complete an **Associate Degree for Transfer (ADT)** and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science for Transfer (A.S.-T.)

CAREER OPPORTUNITIES

- Biochemists and Biophysicists
- Bioinformatics Scientists
- Biological Science Teachers
- Biological Technicians
- Biostatisticians
- Clinical Data Managers
- Clinical Research Coordinators
- Database Architects
- Epidemiologists
- Exercise Physiologists
- Geneticists
- Health Specialties Teachers
- Information Research Scientists
- Life Scientists, All Other
- Medical Scientists
- Microbiologists
- Molecular and Cellular Biologists
- Natural Sciences Managers
- Software Developers, Applications
- Statisticians
- Water Resource Specialists
- Zoologists and Wildlife Biologists

CONTACT

Division Chair: **Elizabeth Lobo**
Office: **Bldg 2300, Rm 2300**
Phone: **(805) 546-3230**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Biology — Associate in Science for Transfer

The Associate in Science in Biology for Transfer degree will prepare students to transfer into a curriculum at a CSU to pursue a baccalaureate degree in biology.

Biology is the study of living organisms, their structure, life processes, and their interactions with each other and their environment. A major in the biological sciences is recommended for students interested in pursuing further study in biology, botany, zoology, ecology/environmental sciences, microbiology, agriculture, forestry, molecular biology, cell biology, genetics or marine biology. This program also provides an excellent foundation for studies in pre-medicine, pre-dentistry and pre-veterinary medicine and may qualify students for positions as biology laboratory technicians. The sequence of courses may be taken on a full-time or a part-time basis. Some classes are offered both day and evening.

Required Core: 2 courses (10 credits)

BIO 201A	Biology	5
BIO 201B	Biology	5

List A: 5 courses (23-25 credits)

CHEM 201A	General College Chemistry I	5
CHEM 201B	General College Chemistry II	5
MATH 265A	Calculus I	5
PHYS 205A	General Physics	4
and		
PHYS 205B	General Physics	4
or PHYS 208A	Principles Of Physics 1	(5)
and		
PHYS 208B	Principles Of Physics 2	(5)

List B: 1 course (3-4 credits)

MATH 236	Introduction To Applied Statistics	3
or MATH 247	Introduction To Statistics	(4)

Total Credits: 36-39

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

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www.cuesta.edu/student/studentservices/finaid

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

DESCRIPTION

Business Administration is a broad area encompassing Accounting, Law, Economics, Trade, Financial Markets, Management, Business Communication, Marketing and Entrepreneurship. Study in this area explores the theories, history, principles, practices, ethics and technologies governing contemporary issues in a global business environment. This program is designed to provide a basic overview of all subject matter and is preparatory lower division coursework for a bachelor's degree in Business.

The Associate in Arts in Business Administration for Transfer Degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing this degree (ADT) are guaranteed admission to the CSU system, but not necessarily to a particular campus.

The Career Track degree prepares students for the real world of Business by offering courses that allow students opportunities to acquire practical skills, technical knowledge and experience is a variety of fields of their choosing. The fields of study include Management, Marketing, Accounting, Small Business or General Business.

The Career Track degree allows students to create a personalized degree based upon core Business classes for all students, but also permits optional coursework in a desired profession, which will enhance the student's opportunity for employment or improve their chances of advancement in their current vocational field. The Career Track AA is also a great stepping-stone to a four-year degree in Business, or a related field.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Students who complete an **Associate Degree for Transfer (ADT)** and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science for Transfer (A.S.-T.)
- Associate in Arts (A.A.)
- Certificate of Achievement (C.A.)
- Certificate of Specialization (C.S.)

CAREER OPPORTUNITIES*

- Accounting
- Advertising
- Agricultural Business
- Banking
- Business Entrepreneur
- Communications Analyst
- Computerized Accounting
- E-Commerce
- Economic Research
- Financial Accounting
- Financial Services
- Global Business
- Government & Non-Profits
- Health Administration
- Human Resources Manager
- Information Systems Specialist
- International Relations
- Management & Supervision
- Marketing
- Merchandising Manager
- Personnel Manager
- Product Manager
- Promotional Specialist
- Property Manager
- Public Administration
- Purchasing
- Sales Representative

Continued on next page

CONTACT

Division Chair: **Susan Kline**
Division Assistant: **Tiffanie Kerr**
Phone: **(805) 546-3251**
Email: **tiffanie_kerr@cuesta.edu**

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

 A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Business Administration 2.0 — Associate in Science for Transfer

The Associate in Science in "Business Administration 2.0" for Transfer degree (AS-T in Business) prepares students to transfer to the CSU system, as well as other universities, in a Business Administration major. Students that earn the AS-T in Business will complete lower-division major requirements for a baccalaureate degree in Business. The AS-T in Business is designated for students wanting an in-depth knowledge of the core business fundamentals emphasizing accounting, economics, marketing, management, law, entrepreneurship, international trade, e-commerce, computer applications, customer service and ethics. This knowledge and skill set are fundamental for success in an industrial society and free enterprise system.

Required Core (28-31 credits)

ACCT 201A	Financial Accounting	4
ACCT 201B	Managerial Accounting	4
BUS 218	Business Law	4
ECON 201A	Principles Of Macroeconomics	3
ECON 201B	Principles Of Microeconomics	3
MATH 247	Introduction To Statistics	4
BUS 245	Introduction To Business	3
or BUS 227	Business Communications	(4)
MATH 255	Calculus For Business And Management	3
or		
MATH 265A	Calculus I	(5)

Total Credits: **28-31**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.
Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

Continued from previous page

- Small Business Owner
- Transportation Administration
- Utilities Administration

TRANSFER PREPARATION

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ASSOCIATE DEGREE PROGRAM

Business Administration - Career Track — Associate in Arts

BUSINESS ADMINISTRATION - CAREER TRACK PROGRAM DESCRIPTION This Associate of Arts degree was created to permit students the opportunity to develop an educational program based upon vocational aspirations. Classes are offered in a variety of academic areas. To earn an Associate of Arts degree, students must complete 60 units which include a core set of courses, the required GE/elective courses, and courses in any one of the concentration areas. This will provide students with specific skill sets enabling them to progress in career-oriented fields.

ASSOCIATE OF ARTS DEGREE, CERTIFICATE OF ACHIEVEMENT The Business Administration - Career Track program offers different points of completion: an Associate of Arts (AA) degree, and multiple Certificates of Achievement (CA). The Business Administration - Career Track Associates of Arts degree may be earned by successfully completing 60 units consisting of the required Business core coursework, an area of Business concentration plus the Cuesta College general education requirements. The Business Career Track Core Certificate of Achievement (CA) is earned by completing the required Business core coursework. Additional Certificates of Achievement are earned by completing any of the individual areas of concentration.

Required Core Courses (14 units)

BUS 245. . . . . . . .Introduction To Business 3
BUS 218. . . . . . . .Business Law 4
BUS 227. . . . . . . .Business Communications 4
ECON 200 . . . . . .Survey Of Economics 3
or ECON 201A . .Principles Of Macroeconomics. . . . . (3)
or ECON 201B . .Principles Of Microeconomics. . . . .(3)
or AGB 201 . . . . .Agriculture Economics . . . .(3)

Completion of the Core Courses above, plus ACCT 251, will earn a Certificate of Achievement in Business Administration - Career Track

Business Concentration Options: Students are to select from one of the following concentration areas of Business. This concentration, along with the above required core classes and General Education classes are required for students to complete the Business Administration - Career Track Associate of Arts degree.

Accounting Concentration (16 units)

ACCT 201A . . . Financial Accounting 4
ACCT 201B . . . Managerial Accounting 4
ACCT 203. . . . . Tax Accounting. 4
ACCT 252A . . . Computerized Accounting - Quickbooks I 2
ACCT 252B . . . Computerized Accounting - Quickbooks II 2
or

Digital Commerce Concentration (17 units)

ACCT 251. . . . . Elements Of Accounting For Business Including
Agricultural Business. 4
BUS 230. . . . . . Introduction To Digital Commerce 3
BUS 231. . . . . . Social Media Marketing. 3
BUS 232. . . . . . Digital Commerce: Content And Services 3
or BUS 233 . . . Digital Commerce: Physical Products. . . . . (3)
BUS 234. . . . . . Digital Commerce: Entrepreneurship. 4

or

Marketing Concentration (16 units)

ACCT 251. . . . . Elements Of Accounting For Business Including
Agricultural Business. 4
BUS 230. . . . . . Introduction To Digital Commerce 3
BUS 231. . . . . . Social Media Marketing. 3
BUS 243. . . . . . Marketing 3
BUS 241. . . . . . Sales. 3
or AGB 204 . . . Agricultural Sales And Communication . . . . (3)

or

Small Business Management Concentration (17 units)

ACCT 251. . . . . Elements Of Accounting For Business Including
Agricultural Business. 4
BUS 234. . . . . . Digital Commerce: Entrepreneurship. 4
or BUS 249 . . . Entrepreneurship . . . . (4)
BUS 248. . . . . . Small Business Management. 3
or BUS 283 . . . Introduction To Management . . . . (3)
BUS 285. . . . . . Human Resource Management 3
or AGB 206 . . . Supervision And Management In Agriculture . . . . (3)
BUS 241. . . . . . Sales. 3
or BUS 231 . . . Social Media Marketing. . . . . (3)
or BUS 243 . . . Marketing . . . . (3)

or

General Business Concentration (16 or more units)

ACCT 251. . . . . Elements Of Accounting For Business Including
Agricultural Business. 4

Students may complete 12 or more units of their choosing, from any Business, Agriculture Business, Accounting, or Economics course (BUS, AGB, ACCT, or ECON prefix) to earn the associate's degree in General Business.

Total Credits: **30-31**

Click Here For Program Student Learning Outcomes

ASSOCIATE DEGREE PROGRAM

Business Administrative Assistant — Associate in Arts

The Business Administrative Assistant program is designed to provide students with a background in communication, organization, and technological skills needed to qualify for jobs that require a higher level of education in an office setting.

Required Courses (18.5 credits)

BUS 227	Business Communications	4
BUS 228	Office Technology And Telecommunications	3
CIS 154	Essentials Of MS Outlook	2
CIS 173	Adobe Acrobat	1.5
CIS 210	Introduction To Computer Applications	4
CIS 216	Electronic Spreadsheet Applications	4
Total Credits:		**18.5**

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAMS

Business Career Track Core— Certificate of Achievement

BUSINESS CAREER TRACK CORE CERTIFICATE OF ACHIEVEMENT DESCRIPTION The Business Career Track Core Certificate of Achievement provides an academic foundation for students in the area of business and industry, including current business practices, accounting, economics, law, and business communication. Students will gain valuable business knowledge, to prepare them for employment or occupational advancement.

BUSINESS ADMINISTRATION - CAREER TRACK PROGRAM The Business Administration - Career Track program offers different levels of achievement. This Certificate of Achievement (CA) is for completing the core business courses in the Business Administration - Career Track AA degree. **Other certificates in various concentrations are available, and when both are completed, with other General Education (GE) requirements, students can then earn the Business Administration - Career Track AA.**

Required Courses (18 credits)

ACCT 251	Elements Of Accounting For Business Including Agricultural Business	4
or ACCT 201A	Financial Accounting	(4)
BUS 218	Business Law	4
BUS 227	Business Communications	4
BUS 245	Introduction To Business	3
ECON 200	Survey Of Economics	3
or ECON 201A	Principles Of Macroeconomics	(3)
or ECON 201B	Principles Of Microeconomics	(3)
or AGB 201	Agriculture Economics	(3)
Total Credits:		**18**

Click Here For Program Student Learning Outcomes

Accounting Concentration — Certificate of Achievement

The Accounting Concentration Certificate of Achievement prepares students for employment in entry-level accounting positions. The certificate contains transferable required coursework in financial and managerial accounting that can be applied to future Accounting and Business degrees.

The program encompasses classroom instruction in financial, managerial, and tax accounting, and hands-on applications with computerized accounting systems.

Required Courses (16 units)

ACCT 201A	Financial Accounting	4
ACCT 201B	Managerial Accounting	4
ACCT 203	Tax Accounting	4
ACCT 252A	Computerized Accounting - Quickbooks I	2
ACCT 252B	Computerized Accounting - Quickbooks II	2
Total Credits:		**16**

Click Here For Program Student Learning Outcomes

Digital Commerce Concentration — Certificate of Achievement

The digital commerce certificate provides students with a solid foundation for entry-level internet marketing positions in agencies, businesses, and in doing freelance work. The courses cover strategies such as internet business models, digital commerce transactions, product fulfillment, as well as hands-on experience setting up and marketing a prototype online business. The certificate is also a complement to other areas of study where students create their own content, such as photography, ceramics, music production, podcasts, and other artistic or commercial pursuits.

Students who intend to pursue a Business degree at a four-year institution will need to follow the courses required for the Business Administration transfer degree.

Required Courses (17 units)

BUS 230	Introduction To Digital Commerce	3
BUS 231	Social Media Marketing	3
BUS 232	Digital Commerce: Content And Services	3
or BUS 233	Digital Commerce: Physical Products	(3)
BUS 234	Digital Commerce: Entrepreneurship	4
ACCT 251	Elements Of Accounting For Business Including Agricultural Business	4
or ACCT 201A	Financial Accounting	(4)
Total Credits:		**17**

Click Here For Program Student Learning Outcomes

General Business Concentration — Certificate of Achievement

The General Business concentration gives students the opportunity to design their own certificate by choosing courses from the list that represent skills they wish to gain.

Students are required to take at least one accounting course but are encouraged to select additional courses that will help them understand specific areas of business that relate to a current or future job. Any Accounting, Agriculture Business, Business, or Economics class (ACCT, AGB, BUS, ECON prefix) may be applied.

Required Course (4 units)

ACCT 251. . . . . Elements Of Accounting For Business Including Agricultural Business 4
or ACCT 201A . Financial Accounting . . . . (4)

Optional Courses (choose 4-5 courses, minimum 12 units)

ACCT 201B . . . Managerial Accounting. 4
ACCT 203. . . . . Tax Accounting. 4
ACCT 252A . . . Computerized Accounting - Quickbooks I 2
and ACCT 252B Computerized Accounting - Quickbooks II 2
AGB 201 . . . . . Agriculture Economics 3
AGB 202 . . . . . Introduction To Agricultural Business 3
AGB 204 . . . . . Agricultural Sales And Communication 3
or BUS 241 . . . Sales. . . . . (3)
AGB 205 . . . . . Farm Management 3
AGB 206 . . . . . Supervision And Management In Agriculture 3
AGB 210 . . . . . Introduction To Agricultural Computer Applications. . . . 4
or CIS 210 . . . . Introduction To Computer Applications . . . . (4)
BUS 218. . . . . . Business Law 4
BUS 227. . . . . . Business Communications. 4
BUS 230. . . . . . Introduction To Digital Commerce 3
BUS 231. . . . . . Social Media Marketing. 3
BUS 232. . . . . . Digital Commerce: Content And Services 3
BUS 233. . . . . . Digital Commerce: Physical Products. 3
BUS 234. . . . . . Digital Commerce: Entrepreneurship. 4
BUS 243. . . . . . Marketing 3
BUS 245. . . . . . Introduction To Business 3
BUS 248. . . . . . Small Business Management. 3
BUS 249. . . . . . Entrepreneurship 4
BUS 283. . . . . . Introduction To Management 3
BUS 285. . . . . . Human Resource Management 3
BUS 286. . . . . . Human Relations 3

ECON 200 . . . . Survey Of Economics. 3
ECON 201A . . . Principles Of Macroeconomics 3
ECON 201B . . . Principles Of Microeconomics 3
ECON 220 . . . . Personal Financial Planning 3
CIS 216 . . . . . . Electronic Spreadsheet Applications 4
Total Credits: . . . .**16 - 20**

Click Here For Program Student Learning Outcomes

Marketing Concentration — Certificate of Achievement

The Marketing Concentration Certificate of Achievement gives students an opportunity to take classes in sales, marketing, and digital commerce. Classes give students insight into creating marketing plans, identifying target markets, and the role of digital commerce within the business environment.

Required Courses (16 units)

ACCT 251. . . . . Elements Of Accounting For Business Including Agricultural
Business 4
or ACCT 201A . Financial Accounting . . . . (4)
BUS 230. . . . . . Introduction To Digital Commerce 3
BUS 231. . . . . . Social Media Marketing. 3
BUS 243. . . . . . Marketing 3
BUS 241. . . . . . Sales. 3
or AGB 204 . . . Agricultural Sales And Communication . . . . (3)
Total Credits: **16**
Click Here For Program Student Learning Outcomes

Small Business Management Concentration — Certificate of Achievement

The Small Business Management concentration is designed for students with personal or occupational goals who wish for early employment, promotion, or lateral transfer. The Small Business Management concentration will expose students to digital commerce, principles of management, and entrepreneurship.

Required Courses (17 units)

ACCT 251	Elements Of Accounting For Business Including Agricultural Business	4
or ACCT 201A	Financial Accounting	(4)
BUS 234	Digital Commerce: Entrepreneurship	4
or BUS 249	Entrepreneurship	(4)
BUS 248	Small Business Management	3
or BUS 283	Introduction To Management	(3)
BUS 285	Human Resource Management	3
or AGB 206	Supervision And Management In Agriculture	(3)
BUS 241	Sales	3
or BUS 231	Social Media Marketing	(3)
or BUS 243	Marketing	(3)
Total Credits:		**17**

Click Here For Program Student Learning Outcomes

Business Administrative Assistant — Certificate of Achievement

The Business Administrative Assistant program is designed to provide students with a background in communication, organization, and technological skills needed to qualify for jobs that require a higher level of education in an office setting.

Required Courses (19 - 22.5 credits)

BUS 227	Business Communications	4
BUS 228	Office Technology And Telecommunications	3
BUS 253	Work Experience In Business	0.5 - 4
CIS 154	Essentials Of MS Outlook	2
CIS 173	Adobe Acrobat	1.5
CIS 210	Introduction To Computer Applications	4
CIS 216	Electronic Spreadsheet Applications	4
Total Credits:		**19 - 22.5**

Click Here For Program Student Learning Outcomes

Accounting Clerk — Certificate of Achievement

The Accounting Clerk program provides students with entry-level competencies for employment in the accounting industry, government, financial institutions, small businesses, and medical offices. The program encompasses classroom instruction and hands-on applications with computerized account systems. Students who intend to pursue an

accounting degree at a four-year institution will need to follow the courses required for the Business Administration transfer degree.

Required Courses (22 credits)

ACCT 201A . . . Financial Accounting 4
ACCT 201B . . . Managerial Accounting 4
ACCT 252A . . . Computerized Accounting - Quickbooks I 2
ACCT 252B . . . Computerized Accounting - Quickbooks II 2
BUS 253 . . . . . . Work Experience In Business 3
BUS 228 . . . . . . Office Technology And Telecommunications 3
CIS 210 . . . . . . Introduction To Computer Applications 4
Total Credits: **22**

Click Here For Program Student Learning Outcomes

Management Specialization — Certificate of Achievement

The Management Certificate of Specialization gives students skills for managing employees and presents legal issues that surround the employee-employer relationship through courses in management, supervision, leadership, human relations and human resource management.

Required Courses

BUS 283 . . . . . Introduction to Management 3
BUS 285 . . . . . Human Resource Management 3
BUS 286 . . . . . Human Relations 3
ACCT 251 . . . . Elements Of Accounting For Business
                  Including Agricultural Business 4
or ACCT 201A   Financial Accounting . . . . (4)
BUS 248 . . . . . Small Business Management 3
Total Credits: **16**

Click Here For Program Student Learning Outcomes

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

DESCRIPTION

The Cuesta College Chemistry Program provides interesting and challenging opportunities for students who seek to learn about the atoms and molecules that comprise the building blocks of our world. The study of chemistry leads to a greater understanding of materials, medicine, engineering, forensics, environmental science, geology, molecular biology, agriculture and other related fields. Popular topics include the chemistry of the environment, batteries, fuels, household substances, polymers, biochemistry, and how chemists make the molecules that we use on a daily basis. The Chemistry Program offers courses in Introductory Chemistry (Chem 200 and Chem 211) for beginning science and nursing and allied health majors; General Chemistry (Chem 201A and 201B) for science and engineering majors; and Organic Chemistry (Chem 212 A and 212B) and Biochemistry (Chem 231) for science majors and students who intend to earn professional health degrees at medical, pharmacy or veterinary schools. Students can earn an A.S. degree in Chemistry at Cuesta College, preparing them for transfer to four-year institutions or for employment in technical careers and a Premedical Studies Certificate of Achievement, which fulfills the lower division prerequisites required by most U. S. medical schools for the study of medicine.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS
- Associate in Science (A.S.)
- Certificate of Achievement (C.A.)

CAREER OPPORTUNITIES
- Chemical Equipment Operators and Tenders
- Chemical Plant and System Operators
- Chemical Lab Technicians
- Chemistry Teachers, Postsecondary
- Chemists
- Clinical Research Coordinators
- Environmental Science and Protection Technicians, Including Health
- Environmental Health and Safety
- Molecular Biologists
- Natural Sciences Managers
- Precision Agriculture Technicians
- Quality Control Analysts
- Remote Sensing Technicians
- Secondary School Chemistry and Physical Science Teachers
- Water Resource Specialists

CONTACT

Division Chair: **Bret Clark**
Office: **Bldg 2300, Rm 2300**
Phone: **(805) 546-3230**

ASSOCIATE DEGREE PROGRAM

Chemistry — Associate in Science

This degree is intended for students planning to transfer to a four-year university and major in chemistry or other STEM fields, to pursue professional health programs, or to work in chemistry related careers.

Required Courses (38-40 credits)

Note: Phys 208A and 208B are required for STEM majors at many universities. Check with a counselor or your transfer institution to determine which physics series is required for your target campus and major.

CHEM 201A. . .	General College Chemistry I.	5
CHEM 201B. . .	General College Chemistry II	5
CHEM 212A. . .	Organic Chemistry I.	5
CHEM 212B. . .	Organic Chemistry II	5
MATH 265A. . .	Calculus I.	5
MATH 265B. . .	Calculus II	5
PHYS 208A . . .	Principles Of Physics 1	5
and PHYS 208B	Principles Of Physics 2	5
or PHYS 205A .	General Physics	(4)
and PHYS 205B	General Physics	(4)
Total Credits:		**38 - 40**

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine:
www.ASSIST.org
CSU System Information:
www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs—grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full-and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:
www.cuesta.edu/student/studentservices/finaid

CERTIFICATE PROGRAM

Premedical Studies — Certificate of Achievement

The Premedical Studies Certificate of Achievement provides the first two years of college science education while fulfilling lower division prerequisites required by most U.S. medical schools for the study of medicine. It is aligned with Medical School Admission requirements (MSAR) published by the Association of American Medical Colleges. Students should confirm the specific requirements of the undergraduate university where they plan to transfer and the medical college(s) where they plan to apply for admission.

Lower Division Courses Required by Most U.S. Medical Schools

Required Courses

BIO 201A	Biology	5
BIO 201B	Biology	5
CHEM 201A	General College Chemistry I	5
CHEM 201B	General College Chemistry II	5
CHEM 212A	Organic Chemistry I	5
CHEM 212B	Organic Chemistry II	5
CHEM 231	Biochemistry	4
ENGL 201A	English Composition	4
ENGL 201B	Composition: Intro To Literature/Critical Thinking	4
or ENGL 201C	English Composition: Critical Thinking	4
PHYS 208A	Principles Of Physics 1	5
and PHYS 208B	Principles Of Physics 2	5
or PHYS 205A	General Physics	4
and PHYS 205B	General Physics	4

Select a Required Math Track (Track A or Track B)

Track A

MATH 265A	Calculus I	5
MATH 265B	Calculus II	5

or

Track B

MATH 229	Trigonometry	4
or MATH 231	Trigonometry With Geometric Foundations	5
MATH 242	Precalculus Algebra	5

Total Credits: 59 - 62

Click Here For Program Student Learning Outcomes

Highway 1
San Luis Obispo, California 93403

CHILD DEVELOPMENT AND FAMILY STUDIES

ASSOCIATE DEGREE & CERTIFICATE PROGRAMS   **2023–2024 CATALOG**

DESCRIPTION

Majoring in Child Development and Family Studies (CDFS) prepares students for careers working with children and their families, including early childhood education (ECE). Our program introduces child development theory and current research, emphasizes early childhood education best practices, and recognizes children in the context of family and culture. Students will apply learned theories, in actual settings with young children, under the supervision of Cuesta College Lab Teachers and Instructors.

EARLY CHILDHOOD TEACHER PATHWAYS

The Early Childhood Teacher Pathways prepare students to work with children from infancy into middle childhood in early care and educational settings. Early childhood courses prepare students to become knowledgeable and effective teachers, providing hands on learning in the classroom and support to develop as teaching professionals.

Students who plan to work in the field of Early Childhood Education are advised to pursue a Child Development Permit (CDP). Early Childhood Education Program course work is approved by the California Commission on Teacher Credentialing as meeting the requirements for the CDP Permits. The six levels of Child Development Permits are: Assistant Teacher, Associate Teacher, Teacher, Master Teacher, Site Supervisor, and Program Director. Students completing the core four courses (CDFS 201, 202, 203, and 205) will qualify for an Associate Teacher Certificate, through Cuesta College. Students completing the ECE AA or AS-T degrees (coupled with experience in the field) are eligible for the Child Development Permit at the Teacher level.

The ECE Professional Track is designed for Early Childhood Educators, who are not pursuing a degree at Cuesta College, and who want to deepen their understanding of child development, build their early childhood classroom skills, and advance their careers in ECE in a supportive online learning community. Four professional certificates are available: Associate Teacher Certificate of Achievement (12 CDFS units), Teacher Certificate of Achievement (26 CDFS units), Master Teacher Certificate of Achievement (35 CDFS units), and Site Supervisor Certificate of Achievement (35 CDFS units.

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)
- Associate in Science for Transfer (A.S.-T.)
- Associate in Arts (A.A.)
- Certificate of Achievement (C.A.)

CAREER OPPORTUNITIES

- Before and After School Teacher/ Director
- Behavioral Therapist
- Child Life Specialist
- Community College Instructor
- Early Childhood Teacher/Director
- Early Interventionist
- Elementary School Teacher
- Infant and Toddler Educator/Director
- Parent Educator
- Pediatric Specialist
- Resource and Referral Coordinator
- Special Education, Paraeducator

CONTACT

Division Chair: **Cherie Moore**
Division Assistant: **Vicki Schemmer**
Phone: **(805) 546-3263**
Email: **vschemme@cuesta.edu**

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

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CSU System Information:
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FINANCIAL AID

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www.cuesta.edu/student/
studentservices/finaid

ASSOCIATE DEGREE FOR TRANSFER PROGRAMS

Child and Adolescent Development — Associate in Arts for Transfer

The Child and Adolescent Development Associate in Arts for Transfer degree will prepare students with the strong foundation necessary for pursuing studies at the university level in education, child development, child welfare, or other related programs focusing on children and their families from infancy through adolescence. Students completing this interdisciplinary degree learn the processes of change and growth that characterize human development from conception to age 25, preparing them to pursue employment in the human services field. The coursework is designed to meet the needs of students planning to transfer to a CSU, majoring in Child Development, Human Development, Child and Adolescent Development, and Liberal Studies (Child Development). Students completing a Bachelor of Arts degree in this major typically choose careers in education, social services, counseling, and child/youth/family advocacy, or in the field of health.

Required Core Courses (13 credits)

ASHS 212	Human Development: Life Span	3
CDFS 201	Child Growth And Development	3
MATH 247	Introduction To Statistics	4
PSYC 201	Introductory Psychology	3

List A: (6 credits)
Select two courses from:

CDFS 202	Child, Family And Community	3
ASHS 214	Family, Relationships And Intimacy	3
SOC 201A	Introduction To Sociology	3
CDFS 240	Infant and Toddler Development	3
CDFS 203	Curriculum Young Children	3
CDFS 204	Health, Safety, And Nutrition	3
CDFS 206	Observation, Recording Techniques And Assessment	3

Total Credits. 19

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer.
In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.
Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

Early Childhood Education — Associate in Science for Transfer

The Associate in Science in Early Childhood Education for Transfer Degree (AS-T in ECE) provides a track for students to transfer to a CSU. The AS-T in ECE degree serves all students interested the principles and pedagogical foundations of Early Childhood Education. Degree completion will assist students in their current and future academic, career, and personal goals.

Required Core Courses (26 credits)

CDFS 201	Child Growth And Development	3
CDFS 202	Child, Family And Community	3
CDFS 203	Curriculum For Young Children	3
CDFS 204	Health, Safety, And Nutrition	3
CDFS 205	Introduction To Early Childhood Education: Principles And Practices	3
CDFS 206	Observation, Recording Techniques And Assessment	3
CDFS 215	Children In A Diverse Society	3
CDFS 216	Practicum: Curriculum/Environment Supervised Field Experience	5
Total Credits:		**26**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

ASSOCIATE DEGREE PROGRAM

Child Development And Family Studies — Associate in Arts

The Child Development and Family Studies Associate of Arts degree prepares students to work with children and their families, in a variety of settings, including direct services, advocacy/public policy, family support, and early intervention. Child development and family studies courses provide students with valuable knowledge and transferable skills that are applicable in their personal and family lives as well as in the workplace. Additionally, a Child Development and Family Studies Associate of Arts degree, coupled with the Child and Adolescent Development Associate in Arts for Transfer degree, will provide a strong foundation for pursuing studies in child development, and related fields focusing on children and their families, at four-year institutions.

CDFS 201	Child Growth And Development	3
CDFS 202	Child, Family And Community	3
CDFS 217	The Study Of Parenting: Theory And Practice	3
ASHS 214	Family, Relationships And Intimacy	3
ASHS 212	Human Development: Life Span	3
or CDFS 240	Infant And Toddler Development	(3)
ASHS 278	Families And Addiction	3
or NUTR 218	Maternal And Child Nutrition	(3)
Total:		**18**

Click Here For Program Student Learning Outcomes

Early Childhood Education — Associate in Arts

The Early Childhood Education Associate of Arts Degree provides a solid foundation for students entering the education field and prepares students to work with children from infancy into middle childhood in a variety of environments.

The core eight courses (201, 202, 203, 204, 205, 206, 215 and 216) match the California Commission on Teacher Credentialing Teacher Permit Early Childhood Education course requirements. Students who complete coursework at this level (the core eight, of the nine required courses) will receive a Child Development Teacher Certificate of Achievement from Cuesta College. Students need an additional 16 units of General Education to meet the Child Development Teacher Permit Education Requirement.

The Early Childhood Education Associate Degree courses (201, 202, 203, 204, 205, 206, 215, 216 and 245) with the additional six specialization units match the California Commission on Teacher Credentialing Master Teacher Permit Early Childhood Education course requirements. Students who complete coursework at this level will receive a Child Development Master Teacher Certificate of Achievement from Cuesta College. Students need an additional 16 units of General Education to meet the Child Development Master Teacher Permit Education Requirement.

The Early Childhood Associate Degree and an additional six administration units (ECE 246 and 248) included in the Site Supervisor Certificate of Achievement match the California Commission on Teacher Credentialing Site Supervisor Permit Early Childhood Education course requirements.

Required Courses (29 credits)

CDFS 201. . . . . Child Growth And Development 3

CDFS 202. . . . . Child, Family And Community 3

CDFS 203. . . . . Curriculum For Young Children. 3

CDFS 204. . . . . Health, Safety, And Nutrition. 3

CDFS 205. . . . . Introduction To Early Childhood Education:
Principles And Practices 3

CDFS 206. . . . . Observation, Recording Techniques And Assessment . 3

CDFS 215. . . . . Children In A Diverse Society. 3

CDFS 216. . . . . Practicum: Curriculum/Environment Supervised
Field Experience. 5

CDFS 245. . . . . Adult Supervision And Mentoring. 3

Choose 6 credits from the following:

CDFS 211. . . . . Music And Movement Activities For Young Children . . . 1

CDFS 212. . . . . Childhood And Play. 1

CDFS 217. . . . . The Study Of Parenting: Theory And Practice. 3

CDFS 220. . . . . Art For Children 1

CDFS 221. . . . . Stem In Early Childhood 1

CDFS 223. . . . . Loose Parts In Early Learning: Theory And Practice . . . 1

CDFS 234. . . . . Children's Books and Narratives 3

CDFS 235 . . . . Understanding Behaviors That Challenge 1

CDFS 236. . . . . Introduction To Children With Special Needs 3

CDFS 237. . . . . Curriculum And Strategies
For Children With Special Needs. 3

CDFS 240. . . . . Infant And Toddler Development 3

CDFS 242. . . . . Care And Education For Infants And Toddlers 3

Total Credits: **35**

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAMS

Child Development Associate Teacher — Certificate of Achievement

The Early Childhood Education Associate Teacher Certificate of Achievement is designed for students who are interested in working with young children as preschool associate teachers, daycare providers, and other careers in child development. The Early Childhood Associate Teacher Certificate provides students with knowledge in child growth and development and skills for working with families and preparing developmentally appropriate curriculum. The certificate meets the requirements for the Child Development Permit at the Associate Teacher Permit level.

Required Courses (12 credits)

CDFS 201 . . . . . Child Growth And Development 3
CDFS 202 . . . . . Child, Family And Community 3
CDFS 203 . . . . . Curriculum For Young Children 3
CDFS 205 . . . . . Introduction To Early Childhood Education: Principles
　　　　　　　　and Practices 3
Total Credits: **12**

Click Here For Program Student Learning Outcomes

Child Development Teacher — Certificate of Achievement

The Early Childhood Education Teacher Certificate of Achievement matches the California Commission on Teacher Credentialing Teacher Permit Early Childhood Education course requirements. Students need an additional 16 units of General Education to meet the Child Development Teacher Permit Education Requirement. The Early Childhood Education curriculum prepares students to work with children from infancy to middle childhood in a variety of learning environments.

Required Courses (26 credits)

CDFS 201 . . . . . Child Growth And Development 3
CDFS 202 . . . . . Child, Family And Community 3
CDFS 203 . . . . . Curriculum For Young Children 3
CDFS 204 . . . . . Health, Safety, And Nutrition 3
CDFS 205 . . . . . Introduction To Early Childhood Education:
　　　　　　　　Principles And Practices 3
CDFS 206 . . . . . Observation, Recording Techniques And
　　　　　　　　Assessment 3
CDFS 215 . . . . . Children In A Diverse Society 3
CDFS 216 . . . . . Practicum: Curriculum/Environment Supervised
　　　　　　　　Field Experience 5
Total Credits: **26**

Click Here For Program Student Learning Outcomes

Child Development Master Teacher — Certificate of Achievement

The Child Development Master Teacher Certificate of Achievement matches the California Commission on Teacher Credentialing Master Teacher Permit Early Childhood Education course requirements. Students need an additional 16 units of General Education to meet the Child Development Master Teacher Permit Education Requirement.

Required Courses (29 units)

CDFS 201	Child Growth And Development	3
CDFS 202	Child, Family And Community	3
CDFS 203	Curriculum For Young Children	3
CDFS 204	Health, Safety, And Nutrition	3
CDFS 205	Introduction To Early Childhood Education: Principles and Practices	3
CDFS 206	Observation, Recording Techniques And Assessment	3
CDFS 215	Children In A Diverse Society	3
CDFS 216	Practicum: Curriculum/Environment Supervised Field Experience	5
CDFS 245	Adult Supervision, Evaluation And Staff Relations In ECE	3

Choose 6 units from the following:

CDFS 211	Music And Movement Activities For Young Children	1
CDFS 212	Childhood And Play	1
CDFS 217	The Study Of Parenting: Theory And Practice	3
CDFS 220	Art For Children	1
CDFS 221	Stem In Early Childhood	1
CDFS 223	Loose Parts In Early Learning: Theory And Practice	1
CDFS 234	Children's Books And Narratives	3
CDFS 235	Understanding Behaviors That Challenge	1
CDFS 236	Introduction To Children With Special Needs	3
CDFS 237	Curriculum And Strategies For Children With Special Needs	3
CDFS 240	Infant And Toddler Development	3
CDFS 242	Care And Education For Infants And Toddlers	3

Total Credits: 35

Click Here For Program Student Learning Outcomes

Child Development Site Supervisor — Certificate of Achievement

The Child Development Site Supervisor Certificate of Achievement matches the California Commission on Teacher Credentialing Site Supervisor Permit Early Childhood Education course requirements. Students need an Associate Degree to meet the Child Development Site Supervisor Permit Education Requirement.

Required Courses (35 units)

CDFS 201	Child Growth And Development	3
CDFS 202	Child, Family And Community	3
CDFS 203	Curriculum For Young Children	3
CDFS 204	Health, Safety, And Nutrition	3
CDFS 205	Introduction To Early Childhood Education: Principles and Practices	3
CDFS 206	Observation, Recording Techniques And Assessment	3
CDFS 215	Children In A Diverse Society	3
CDFS 216	Practicum: Curriculum/Environment Supervised Field Experience	5
CDFS 245	Adult Supervision And Mentoring	3
CDFS 246	Administration I: Programs In Early Childhood Education	3
CDFS 248	Administration II: Personnel And Leadership In Early Childhood Education	3
Total Credits:		**35**

Click Here For Program Student Learning Outcomes

Inclusion And Special Needs — Certificate of Achievement

The Inclusion and Special Needs Certificate of Achievement prepares students to work in the field of special education. Students will learn and apply developmentally appropriate practices that support cognitive, social, emotional, and physical growth in children with special needs. Students will gain skills (including cultural competence) to work effectively with children with special needs and their families. Students will learn to collaborate with professionals in the child development and special education fields. Students will become familiar with the legal requirements and laws regarding children with special needs.

Required Courses (13 Credits)

CDFS 201	Child Growth And Development	3
CDFS 215	Children In A Diverse Society	3
CDFS 235	Understanding Behaviors That Challenge	1
CDFS 236	Introduction To Children With Special Needs	3
CDFS 237	Curriculum And Strategies For Children With Special Needs	3
Total Credits:		**13**

Click Here For Program Student Learning Outcomes

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

COLLEGE SUCCESS STUDIES

DESCRIPTION

The mission of CSS is to prepare students for success at Cuesta College. Through the instruction of pre-collegiate, basic skills, and transfer-level coursework emphasizing college readiness, CSS effectively supports students in their efforts to improve foundational and college-readiness skills. CSS courses and curriculum are designed to provide dynamic and challenging learning opportunities that encourage critical and creative thinking strategies. Our courses support students working toward a variety of educational goals, including transferring to four year institutions, earning certificates or associate degrees and advancing in the workforce. Finally, the CSS department plays a vital role in college-wide professional development activities to encourage student success and retention strategies across the curriculum.

The variety of courses offered all have a distance education option. They include:

- basic skills reading, writing, and grammar strategies
- learning skills
- college success strategies and personal development
- tutor training
- major and career exploration

CERTIFICATE PROGRAM

A noncredit **Certificate of Competency** means a document confirming that a student enrolled in a noncredit educational program of noncredit courses has demonstrated achievement in a set of competencies that prepares students to progress in a career path or to undertake degree-applicable or non-degree-applicable credit courses.

A noncredit **Certificate of Completion** means a document confirming that a student has completed a noncredit educational program of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit courses.

DEGREES, CERTIFICATES & AWARDS

- Certificate of Competency (C.C.)
- Certificate of Completion (C.C.)

CONTACT

Division Chair: **Amy Kayser**
Division Assistant: **Mallory Cronan**
Phone: **(805) 546-3190**
Email: **mallory_cronan@cuesta.edu**

CERTIFICATE PROGRAMS

Academic Skills Bridge to College Credit — Certificate of Completion

This is a noncredit certificate that consists of completing two College Success studies courses: CSS 725: College Learning Strategies and CSS 754: Major and Career Exploration. Upon completion of this certificate, students will be better prepared to transition to credit coursework at the college.

Required Courses (0.0 credits)

CSS 725	College Learning Strategies	108
CSS 754	Major And Career Exploration	54
Total Hours:		**162**

Click Here For Program Student Learning Outcomes

Noncredit Reading, Writing, And Grammar — Certificate of Competency

This is a noncredit basic skills certificate that consists of completing two college success studies courses: CSS 758: Grammar Strategies and CSS 789: Integrated Reading and Writing. Upon completion of this certificate, students will be better prepared for college level coursework in reading and writing.

Required Courses (0.0 credits)

CSS 758	Grammar Strategies	36
CSS 789	Integrated Reading And Writing	54 - 90
Total Hours:		**90 - 126**

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

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TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine:
www.ASSIST.org
CSU System Information:
www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs—grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full-and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:
www.cuesta.edu/student/
studentservices/finaid

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

COMMUNICATION STUDIES

DESCRIPTION

The Communication Studies program compels students to explore the communication theories, strategies, and skills needed to succeed in our complex and diverse world. Courses focus on improving social, cultural, professional, and personal experiences through the understanding and applied practice of communication. Many studies cite "effective communication" as the number one skill in demand in today's workplace. Through the study and practice of communication, students will become more competent communicators in their professional and personal lives. Our Communication Studies transfer degree prepares students for transfer to earn a baccalaureate degree in Communication Studies from a California State University and University of California.

ASSOCIATE DEGREE FOR TRANSFER PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)

CAREER OPPORTUNITIES

- Communications Teachers, Postsecondary
- Directors - Stage, Motion Pictures, Television, and Radio
- Film and Video Editors
- Government Relations
- Green Marketers
- Health Educators
- Human Resources Director
- Investor Relations
- Producers
- Program Directors
- Public Relations
- Regulatory Affairs Managers
- Speech Writer
- Talent Directors

CONTACT

Division Chair: **Beth Ann Dumas**
Division Assistant: **Anna Paez**
Phone: **(805) 546-3178**
Email: **anna_paez@cuesta.edu**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Communication Studies 2.0 — Associate in Arts for Transfer

The Associate in Arts in Communication Studies for Transfer degree 2.0 (AA-T in Communication Studies) prepares students for a major or minor in Communication Studies at four-year institutions and guarantees admission with junior status at a campus of the California State University (CSU) system in a similar major. The AA-T in Communication Studies degree is grounded in a thorough examination of how language is used in specific social contexts. All courses focus on cultural communication and take a language and social interaction perspective. Working in small and large groups, making presentations, and using a variety of communication modes will prepare students to participate effectively in their communities and at their workplace.

Required Core (3 credits)

COMM 201 . . . Public Address 3

List A: Two courses (6 credits)

COMM 210 . . . Small Group Discussion 3
COMM 215 . . . Argumentation And Debate. 3
COMM 230 . . . Interpersonal Communication 3

List B: Two courses (6 credits)

One course must be COMM 212 or COMM 280

COMM 212 . . . Intercultural Communication 3
COMM 280 . . . Survey Of Communication Studies. 3
FTVE 221 . . . . . Introduction To Electronic Media 3
JOUR 200. . . . . Introduction To Mass Communication. 3
Any List A course not used above.

List C: One course (3-4 credits)

Any List A or List B course not used above 3
ANTH 203 . . . . Cultural Anthropology. 3
PSYC 201. . . . . Introductory Psychology. 3
SOC 201A . . . . Introduction To Sociology. 3
ENGL 201C . . . English Composition: Critical Thinking. 4
JOUR 201A . . . News Writing And Reporting 3

Total Credits: 18-19

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

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FINANCIAL AID

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www.cuesta.edu/student/studentservices/finaid

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

COMPUTER INFORMATION SYSTEMS

ASSOCIATE DEGREE & CERTIFICATE PROGRAMS | 2023–2024 CATALOG

DESCRIPTION

Computer Information Systems encompasses the fields of Computer Science and Information Systems. Primary fields of study include software development, programming, and applications. Careers in today's information systems require knowledge and hands-on experience in microcomputer applications as well as programming. Professionals in the computing field seek to advance the fundamental understanding of how information is processed, as well as the practical design of software and hardware to accomplish specific functions. The Associate in Science degree requirements are designed to satisfy core requirements for many Computer Science and Information Systems transfer patterns. However, students should consult a counselor and especially the catalog of the intended transfer institution for specific transfer requirements in the major. The program in Computer Information Systems offers students an opportunity to earn an associate's degree as well as coursework in general CIS electives for students in other fields of study campus-wide. The program also offers certificates and courses for high-demand skill areas such as mobile device development.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science (A.S.)
- Certificate of Achievement (C.A.)
- Certificate of Specialization (C.S.)

CAREER OPPORTUNITIES

- Applications Programmer
- Applications Specialist
- Computing Applications Specialist
- Data Administrator
- Database Administrator
- Database Manager
- Help Desk Technician
- Information Specialist
- Mobile Applications Developer
- Network Administrator
- Network Technician
- Programmer
- Programmer Analyst
- Project Manager
- Software Engineer
- System Administrator
- System Manager
- System Operator
- Systems Analyst
- Systems Integrator
- Systems Programmer
- Web Designer
- Web Developer
- Webmaster

CONTACT

Division Chair: **Susan Kline**
Division Assistant: **Tiffanie Kerr**
Phone: **(805) 546-3251**
Email: **tiffanie_kerr@cuesta.edu**

ASSOCIATE DEGREE PROGRAM

Computer Science — Associate in Science

Computer Information Systems encompasses the fields of Computer Science and Information Systems. Primary fields of study include software development, programming, and applications. Careers in Today's information systems require knowledge and hands-on experience in microcomputer applications as well as programming. Professionals in the computing field seek to advance the fundamental understanding of how information is processed, as well as the practical design of software and hardware to accomplish specific functions. The Associate in Science degree requirement are designed to satisfy course requirements for many Computer Science and Information Systems transfer patterns. However, students should consult a counselor and especially the catalog of the intended transfer institution for specific transfer requirements in the major. The program in Computer Information Systems offers students an opportunity to earn an associate's degree as well as course work in general CIS electives for students in other fields of study campus-wide. The program also offers courses for high demand skill areas such as mobile device development.

Required Courses (37 credits)

CIS 201	Introduction To Computer Science	3
CIS 231	Fundamentals Of Computer Science I	4
CIS 232	Fundamentals Of Computer Science II	2
CIS 233	Fundamentals Of Computer Science III	2
CIS 240	Microcomputer Architecture & Programming	3
CIS 241	Discrete Structures	3
CHEM 201A	General College Chemistry I	5
and		
CHEM 201B	General College Chemistry II	5
or		
PHYS 208A	Principles Of Physics 1	(5)
and		
PHYS 208B	Principles Of Physics 2	(5)
MATH 265A	Calculus I	5
MATH 265B	Calculus II	5
Total Credits:		**37**

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

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TRANSFER RESOURCES:

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FINANCIAL AID

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www.cuesta.edu/student/studentservices/finaid

ASSOCIATE DEGREE PROGRAM

Management Information Systems — Associate in Science

Computer Information Systems encompasses the fields of Computer Science and Information Systems. Primary fields of study include software development, programming, and applications. Careers in Today's information systems require knowledge and hands-on experience in microcomputer applications as well as programming. Professionals in the computing field seek to advance the fundamental understanding of how information is processed, as well as the practical design of software and hardware to accomplish specific functions. The Associate in Science degree requirement are designed to satisfy course requirements for many Computer Science and Information Systems transfer patterns. However, students should consult a counselor and especially the catalog of the intended transfer institution for specific transfer requirements in the major. The program in Computer Information Systems offers students an opportunity to earn an associate's degree as well as course work in general CIS electives for students in other fields of study campus-wide. The program also offers courses for high demand skill areas such as mobile device development.

Required Courses (38 credits)

ACCT 201A	Financial Accounting	4
ACCT 201B	Managerial Accounting	4
BUS 218	Business Law	4
CIS 201	Introduction To Computer Science	3
CIS 210	Introduction To Computer Applications	4
CIS 216	Electronic Spreadsheet Applications	4
CIS 231	Fundamentals Of Computer Science I	4
CIS 232	Fundamentals Of Computer Science II	2
ECON 201A	Principles Of Macroeconomics	3
ECON 201B	Principles Of Microeconomics	3
MATH 255	Calculus For Business And Management	3
Total Credits:		**38**

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAMS

Cloud Computing — Certificate of Achievement

The Cloud Computing certificate is an entry-level position certificate with a focus on computer programming in a cloud network. Coursework includes software development, computer programming, databases, security, networking, mobile applications, and cloud architecture. The courses within this certificate provide complete training for the following certifications: AWS Cloud Practitioner, AWS Developer, AWS Big Data, AWS Architecture, AWS Security. Students who choose the Android development course will receive preparation for Android/Google certifications.

Required Courses

CIS 201	Introduction To Computer Science	3
CIS 220	Introduction To Cloud Computing	2
CIS 223	Cloud Programming	3
CIS 225	Cloud Databases	2
CIS 226	Cloud Architecture And Security	3
CIS 203	IOS Development I	3
or CIS 207	Android Development I	(3)
Total Credits:		**16**

Click Here For Program Student Learning Outcomes

Android Developer — Certificate of Specialization

The Android Developer Certificate provides a framework for students to obtain the necessary skills to succeed as an Android Developer. The program prepares students to develop professional-quality apps that demonstrate skill mastery.

Required Courses (6 credits)

CIS 207	Android Development I	3
CIS 208	Android Development II	3
Total Credits:		**6**

Click Here For Program Student Learning Outcomes

Internet Applications Developer — Certificate of Specialization

The Internet Applications Developer Certificate provides a framework for students to obtain the necessary skills to succeed as a developer of Internet-Based applications. The program prepares students to develop professional-quality applications that demonstrate skill mastery.

Required Courses (8 credits)

CIS 201	Introduction To Computer Science	3
CIS 220	Introduction To Cloud Computing	2
CIS 223	Cloud Programming	3
Total Credits:		**8**

Click Here For Program Student Learning Outcomes

IOS Developer — Certificate of Specialization

The iOS Developer Certificate provides a framework for students to obtain the necessary skills to succeed as an iOS Developer. The program prepares students to develop professional-quality apps that demonstrate skill mastery.

Required Courses (6 credits)

CIS 203 . . . . . . IOS Development I. 3
CIS 204 . . . . . . IOS Development II 3
Total Credits: **6**

Click Here For Program Student Learning Outcomes

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

COMPUTER AND NETWORKING TECHNOLOGY

DESCRIPTION

Computer and Network Technology program builds a solid foundation in computer and networking theory and applications. The training includes basic electronics, network cabling and infrastructure, computer and networking hardware, desktop and server operating systems, wireless configuration and administration and computer and network diagnostic tools. The goal of the degree is to provide broad training that will prepare a student to install, configure, troubleshoot and administrate all types of computer and network hardware and associated operating systems. Each course in the program is aligned with industry certifications including CompTIA A+, Cisco CCNA, Microsoft Desktop and Server Administration, FOA Copper and Fiber Cabling, and CWNA Wireless certifications. The curriculum is primarily designed for students who are seeking entry-level information and communication technology skills for positions such as network administrator, network engineer, network technician, computer technicians, network installer, and help desk technician.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

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A noncredit Certificate of Completion means a document confirming that a student has completed a noncredit educational program of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit courses.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science (A.S.)
- Certificate of Specialization (C.S.)
- Certificate of Completion (C.C.)

CAREER OPPORTUNITIES

- Computer Repair Specialist
- Computer Technical Support
- Networking Technician
- Wireless Configuration Specialist

CONTACT

Division Chair: **Dave Fernandez**
Division Assistant: **Tiffanie Kerr**
Office: **Bldg 4300, Rm 4301**
Phone: **(805) 546-3264**
Email: **tiffanie_kerr@cuesta.edu**

ASSOCIATE DEGREE PROGRAM

Computer And Networking Technology — Associate in Science

The Computer and Network Technology program builds a solid foundation in computer and networking theory and applications. The training includes basic electronics, network cabling and infrastructure, computer and networking hardware, desktop and server operating systems, wireless configuration and administration and computer and network diagnostic tools. The goal of the degree is to provide broad training that will prepare a student to install, configure, troubleshoot and administrate all types of computer and network hardware and associated operating systems. Each course in the program is aligned with industry certification objectives including CompTIA A+, CompTIA Security+, Cisco CCENT, Microsoft Desktop and Server Administration, FOA Premises Cabling Certifications.

Required Courses (30-33 credits)

CNET 219	Network Infrastructure Fundamentals	4
CNET 221	Computer Workstation Administration	3
CNET 235	Cyber Security Fundamentals	4
CNET 253	Computer Technician Fundamentals	3
CNET 254	Server Maintenance And Administration	4
CNET 260	Networking Fundamentals	2.5
CNET 261	Router Theory And Technology	2.5
CIS 201	Introduction To Computer Science	3
EET 113	Electronics For Computer Technicians	3
or EET 213	Electronics Fundamentals	(6)
PDS 171	Team Building	0.5
PDS 178	Decision Making & Problem Solving	0.5
Total Credits:		**30 - 33**

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAMS

Computer Networking Support — Certificate of Specialization

This program prepares students for the Cisco Certified Entry Level Network Technician (CCENT) exam. This is the premiere entry level networking certification that will enable students to begin or advance their career in the IT industry specializing in network maintenance and administration.

Required Courses (9 units)

CNET 260	Networking Fundamentals	2.5
CNET 261	Router Theory And Technology	2.5
CNET 235	Cyber Security Fundamentals	4
Total Credits:		**9**

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

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www.cuesta.edu/student/studentservices/finaid

Computer Support Specialist — Certificate of Specialization

The Computer Support Specialist Certificate prepares students for entry level positions in computer repair and operating system administration for both desktop and server applications. The courses are aligned with, and help prepare for, the industry standard certifications CompTIA A+, Microsoft Workstation and Microsoft Server Configuration certifications.

Required Courses (10 credits)

CNET 221　. . . .　Computer Workstation Administration . . . .　3
CNET 253　. . . .　Computer Technician Fundamentals . . . .　3
CNET 254　. . . .　Server Maintenance And Administration. . . . .　4
Total Credits: 10

Click Here For Program Student Learning Outcomes

Network Infrastructure Support — Certificate of Specialization

The Network Infrastructure Specialist certificate prepares students for entry level jobs as a network cable installer and key elements of computer and network technician duties. The courses are aligned with the industry standard certifications.

Required Courses (9.5 credits)

CNET 219　. . . .　Network Infrastructure Fundamentals　. . . . .　4
CNET 260　. . . .　Networking Fundamentals　. . . . . 2.5
EET 169 . . . . . .　Residential Wiring . . . .　3
Total Credits: **9.5**

Click Here For Program Student Learning Outcomes

Noncredit Computer Technician Internship Preparation —
Certificate of Completion

This entry level certificate will prepare students for a computer technician internship.

Required Courses (0.0 credits)

CNET 735　. . . .　Computer System Security. 108
CNET 753　. . . .　Computer Technician Fundamentals 90
CNET 760　. . . .　Networking Fundamentals. 63
CNET 761　. . . .　Router Theory And Technology. 63
Total Hours: **324**

Click Here For Program Student Learning Outcomes

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

CONSTRUCTION TECHNOLOGY

DESCRIPTION

The purpose of the Construction Technology Program is to prepare students for:

1. Employment within the construction field with knowledge of general practices within the construction industry, such as residential and commercial building.

2. Entry level employment and/or placement into a trade union in the specialized trades, such as electrician, and plumbing.

3. Specialized training in water treatment (Grade I and Grade 2), entry level solar installation (NABCEP), and building codes

4. Purchasing, scheduling, and feasibility of projects, materials, and resources as well as basic project management and bid development.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science (A.S.)
- Certificate of Achievement (C.A.)

CAREER OPPORTUNITIES

- Building Maintenance Technician
- Entry into Labor Union
- Foreman
- General Contractor
- Materials Sales, Marketing, and Customer Service

CONTACT

Division Chair: **Dave Fernandez**
Division Assistant: **Tiffanie Kerr**
Office: **Bldg 4300, Rm 4301**
Phone: **(805) 546-3264**
Email: **tiffanie_kerr@cuesta.edu**

ASSOCIATE DEGREE PROGRAM

Construction Technology — Associate In Science

This program is designed for individuals seeking entry level positions in the construction industry. By fulfilling the program requirements, students will have the necessary knowledge and skills for a career in the construction industry. The students will learn a variety of skills in residential construction such as rough and finish carpentry, plumbing, electrical, concrete, blueprint reading, and construction management.

Required Courses (10.5 credits)

ATCH 105	Professional Development For Employment I	2
CTCH 260	Construction Management	3
CTCH 200	Workplace Safety- OSHA.	0.5
CTCH 210	Blueprint Reading	2
CTCH 250	Materials Of Construction	3

Plus 8 credits from the following:

ATCH 106	Professional Development For Employment II	2
BUS 283	Introduction to Management	3
CTCH 180A	Building Code I, Architectural Design Provisions	3
CTCH 220	Foundations And Slabs	1
CTCH 222	Floor Framing	1
CTCH 224	Wall Framing.	1
CTCH 226	Roof Construction	1
CTCH 228	Introduction To Plumbing	1
CTCH 230	Introduction To Residential Wiring	1
CTCH 232	Finish Carpentry.	1
EET 181	National Electrical Code	3
EET 183	Commercial And Industrial Wiring	4
ENGR 201	Plane Surveying	3
ENGR 225	AUTOCAD	1
or ENGR 226	Engineering Drawing.	(4)
WELD 270A	Basic Welding	3

Total Credits: **18.5**

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

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www2.calstate.edu

FINANCIAL AID

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www.cuesta.edu/student/
studentservices/finaid

CERTIFICATE PROGRAM

Construction Technology — Certificate of Achievement

This program is designed for individuals seeking entry level positions in the construction industry. By fulfilling the program requirements, students will have the necessary knowledge and skills for a career in the construction industry. The students will learn a variety of skills in residential construction such as rough and finish carpentry, plumbing, electrical, concrete, blueprint reading, and construction management.

Required Courses (10.5 credits)

ATCH 105	Professional Development For Employment I	2
CTCH 260	Construction Management	3
CTCH 200	Workplace Safety- OSHA.	0.5
CTCH 210	Blueprint Reading	2
CTCH 250	Materials Of Construction	3

Plus 8 credits from the following:

ATCH 106	Professional Development For Employment II	2
BUS 283	Introduction to Management	3
CTCH 180A	Building Code I, Architectural Design Provisions	3
CTCH 220	Foundations And Slabs	1
CTCH 222	Floor Framing	1
CTCH 224	Wall Framing	1
CTCH 226	Roof Construction	1
CTCH 228	Introduction To Plumbing	1
CTCH 230	Introduction To Residential Wiring	1
CTCH 232	Finish Carpentry	1
EET 181	National Electrical Code	3
EET 183	Commercial And Industrial Wiring	4
ENGR 201	Plane Surveying	3
ENGR 225	AUTOCAD	1
or ENGR 226	Engineering Drawing	(4)
WELD 270A	Basic Welding	3

Total Credits: **18.5**

Click Here For Program Student Learning Outcomes

Cuesta College

Highway 1
San Luis Obispo, California 93403

CRIMINAL JUSTICE

DESCRIPTION

The Criminal Justice Program studies the activities and operations of law enforcement agencies, the courts and correctional agencies. The public and social policy implications associated with operating the criminal justice system are also explored. Criminal Justice careers offer individuals a rewarding opportunity to serve the public, safeguard constitutional rights and actively meet the needs of the community. Upon completion of the program, students will be prepared to work in a variety of fields, including law enforcement, investigations, courts, corrections, private security, law and juvenile justice.

ASSOCIATE DEGREE PROGRAMS

Students who complete an **Associate Degree for Transfer (ADT)** and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

DEGREES, CERTIFICATES & AWARDS

- Associate in Science for Transfer (A.S.-T.)
- Associate in Arts (A.A.)

CAREER OPPORTUNITIES

- Correctional Personnel
- Law Enforcement Officer
- Nonprofit Agencies
- Parole/Probation Officer
- Victim's Advocate
- Youth Correctional Facility

CONTACT

Division Chair: **Dave Fernandez**
Division Assistant: **Tiffanie Kerr**
Office: **Bldg 4300, Rm 4301**
Phone: **(805) 546-3264**
Email: **tiffanie_kerr@cuesta.edu**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Administration of Justice — Associate in Science for Transfer

The AS-T in Administration of Justice studies the activities and operations of law enforcement agencies, the courts and correctional agencies. The public and social policy implications associated with operating the criminal justice system are also explored. Administration of Justice careers offer individuals a rewarding opportunity to serve the public, safeguard constitutional rights and actively meet the needs of the community. Upon completion of the degree, students will be prepared to work in a variety of fields, including law enforcement, investigations, courts, corrections, private security, law and juvenile justice.

Required Courses (6 credits)

CJ 202	Introduction To Criminal Justice	3
CJ 206	Concepts Of Criminal Law	3

List A: Select any TWO of the following courses (6 credits)

CJ 204	Principles And Procedures Of The Justice System	3
CJ 208	Legal Aspects Of Evidence	3
CJ 210	Principles Of Investigation	3
CJ 224	Community, Diversity And The Justice System	3
CJ 228	Introduction To Corrections	3

List B: Select any TWO of the following courses (6-7 credits)

Any course not selected from List A

SOC 201A	Introduction To Sociology	3
PSYC 201	Introductory Psychology	3
MATH 236	Introduction To Applied Statistics	3
or		
MATH 247	Introduction To Statistics	4

Total Credits: . . . . **18 - 19**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.
Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

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www.cuesta.edu/student/studentservices/finaid

ASSOCIATE DEGREE PROGRAM

Criminal Justice — Associate in Arts

The Criminal Justice Program provides students with the tools to be academically successful, develop critical thinking skills and expertise by offering a dynamic and diverse curriculum. The Program studies the components, objectives and legal underpinnings of the criminal justice system. The public and social policy implications associated with operating the criminal justice system are also explored. The Program prepares students for careers in the administration of justice field including, law enforcement, investigations, corrections, private security, law and juvenile justice.

Students must pass all classes with a grade of "C" or better.

A minimum of 12 credits in Criminal Justice must be earned at Cuesta College.

Required Courses (26 credits)

CJ 202	Introduction To Criminal Justice	3
CJ 204	Principles And Procedures Of The Justice System	3
CJ 206	Concepts Of Criminal Law	3
CJ 208	Legal Aspects Of Evidence	3
CJ 210	Principles Of Investigation	3
CJ 213	Patrol Procedures	3
CJ 224	Community, Diversity And The Justice System	3
CJ 226	Investigative Report Writing	2
CJ 228	Introduction To Corrections	3
Total Credits:		**26**

Click Here For Program Student Learning Outcomes

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

CULINARY ARTS

DESCRIPTION

The Cuesta College Culinary Arts program offers students a variety of interesting and challenging courses from which to learn about food, including ingredient production, procurement, recipe development, dish preparation, plating, catering, product production, and the food industry.

The Culinary/Hospitality Associate in Science Degree, Culinary Arts Foundation Certificate of Specialization, and Culinary Arts Studies Certificate of Achievement provide job skills in a career technical educational program, and contribute to preparing students for careers in restaurants, bakeries, healthcare facilities, and craft production facilities.

The Plant-Based Sustainable Nutrition, Agriculture, and Culinary Arts Certificate of Specialization is listed under the Nutrition Department and Program Information Sheet.

Popular topics in Culinary Arts include: Food service career opportunities, professional chef attributes, kitchen management, food safety, equipment, preparation of classic stocks and mother sauces, breakfast dishes, proteins, pastas, breads, vegetables, culinary gardening, dressings, fruits, cakes, and pastries. Students have the opportunity to learn a variety of dish preparations, including regional traditions and contemporary variations, like whole-plant and allergen-free.

The Culinary Arts program is designed to integrate academic and lab training with real life experience in the field of Culinary Arts. Selected courses within the curriculum meet requirements for entry level employment, ServSafe Manager certification, transferability to CSU, and also provide students with lifelong learning knowledge, as well as consumer and industry-applicable skills.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

DEGREES, CERTIFICATES & AWARDS

- Associate in Science (A.S.)
- Certificate of Achievement (C.A.)
- Certificate of Specialization (C.S.)

CAREER OPPORTUNITIES

- Chefs
- Cooks
- Bakers
- Food Product Entrepreneurs
- Food Prep Workers
- Food Service Manager

CONTACT

Division Chair: **Cherie Moore**
Division Assistant: **Vicki Schemmer**
Office: **Bldg 4000,
(Child Development Center)**
Phone: **(805) 546-3264**
Email: **vschemme@cuesta.edu**

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

ASSOCIATE DEGREE PROGRAM

Culinary/Hospitality — Associate in Science

Provides students with necessary food service, culinary, and hospitality skills for an entry level position in the hospitality/culinary industry. This program gives students a solid foundation of cooking and hospitality skills. Students are provided valuable "hands-on" training, enforcing theoretical knowledge presented in the classroom.

Required Core (13 units)

CUL 215	Food Safety And Sanitation	2
CUL 210	Culinary Arts Fundamentals I	3
CUL 225	Baking And Baking Science I	1
CUL 290	Culinary: Weights, Measures And Calculations	1
HOSP 200	Introduction To Hospitality	3
NUTR 210	Nutrition	3

Any 100 or 200 level Math course may be substituted for CUL 290.

Choose from one concentration:

Culinary Concentration (CUL 220 and 6 additional units from the following):

CUL 220	Culinary Arts Fundamentals II	3
CUL 241	Culinary Gardening: Cool Season Crops	2
CUL 242	Culinary Gardening: Warm Season Crops	2
CUL 243	Cuisines Of The World	1
CUL 245	Advanced Pastry Arts	2
CUL 249	Plant-Based Cuisine	3
CUL 252	Work Experience In Culinary Arts	1 - 4
CUL 254	Culinary Entrepreneurship	3
CUL 255	Catering Principles	3
CUL 260	Food Production	3

Hospitality Concentration (Choose 9 units from the following courses):

HOSP 225	Hospitality Law	3
or BUS 218	Business Law	(4)
HOSP 250	Introduction To Hotel Management	3
HOSP 255	Catering Principles	3
HOSP 230	Introduction To Food And Beverage Management	3
HOSP 270	Hospitality Cost Control	3

Total Credits: 22

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

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CSU System Information: www2.calstate.edu

FINANCIAL AID

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CERTIFICATE PROGRAMS

Culinary Arts Studies — Certificate of Achievement

Provides students with necessary food service skills and culinary skills for an entry level position in the hospitality/culinary industry. This program gives the students a solid foundation of cooking skills. Students are provided valuable "hands-on" training, enforcing theoretical knowledge presented in the classroom.

Required Core (18 units)

CUL 215	Food Safety And Sanitation	2
CUL 210	Culinary Arts Fundamentals I	3
CUL 220	Culinary Arts Fundamentals II	3
CUL 225	Baking And Baking Science I	1
CUL 245	Advanced Pastry Arts	2
CUL 290	Culinary: Weights, Measures And Calculations	1
HOSP 200	Introduction To Hospitality	3
NUTR 210	Nutrition	3

Any 100 or 200 level Math course may be substituted for CUL 290.

Choose 3 units from the following:

CUL 241	Culinary Gardening: Cool Season Crops	2
CUL 243	Cuisines Of The World	1
CUL 249	Plant-Based Cuisine	3
CUL 252	Work Experience In Culinary Arts	1 - 4
CUL 254	Culinary Entrepreneurship	3
CUL 255	Catering Principles	3
CUL 260	Food Production	3
HOSP 230	Introduction To Food And Beverage Management	3
HOSP 270	Hospitality Cost Control	3
Total Credits:		**21**

Click Here For Program Student Learning Outcomes

Culinary Arts Foundation — Certificate of Specialization

The Culinary Arts Foundation Certificate of Specialization provides job skills in a career technical educational program. It is designed to integrate academic and lab training with real life experience in the field of Culinary Arts. Selected courses within the curriculum meet requirements for entry level employment, food safety certification, transferability to CSU, and also provide students with lifelong learning knowledge as well as consumer and industry-applicable skills.

Required Courses (8.5-10 credits)

CUL 213 . . . . . . Basic Food Safety And Sanitation 0.5

or CUL 215 . . . Food Safety And Sanitation . . . . (2)

CUL 210 . . . . . . Culinary Arts Fundamentals I 3

CUL 220 . . . . . . Culinary Arts Fundamentals II 3

CUL 225 . . . . . . Baking And Baking Science I 1

CUL 290 . . . . . . Culinary: Weights, Measures And Calculations 1

Any 100 or 200 level Math course may be substituted for CUL 290.

CUL 215 is required for the Culinary Arts Studies Certificate of Achievement and Hospitality Associate Degree for Transfer.

Total Credits: 8.5-10

Click Here For Program Student Learning Outcomes

Highway 1
San Luis Obispo, California 93403

DRAMA

DESCRIPTION

The discipline of theatre arts includes theoretical and practical courses in all aspects of theatre, providing preparation in acting, directing, and technical theatre through productions. The degree program allows for a course of study that expands and increases creativity. It is a meaningful journey of personal discovery and self-expansion. It connects the study of script analysis to creating complex characters or theatrical designs.

In addition, a solid foundation of fundamental skills learned through a variety of performance as well as technical theatre courses will help the student build confidence and emphasize the importance of responsibility, dedication, collaboration and commitment.

ASSOCIATE DEGREE FOR TRANSFER PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)

CAREER OPPORTUNITIES

- Actor
- Drama Teacher
- Director for the Stage
- Director for Film
- Entertainer
- Performer
- Event Planner
- Welder
- Construction Worker
- Construction Management
- Program Director
- Talent Director
- Casting Agent
- Screen writer
- Playwright
- Stage technical Director
- Film Production Assistant
- Prop Designer for film
- Special FX Make up Artist
- Producer
- Critic
- Arts Program Administrator
- Advertising Researcher
- Civil Servant
- Journalist
- Lawyer
- Researcher
- Dramaturg

CONTACT

Division Chair: **John Knutson**
Division Assistant: **Michelle Wright**
Phone: **(805) 546-3195**
Email: **michelle_wright1@cuesta.edu**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Theatre Arts — Associate in Arts for Transfer

The Associate in Arts in Theatre Arts for Transfer degree will prepare students to transfer into a curriculum at a CSU to pursue a baccalaureate degree in Theatre Arts. The Associate in Arts in Theatre Arts for Transfer (AA-T in Theatre Arts) includes theoretical and practical courses in all aspects of theatre, providing preparation in acting, directing, and technical theatre through productions. The degree program allows for a course of study that expands and increases creativity. It is a meaningful journey of personal discovery and self-expansion. It connects the study of script analysis to creating complex characters or theatrical designs. In addition, a solid foundation of fundamental skills learned through a variety of performance as well as technical theatre courses will help the student build confidence and emphasize the importance of responsibility, dedication, collaboration and commitment. The AA-T in Theatre Arts degree provides lower division preparation for students planning to transfer into baccalaureate level Theatre Arts programs.

Required Courses: (9 credits)

DRA 207	Introduction To Theatre	3
DRA 200	Acting 1	3
DRA 240	Technical Theatre Practicum	3
or DRA 241 . . .	Technical Theater Practicum II . . . .(3)
or DRA 242 . . .	Theatrical Design Practicum . . . .(3)
or DRA 243 . . .	Technical Management Practicum . . . .(3)
or DRA 260 . . .	Rehearsal And Performance: Children's Theatre . . . . . .(3)
or DRA 261 . . .	Rehearsal And Performance: Shakespeare/Classical. . .(3)
or DRA 262 . . .	Rehearsal And Performance: Musical Theatre . . . .(3)
or DRA 263 . . .	Rehearsal And Performance: Devised/New Works . . . .(3)
or DRA 264 . . .	Rehearsal And Performance: Modern Theatre. . . . .(3)

Select at least 9 credits from the following courses:

One Technical Theater Course (DRA 240, 241, 242, 243) or Rehearsal and Performance Course (DRA 260, 261, 262, 263, 264) not already used above. 3 credits max.

DRA 201	Acting II - Acting For The Camera	3
DRA 209	Introduction To Theatre Design	3
DRA 211	Stagecraft	3
DRA 212	Entertainment Lighting.	3
DRA 214	Script Analysis	3
DRA 236	Introduction To Theatrical Costume Construction.	3

Total Credits: 18

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

- Lighting Designer
- Sound Designer
- Lighting Specialist
- Projection Designer
- Master Electrician
- Shop Foreman
- Scenic Charge
- Painter
- Drama Therapist

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

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www.cuesta.edu/student/studentservices/finaid

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

ECONOMICS

DESCRIPTION

The study of economic theory and application allows students to develop their own perspective on causes and solutions to some of the pressing economic topics of society. The Economics Program at Cuesta College will provide students with a principle foundation from which to understand and improve decision-making processes in many aspects of life: as a consumer, an employee, an employer, a voter, a member of the global economy, and other roles.

ASSOCIATE DEGREE FOR TRANSFER PROGRAMS

Students who complete an **Associate Degree for Transfer (ADT)** and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)

CAREER OPPORTUNITIES

- Banking
- Economic Consulting
- Finance
- Government and Not-For-Profits
- Law
- Research and Development

CONTACT

Division Chair: **Susan Kline**
Division Assistant: **Tiffanie Kerr**
Phone: **(805) 546-3251**
Email: **tiffanie_kerr@cuesta.edu**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Economics — Associate in Arts for Transfer

The Associates in Arts in Economics for Transfer degree (AA-T in Economics) at Cuesta College provides students with the theoretical and empirical foundation to comprehend and critically evaluate economic events, issues and participants impacting the U.S. economy.

The study of economic theory and application allows students to develop their own perspective on causes and solutions to some of the pressing economic topics of society. The Economics Program at Cuesta College will provide students with a principle foundation from which to understand and improve decision-making processes in many aspects of life: as a consumer, an employee, an employer, a voter, a member of the global economy, and other roles. The General Education requirements of the degree will allow students to develop an understanding of the larger world and to cultivate personal qualities such as ethics, civility, cooperation, curiosity and open-mindedness.

Students graduating with the AA-T in Economics will be prepared to transfer to a CSU as well as other universities in Economics or similar majors. Economics graduates at the Bachelor's level are qualified for positions in industry, government, and public interest organizations. Additionally, they are well prepared to enter a graduate program in economics, business, journalism, law or public policy.

Required Core: (13-15 credits)

ECON 201A	Principles Of Macroeconomics	3
ECON 201B	Principles Of Microeconomics	3
MATH 247	Introduction To Statistics	4
MATH 255	Calculus For Business And Management	3
or		
MATH 265A	Calculus I	(5)

List A: Select one course (4-5 credits)

ACCT 201A	Financial Accounting	4
ACCT 201B	Managerial Accounting	4
BUS 218	Business Law	4
BUS 227	Business Communications	4
CIS 210	Introduction To Computer Applications	4
MATH 265B	Calculus II	5

List B: Select one course (4-5 units)

Any course not used in List A		
MATH 283	Calculus III: Multivariable Calculus	5
Total Credits:		**21-25**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine:
www.ASSIST.org
CSU System Information:
www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs—grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full-and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:
www.cuesta.edu/student/studentservices/finaid

Cuesta COLLEGE

Highway 1
San Luis Obispo, California 93403

EDUCATION

DESCRIPTION

The Cuesta College Education Program supports 5 teacher pathways that include Early Childhood Teachers, Elementary School Teachers, Middle or High School Teachers, Special Education Teachers, and Career Technical Education (CTE) Teachers.

See the Applied Behavioral Science Division webpage for more information about teacher pathways: https://www.cuesta.edu/academics/wed/appliedbehaviorsci/index.html

The Elementary Teacher Education Associate in Arts for Transfer degree prepares students to transfer into a Liberal Studies or a similar elementary teacher preparation major. The degree is designed to meet introductory content area subject matter requirements for a Multiple Subject Teaching Credential since elementary school teachers need to teach many subjects in a self-contained classroom; the Multiple Subject Credential is required to teach at elementary schools. Students who complete the degree will also gain practical experience through classroom observations and interaction with elementary students and faculty. A student may complete the AA-T in Elementary Teacher Education, then the Bachelor's Degree in Liberal Studies or similar major to help prepare for the Multiple Subject Credential Teacher Preparation program.

In addition to preparing students for a Multiple Subject credential, the Education department also offers certificates and pathways that support future middle and high school teachers, special educators, and paraeducators. Certificate programs include those for Middle and High School teachers, Paraprofessionals, and those who would like a stronger foundation in Child Development.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)
- Associate in Arts (A.A.)
- Certificate of Achievement (C.A.)
- Certificate of Specialization (C.S.)

CAREER OPPORTUNITIES

- Career Technical Education (CTE) Teachers
- Curriculum Developer
- Early Childhood Teachers
- Elementary School Teachers
- Middle or High School Teachers
- Paraeducator
- Special Education Teachers

CONTACT

Division Chair: **Cherie Moore**
Division Assistant: **Vicki Schemmer**
Office: **Bldg 4000 (Child Development Center)**
Phone: **(805) 546-3263**
Email: **vschemme@cuesta.edu**

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Elementary Teacher Education — Associate in Arts for Transfer

The Elementary Teacher Education Associate in Arts for Transfer degree prepares students to transfer into a Liberal Studies or a similar elementary teacher preparation major. The degree is designed to meet introductory content area subject matter requirements for a multiple subject teaching credential which is required for teaching at the elementary school level. Students who complete the degree will also gain practical experience through classroom observations and interaction with elementary students and faculty.

Required Core Courses (47-49 units)

EDUC 200	Introduction To The Teaching Profession	3
CDFS 201	Child Growth And Development	3
BIO 201A	Biology	5
or BIO 211	Life Science	(3)
or BIO 212	Human Biology	(3)
and BIO 212L	Human Biology Laboratory	(1)
PSCI 210	Energy and Matter	4
PSCI 211	Earth Science For Future Educators	4
MATH 220	Mathematics For Elementary School Teachers	3
COMM 201	Public Address	3
ENGL 201A	English Composition	4
ENGL 201B	Composition: Intro To Literature/Critical Thinking	4
ENGL 201C	English Composition: Critical Thinking	4
GEOG 225	World Regional Geography	3
HIST 203A	History Of World Civilizations	3
HIST 207A	History Of The United States	3
POLS 202	Government And Politics Of The United States	3

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine:
www.ASSIST.org
CSU System Information:
www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs—grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full-and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:
www.cuesta.edu/student/studentservices/finaid

List A: Select one course (3 units)

ART 200 . . . . . . Art Appreciation. 3

or MUS 235. . . Music Appreciation: Classical Music . . . . (3)

or DRA 207 . . . Introduction To Theatre . . . . (3)

List B: Select one course (3 - 4 units)

CIS 210 . . . . . . Introduction To Computer Applications 4

or CDFS 234 . . Children's Books And Narratives. . . . . (3)

or HEED 202 . . Health Education . . . . (3)

or HIST 210. . . History Of California . . . . (3)

or PSYC 201 . . Introductory Psychology. . . . . (3)

Total Credits: . . . . 53 - 56

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer.
In addition to major preparation course work listed above, completion of the CSU GE or
IGETC pattern is mandatory.
Courses completed for the major can also be double counted towards GE, where
appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

ASSOCIATE DEGREE PROGRAM

Paraprofessional Educator/Pre-Teaching — Associate in Arts

The Paraprofessional Educator/Pre-Teaching Associate Degree clarifies
and provides the path for future teachers of all 5 Teacher Pathways. Any
student interested in teaching will be able to earn an Associate's degree
that is specialized for their individual teacher pathway and that, depending
on the pathway and discipline, will lead to either employment or transfer.
This degree also prepares students to work as Paraprofessionals in
kindergarten through grade 12 (K-12) school settings satisfying the "No
Child Left Behind" requirements and Title 5 Paraeducator associate degree
requirement for employment in school districts and is the foundation for
many of the transfer degrees associated with each pathway.

Required Core (12 Units)

EDUC 220 . . . . Introduction To Special Education And The Paraeducator
                           Profession. 3

CDFS 201. . . . . Child Growth And Development 3

CDFS 202. . . . . Child, Family And Community 3

CDFS 215. . . . . Children In A Diverse Society. 3

Required Core meets 2 CSU GE Area D and Area E requirement.

CDFS 215 meets AA/AS Diversity requirement.

Complete one of the following five teaching areas of concentration:

Early Childhood (through age 8) Teacher Concentration (9 units)
CDFS 203. . . . . Curriculum For Young Children. 3
CDFS 205. . . . . Introduction To Early Childhood Education:
                         Principles And Practices 3
CDFS 236. . . . . Introduction To Children With Special Needs 3

Note that completion of CDFS 201, CDFS 202, CDFS 203 and CDFS 205 also meets the Child Development Associate Teacher Certificate of Achievement requirements.

Elementary Teacher Concentration (9 units)
EDUC 200 . . . . Introduction To The Teaching Profession 3
CDFS 236. . . . . Introduction To Children With Special Needs 3
CDFS 237. . . . . Curriculum And Strategies
                         For Children With Special Needs. 3
Note that EDUC 200 will meet teaching credential admission Intro to Teaching course and observation requirement.

Secondary (Single Subject) Teacher Concentration (9 units)
EDUC 200 . . . . Introduction To The Teaching Profession 3
6 units of Single Subject Credential concentration area from Associate degree discipline courses. 6
Note that EDUC 200 will meet teaching credential admission Intro to Teaching course and observation requirement.(See Counselor for advice on which courses to take for your selected subject matter degree)

Special Education Teacher Concentration (9 units)
EDUC 200 . . . . Introduction To The Teaching Profession 3
CDFS 236. . . . . Introduction To Children With Special Needs 3
CDFS 237. . . . . Curriculum And Strategies
                         For Children With Special Needs. 3
Note that EDUC 200 will meet teaching credential admission Intro to Teaching course and observation requirement.

Career Technical Teacher Concentration (9 units)
EDUC 200 . . . . Introduction To The Teaching Profession 3
6 units from CTE field (Welding, Auto Tech, Culinary, etc.). 6
(See Counselor for advice on which courses to take for your selected subject matter degree)
Total Credits: **21**
Click Here For Program Student Learning Outcomes

Career Technical Education Teacher Preparation — Associate in Science

Prepares students for transfer to earn a Bachelor's Degree in Career and Technical Education for teaching at the High School and Community College levels. The program of study includes courses in the student's CTE discipline, as well as introductory teaching pedagogy and CTE classroom observations.

Required Courses (6 units)
EDUC 200 . . . . Introduction To The Teaching Profession 3
HEED 204 . . . . Standard First Aid And CPR
(Cardiopulmonary Resuscitation) 3
CTE Concentration (18 units)
18 transferable units from any single CTE discipline
(i.e. Welding, Automotive Technology, Culinary Arts, Construction Technology, etc.)
Total Credits: **24**

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAMS

PK – 3 Pathway For Elementary Educators — Certificate of Achievement

The PK – 3 Pathway for Elementary Educators Certificate of Achievement provides students with a foundation in child development, including understanding typical/atypical behaviors, applying developmental theories to learning, addressing challenging behaviors in the classroom, working effectively with diverse student populations, and designing developmentally and culturally appropriate curriculum. The PK – 3 Pathway for Elementary Educators Certificate of Achievement meets the California credential requirement of 24 ECE/CD units for TK teachers.

Required Courses (24 units)
CDFS 201. . . . . Child Growth And Development 3
CDFS 202. . . . . Child, Family And Community 3
CDFS 203. . . . . Curriculum For Young Children. 3
CDFS 204. . . . . Health, Safety, And Nutrition. 3
CDFS 205. . . . . Introduction To Early Childhood Education:
Principles And Practices 3
CDFS 206. . . . . Observation, Recording Techniques And Assessment . . 3
CDFS 215. . . . . Children In A Diverse Society. 3
CDFS 234. . . . . Children's Books And Narratives. 3
Total Credits: 24

Click Here For Program Student Learning Outcomes

High School/Middle School Teacher Pathway
— Certificate of Achievement

The Middle School/High School Teacher Education Certificate of Achievement will enable students to gain practical experience through classroom observations and interaction with middle school/high school students and faculty. This Certificate is designed to be completed alongside an Associate Degree for Transfer in a specific major. Completion of an Associate Degree for Transfer will prepare students for transfer into a baccalaureate program at junior level status, and will facilitate the completion of subject matter requirements for a single subject teacher education program.

Required Courses (9 units)

CDFS 201	Child Growth And Development	3
EDUC 200	Introduction To The Teaching Profession	3
EDUC 210	Ethnic Studies For Educators	3
Nine units of Single Subject Credential subject matter area from Associate Degree of Transfer discipline courses		9
Total Credits:		**18**

Click Here For Program Student Learning Outcomes

Paraprofessional Educator/Pre-Teaching — Certificate of Achievement

The Paraprofessional Educator/Pre-Teaching Certificate of Achievement clarifies and provides the path for future teachers of all 5 Teacher Pathways. Any student interested in teaching will be able to earn a certificate that is specialized for their individual pathway and that, depending on the pathway and discipline, will lead to either employment, an Associate's degree, or an Associate's Degree of Transfer, depending on the pathway and goal. Students must pair this certificate with the Paraprofessional Examination or add 27 additional units in order to gain employment as a Paraeducator.

Required Core (12 Units)

EDUC 220	Introduction To Special Education And The Paraeducator Profession	3
CDFS 201	Child Growth And Development	3
CDFS 202	Child, Family And Community	3
CDFS 215	Children In A Diverse Society	3

Required Core meets 2 CSU GE Area D and Area E requirement
CDFS 215 meets AA/AS Diversity requirement.

Complete one of the following five teaching areas of concentration:

Early Childhood (through age 8) Teacher Concentration (9 units)

CDFS 203	Curriculum For Young Children	3
CDFS 205	Introduction To Early Childhood Education: Principles And Practices	3

CDFS 236. . . . . Introduction To Children With Special Needs. 3

Note that completion of CDFS 201, CDFS 202, CDFS 203 and CDFS 205 also meets the Child Development Associate Teacher Certificate of Association requirements.

Elementary Teacher Concentration (9 units)

EDUC 200 . . . . Introduction To The Teaching Profession 3

CDFS 236. . . . . Introduction To Children With Special Needs. 3

CDFS 237. . . . . Curriculum And Strategies For Children
       With Special Needs 3

Note that EDUC 200 will meet teaching credential admission Intro to Teaching course and observation requirement.

Secondary (Single Subject) Teacher Concentration (9 units)

EDUC 200 . . . . Introduction To The Teaching Profession 3

6 units of Single Subject Credential concentration area from Associate degree discipline courses. 6

Note that EDUC 200 will meet teaching credential admission Intro to Teaching course and observation requirement.

(See Counselor for advice on which courses to take for your selected subject matter degree)

Special Education Teacher Concentration (9 units)

EDUC 200 . . . . Introduction To The Teaching Profession 3

CDFS 236. . . . . Introduction To Children With Special Needs. 3

CDFS 237. . . . . Curriculum And Strategies For Children
       With Special Needs 3

Note that EDUC 200 will meet teaching credential admission Intro to Teaching course and observation requirement.

Career Technical Teacher Concentration (9 units)

EDUC 200 . . . . Introduction To The Teaching Profession 3

6 units from CTE field (Welding, Auto Tech, Culinary, etc.). 6

(See Counselor for advice on which courses to take for your selected subject matter degree)

Total Credits: 21

Click Here For Program Student Learning Outcomes

Paraprofessional Educator Foundation — Certificate of Specialization

The Paraprofessional Educator Foundation Certificate of Specialization provides foundational courses for Paraprofessional Educators who will generally assist teachers in the classroom, supervise students outside of the classroom, or provide administrative support for teaching. Other positions/titles include classroom aides, special education aides, school library technical assistants, and tutors. The next step in the teaching profession after earning this certificate, is to complete the Paraprofessional Educator/Pre-teaching Certificate of Achievement and then Associate's degree that will further prepare students to work as Paraprofessionals in kindergarten through grade 12 (K-12) school settings. If only earning this certificate, students must pair this certificate with the Paraprofessional Examination in order to gain employment as a Paraeducator.

Required (12 units)

EDUC 220	Introduction To Special Education And The Paraeducator Profession	3
CDFS 201.	Child Growth And Development	3
CDFS 202.	Child, Family And Community	3
CDFS 215.	Children In A Diverse Society.	3
Total Credits:		**12**

Click Here For Program Student Learning Outcomes

Highway 1
San Luis Obispo, California 93403

ELECTRONICS AND ELECTRICAL TECHNOLOGY

DESCRIPTION

Cuesta College is an approved training provider as a general electrician certification training program. Students enrolled in an approved course may register with the Division of Apprenticeship Standards to be eligible to work as an electrician trainee and continue their employment if 150 classroom hours each year are completed until qualified for the certification exam. Students who complete all the mandatory courses are eligible to sit for the certification exam administered by the state of California. Passage of this exam in combination with specific work experience will complete the state electrician certification process.

There is additional paperwork required for the State Electrician Trainee Program. Please contact the Engineering Technology Department for more information at (805) 546-3264.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science (A.S.)
- Certificate of Achievement (C.A.)

CAREER OPPORTUNITIES

- Commercial Electrical Installer
- Electrical Engineer
- Electrical Installer
- Electrical Maintenance Technician
- Electrician
- Environmental Engineer
- Environmental Scientist
- Industrial Maintenance Electrician
- Solar Engineer

CONTACT

Division Chair: **Dave Fernandez**
Division Assistant: **Tiffanie Kerr**
Office: **Bldg 4300, Rm 4301**
Phone: **(805) 546-3264**
Email: **tiffanie_kerr@cuesta.edu**

ASSOCIATE DEGREE PROGRAM

Electrical Technology — Associate in Science

This certification program presents a broad range of topics that will enable students to gain the skills and knowledge necessary to install, maintain and troubleshoot a variety of electrical and electronic control systems. These include residential wiring, commercial/industrial wiring and cabling, national electric code, troubleshooting and maintenance, motor controls and programmable logic controllers. The National Science Foundation (NSF) and local industry awarded significant grants and resources to construct three (3) separate Cuesta laboratories: a state-of-the-art polyphase power and control laboratory, a computer and network cabling laboratory, and a large all purpose wiring laboratory. The program provides students with theory and "hands-on" practical experience related to all aspects of electrical, transformer, and controls technology. Prior knowledge of electronics and the electrical trade is not required: however, successful students will master the skills required for success in the electrical trades and related electrical and electronic industries listed under "career opportunities".

This program of study leads to the Associate in Science degree. As such, general education courses are required as described in the Cuesta College Catalog. Intermediate algebra is not listed under the core technical courses because the mathematics requirement is considered general education for Associate in Science degrees.

CALIFORNIA STATE APPROVED ELECTRICIAN PROGRAM: California law requires that any individual working for an Electrical (C-10) Contractor be certified as an "Electrician Trainee", "Residential Electrician" or "General Electrician" by the California Division of Labor Standards Enforcement (per. 108-108.5 CLC). The Electrician Trainee Program in Cuesta's Electronic and Electrical Technology (EET) Department is the only fully certified non-union program within over a 100 mile radius of our main campus. Upon enrollment in one or more of the program courses, students will be able to immediately apply for their Electrician Trainee Certification number/card and legally work for contractors. After completion of the certificate, students will be eligible to take the California "General Electrician" and /or "Residential Electrician" Exam(s).

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

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www.cuesta.edu/student/studentservices/finaid

Required Courses (39 credits)

CTCH 260	Construction Management	3
EET 119	State Electrician Trainee Topics.	4
EET 169	Residential Wiring	3
EET 181	National Electrical Code	3
EET 183	Commercial And Industrial Wiring	4
EET 213	Electronics Fundamentals	6
EET 224	Industrial Electronics.	4
EET 228	PLC Automation And Solar Monitoring	4
EET 257	Computer Instrumentation And Control	4
EET 267	Power Systems And Rotating Electrical Machinery	4

Advising Note: To satisfy the Math/Analytical Thinking requirement for the General Education portion of this degree, students should choose from among Math 127, 229, 231, 242, or 265A.

Total Credits: **39**

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAMS

Electronics and State Electrician — Certificate of Achievement

This certification program presents a broad range of topics that will enable students to gain the skills and knowledge necessary to install, maintain and troubleshoot a variety of electrical and electronic control systems. These include residential wiring, commercial/industrial wiring and cabling, national electric code, troubleshooting and maintenance, motor controls and programmable logic controllers. The National Science Foundation (NSF) and local industry awarded significant grants and resources to construct three (3) separate Cuesta laboratories: a state-of-the-art polyphase power and control laboratory, a computer and network cabling laboratory, and a large all purpose wiring laboratory. The program provides students with theory and "hands-on" practical experience related to all aspects of electrical, transformer, and controls technology. Prior knowledge of electronics and the electrical trade is not required: however, successful students will master the skills required for success in the electrical trades and related electrical and electronic industries listed under "career opportunities".

CALIFORNIA STATE APPROVED ELECTRICIAN PROGRAM: California law requires that any individual working for an Electrical (C-10) Contractor be certified as an "Electrician Trainee", "Residential Electrician" or "General Electrician" by the California Division of Labor Standards Enforcement (per. 108-108.5 CLC). The Electrician Trainee Program in Cuesta's Electronic and Electrical Technology (EET) Department is the only fully certified non-union program within over a 100 mile radius of our main campus. Upon enrollment in one or more of the program courses, students will be able to immediately apply for their Electrician Trainee Certification number/card and legally work for contractors. After completion of the certificate, students will be eligible to take the California "General Electrician" and /or "Residential Electrician" Exam(s).

Required Courses (40 credits)

CTCH 260 . . . . Construction Management 3
EET 119 . . . . . . State Electrician Trainee Topics. 4
EET 169 . . . . . . Residential Wiring 3
EET 181 . . . . . . National Electrical Code 3
EET 183 . . . . . . Commercial And Industrial Wiring 4
EET 213 . . . . . . Electronics Fundamentals 6
EET 224 . . . . . . Industrial Electronics. 4
EET 228 . . . . . . PLC Automation And Solar Monitoring 4
EET 267 . . . . . . Power Systems And Rotating Electrical Machinery 4
MATH 127 . . . . Intermediate Algebra 5
Advising Note: Math 229, 231, 242 or 265A can be substituted for Math 127

Total Credits: **40**

Click Here For Program Student Learning Outcomes

Power and Instrumentation Certificate — Certificate of Achievement

This certification program was developed at the request of the Electronics and Electrical Technology (EET) Industry Advisory Committee. The specific coursework allows working professionals the opportunity to gain new or expanded expertise in their field for promotions, transfers, or alternate employment. Additionally, this certification provides more advanced coursework options for entry level EET students once they complete their basic coursework. Students pursuing their Associate in Science degree in Electrical Technology or the State Electrician Certification, typically find they have completed all or most of the requirements for this Certificate of Achievement. Most of the courses in this program are offered at night on Cuesta's main campus to allow students to complete the program without adjustments to their daily work schedule. Additionally, we find that students and employers are pleasantly surprised to find the level of quality and sophistication in Cuesta's state-of-the-art power/control and wiring laboratories. These laboratories were primarily funded by significant grants from the National Science Foundation (NSF) and create a true "hands-on" learning environment.

Required Courses (16 credits)

EET 227 . . . . . . Fluid And Pneumatic Technology 4
EET 228 . . . . . . PLC Automation And Solar Monitoring 4
EET 257 . . . . . . Computer Instrumentation And Control 4
EET 267 . . . . . . Power Systems And Rotating Electrical Machinery 4
Total Credits: **16**

Click Here For Program Student Learning Outcomes

Highway 1
San Luis Obispo, California 93403

DESCRIPTION

The Emergency Medical Services Program (EMS) trains students for Emergency Medical Technician (EMT) certification and for Paramedic licensure. Continuing education courses, including an EMT refresher course, are also offered. Students are taught the fundamental principles and skills required to provide emergency medical care for the sick and injured at the scene of an emergency and/or during transport to a healthcare facility. Our training program prepares the graduate to function as a beginning practitioner according to national standards. Hands-on clinical and field internship experience is part of the training.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

PARAMEDIC PROGRAM ADMISSION REQUIREMENTS

The Paramedic Program prepares graduates to take the Paramedic National Registry Examination (NREMTP) leading to licensure as a Paramedic.

Our goal is to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

Continued on the next page

DEGREES, CERTIFICATES & AWARDS

- Associate in Science (A.S.)
- Certificate of Achievement (C.A.)
- Certificate of Specialization (C.S.)

CAREER OPPORTUNITIES

EMT
- Emergency Department Technician in a Hospital
- Emergency Medical Technician on an Ambulance
- Many Other Service Oriented Jobs Often Require EMT Certification, such as: Fire Fighters, Park Rangers, Life Guards and Public Safety Officers

Paramedic
- Education - Instructor, Director, Administrator
- Fire Fighter, Paramedic
- Flight Medic
- Paramedic Contracted to Serve Large Overseas Corporations
- Paramedic on a Cruise Ship
- Paramedic on an Ambulance

CONTACT

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Phone: **(805) 592-9910**
Email: **matt_mcelhenie@cuesta.edu**
EMT Program Faculty: Heather Tucker
Office: **Bldg 2700, Rm 2718**
Phone: **(805) 592-9707**
Email: **heather_tucker@cuesta.edu**
Allied Health Program Specialist: Claire Hawkins
Phone: **(805) 592-9283**
Email: **claire_hawkins@cuesta.edu**

Continued from previous page

The Cuesta College Paramedic Program initially became accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and earned approval by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) on July 25, 2008.

Students interested in applying to the Paramedic Program are strongly urged to consult an academic counselor prior to registering in prerequisite coursework.

All persons who meet Cuesta College's admission requirements, additional pre-paramedic program admission criteria, and submit a timely paramedic program application are eligible for consideration into the program.

The program starts each January.

Entrance requirements are subject to change. For most current information, please refer to the Nursing and Allied Health Division webpage at https://www.cuesta.edu/academics/divisions/nah/emsdept/paramedic-info/index.html.

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine:
www.ASSIST.org
CSU System Information:
www2.calstate.edu

FINANCIAL AID

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www.cuesta.edu/student/studentservices/finaid

ASSOCIATE DEGREE PROGRAM

Paramedic — Associate in Science

Adherence to Cuesta College Paramedic Program Student Policies is required at all times for continued participation and progression in the program. All courses must be completed with a minimum grade of "C" to progress, complete the program, and receive the certificate required to take the NREMT-P examination and apply for state licensure as a Paramedic.

Required Courses (39.5 credits)

BIO 212	Human Biology	3
EMS 210	Paramedic Theory I	17
EMS 211	Paramedic Theory II	5
EMS 211L	Paramedic Skills	1.5
EMS 212	Paramedic Clinical	4
EMS 213	Paramedic Internship	9
Total Credits:		**39.5**

To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAMS

Paramedic — Certificate of Achievement

Adherence to Cuesta College Paramedic Program Student Policies is required at all times for continued participation and progression in the program. All courses must be completed with a minimum grade of "C" to progress, complete the program, and receive the certificate required to take the NREMT-P examination and apply for state licensure as a Paramedic.

Required Courses (39.5 credits)

BIO 212	Human Biology	3
EMS 210	Paramedic Theory I	17
EMS 211	Paramedic Theory II	5
EMS 211L	Paramedic Skills	1.5
EMS 212	Paramedic Clinical	4
EMS 213	Paramedic Internship	9
Total Credits:		**39.5**

Click Here For Program Student Learning Outcomes

Emergency Medical Technician — Certificate of Specialization

The EMT training program prepares individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system. This course meets or exceeds the requirements of CA EMT training in accordance with Title 22, Division 9, Chapter 2, Article 3 in adherence with the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009).

CPR training equivalent to the current American Heart Association's Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level is a prerequisite for admission to the EMT program.

Required Course (9.5 credits)

EMS 201 . . . . . Emergency Medical Technician 9.5
Total Credits: 9.5

Click Here For Program Student Learning Outcomes

Emergency Medical Technician Refresher — Certificate of Specialization

This course is designed for EMT recertification or for those who have completed an EMT course and are in the process of obtaining certification. Upon completion, students receive a 24-hour Certificate of Specialization as well as a completed CA EMT Skills Verification Form. This course is taught in accordance with the United States Department of Transportation's EMT-Basic Refresher National Standard Curriculum, (DOT HS 808 624, September 1996). The U.S. Department of Transportation's EMT-Basic Refresher National Standard Curriculum can be accessed through the U.S. Department of Transportation's website, http://www.nhtsa.gov/people/injury/ems/pub/basicref.pdf

Required Course (1.5 credits)

EMS 102 . . . . . Emergency Medical Technician-Refresher. 1.5
Total Credits: 1.5

Click Here For Program Student Learning Outcomes

Cuesta College

Highway 1
San Luis Obispo, California 93403

ENGINEERING

DESCRIPTION

Cuesta's Engineering program provides a foundation of mathematics, chemistry, physics, and engineering courses necessary to transfer to a four-year institution and complete a bachelor's degree in engineering. Students should consult the institution to which they wish to transfer for specific lower division requirements.

People working in the field of engineering and related technical fields "bridge the gap" between scientific principles and the application of these principles to the needs of society. An engineer uses experience and judgment, as well as advanced training in engineering, science, and mathematics, to formulate ideas and designs, and to determine standards, specifications, work orders and schedules so that projects can be economically beneficial to mankind. Engineering offers diverse and exciting job opportunities for people with mathematical, scientific, and technical skills.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science (A.S.)
- Certificate of Achievement (C.A.)

CAREER OPPORTUNITIES

- Drafters
- Engineering Lab Technician
- Mechanical Designers
- Quality Control Technicians
- Research Technicians
- Surveyors

CONTACT

Division Chair: **Dave Fernandez**
Division Assistant: **Tiffanie Kerr**
Office: **Bldg 4300, Rm 4301**
Phone: **(805) 546-3264**
Email: **tiffanie_kerr@cuesta.edu**

ASSOCIATE DEGREE PROGRAMS

Engineering— Associate in Science

Courses in this program closely mirror the lower division major preparation required of 1st and 2nd year students enrolled in baccalaureate level Engineering programs. The "Required for all Tracks" courses are standard major preparation for most engineering degrees. Students then choose one of the four tracks to meet additional lower division preparation required for their particular area of engineering study.

Required for all Tracks: 37 units

CHEM 201A . . . General College Chemistry I. 5
MATH 265A . . . Calculus I. 5
MATH 265B . . . Calculus II 5
MATH 283 . . . . Calculus Iii: Multivariable Calculus 5
MATH 287 . . . . Ordinary Differential Equations And Linear Algebra . . . 5
PHYS 208A . . . Principles Of Physics 1 5
PHYS 208B . . . Principles Of Physics 2 5
ENGR 248 . . . . Introduction To Engineering 2

Complete one of the following 4 tracks:

Civil Engineering Track: 17-18 units
Required for Civil Track: 14 units

ENGR 210 . . . . Computational Methods For Engineers 3
ENGR 226 . . . . Engineering Drawing. 4
ENGR 246 . . . . Materials Engineering. 3
ENGR 246L . . . Engineering Materials Lab 1
ENGR 250 . . . . Engineering Statics 3

Electives for Civil Track: 3-4 units

ENGR 201 . . . . Plane Surveying 3
ENGR 202 . . . . Introduction To Civil 3D 2
ENGR 217 . . . . Circuit Analysis. 4
ENGR 251 . . . . Engineering Dynamics 3
ENGR 252A . . . Strength Of Materials I 2
and
ENGR 252B . . . Strength Of Materials II. 2
GEOL 210 . . . . Physical Geology 4

Computer Engineering Track: 15-16 units
Required for Computer Engineering Track: 12 units

CIS 231 . . . . . . Fundamentals Of Computer Science I 4
CIS 232 . . . . . . Fundamentals Of Computer Science II. 2
CIS 233 . . . . . . Fundamentals Of Computer Science III 2
ENGR 217 . . . . Circuit Analysis. 4

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine:
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CSU System Information:
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FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs—grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full-and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:
www.cuesta.edu/student/studentservices/finaid

Electives for Computer Engineering Track: 3-4 units

CIS 241 . . . . . . Discrete Structures 3
ENGR 250 . . . . Engineering Statics 3
ENGR 246 . . . . Materials Engineering. 3
and
ENGR 246L . . . Engineering Materials Lab 1

Electrical Engineering Track: 15-16 units

Required for Electrical Track: 12 units

CIS 231 . . . . . . Fundamentals Of Computer Science I 4
ENGR 217 . . . . Circuit Analysis. 4
PHYS 208C . . . Modern Physics 4

Electives for Electrical Track: 3-4 units

ENGR 250 . . . . Engineering Statics 3
ENGR 251 . . . . Engineering Dynamics 3
CHEM 211 . . . . Introductory Organic/Biochemistry 4
BIO 211 . . . . . . Life Science 3

Mechanical/ Aeronautical Engineering/ Manufacturing/ Industrial/ Bio Medical: 15-17 units

Required for ME/ AERO/ MANUF/ INDUST/ BIOMED Track: 13 units

ENGR 210 . . . . Computational Methods For Engineers. 3
ENGR 226 . . . . Engineering Drawing. 4
ENGR 246 . . . . Materials Engineering. 2
ENGR 246L . . . Engineering Materials Lab 1
ENGR 250 . . . . Engineering Statics 3

Electives for ME/ AERO/ MANUF/ INDUST/ BIOMED Track: 2-4 units

BIO 211 . . . . . . Life Science. 3
ENGR 217 . . . . Circuit Analysis. 4
ENGR 228 . . . . Detailed Design With Solidworks 3
ENGR 251 . . . . Engineering Dynamics 3
ENGR 252A . . . Strength Of Materials I 2
and
ENGR 252B . . . Strength Of Materials Ii. 2
WELD 270A . . . Basic Welding 3
ENGR 200 . . . . Introduction To Robotics 3
ENGR 205 . . . . Survey Of Manufacturing 3
ENGR 290L . . . Introduction To Composite Materials Manufacturing
                And Machining 1.5
CTCH 200 . . . . Workplace Safety- OSHA10 . . . . 0.5
Total Credits: . . . .**52 - 55**

Click Here For Program Student Learning Outcomes

CUESTA
COLLEGE

Highway 1
San Luis Obispo, California 93403

ENGLISH

DESCRIPTION

English is a discipline that trains students to read carefully and imaginatively, ask probing questions about complex material, and then answer those questions in coherent, persuasive prose—a combination of skills vital to any number of careers.

Composition courses in English will provide the necessary skills to complete reading and writing tasks for students headed for the job market and for students transferring to four year institutions. Literature courses will equip students with the skills to engage the great works of the human imagination, reason complexly about those works, and respond in clear, organized, and compelling prose.

ASSOCIATE DEGREE FOR TRANSFER PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)

CAREER OPPORTUNITIES

- Advertising Researcher
- Arts Program Administrator
- Civil Servant
- Columnist/Journalist
- Contract Specialist
- Drama/Film Critic
- Editor/Evaluator
- Film/TV Scriptwriter
- Information Specialist
- Insurance Examiner
- Interpreter
- Journalist
- Lawyer
- Legislative Assistant
- Librarian
- Methods Analyst
- Program Developer
- Public Relations
- Publisher
- Researcher
- Teacher
- Technical Writer
- Writer

CONTACT

Division Chair: **Tom Patchell**
Division Assistant: **Anna Greene**
Office: **Bldg 3400**
Phone: **(805) 546-3176**
Email: **anna_greene1@cuesta.edu**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

English — Associate in Arts for Transfer

The Associates of Arts in English for Transfer degree (AA-T) will prepare students for a major in English at four-year colleges and universities. The study of English emphasizes language, composition, literature, and the social contexts that have influenced writing throughout history. Earning a degree in English not only will prepare students for transfer, but also it will help students develop skills in writing, research, literary interpretation and analysis, critical thinking, discussion, organization, and the presentation of ideas—all of which will help students succeed in any career or educational endeavor.

Required Core (4 credits)

ENGL 201B . . . Composition: Intro To Literature/Critical Thinking. 4

List A: Select Two Courses (6 credits)

ENGL 212A . . . Survey of American Literature I. 3
ENGL 212B . . . Survey of American Literature 2 3
ENGL 245A . . . Survey Of World Literature 1 3
ENGL 245B . . . Survey Of World Literature 2. 3
ENGL 246A . . . Survey Of British Literature 1 3
ENGL 246B . . . Survey Of British Literature 2 3

List B: Select two courses or any course(s) from List A not already used (6 credits):

ENGL 205 . . . . Introduction To Poetry 3
ENGL 206 . . . . Introduction To The Novel 3
ENGL 213 . . . . Ethnic Literature Of The United States. 3
ENGL 215 . . . . Shakespeare. 3
ENGL 216 . . . . Literature And Film 3
ENGL 217 . . . . Women And Gender In Literature. 3
ENGL 231 . . . . Creative Writing 3

List C: One course from List C or any course from List A or B, not used above (minimum of 3 credits):

ENGL 201C . . . English Composition: Critical Thinking. 4
ENGL 237 . . . . Introduction To Film Studies 3
ENGL 242 . . . . Introduction To Science Fiction 3
JOUR 200. . . . . Introduction To Mass Communication. 3
JOUR 201. . . . . News Writing And Reporting 3
BUS 227. . . . . . Business Communications. 4
DRA 207 . . . . . Introduction To Theatre 3
Any transferable language course.. 5

Total Credits: **19-21**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

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CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

CUESTA COLLEGE

ENGLISH AS A SECOND LANGUAGE

DESCRIPTION

Cuesta's ESL program provides language development opportunities for students of all English language proficiency levels in our community. We help students improve their English language skills so that they may achieve their personal, academic, and professional goals as well as participate more effectively in their communities.

We offer a range of courses from basic literacy to advanced. Beginning and intermediate level ESL classes offer foundational instruction in English language skills, and the advanced courses prepare students for degree-applicable English, technical education, and other mainstream college coursework. We also offer classes in conversation, grammar and vocational computer skills (VESL).

All of the ESL courses are noncredit and are free for students, and all sites have free childcare.

ESL classes are held at the South County Center at Arroyo Grande High School, the main campus in San Luis Obispo, the North County Campus in Paso Robles, and a number of community sites across the county.

There are several certificates available to our noncredit students. Successful completion of a designated course sequence allows students to earn various certificates.

EVALUATION AND REGISTRATION

New students need to take an ESL evaluation to determine their language level. Call or visit the ESL office for more information.

San Luis Obispo Campus/South County Center: (805)-546-3942

Cuesta College Continuing Education Office 3133B

Highway 1 San Luis Obispo, CA 93405

North County Campus: (805) 591-6273

Cuesta College Continuing Education Office, 2nd Floor, Room N1109

2800 Buena Vista Dr. Paso Robles, CA 93446

DEGREES, CERTIFICATES & AWARDS

- Certificate of Competency (C.C.)
- Certificate of Completion (C.C.)

CONTACT

Division Chair: **Amy Kayser**
Division Assistant: **Mallory Cronan**
Office: **Bldg 3400**
Phone: **(805) 546-3189**
ESL Outreach, Recruitment, and Retention Coordinator (Spanish/English):
Phone: (805) 546-3941

CERTIFICATE PROGRAMS

A noncredit **Certificate of Competency** means a document confirming that a student enrolled in a noncredit educational program of noncredit courses has demonstrated achievement in a set of competencies that prepares students to progress in a career path or to undertake degree-applicable or non-degree-applicable credit courses.

A noncredit **Certificate of Completion** means a document confirming that a student has completed a noncredit educational program of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit courses.

CERTIFICATE PROGRAMS

ESL Citizenship — Certificate of Competency

This is a noncredit certificate that consists of completing two ESL Citizenship courses: ESL 707A: Citizenship Level 1 and ESL 707B: Citizenship Level 2. Upon completion of this certificate, students will be able to communicate personal information effectively, identify major facts in US history and government, and participate in the US citizenship test.

Required Courses (0.0 credits)

ESL 707A . . . . . U.S. Citizenship, Level 1 54
ESL 707B . . . . . U.S. Citizenship, Level 2 54
Total Hours: **108**

Click Here For Program Student Learning Outcomes

Noncredit English As A Second Language - Level I —
Certificate of Competency

This program is designed to meet the students needs as determined by assessment of the students language proficiencies, goals, and interests. ESL instruction integrates language components, vocabulary, grammatical structures, language functions, and pronunciation, in units and topics that are important to the students.

Required Courses (0.0 credits)

ESL 701 . . . . . . Introduction To Literacy . . . . 81 - 108
ESL 702 . . . . . . Literacy 2. . . . . 81 - 108
Total Hours: . . . . **162 - 216**

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

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www.cuesta.edu/student/ studentservices/finaid

Noncredit English As A Second Language - Level II —
Certificate of Competency

This program is composed of two beginning level ESL integrated skills courses. Instruction focuses on beginning level listening, speaking, reading, and writing skills. Upon successful completion of the two required courses, students are eligible for a certificate of competency. Students who earn the certificate will be able read beginning level texts, communicate in simple conversations, and write a series of sentences in English.

Required Courses (0.0 credits)

ESL 703 . . . . . . Beginning-Low Integrated Skills . . . . 81 - 108
ESL 713 . . . . . . Beginning Integrated Skills. . . . . 81 - 108
Total Hours: . . . . **162 - 216**
Click Here For Program Student Learning Outcomes

Noncredit English As A Second Language - Level III —
Certificate of Competency

This program is composed of two integrated skills ESL courses, one at the high beginning level, and one at the low intermediate level. Instruction focuses on listening, speaking, reading, and writing skills. Upon successful completion of the two required courses, students will be eligible for a certificate of competency. Students who earn the certificate will be able to read low intermediate texts, write short paragraphs, and use low intermediate grammar and vocabulary in speaking and writing.

Required Courses (0.0 credits)

ESL 704 . . . . . . Beginning-High Integrated Skills . . . . 81 - 108
ESL 714 . . . . . . Low Intermediate Integrated Skills . . . . 81 - 108
Total Hours: . . . . **162 - 216**
Click Here For Program Student Learning Outcomes

Noncredit English As A Second Language - Level IV —
Certificate of Competency

This program is composed of two integrated skills ESL courses, one at the intermediate level, and one at the high intermediate level. The courses aim to help students communicate with intermediate level proficiency in writing and orally in social and academic environments. Students who successfully complete the two required courses will be eligible for the certificate. Upon completion of this certificate, students will be able to read intermediate texts, write paragraphs, and use intermediate grammatical structures and vocabulary in speaking and writing.

Required Courses (0.0 credits)

ESL 705 . . . . . . Intermediate Integrated Skills . . . . 81 - 108
ESL 715 . . . . . . High Intermediate Integrated Skills . . . . 81 - 108
Total Hours: . . . . **162 - 216**
Click Here For Program Student Learning Outcomes

Noncredit English As A Second Language - Level V — Certificate of Competency

This program is composed of two integrated skills ESL courses, one at the low-advanced level, and one at the advanced level. The courses aim to help students communicate with advanced level proficiency in writing and orally in social and academic environments. Students who successfully complete the two required courses will be eligible for the certificate. Upon completion of this certificate, students will be able to read advanced texts, write multiple paragraph compositions, and use advanced grammatical structures and vocabulary in speaking and writing.

Required Courses (0.0 credits)

ESL 706	Low Advanced Integrated Skills	81 - 108
ESL 716	Advanced Integrated Skills	72 - 108
Total Hours:		**153 - 216**

Click Here For Program Student Learning Outcomes

Noncredit ESL: Grammar — Certificate of Competency

This program is composed of ESL Grammar courses at the intermediate and high-intermediate levels. Students who successfully complete these courses will be eligible for the certificate. Upon completion of this certificate, English speakers of other languages will be able to recognize and use a variety of grammatical structures at the high-intermediate level.

Required Courses (0.0 credits)

ESL 743	Academic Grammar, Intermediate	36 - 54
ESL 744	Academic Grammar, High-Intermediate	36 - 54
Total Hours:		**72 - 108**

Click Here For Program Student Learning Outcomes

Noncredit ESL: Listening And Speaking
For English Speakers Of Other Languages — Certificate of Competency

This program is composed of ESL speaking and listening courses at the intermediate and high-intermediate levels. Students who successfully complete all courses will be eligible for the certificate. Upon completion of this certificate, English speakers of other languages will be able to communicate effectively in academic, professional, and social environments.

Required Courses (0.0 credits)

ESL 725	ESL Conversation, Intermediate	36 - 54
ESL 735	ESL Conversation, High Intermediate	36 - 54
Total Hours:		**72 - 108**

Click Here For Program Student Learning Outcomes

Noncredit ESL: Beginning Conversation — Certificate of Competency

This program is composed of low beginning and beginning ESL conversation courses. Students who successfully complete these two courses will be eligible for the certificate. Upon completion of this certificate, English speakers of other languages will be able to communicate effectively in basic social interactions.

ESL 720	ESL Basic Conversation, Low Beginning	36 - 54
ESL 721	ESL Basic Conversation, Beginning	36 - 54
Total Hours:		**72 - 108**

Click Here For Program Student Learning Outcomes

Noncredit Vocational English As A Second Language —
Certificate of Completion

This program is composed of two ESL vocational and computer literacy courses. Students who successfully complete both courses will be eligible for the certificate. Upon completion of this certificate, English speakers of other languages will be able to communicate effectively and apply relevant computer skills in workplace environments.

Required Courses (0.0 credits)

VESL 711	Work-Related Communication And Computer Literacy, Level 1	36 - 54
VESL 712	Work-Related Communication And Computer Literacy, Level 2	36 - 54
Tota Hours:		**72 - 108**

Click Here For Program Student Learning Outcomes

Transitions — Certificate of Competency

This is a noncredit certificate that consists of completing two advanced level ESL courses: ESL 797: College and Career Foundations and ESL 798: Transition to College and Career. Upon completion of this certificate, students will have developed the English and academic proficiency level necessary to transition successfully to employment and/or further education.

Required Courses (0.0 credits)

ESL 797	College And Career Foundations	180 - 252
ESL 798	Transition To College And Career	180 - 252
Total Hours:		**360 - 504**

Click Here For Program Student Learning Outcomes

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

ENVIRONMENTAL SCIENCES

DESCRIPTION

Environmental Science is the study of the relationships between the geological, biological, chemical, and ecological systems in the Earth's natural environment. Students obtaining the Associate in Science for Transfer (AS-T) in Environmental Sciences will learn the necessary concepts, problem solving skills and analytical thought processes to prepare them for transfer into a university-level major in Environmental Sciences, for entry-level positions in the discipline, or for a greater appreciation of how science is used to study the interactions between human activity and the earth's systems.

ASSOCIATE DEGREE FOR TRANSFER PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science for Transfer (A.S.-T.)

CAREER OPPORTUNITIES

- Air Pollution Analyst
- Climatologist
- Environmental Compliance Officer
- Environmental Health Specialist
- Environmental Policy Analyst
- Environmental Protection Specialist
- Resource Conservation Coordinator
- Sustainability Specialist
- Waste Management
- Water Resources Coordinator
- Wetland Protection/Remediation Scientist

CONTACT

Division Chair: **Bret Clark**
Office: **Bldg 2300, Rm 2300**
Phone: **(805) 546-3230**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Environmental Sciences — Associate in Science for Transfer

Environmental Science is the study of the relationships between the geological, biological, chemical, and ecological systems in the Earth's natural environment. Students obtaining the Associate in Science for Transfer (AS-T) in Environmental Sciences will learn the necessary concepts, problem solving skills and analytical thought processes to prepare them for transfer into a university-level major in Environmental Sciences, for entry-level positions in the discipline, or for a greater appreciation of how science is used to study the interactions between human activity and the earth's systems.

Required Core: 3 Courses (15 units)
Option 1:
BIO 201A . . . . Biology 5
and BIO 201B . . . . Biology 5
and CHEM 201A . . . General College Chemistry I 5
Option 2:
BIO 201A . . . . Biology 5
and CHEM 201A . . . General College Chemistry I 5
and CHEM 201B . . . General College Chemistry II 5

List A: 3 Courses (14 units)
ENVS 200 . . . . Introduction To Environmental Science 3
GEOL 210 . . . . Physical Geology 4
MATH 247 . . . . Introduction To Statistics 4
MATH 255 . . . . Calculus For Business And Management 3
(Math 265A-Calc I may be substituted for Math 255)

List B: 3 Courses (11-13 units)
ECON 201A . . . . Principles Of Macroeconomics 3
PHYS 208A . . . . Principles Of Physics 1 5
and PHYS 208B . . . Principles Of Physics 2 5
or PHYS 205A . . . . . General Physics . . . . (4)
and PHYS 205B . . . General Physics . . . . (4)
Total Credits: . . . . **40 - 42**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer.
In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.
Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine:
www.ASSIST.org
CSU System Information:
www2.calstate.edu

FINANCIAL AID

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www.cuesta.edu/student/studentservices/finaid

Highway 1
San Luis Obispo, California 93403

ETHNIC STUDIES

DESCRIPTION

The Ethnic Studies Department prepares students in the interdisciplinary and comparative study of race and ethnicity in accordance with the Academic Senate for California Community Colleges. This study fulfills the requirement for local degrees and entrance into the California State University system. Of equal importance, it promotes the recognition of the contributions of minoritized groups in the United States while, at the same time, enables students to recognize systems of power, racism, and colonial subjectivity at home and abroad.

ASSOCIATE DEGREE FOR TRANSFER PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)

CAREER OPPORTUNITIES

- Activists
- Community Organizers
- Public Policy Analysts
- Conflict Resolution Specialists/ Mediators
- NGO Workers
- Human Rights Groups
- Political Campaigners
- Workers in Environmental Organizations
- Alternative Media
- Religious Organizations
- International Agencies
- Rights Advocates
- Journalists
- Lobbyists

CONTACT

Dean: **Mozell Person**
Email: **mozell_person@cuesta.edu**
Phone: **(805) 592-9850**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Social Justice Studies — Associate in Arts for Transfer

Social Justice Studies is an interdisciplinary program with an emphasis on equity and social change. The Associate in Arts in Social Justice Studies for Transfer (AA-T) degree at Cuesta College prepares students for transfer into such majors as Ethnic Studies, Gender / Queer Studies, Women's Studies, and Conflict Resolution and Peacebuilding. This course of study explores the experiences of individuals from marginalized populations and their complex relations as well as the phenomena of culture, power, oppression, equity, and social change.

Required Core: (3 courses, 9 credits)

ETHN 230	Introduction To Social Justice And Ethnic Studies	3
or SOC 206 . . .	Introduction to Race and Ethnicity	(3)
ETHN 219	Introduction To Queer Studies	3
or SOC 208 . . .	Introduction To Gender Studies	(3)

And, choose one course from:

ANTH 203	Cultural Anthropology.	3
or COMM 212.	Intercultural Communication	(3)
or ENGL 217 . .	Women And Gender In Literature.	(3)
or HEED 203 . .	Women's Health Issues.	(3)
or HEED 208 . .	Multicultural Health	(3)
or HIST 233. . .	History Of African Americans.	(3)
or HIST 203B. .	History Of World Civilizations	(3)
or HIST 237. . .	History Of American Women.	(3)
or MUS 238. . .	Music Appreciation: Jazz History	(3)
or POLS 204 . .	World Politics	(3)

List A: Select three courses from at least two of the following Areas. Choose courses that are the best fit for your desired CSU campus and major, and that have not already been completed as part of the Required Core.

Area 1: History or Government

HIST 212	History Of Mexican Americans	3
HIST 233	History Of African Americans.	3
HIST 237	History Of American Women.	3
POLS 204.	World Politics	3

TRANSFER PREPARATION

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www.cuesta.edu/student/studentservices/finaid

Area 2: Arts and Humanities

ART 207 . . . . . . Survey Of Mexican Art History I: Pre-Columbian 3
ART 208 . . . . . . Survey Of Mexican Art History II: Colonial
                    To Contemporary. 3
ART 209 . . . . . . Art Of Africa, Oceania, And Indigenous North America. 3
ART 210 . . . . . . Survey Of Asian Art History 3
ENGL 213 . . . . Ethnic Literature Of The United States. 3
ENGL 217 . . . . Women And Gender In Literature. 3
MUS 236 . . . . . Music Appreciation: World Music. 3
MUS 238 . . . . . Music Appreciation: Jazz History 3

Area 3: Social Science

ASHS 218. . . . . Human Sexuality: Experience & Expression 3
CJ 224. . . . . Community, Diversity And The Justice System 3
COMM 212 . . . Intercultural Communication 3
ANTH 220 . . . . California Indians 3
or ANTH 221. . North American Indians . . . . (3)
SOC 202 . . . . . Social Problems. 3

Area 4: Quantitative Reasoning and Research Methods

MATH 247 . . . . Introduction To Statistics. 4
PSYC 200 . . . . . Research Methods For The Behavioral
                    And Social Sciences 3

Total Credits: . . . . 18 - 19

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer.
In addition to major preparation course work listed above, completion of the CSU GE or
IGETC pattern is mandatory.
Courses completed for the major can also be double counted towards GE, where
appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

![Cuesta College logo]
Highway 1
San Luis Obispo, California 93403

DESCRIPTION

The purpose of the Film, Television and Electronic Media Program is to prepare students for:

1. Entry level positions in television production
2. Entry level positions in motion picture production
3. Entry level positions in radio (both as production crew and talent)

ASSOCIATE DEGREE PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

DEGREES, CERTIFICATES & AWARDS

- Associate in Science for Transfer (A.S.-T.)
- Associate in Arts (A.A.)

CAREER OPPORTUNITIES

- Camera Operator
- Documentary Filmmaker
- Independent Video Producer
- Production Assistant (radio, TV, and Motion Pictures)
- Production Technician Creative Services (Commercials)
- Production Technician Newsroom
- Radio DJ
- Radio Technician
- Video Editor
- Film Editor
- Film Director
- Film Producer
- Television Director
- Television Producer
- Commercial Director
- Commercial Producer
- Screenwriter
- Television Writer
- Cinematographer
- Assistant Director for Film and Television
- Assistant Camera Operator for Film and Television
- Independent Media Creator
- Internet Content Creator

CONTACT

Division Chair: **Dave Fernandez**
Division Assistant: **Tiffanie Kerr**
Office: **Bldg 4300, Rm 4301**
Phone: **(805) 546-3264**
Email: **tiffanie_kerr@cuesta.edu**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Film, Television and Electronic Media — Associate in Science for Transfer

Film, Television, and Electronic media is the study of radio, television, the cinema, and electronic/new media. A major in Film, Television, and Electronic Media is recommended for students interested in working in the entertainment industry as a director, producer, editor, camera operator, creator of still and animated graphics, sound designer, radio personality, audio engineer, screenwriter, or copywriter. The sequence of courses may be taken on a full-time or a part-time basis.

Required Core: Two courses (6 credits)

FTVE 221 . . . . . Introduction To Electronic Media 3
 or JOUR 200 . . Introduction To Mass Communication. . . . . (3)
ENGL 237 . . . . Introduction To Film Studies 3
FTVE 226 . . . . . Writing For Electronic Media 3

List A: Select one course from each area (6 credits)

Area 1: Audio

FTVE 224A . . . . Audio Production. 3
FTVE 212 . . . . . Beginning Radio Production 3

Area 2: Video or Film Production

FTVE 225B . . . . Single Camera TV Production And Editing. 3
FTVE 225A . . . . Video Studio Production. 3

List B: Select one course (3 credits):

Any course not already used above, or one of the following:

FTVE 223 . . . . . Introduction To Motion Picture And TV Production 3
ART 244 . . . . . . Photography I. 3
DRA 200 . . . . . Acting 1 3
DRA 207 . . . . . Introduction To Theatre 3
ENGL 216 . . . . Literature And Film 3
MUS 240 . . . . . Recording Arts I: Fundamentals Of Audio Technology . 3

List C: Select one course (3 credits):

Any course not already used above, or one of the following:

FTVE 227 . . . . . Principles Of Broadcast Performance for Radio and
                 Podcasting 0.5-3
FTVE 230A . . . . Audio/Video Internship. 3

Total Credits: 18

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer.
In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.
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Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

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www.cuesta.edu/student/studentservices/finaid

ASSOCIATE DEGREE PROGRAM

Film, Television and Electronic Media — Associate in Arts

The purpose of the Film, Television, and Electronic Media Program is to prepare students for entry level positions in television production, motion picture production, and in radio (both as production crew and talent).

Required Courses (15 credits)

FTVE 221 . . . . . Introduction To Electronic Media 3
FTVE 223 . . . . . Introduction To Motion Picture And TV Production. . . . 3
FTVE 224A . . . . Audio Production. 3
FTVE 225A . . . . Video Studio Production. 3
FTVE 226 . . . . . Writing For Electronic Media 3

Plus 3 credits from the following:

FTVE 225B . . . . Single Camera TV Production And Editing. 3
FTVE 230A . . . . Audio/Video Internship. 3
Total Credits: 18

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Cuesta College

Highway 1
San Luis Obispo, California 93403

GEOLOGY

DESCRIPTION

The Cuesta College Earth and Ocean Science Program involves the study of the solid earth, ocean and atmosphere. It is the branch of science that investigates diverse geologic processes, including rock and mineral formation, tectonic and volcanic processes, and landform and seafloor development. In addition, the examination of the origins and evolution of life through the study of fossils (paleontology) and the assessment of economically important mineral deposits, fossil fuels, and geologic hazards are integral to the discipline. The chemistry and physics of the ocean and atmosphere are examined for their impact on the distribution of marine sediments, ocean circulation, weather and global climate patterns. Specific course topics fulfill the lower division requirements for majors in geology, geophysics, civil engineering, construction management, and environmental science. Students can earn an A.S. degree in Geology at Cuesta College, preparing them for transfer to four-year institutions or for employment in technical careers.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

DEGREES, CERTIFICATES & AWARDS

- Associate in Science for Transfer (A.S.-T.)
- Associate in Science (A.S.)
- Certificate of Achievement (C.A.)

CAREER OPPORTUNITIES

- Atmospheric, Earth, Marine, and Space Sciences Teachers, Postsecondary
- Geoscientists, Except Hydrologists and Geographers
- Hydrologists
- Natural Sciences Managers
- Water Resource Specialists

CONTACT

Division Chair: **Bret Clark**
Office: **Bldg 2300, Rm 2300**
Phone: **(805) 546-3230**

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Geology — Associate in Science for Transfer

The Associate in Science in Geology for Transfer Degree (AS-T in Geology) introduces the concepts and principles upon which geologic knowledge is based including the chemical composition, structure, surface and internal processes, and evolution of the earth and its life forms. The AS-T in Geology provides students with a core curriculum that will prepare them with the knowledge and skills required to succeed in the study of geology. Students will develop skills for critical/analytical thinking, perceptive reading/observation and interpretation.

Required Core: (28 credits)

GEOL 210	Physical Geology	4
GEOL 211	History of the Earth	4
CHEM 201A	General College Chemistry I	5
CHEM 201B	General College Chemistry II	5
MATH 265A	Calculus I	5
MATH 265B	Calculus II	5
Total Credits:		**28**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.
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Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

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www.cuesta.edu/student/studentservices/finaid

ASSOCIATE DEGREE PROGRAM

Geology — Associate in Science

Geology entails the study of the formation and evolution of Earth, Earth's materials, and Earth processes using the scientific method. The Cuesta College Geological Sciences program is designed to provide students with an appreciation of both the large-scale and small-scale processes as well as both the internal and external processes that created the landscapes of Earth, and how a fundamental understanding of geology is applicable to the environment, construction, engineering, and daily life such as health, economics, politics, and foreign relationships. The program consists of a sequence of courses, including field studies, that prepare students for a variety of career opportunities.

Required Courses (14 credits)

GEOL 210 . . . . Physical Geology 4

GEOL 220 . . . . Geology Of California 3

GEOL 212 . . . . Environmental Geology 3

or GEOL 230 . . Introduction To Geographic Information Systems . . . . (3)

OCEN 210 . . . . Oceanography 3

OCEN 210L . . . Oceanography Laboratory 1

Plus 2 credits from the following:

GEOL 229A . . . Geoscience Field Studies In Yosemite
And Eastern Sierra 1

GEOL 229B . . . Geoscience Field Studies In Death Valley 1

GEOL 229C . . . Geoscience Field Studies On Coasts
And Coastal Processes 1

GEOL 229D . . . Geoscience Field Studies 1

Plus 10 credits from the following:

CHEM 201A . . . General College Chemistry I 5

CHEM 201B . . . General College Chemistry II 5

MATH 265A . . . Calculus I 5

MATH 265B . . . Calculus II 5

PHYS 208A . . . Principles Of Physics 1 5

PHYS 208B . . . Principles Of Physics 2 5

Total Credits: 26

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAM

Geographic Information Systems — Certificate of Achievement

Geographic Information Systems (GIS) is a computer-based system that integrates geographical data with descriptive data for the mapping, analysis and assessment of real-world problems. GIS professionals apply fundamental concepts of geographic information science and technology to prepare maps and visualizations. The maps and visualizations are used to display data and applied to find solutions for real-world problems. The program provides project-based and work-based training using industry standard software and hardware. The Certificate of Achievement prepares students for entry level GIS technician and analyst positions. The certificate program also provides advanced training to professionals for career advancement. Students that complete the program can choose to enter the workforce or continue to earn advanced degrees.

Core courses

GEOL 230 . . . . Introduction To Geographic Information Systems 3
GEOL 231 . . . . Advanced Geographic Information Systems 3
GEOL 232 . . . . Web Applications In Geographic Information Systems . 3

Elective courses

GEOL 233 . . . . Data Acquisition And Management In Geographic
                        Information Systems 3
or GEOL 234 . . Introduction To Remote Sensing . . . . (3)
Total Credits: **12**

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Highway 1
San Luis Obispo, California 93403

GLOBAL STUDIES

ASSOCIATE DEGREE & CERTIFICATE PROGRAMS   **2023–2024 CATALOG**

DESCRIPTION

Presents an introduction to the interdisciplinary field of Global Studies and the major influences on the world and its people. Explores the history and contemporary processes of globalization, and the economic, political, social, cultural, geographical, and ecological factors that affect the world community. Examines interdependence and conflict in various global systems.

ASSOCIATE DEGREE FOR TRANSFER PROGRAMS

Students who complete an **Associate Degree for Transfer (ADT)** and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)

CAREER OPPORTUNITIES

- Agriculture
- Commerce
- Economic Development
- Education-Cultural Exchange
- Energy Production
- Environmental Policy
- Finance
- Government Services
- International Business & Marketing
- International Law
- State Department
- Telecommunications
- Tourism
- Transportation

CONTACT

Division Chair: **Brent LaMon**
Email: **blamon@cuesta.edu**
Division Assistant: **Anna Paez**
Phone: **(805) 546-3163**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Global Studies — Associate in Arts for Transfer

Global studies offers an interdisciplinary examination of major global trends and issues with consideration of the relationships among human activities, physical environments and biological populations throughout the world. An understanding of these global influences and changes provides a broad perspective of current globalization processes that affect the social, cultural, economic, political, and environmental conditions everywhere in the world, and prepares students to become engaged citizens in a complex and dynamic global society.

Required Core: (6 credits)

GLST 210 . . . . . Introduction To Global Studies 3
GLST 220 . . . . . Global Problems And Issues 3

List A: Select five courses from at least four of the following areas (15-19 credits)

Area 1: Culture and Society

ANTH 203 . . . . Cultural Anthropology. 3
HIST 203A . . . . History Of World Civilizations 3
HIST 203B . . . . History Of World Civilizations 3

Area 2: Geography

GEOG 201 . . . . Physical Geography. 3
GEOG 202 . . . . Cultural Geography 3

Area 3: Economics

ECON 201A . . . Principles Of Macroeconomics 3
ECON 201B . . . Principles Of Microeconomics 3

Area 4: Politics

POLS 202 . . . . . Government And Politics Of The United States 3
POLS 204 . . . . . World Politics 3
POLS 206 . . . . . Comparative Government 3

Area 5: Humanities

ENGL 245A . . . Survey Of World Literature 1 3
ENGL 245B . . . Survey Of World Literature 2 3
PHIL 209 . . . . . World Religions 3
Any 3rd semester or 4th quarter (or above) foreign language course. 3-5
American Sign Language (ASL) may not be used for this degree.

Total Credits: **21-25**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.
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www.cuesta.edu/student/ studentservices/finaid

Cuesta COLLEGE

Highway 1
San Luis Obispo, California 93403

HISTORY

DESCRIPTION

History is the study of all human experience. It examines the people, institutions, ideas, and events of the past. The study of history contributes to cultural literacy, global awareness, and develops critical thinking skills, while helping students understand the present. Historical study provides a solid, fundamental preparation for careers in education, government, and business. It also serves as excellent preparation for law school, the diplomatic service, international work, urban affairs, and library science. History is an academic discipline offering both breadth and focus. History graduates will find that their critical and analytical thinking skills prepare them for a wide variety of employment opportunities.

ASSOCIATE DEGREE PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

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DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)
- Associate in Arts (A.A.)

CAREER OPPORTUNITIES

- Archivist
- Businessperson
- Communications
- Consultant
- Foreign Service
- Historian
- Historical Societies
- Journalist
- Librarian
- Market Research
- Museum Curator
- Pre-Law/Lawyer
- Researcher/Research Analyst
- State Park Historian
- Teacher
- Travel
- Writer

CONTACT

Division Chair: **Brent LaMon**
Email: **blamon@cuesta.edu**
Division Assistant: **Anna Paez**
Phone: **(805) 546-3163**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

History — Associate in Arts for Transfer

The Associate in Arts in History for Transfer degree (AA-T History) prepares students for majors in history at the CSU and other four-year institutions. The courses required in the program are specifically designed to fulfill lower-division requirements for the baccalaureate degree in history. The baccalaureate degree in history is excellent preparation for future graduate work in history in order to become a professor, a professional researcher, or public historian. It also provides strong liberal arts preparation for entry-level positions throughout the business, social service, and government worlds. History offers valuable preparation for careers in journalism, politics, public relations, business, or public administration. Many students choose history because they see it as a broad liberal arts base for professions such as law, education, and archival and museum work.

Required Core (6 credits)

HIST 207A	History Of The United States	3
HIST 207B	History Of The United States	3

List A: Complete two courses (6 credits)

Complete one of the following:

HIST 203A	History Of World Civilizations	3

or

HIST 204A	History Of Western Civilization	3

And complete one of the following:

HIST 203B	History Of World Civilizations	3

or

HIST 204B	History Of Western Civilization	3

List B, Area 1: Complete one course (3 credits)

HIST 212	History Of Mexican Americans	3
HIST 233	History Of African Americans.	3
HIST 237	History Of American Women.	3
HIST 203A	History Of World Civilizations	3
HIST 203B	History Of World Civilizations	3

(If not used in List A, either History 203A or 203B may be used in List B) 3

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

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CSU System Information: www2.calstate.edu

FINANCIAL AID

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List B, Area 2: Complete one course (3 credits)

Any History course not taken above. 3

HIST 210 . . . . . History Of California 3

HIST 260 . . . . . History Of The San Simeon Region 3

POLS 201 . . . . . Introduction To Political Science 3

POLS 202 . . . . . Government And Politics Of The United States 3

POLS 204 . . . . . World Politics 3

POLS 206 . . . . . Comparative Government 3

Total Credits: 18

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer.
In addition to major preparation course work listed above, completion of the CSU GE or
IGETC pattern is mandatory.
Courses completed for the major can also be double counted towards GE, where
appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

ASSOCIATE DEGREE PROGRAM

History — Associate in Arts

History is the study of all human experience. It examines the people,
institutions, ideas, and events of the past. The study of history contributes
to cultural literacy, global awareness, and develops critical thinking skills,
while helping students understand the present. Historical study provides a
solid, fundamental preparation for careers in education, government, and
business. It also serves as excellent preparation for law school, the
diplomatic service, international work, urban affairs, and library science.
History is an academic discipline offering both breadth and focus. History
graduates will find that their critical and analytical thinking skills prepare
them for a wide variety of employment opportunities.

Required Courses (12 credits)

HIST 203A . . . . History Of World Civilizations 3

or HIST 203B . . History Of World Civilizations . . . . (3)

HIST 204A . . . . History Of Western Civilization 3

or HIST 204B . . History Of Western Civilization . . . . (3)

HIST 207A . . . . History Of The United States 3

or HIST 207B . . History Of The United States . . . . (3)

POLS 204 . . . . . World Politics 3

or POLS 206 . . Comparative Government . . . . (3)

or POLS 209 . . Introduction To Political Theory . . . . (3)

Plus 9 credits from the following:

ECON 201A . . . Principles Of Macroeconomics 3
HIST 203A * . . History Of World Civilizations 3
HIST 203B * . . History Of World Civilizations 3
HIST 204A * . . History Of Western Civilization 3
HIST 204B * . . History Of Western Civilization 3
HIST 207A * . . History Of The United States 3
HIST 207B * . . History Of The United States 3
HIST 210 . . . . . History Of California 3
HIST 212 . . . . . History Of Mexican Americans 3
HIST 233 . . . . . History Of African Americans. 3
HIST 260 . . . . . History Of The San Simeon Region 3
Total Credits: **21**

* If not used for required credits.

Click Here For Program Student Learning Outcomes

Cuesta College

Highway 1
San Luis Obispo, California 93403

HOSPITALITY

DESCRIPTION

The Associate in Science in Hospitality Management for Transfer degree prepares students for success in a baccalaureate degree in Hospitality Management with the lower-division coursework required to transfer into the CSU system. Students learn about the hospitality field and once earning a bachelor's degree they can expect to find entry level management employment in the restaurant, lodging, food service, and gaming industries. Employment opportunities also exist within theme parks, recreation industries such as state and national parks, golf clubs, and wineries.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

A noncredit Certificate of Completion means a document confirming that a student has completed a noncredit educational program of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit courses.

DEGREES, CERTIFICATES & AWARDS
- Associate in Science for Transfer (A.S.-T.)
- Certificate of Achievement (C.A.)
- Certificate of Completion (C.C.)

CAREER OPPORTUNITIES
- Banquet Coordinator
- Caterer
- Event Planner
- Food And Beverage Supervisor
- Guest Service Agent
- Guest Service Supervisor
- Hotel Manager
- Night Audit
- Pantry Cook
- Prep Cook
- Restaurant Supervisor
- Wine Guide (Winery Employee)

CONTACT
Division Chair: **Cherie Moore**
Division Assistant: **Vicki Schemmer**
Phone: **(805) 546-3263**
Email: **vschemme@cuesta.edu**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Hospitality Management — Associate in Science for Transfer

The Associate in Science in Hospitality Management for Transfer degree prepares students for success in a baccalaureate degree in Hospitality Management with the lower-division coursework required to transfer into the CSU system. Students learn about the hospitality field and once earning a bachelor's degree they can expect to find entry level management employment in the restaurant, lodging, food service, and gaming industries. Employment opportunities also exist within theme parks, recreation industries such as state and national parks, golf clubs, and wineries.

Required Core (3 units)

HOSP 200	Introduction To Hospitality	3

List A (Select 8-9 units or 3 courses from the following)

CUL 210	Culinary Arts Fundamentals I	3
CUL 215	Food Safety And Sanitation	2
ECON 201B	Principles Of Microeconomics	3
HOSP 225	Hospitality Law	3
HOSP 230	Introduction To Food And Beverage Management	3
HOSP 250	Introduction To Hotel Management	3
HOSP 270	Hospitality Cost Control	3

List B (Select 8 units or 2 courses from the following)

ACCT 201A	Financial Accounting	4
BUS 218	Business Law	4
MATH 247	Introduction To Statistics	4

Total Credits: **19 -20**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

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www.cuesta.edu/student/
studentservices/finaid

CERTIFICATE PROGRAMS

Hospitality Management Foundation — Certificate of Achievement

The Hospitality Foundation Certificate will prepare students to enter the hospitality field in an entry level position. The Certificate will allow those currently employed in the hospitality industry to further their careers with knowledge gained in the Foundation Certificate program. Hospitality industry employment opportunities exist in hotel and lodging, restaurants and food service, wineries, clubs, and theme parks.

Required Core (17-18 units)

CUL 215	Food Safety And Sanitation	2
HOSP 200	Introduction To Hospitality	3
HOSP 230	Introduction To Food And Beverage Management	3
HOSP 250	Introduction To Hotel Management	3
HOSP 270	Hospitality Cost Control	3
HOSP 225	Hospitality Law	3
or BUS 218	Business Law	(4)
Total Credits:		**17 - 18**

Click Here For Program Student Learning Outcomes

Hospitality Management Noncredit — Certificate of Completion

Required Courses (0.0 credits)

CUL 713	Basic Food Safety And Sanitation	9
HOSP 700	Introduction To Hospitality	54
HOSP 725	Hospitality Law	54
HOSP 730	Introduction To Food And Beverage Management	54
HOSP 750	Introduction To Hotel Management	54
HOSP 770	Hospitality Cost Control	54
Total Hours:		**279**

Click Here For Program Student Learning Outcomes

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

DESCRIPTION

The Journalism Program is for students who want an overview of mass media and practical training in how to report, write, edit and produce multimedia content for publication. Courses emphasize writing for print, broadcast and online publications, as well as using social media and modern technology to communicate with the public. Students who obtain a degree in journalism will have the foundation to pursue careers as writers,editors, photojournalists, designers, multimedia developers and public relations practitioners.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)
- Associate in Arts (A.A.)
- Certificate of Specialization (C.S.)

CAREER OPPORTUNITIES

- Blogger
- Communications Director
- Copy Editor
- Copywriter
- Correspondent
- Legislative Assistant
- Magazine Editor
- Magazine Writer
- Multimedia Producer
- News Director
- Press Relations Officer
- Public Affairs Manager
- Public Information Specialist
- Reporter
- Researcher
- Social Media Specialist
- Speech Writer
- Technical Writer

CONTACT

Division Chair: **Beth Ann Dumas**
Division Assistant: **Anna Paez**
Phone: **(805) 546-3178**
Email: **anna_paez@cuesta.edu**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Journalism — Associate in Arts for Transfer

The Associates in Arts in Journalism for Transfer degree (AA-T in Journalism) will help students achieve their academic and career goals by helping them acquire the skills needed to gather information from a variety of sources and prepare that information to share with the public using a variety of platforms. The AA-T in Journalism degree will provide courses for students so that they may succeed at college level journalistic writing, editing, news judgment, news ethics and elements of design. The degree will prepare them for success in a baccalaureate degree in journalism with the lower-division coursework required to transfer in the CSU system.

Required Core (14 units)

JOUR 200	Introduction To Mass Communication	3
JOUR 201	News Writing And Reporting	3
JOUR 202A	Intro To News Production	4
JOUR 202B	News Production	4

List A: Select one course (3 units)

JOUR 205	Multimedia Journalism	3
or JOUR 207	Intermediate Reporting And Newswriting	(3)

List B: Select one course (3 to 4 units)

ART 244	Photography I	3
MATH 236	Introduction To Applied Statistics	3
MATH 247	Introduction To Statistics	4
ECON 201B	Principles Of Microeconomics	3
ECON 201A	Principles Of Macroeconomics	3
POLS 202	Government And Politics Of The United States	3
POLS 206	Comparative Government	3
ENGL 201C	English Composition: Critical Thinking	4
PHIL 208	Introduction To Logic	3
COMM 215	Argumentation And Debate	3

Total Credits: 20 - 21

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

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www.cuesta.edu/student/studentservices/finaid

ASSOCIATE DEGREE PROGRAM

Journalism — Associate in Arts

The journalism program is for students who want an overview of mass media and practical training in how to report, write, edit and produce multimedia content for publication. Courses emphasize writing for print, broadcast and online publications, as well as using social media and modern technology to communicate with the public. Students who obtain a degree in journalism will have the foundation to pursue careers as writers, editors, photojournalists, designers, multimedia developers and public relations practitioners.

Required Courses (24 credits)

JOUR 200	Introduction To Mass Communication	3
JOUR 201	News Writing And Reporting	3
JOUR 202A	Intro To News Production	4
JOUR 202B	News Production	4
JOUR 202C	News Production	4
JOUR 204	Nonfiction And Magazine Writing For Publication	3
or JOUR 205	Multimedia Journalism	(3)
or JOUR 206	Social Media And Data Visualization	(3)
or JOUR 207	Intermediate Reporting And Newswriting	(3)
ART 249A	Digital Photography I	3
or ART 249B	Digital Photography II	(3)
Total Credits:		**24**

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAM

Multimedia Journalism — Certificate of Achievement

The Multimedia Journalism Certificate of Achievement is designed for both students and mid-career professionals. It will complement an AA-T degree for students and better prepare them for internships and entry-level positions. It will also serve mid-career professionals who want to develop or update multimedia skills that could be applied to a variety of careers, including journalism, communications, marketing, public relations and business. Students and mid-career professionals will learn the digital communication skills necessary to be competitive in a multimedia world. The program focuses on storytelling across a variety of platforms, including print and online writing, video, photographs, graphics, design, data visualization and social media. Potential publication on the student news site and with professional outlets. Professional standards, ethical principles and legal issues are emphasized.

Required Courses (6 credits)

JOUR 205	Multimedia Journalism	3
JOUR 206	Social Media And Data Visualization	3

Plus 3-4 credits from the following:

JOUR 203A	News Production For Visual Artists: Photo And Video	4
JOUR 203B	News Production For Visual Artists: Graphics And Design	4
JOUR 204	Nonfiction And Magazine Writing For Publication	3
JOUR 207	Intermediate Reporting And Newswriting	3

Plus 4 credits from the following:

JOUR 202C	News Production	4
JOUR 203C	Intermediate News Production For Visual Artists	4
JOUR 203D	Advanced News Production For Visual Artists	4

Plus 3 credits from the following:

ART 249A	Digital Photography I	3
ART 258	Foundation Of Digital Layout Design	3
ART 265	Motion Graphic Design I	3
FTVE 223	Introduction To Motion Picture And TV Production	3

Total Credits: 16 - 17

Click Here For Program Student Learning Outcomes

CUESTA
COLLEGE

Highway 1
San Luis Obispo, California 93403

KINESIOLOGY

DESCRIPTION

The Kinesiology Program is designed for students wishing to transfer to any four year institution. Courses are designed to provide the opportunity for students to develop a solid academic foundation in the human movement and sciences areas with a focus on career goals such as physical therapy, athletic training, teaching physical education in the K-12 setting, coaching, and health/wellness promotion.

ASSOCIATE DEGREE FOR TRANSFER AND CERTIFICATE PROGRAMS

Students who complete an **Associate Degree for Transfer (ADT)** and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)
- Certificate of Achievement (C.A.)
- Certificate of Specialization (C.S.)

CAREER OPPORTUNITIES

- Athletics and Sports Management
- Coaches and Scouts
- Exercise Physiologists
- Fitness Trainers and Group Fitness Professionals
- Physical Therapy and Sports Medicine
- Recreation and Fitness Studies Teachers, Postsecondary

CONTACT

Division Chair: **Allison Head**
Email: **allison_head@cuesta.edu**
Division Assistant: **Nancy Webb**
Email: **nwebb@cuesta.edu**
Office: **Bldg 1300, Rm 1305**
Phone: **(805) 546-3207**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Kinesiology — Associate in Arts for Transfer

Completion of the Associate in Arts in Kinesiology degree (AA-T in Kinesiology) provides the foundation to pursue a baccalaureate degree and guarantees admission to the CSU system in Kinesiology or a similar major. Students will complete lower division requirements for a CSU Kinesiology major and will be prepared to apply the basic principles of exercise physiology, functional anatomy, motor behavior, sport medicine, and biomechanics. Students in this field typically pursue careers in physical therapy, sport medicine, physical education, sport management, fitness/wellness, and coaching.

Required Courses (12 credits)

KINE 201	Introduction To Kinesiology	3
BIO 205	Human Anatomy	4
BIO 206	General Human Physiology	5

Movement Based Courses - Select one course from three of the following areas for a minimum of three credits: Aquatics, Combatives, Team Sports, Individual Sports, Fitness, Dance. (3 credits)

Additional pre-approved KINA courses may qualify for one of these Movement-Based categories. See a counselor for details.

Aquatics

KINA 241	Water Polo Techniques	0.5 - 1
KINA 292	Swimming & Diving Applications	0.5 - 1
KINA 293	Swimming Techniques	0.5 - 1
KINA 294	Lap Swimming	0.5 - 1

Combatives

KINA 217	Kickboxing For Fitness	0.5 - 1

Dance

KINA 213	Zumba	0.5 - 1
KINA 222	Pilates	0.5 - 1
KINA 223	Pilates Barre	0.5 - 1
KINA 224	Core Pilates	0.5 - 1
KINA 225	Ballet For Strength And Flexibility	0.5 - 1
KINA 244	Restorative Yoga	0.5 - 1

Fitness

KINA 201	Weight Training	0.5 - 1
KINA 202	Strength Training For Sport Performance	0.5 - 1
KINA 203	Endurance Circuit Weight Training	0.5 - 1
KINA 204	Power Lifting	0.5 - 1
KINA 205	Resistance Training	0.5 - 1
KINA 210	Advanced Weight Training	0.5 - 1
KINA 212	Cardio Step Training	0.5 - 1
KINA 214	Core Fitness With Cardio	0.5 - 1

TRANSFER PREPARATION

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www.cuesta.edu/student/studentservices/finaid

KINA 229 . . . . . TRX For High Intensity Interval Training. . . . . .0.5 - 1

KINA 231 . . . . Cardio Bootcamp. . . . . 0.5 - 1

KINA 232 . . . . Cardio Endurance Conditioning . . . . 0.5 - 1

KINA 233 . . . . Sport Specific Conditioning . . . . 0.5 - 1

KINA 234 . . . . Cross Fitness Training. . . . . 0.5 - 1

KINA 245 . . . . Power Yoga. . . . . .0.5 - 1

KINA 246 . . . . Yoga For Fitness. . . . . 0.5 - 1

Individual Sports

KINA 206 . . . . Trx Full Body Fitness . . . . 0.5 - 1

KINA 227 . . . . Indoor Cycling For Fitness . . . . 0.5 - 1

KINA 228 . . . . Indoor Cycling For Cross Training. . . . . .0.5 - 1

KINA 235 . . . . . Hiking The San Luis Obispo County Trails . . . . .0.5 - 1

KINA 237 . . . . Racquet Sports For Lifetime Fitness . . . . 0.5 - 1

KINA 238 . . . . Golf. . . . . 0.5 - 1

KINA 251 . . . . Half/Marathon Training .0.5 - 1

KINA 252 . . . . Introduction To Outdoor Fitness. . . . . .0.5 - 1

KINA 266 . . . . Wrestling. . . . . .0.5 - 1

KINA 267 . . . . Freestyle Wrestling . . . . .0.5 - 1

Team Sports

KINA 209 . . . . . Introduction To Ultimate Frisbee . . . . .0.5 - 1

KINA 208 . . . . . Track And Field Techniques . . . . .0.5 - 1

KINA 256 . . . . . Volleyball Techniques . . . . .0.5 - 1

KINA 261 . . . . . Soccer . . . . .0.5 - 1

KINA 260 . . . . . Soccer Skills And Tactics. . . . . .0.5 - 1

KINA 271 . . . . . Basketball Techniques . . . . .0.5 - 1

KINA 272 . . . . . Fundamentals Of Basketball . . . . .0.5 - 1

KINA 277 . . . . . Basketball Techniques And Applications. . . . . .0.5 - 1

KINA 278 . . . . . Basketball For Lifetime Fitness . . . . .0.5 - 1

KINA 281 . . . . . Softball Fundamentals . . . . .0.5 - 1

KINA 286 . . . . . Advanced Baseball Applications 2

KINA 287 . . . . . Baseball Techniques . . . . .0.5 - 1

Athletics (ATHL) classes cannot be used towards Major requirements.

List A: Select two courses (minimum 6 credits) from the following:

MATH 247 . . . Introduction To Statistics 4

CHEM 201A . . General College Chemistry. 5

PHYS 205A . . . General Physics 4

or PHYS 208A Principles Of Physics 1 . . . . (5)

HEED 204 . . . . Standard First Aid And CPR (Cardiopulmonary
Resuscitation). 3

Total Credits: . . . .**22 - 25**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer.
In addition to major preparation course work listed above, completion of the CSU GE or
IGETC pattern is mandatory.
Courses completed for the major can also be double counted towards GE, where
appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAMS

Exercise Science - Fitness Professional — Certificate of Achievement

The Exercise Science - Fitness Specialist Certificate is designed to provide students with opportunities to acquire the knowledge, skills, and abilities that are essential for competency and success in the commercial and corporate fitness industries. In addition, the program is designed to prepare students to pass national exams for certifications such as: American College of Sports Medicine's Group Exercise Leader (GEL) certification, American Council on Exercise (ACE) Group Fitness Instructor Certification, American College of Sports Medicine Certified Personal Trainer (CPT) and National Academy of Sport Medicine (NASM) Personal Trainer Certification.

Required Courses (17 units)

KINE 214	Introduction To Exercise Science	3
KINE 224	Certified Personal Trainer	3
or KINE 218	Exercise Leadership	(3)
KINE 219	Coaching Wellness Behaviors	2
KINE 220	Personalized Fitness Planning For Lifetime Wellness	1
KINE 213	Introduction To Prevention And Care Of Athletic Injuries	3
HEED 204	Standard First Aid And CPR (Cardiopulmonary Resuscitation)	3
NUTR 240	Personalized Nutrition Planning For Lifetime Wellness	1

One unit of from any Kinesiology Activity (KINA) course. "ATHL" (Athletics) designated courses do not meet this requirement. 1

Students completing this certificate may be interested in taking KINE 252 Work Experience in Kinesiology.

Total Credits: 17

Click Here For Program Student Learning Outcomes

Fitness and Health — Certificate of Achievement

A Certificate of Achievement in Fitness and Health is designed to prepare a student for work in the personal fitness field. Students who complete the Fitness and Health Certificate will be prepared to sit for the certification exam from an accredited personal training or group exercise leadership organization such as the American College of Sports Medicine. This certificate is a good choice for those not yet ready to complete the Exercise Science - Fitness Professional certificate.

Required Courses (18 credits)

KINE 214	Introduction To Exercise Science	3
KINE 218	Exercise Leadership	3
KINE 224	Certified Personal Trainer	3
HEED 208	Multicultural Health	3
NUTR 210	Nutrition	3
HEED 206	Health Aspects Of Drug Use.	3
or ASHS 205 . .	Life Management.	(3)
or ASHS 212 . .	Human Development: Life Span	(3)
or ASHS 278 . .	Families And Addiction	(3)
Total Credits:		**18**

Click Here For Program Student Learning Outcomes

Sports Medicine — Certificate of Achievement

The Sports Medicine certificate is designed to provide students with opportunities to acquire the basis of knowledge, skills, and abilities for a potential career in sports medicine and/or athletic training. The certificate is designed to affirm student's practicum skills in basic sport injury care, prevention, and rehabilitation.

KINE 214	Introduction To Exercise Science	3
KINE 213	Introduction To Sports Medicine.	3
KINE 210	Athletic Training And Sports Medicine Lab Level 1 . .	2 - 4
KINE 211	Athletic Training And Sports Medicine Lab Level 2 . .	2 - 4
HEED 204	Standard First Aid And CPR (Cardiopulmonary Resuscitation)	3
BIO 205	Human Anatomy	4
Total Credits:		**17 - 21**

Click Here For Program Student Learning Outcomes

Coaching — Certificate of Specialization

The Coaching Certificate of Specialization is designed to prepare students who are interested in pursuing a career in coaching, need training to complete a coaching certification and/or who serve as youth and high school coaches.

Required Courses (6 credits)

KINE 202 . . . . . Principles Of Coaching 3
HEED 204 . . . . Standard First Aid And CPR
              (Cardiopulmonary Resuscitation) 3
Total Credits: 6

Click Here For Program Student Learning Outcomes

Highway 1
San Luis Obispo, California 93403

DESCRIPTION

The Legal Studies Degree Program seeks to introduce the student to the field of legal studies along with its connection to and influence over closely related areas in the social sciences and business. The Legal Studies Degree Program emphasizes not only the nature of law and legal institutions, but the impact law and legal institutions have on politics, government, business, economics, different social groups, and society as a whole.

The Legal Studies Degree Program is designed to be an interdisciplinary program where the student, along with acquiring an introduction to the field of legal studies, may choose between the Legal Studies Business Emphasis Associate of Arts (AA) degree and the Legal Studies Social Science Emphasis Associate of Arts (AA) degree. Required and elective units in either the Business Emphasis path or the Social Science Emphasis path must be successfully completed along with the general education coursework required by Cuesta College in order to receive a Legal Studies AA degree from Cuesta College.

The Legal Studies Degree Program is designed for students wishing to transfer into four-year college degree programs by satisfying lower division requirements for transfer to baccalaureate programs in business administration, business economics, business law, management, managerial economics, pre-law, law and society, legal studies, or political science programs. A legal studies degree is also an excellent first step for students considering law school or other post-baccalaureate programs in the social sciences or business.

ASSOCIATE DEGREE PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)
- Associate in Arts (A.A.)

CAREER OPPORTUNITIES

- Banking
- Corporate Legal Departments
- Finance
- Government
- Insurance
- Law Offices
- Other Legal Service Providers
- Politics
- Real Estate

CONTACT

Division Chair: **Susan Kline**
Division Assistant: **Tiffanie Kerr**
Phone: **(805) 546-3251**
Email: **tiffanie_kerr@cuesta.edu**

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Law, Public Policy, And Society — Associate in Arts for Transfer

The Associates in Arts in Law, Public Policy and Society for Transfer degree (AA-T in Law, Public Policy and Society) has been identified as good preparation for law school upon completion of a bachelor's degree. This interdisciplinary area of emphasis emphasizes the development of communication skills, introduces students to the legal field, and prepares students for further study in a variety of majors. Students who opt to pursue this course of study are encouraged to engage in further exploration of one or more specific majors as they select electives for degree completion.

This inter-disciplinary area of emphasis allows students to explore the role of institutions and the subsequent policies that frame society. Society is a reflection of the framework of many influences, and this degree reflects that. Students can choose an area of influence such as, but not limited to: economic institutions, the role of politics and government, the judicial system, or how diverse populations experience such institutions.

Required Core: (8 courses)

PHIL 213 . . . . . Philosophical Classics In Ethics And Social Philosophy . 3
ENGL 201A . . . English Composition 4
MATH 247 . . . Introduction To Statistics 4
POLS 202 . . . . Government And Politics Of The United States 3

Choose one from:

LGL 217   . . . . . Introduction To Law 3
or CJ 202 . . . . . Introduction To Criminal Justice . . . . (3)
or CJ 204 . . . . . Principles And Procedures Of The Justice System . . . . (3)
or CJ 206 . . . . . Concepts Of Criminal Law . . . . (3)
or BUS 218 . . . Business Law . . . . (4)

Choose one from:

COMM 201 . . . Public Address 3
or COMM 210   Small Group Communication . . . . (3)
or COMM 215   Argumentation And Debate. . . . . (3)

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine:
www.ASSIST.org
CSU System Information:
www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs—grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full-and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:
www.cuesta.edu/student/ studentservices/finaid

Choose one from:

ENGL 201C . . . English Composition: Critical Thinking 4

or COMM 215 Argumentation And Debate . . . . (3)

or PHIL 208 . . Introduction To Logic . . . . (3)

Choose one from:

HIST 207A . . . History Of The United States 3

or HIST 207B . History Of The United States . . . . (3)

List A: Complete two courses (6-7 units total), each from a different Area. Choose from courses that have not been completed as part of the Required Core.

Area 1: Administrative of Justice/Criminal Justice/Criminology

CJ 202 . . . . Introduction To Criminal Justice 3

or CJ 204 . . . . . Principles And Procedures Of The Justice System . . . . (3)

or CJ 206 . . . . . Concepts Of Criminal Law . . . . (3)

or CJ 208 . . . . . Legal Aspects Of Evidence . . . . (3)

or CJ 224 . . . . . Community, Diversity And The Justice System . . . . (3)

or CJ 228 . . . . . Introduction To Corrections. . . . . (3)

Area 2: Business

BUS 218 . . . . . Business Law 4

Area 3: Economics

ECON 201A . . Principles Of Macroeconomics 3

or ECON 201B Principles Of Microeconomics . . . . (3)

Area 4: Political Science

POLS 201 . . . . Introduction To Political Science 3

or POLS 204 . . World Politics . . . . (3)

or POLS 206 . . Comparative Government . . . . (3)

or POLS 209 . . Introduction To Political Theory . . . . (3)

Area 5: Public Policy

GLST 210 . . . . Introduction To Global Studies 3

or GLST 220 . . Global Problems And Issues . . . . (3)

or SOC 202 . . . Social Problems . . . . (3)

or HEED 206 . Health Aspects Of Drug Use. . . . . (3)

Area 6: Diversity

ANTH 203 . . . . Cultural Anthropology. 3

or ANTH 220 . California Indians. . . . . (3)

or ANTH 221 . North American Indians . . . . (3)

or CJ 224 . . . . . Community, Diversity And The Justice System . . . . (3)

or COMM 212 Intercultural Communication . . . . (3)

or GEOG 202 . Cultural Geography . . . . (3)

or HEED 208 . Multicultural Health . . . . (3)

or HEED 203 . Women's Health Issues. . . . . (3)

or HIST 212 . . History Of Mexican Americans . . . . (3)

or HIST 233	History Of African Americans.	(3)
or HIST 237	History Of American Women	(3)
or SOC 206	Introduction to Race and Ethnicity	(3)
or SOC 208	Introduction To Gender Studies	(3)

Area 7: College Success

CSS 225 . . . . . College Success 3

Area 8: Internship/Fieldwork

PLGL 203 . . . . Paralegal Internship 3

Total Credits: . . . . **32 - 35**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer.

In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

ASSOCIATE DEGREE PROGRAM

Legal Studies: Business Option — Associate in Arts

DESCRIPTION The Legal Studies Degree Program seeks to introduce the student to the field of legal studies along with its connection to and influence over closely related areas in the social sciences and business. The Legal Studies Degree Program emphasizes not only the nature of law and legal institutions, but the impact law and legal institutions have on politics, government, business, economics, different social groups, and society as a whole.

ASSOCIATE DEGREES The Legal Studies Degree Program is designed to be an interdisciplinary program where the student, along with acquiring an introduction to the field of legal studies, may choose between the Legal Studies Business Emphasis Associate of Arts (AA) degree and the Legal Studies Social Science Emphasis Associate of Arts (AA) degree. Required and elective units in either the Business Emphasis path or the Social Science Emphasis path must be successfully completed along with the general education coursework required by Cuesta College in order to receive a Legal Studies AA degree from Cuesta College.

TRANSFER AND CAREER OPPORTUNITIES A legal studies degree is an excellent first step for students considering law school or other post-baccalaureate programs in the social sciences or business. With regard to career opportunities, a legal studies degree would help prepare students for eventual employment in such fields as law (law offices and other legal service providers), politics, government, and business (such as banking, finance, insurance, real estate, and corporate legal departments).

Required Courses (13 credits)

BUS 218 . . . . . Business Law 4

ECON 201A . . Principles Of Macroeconomics 3

LGL 217 . . . . . Introduction To Law 3

POLS 202 . . . . Government And Politics Of The United States 3

Plus 6-8 credits from the following:

ACCT 201A . . . Financial Accounting 4

ACCT 201B . . . Managerial Accounting 4

BUS 245 . . . . . Introduction To Business 3

ECON 201B . . Principles Of Microeconomics 3

MATH 247 . . . Introduction To Statistics 4

MATH 255 . . . Calculus For Business And Management 3

PLGL 206 . . . . Business Organizations 3

PLGL 220 . . . . Legal Research And Writing 4

Total Credits: . . . . 19 - 21

Click Here For Program Student Learning Outcomes

ASSOCIATE DEGREE PROGRAM

Legal Studies: Social Science Option — Associate in Arts

DESCRIPTION The Legal Studies Degree Program seeks to introduce the student to the field of legal studies along with its connection to and influence over closely related areas in the social sciences and business. The Legal Studies Degree Program emphasizes not only the nature of law and legal institutions, but the impact law and legal institutions have on politics, government, business, economics, different social groups, and society as a whole.

ASSOCIATE DEGREES The Legal Studies Degree Program is designed to be an interdisciplinary program where the student, along with acquiring an introduction to the field of legal studies, may choose between the Legal Studies Business Emphasis Associate of Arts (AA) degree and the Legal Studies Social Science Emphasis Associate of Arts (AA) degree. Required and elective units in either the Business Emphasis path or the Social Science Emphasis path must be successfully completed along with the general education coursework required by Cuesta College in order to receive a Legal Studies AA degree from Cuesta College.

TRANSFER AND CAREER OPPORTUNITIES A legal studies degree is an excellent first step for students considering law school or other post-baccalaureate programs in the social sciences or business. With regard to career opportunities, a legal studies degree would help prepare students for eventual employment in such fields as law (law offices and other legal service providers), politics, government, and business (such as banking, finance, insurance, real estate, and corporate legal departments).

Required Courses (13 credits)

BUS 218 . . . . . Business Law 4

LGL 217 . . . . . Introduction To Law 3

POLS 202 . . . . Government And Politics Of The United States 3

SOC 201A . . . . Introduction To Sociology. 3

Plus 6-7 credits from the following:

ANTH 203 . . . . Cultural Anthropology. 3

ECON 201A . . Principles Of Macroeconomics 3

ECON 201B . . Principles Of Microeconomics 3

HIST 203A . . . History Of World Civilizations 3

HIST 203B . . . History Of World Civilizations 3

HIST 204A . . . History Of Western Civilization 3

HIST 204B . . . History Of Western Civilization 3

HIST 207A . . . History Of The United States 3

HIST 207B . . . History Of The United States 3

PHIL 208 . . . . . Introduction To Logic 3

PHIL 213 . . . . . Philosophical Classics In Ethics And Social Philosophy . 3

PLGL 220 . . . . Legal Research And Writing 4

POLS 201 . . . . Introduction To Political Science 3

POLS 206 . . . . Comparative Government 3

POLS 209 . . . . Introduction To Political Theory 3

Total Credits: . . . . 19 - 20

Click Here For Program Student Learning Outcomes

Cuesta College

Highway 1
San Luis Obispo, California 93403

LIBERAL ARTS

DESCRIPTION

The Associate of Arts in Liberal Arts Degree is designed for students who wish to obtain a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis."

Students must complete all of the required courses for one of General Education patterns. Choose either Option I, II, or III listed below for the General Education Pattern related to your educational goal. CSUGE and IGETC patterns are required for students who intend to transfer to four-year universities. Students should consult with a counselor to determine which General Education pattern is best for them.

Complete 18 credits in one "Area of Emphasis" from those outlined below. (Note: Where appropriate, courses in the "area of emphasis" may also be counted for a GE requirement) For ALL OPTIONS: complete necessary Cuesta College graduation and proficiency requirements. (Meet with a Cuesta College counselor) All classes listed below transfer to CSU and/or UC. Courses in BOLD are only transferable to CSU. Refer to www.ASSIST.org for transfer details.

OPTIONS:

I. Cuesta College General Education:

II. CSU GE: Students selecting this option must complete all of the required courses for CSU GE Certification.

III. IGETC: Students selecting this option must complete all of the required courses for IGETC Certification.

AREAS OF EMPHASIS:

For depth, include a minimum of two courses from a single discipline. For breadth, include at least three disciplines in your selection.

Complete Cuesta College graduation requirements

NOTE: Effective Fall 2009, a grade of a "C" or better is required for all courses taken in an area of emphasis, and a minimum overall GPA of

2.00 is required in general education coursework.

ELECTIVE CREDITS: Electives may be necessary to total 60 overall credits required for the degree and must be transferable if choosing the CSU GE or IGETC general education pattern.

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts (A.A.)

CONTACT

COUNSELING

SLO Office: **Student Service Center**, **Building 3100, Windows 7 & 8**
Phone: **(805) 546-3138**

NCC Office: **N1100 Campus Center Bldg.**
Phone: **(805) 591-6225**
E-mail: **eAdvising**

ASSOCIATE DEGREE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

ASSOCIATE DEGREE PROGRAM

Liberal Arts: Arts And Humanities — Associate in Arts

The AA in Liberal Arts with an Emphasis in Arts and Humanities is intended for students who are exploring majors or professions that require a broader understanding of the arts and humanities. Courses will be selected from arts and humanities disciplines that emphasize (a) the artistic expression or artistic technique of individuals and cultures, (b) philosophical investigations, (c) the historical contexts for art, literature, thought, and events, or (d) the study of languages.

The Associate of Arts in Liberal Arts Degree is designed for students who wish to obtain a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis."

Complete a minimum of 18 credits from the Area of Emphasis course work listed below.

For depth, complete at least two courses from one single discipline.

For breadth, complete courses from at least three different disciplines.

Courses taken for breadth or depth must carry at least 3 semester credits.

Complete one of the following General Education patterns: Cuesta College AA/AS GE; or CSU GE; or IGETC.

Complete Cuesta College graduation requirements. (Meet with a Cuesta College counselor for details.)

NOTES:

Courses listed below may double count towards GE when appropriate.

Additional courses may be required to total 60 credits, as required for the degree.

Effective Fall 2009 a grade of "C" or better is required for all courses taken in an Area of Emphasis.

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine:
www.ASSIST.org
CSU System Information:
www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs—grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full-and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:
www.cuesta.edu/student/
studentservices/finaid

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ART 256 . . . . . Foundation Of Digital Imaging Art 3
ART 258 . . . . . Foundation Of Digital Layout Design 3
ART 259 . . . . . Foundation Of Web And UX Design 3
ART 265 . . . . . Motion Graphic Design I. 3
ART 266 . . . . . Graphic Design I. 3
ART 268 . . . . . Digital Typography Art 3
ART 270 . . . . . Fundamentals Of 3-D Design. 3
ART 271 . . . . . Sculpture I. 3
ART 272 . . . . . Sculpture II 3
ART 274A . . . . Sculpture Foundry I. 3
ART 274B . . . . Sculpture Foundry II 3
ART 274C . . . . Sculpture Foundry III. 3
ART 280 . . . . . Ceramics I: Introduction To Ceramics 3
ART 281A . . . . Ceramics: Wheel-Throwing I 3
ART 281B . . . . Ceramics: Wheel-Throwing II 3
ART 282 . . . . . Ceramics II: Hand-Building. 3
ART 283 . . . . . Ceramics III: Ceramics Sculpture. 3
ART 284 . . . . . Alternative Firing Techniques In Ceramics 3
ART 295 . . . . . Art Gallery. 3
ASL 201 . . . . . American Sign Language I 5
ASL 202 . . . . . American Sign Language II. 5
DRA 200 . . . . . Acting I. 3
DRA 201 . . . . . Acting II - Acting For The Camera 3
DRA 207 . . . . . Introduction To Theatre 3
DRA 209 . . . . . Introduction To Theatre Design 3
DRA 211 . . . . . Stagecraft 3
DRA 236 . . . . . Introduction To Theatrical Costume Construction. 3
DRA 240 . . . . . Technical Theatre Practicum 3
DRA 263 . . . . . Rehearsal And Performance: Devised/New Works 3
ENGL 201B . . . Composition: Introduction To
                 Literature/Critical Thinking 4
ENGL 201C . . . English Composition: Critical Thinking. 4
ENGL 205 . . . . Introduction To Poetry 3
ENGL 206 . . . . Introduction To The Novel 3
ENGL 212A . . . Survey of American Literature I. 3
ENGL 212B . . . Survey of American Literature 2 3
ENGL 213 . . . . Ethnic Literature Of The United States. 3
ENGL 215 . . . . Shakespeare. 3
ENGL 216 . . . . Literature And Film 3
ENGL 217 . . . . Women And Gender In Literature. 3
ENGL 231 . . . . Creative Writing 3

Continued on the next page

ENGL 237	Introduction To Film Studies	3
ENGL 242	Introduction To Science Fiction	3
ENGL 245A	Survey Of World Literature 1	3
ENGL 245B	Survey Of World Literature 2	3
ENGL 246A	Survey Of British Literature 1	3
ENGL 246B	Survey Of British Literature 2	3
ETHN 213	Ethnic Literature Of The United States	3
ETHN 235	Race, Ethnicity, And Pop Culture	3
FR 201	French I	5
FR 202	French II	5
GER 201	German I	5
GER 202	German II	5
HIST 203A	History Of World Civilizations	3
HIST 203B	History Of World Civilizations	3
HIST 204A	History Of Western Civilization	3
HIST 204B	History Of Western Civilization	3
HIST 207A	History Of The United States	3
HIST 207B	History Of The United States	3
HIST 210	History Of California	3
HIST 212	History Of Mexican Americans	3
HIST 233	History Of African Americans	3
HIST 237	History Of American Women	3
MUS 201	Fundamentals Of Music (Music Theory I)	3
MUS 204A	Music Theory II	3
MUS 204B	Music Theory III	3
MUS 204C	Music Theory IV	3
MUS 205A	Musicianship II	1
MUS 205B	Musicianship III	1
MUS 205C	Musicianship IV	1
MUS 210	Songwriting I	3
MUS 211	Music Technology	2
MUS 212	Applied Music (Private Lessons)	2
MUS 220	Elementary Voice	2
MUS 222	Intermediate Voice	2
MUS 223	Vocal Jazz Ensemble	2 - 3
MUS 224A	Beginning Vocal Jazz Workshop	2
MUS 225	Wind Ensemble	2
MUS 227	Chamber Music Ensemble	1 - 3
MUS 228	Mixed Chorus	1 - 3
MUS 229	Chamber Singers	2
MUS 231	Jazz Ensemble (Big Band)	1.5 - 3

Continued from previous page

MUS 232	Beginning Jazz Improvisation	2
MUS 233	Jazz Improvisation	2
MUS 234	Arranging, Scoring, And Orchestration	2
MUS 235	Music Appreciation: Classical Music	3
MUS 236	Music Appreciation: World Music	3
MUS 237	Music Appreciation: Rock And Roll	3
MUS 238	Music Appreciation: Jazz History	3
MUS 240	Recording Arts I: Fundamentals Of Audio Technology	3
MUS 241	Recording Arts II: Studio Workshop	3
MUS 245	Jazz Workshop	2
MUS 257	Elementary Piano For Musicians	2
MUS 258	Elementary Piano	2
MUS 259	Intermediate Piano	1 - 2
MUS 267	Opera/Musical Theater Workshop	2
MUS 270	Elementary Guitar	2
MUS 271	Intermediate Guitar	2
PHIL 205	Introduction To The Bible	3
PHIL 206	Introduction To Philosophy	3
PHIL 209	World Religions	3
PHIL 212	Philosophical Classics In Theory Of Reality And Of Knowledge	3
PHIL 213	Philosophical Classics In Ethics And Social Philosophy	3
SPAN 201	Spanish I	5
SPAN 202	Spanish II	5
SPAN 203	Spanish III	5
SPAN 204	Spanish IV	5
Total Credits:		**18**

Click Here For Program Student Learning Outcomes

ASSOCIATE DEGREE PROGRAM

Liberal Arts - Science — Associate in Arts

The AA in Liberal Arts with Emphasis in Science is intended for students who are exploring majors or professions that require a broader understanding of the sciences. The degree requirements are fulfilled by completing courses from an approved list that examine the natural science of the physical universe and its life forms. The courses emphasize a) an understanding of the methods of acquisition and analysis of scientific data, b) quantitative reasoning skills (beyond intermediate algebra level), and c) the significance of scientific knowledge in our increasingly technological society.

A total of 60 credits is required including a minimum of 18 credits in the area of emphasis chosen from the courses approved for the CSU General Education Area B (Scientific Inquiry and Quantitative Reasoning). The area of emphasis includes math, depth, and breadth requirements that are described below. Within the 60 credits, students will also satisfy either the Cuesta College, CSU or IGETC General Education requirements. All mathematics, physical and life science courses approved for this major and categorized below are part of the CSU GE (Areas B1, B2, B4) and IGETC (Areas 2A, 5A, 5B) patterns with the exception of Math 229 and Math 231, which are not UC transferable. Elective credits may be necessary to earn the 60 credits required for the degree.

Math Requirement:

One course will be selected from the Mathematics/ Quantitative Reasoning course list. Courses for this requirement have a minimum of 3 credits each.

Depth Requirement:

Two courses will be selected from EITHER Physical Science OR from Life Science. The two courses must be from the same department (i.e., BIO, CHEM, PHYS, or EOS [EOS = AGPS, GEOG, GEOL, OCEN, METE]). Courses for this requirement have a minimum of 3 credits each.

Breadth Requirement:

For the three courses required to meet the breadth requirement, one must be selected from Physical Science, one must be from Life Science, and one additional course will be selected from either Physical Science or Life Science. These courses are in addition to the math and depth requirement courses. Courses for this requirement have a minimum of 3 credits each.

Continued from previous page

Physical Science

Astronomy (ASTR)

ASTR 210 . . . . . Astronomy 3

Chemistry (CHEM)

CHEM 201A . . . General College Chemistry I 5
CHEM 201B . . . General College Chemistry II 5
CHEM 200 . . . . Introductory Chemistry 4
CHEM 211 . . . . Introductory Organic/Biochemistry 4
CHEM 212A . . . Organic Chemistry I 5
CHEM 212B . . . Organic Chemistry II 5
CHEM 231 . . . . Biochemistry 4

Earth & Ocean Science: Agriculture Plant Science (AGPS), Geography (GEOG), Geology (GEOL), Oceanography (OCEN), Meteorology (METE)

AGPS 241 . . . . Introduction To Soil Science 3
ENVS 200 . . . . . Introduction To Environmental Science 3
GEOG 201 . . . . Physical Geography 3
GEOL 210 . . . . Physical Geology 4
GEOL 211 . . . . History of the Earth 4
GEOL 212 . . . . Environmental Geology 3
GEOL 220 . . . . Geology Of California 3
METE 212 . . . . Introduction To Meteorology 3
OCEN 210 . . . . Oceanography 3
PSCI 211 . . . . . Earth Science For Future Educators 4

Physics (PHYS)

PHYS 205A . . . General Physics 4
PHYS 205B . . . General Physics 4
PHYS 208A . . . Principles Of Physics 1 5
PHYS 208B . . . Principles Of Physics 2 5
PSCI 210 . . . . . Energy and Matter 4

Continued from previous page

Life Science

AGPS 242	Introduction To Plant Science	3
ANTH 201	Physical Anthropology	3
BIO 201A	Biology	5
BIO 201B	Biology	5
BIO 202	General Botany	5
BIO 204	Microbiology	5
BIO 205	Human Anatomy	4
BIO 206	General Human Physiology	5
BIO 211	Life Science	3
BIO 212	Human Biology	3
BIO 213	Genetics In Society	3
BIO 216	Plants & People	4
BIO 220	Environmental Biology	3
BIO 221	Ecology	4
BIO 222	Marine Biology	3
BIO 224	Principles Of Natural History	3
PSYC 202	Introduction To Biological Psychology	3

Mathematics/Quantitative Reasoning

MATH 229	Trigonometry	4
MATH 230	College Mathematics For The Humanities	3
MATH 231	Trigonometry With Geometric Foundations	5
MATH 232	College Algebra	4
MATH 242	Precalculus Algebra	5
MATH 247	Introduction To Statistics	4
MATH 255	Calculus For Business And Management	3
MATH 265A	Calculus I	5
MATH 265B	Calculus II	5
MATH 283	Calculus III: Multivariable Calculus	5
MATH 287	Ordinary Differential Equations And Linear Algebra	5

Total Credits: **18**

Click Here For Program Student Learning Outcomes

ASSOCIATE DEGREE PROGRAM

Liberal Arts: Social And Behavioral Sciences — Associate in Arts

The AA in Liberal Arts with an emphasis in Social and Behavioral Sciences is intended for students who are exploring majors or professions that require a broad understanding of human behavior. Courses in this degree will emphasize one or more of the following: (a) methodologies characteristic of the social or behavioral sciences; (b) the beginnings of human culture; (c) the psychology of human beings; (d) the interaction of human beings in societies and social subgroups; (e) the history of human civilizations or nations; (f) the economic, political, or legal structures of human societies.

Complete a minimum of 18 credits from the Area of Emphasis course work listed below.

For depth, complete at least two courses from one single discipline.

For breadth, complete courses from at least three different disciplines.

Courses taken for breadth or depth must carry at least 3 semester units.

Complete one of the following General Education patterns: Cuesta College AA/AS GE; or CSU GE; or IGETC.

Cuesta College graduation requirements. (Meet with a Cuesta College counselor for details.)

Notes:

Courses listed below may double count towards GE requirements when appropriate.

Additional elective courses may be necessary to total 60 credits, as required for the degree.

Effective Fall 2009, a grade of a "C" or better is required for all courses taken in an area of emphasis.

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AGB 201 can count for depth with ECON 201A.

AGB 201 . . . . . Agriculture Economics 3
or ECON 201B Principles Of Microeconomics . . . . (3)
ANTH 201 . . . . Physical Anthropology 3
ANTH 201L . . . Physical Anthropology Laboratory. 1
ANTH 202 . . . . Archaeology 3
ANTH 203 . . . . Cultural Anthropology. 3
ANTH 220 . . . . California Indians. 3
ANTH 221 . . . . North American Indians 3
ANTH 225 . . . . Contemporary Cultures Of The World 3
ASHS 212. . . . . Human Development: Life Span 3
ASHS 214. . . . . Family, Relationships And Intimacy 3
ASHS 218. . . . . Human Sexuality: Experience & Expression 3
ASHS 278. . . . . Families And Addiction 3
BUS 218. . . . . . Business Law 4
CDFS 201. . . . . Child Growth And Development 3
CDFS 202. . . . . Child, Family And Community 3
CDFS 217. . . . . The Study Of Parenting: Theory And Practice. 3
CJ 202. . . . . Introduction To Criminal Justice 3
CJ 206. . . . . Concepts Of Criminal Law 3
CJ 224. . . . . Community, Diversity And The Justice System 3
COMM 230 . . . Interpersonal Communication 3
COMM 280 . . . Fundamentals Of Human Communication 3
ECON 200 . . . . Survey Of Economics. 3
ECON 201A . . . Principles Of Macroeconomics 3
ECON 201B . . . Principles Of Microeconomics 3
or AGB 201 . . . Agriculture Economics . . . . (3)
EDUC 210 . . . . Ethnic Studies For Educators 3
ETHN 210 . . . . Ethnic Studies For Educators 3
ETHN 219 . . . . Introduction To Queer Studies 3
ETHN 230 . . . . Introduction to Social Justice and Ethnic Studies 3
ETHN 231 . . . . Social Movements Of The 21st Century. 3
GEOG 201 . . . . Physical Geography. 3
GEOG 202 . . . . Cultural Geography. 3
GLST 210. . . . . Introduction To Global Studies 3
GLST 220. . . . . Global Problems And Issues 3
HIST 203A . . . . History Of World Civilizations 3
HIST 203B . . . . History Of World Civilizations 3
HIST 204A . . . . History Of Western Civilization. 3
HIST 204B . . . . History Of Western Civilization. 3

Continued from previous page

HIST 207A	History Of The United States	3
HIST 207B	History Of The United States	3
HIST 210	History Of California	3
HIST 212	History Of Mexican Americans	3
HIST 233	History Of African Americans.	3
HIST 237	History Of American Women	3
HIST 260	History Of The San Simeon Region	3
LGL 217	Introduction To Law	3
MATH 247	Introduction To Statistics	4
PHIL 208	Introduction To Logic	3
POLS 201	Introduction To Political Science	3
POLS 202	Government And Politics Of The United States	3
POLS 204	World Politics	3
POLS 205	Law And Politics	3
POLS 206	Comparative Government	3
POLS 209	Introduction To Political Theory	3
PSYC 200	Research Methods For The Behavioral And Social Sciences	3
PSYC 201	Introductory Psychology.	3
PSYC 202	Introduction To Biological Psychology	3
PSYC 204	Introduction To Abnormal Psychology.	3
PSYC 206	Introduction To Social Psychology	3
PSYC 233	Personality And Adjustment	3
SOC 201A	Introduction To Sociology	3
SOC 201B	Social Institutions	3
SOC 202	Social Problems.	3
SOC 204	Introduction to Criminology	3
SOC 206	Introduction to Race and Ethnicity	3
SOC 208	Introduction To Gender Studies	3
Total Credits:		**18**

Click Here For Program Student Learning Outcomes

C CUESTA
COLLEGE

Highway 1
San Luis Obispo, California 93403

LIBRARY AND INFORMATION TECHNOLOGY

ASSOCIATE DEGREE & CERTIFICATE PROGRAMS

DESCRIPTION

Cuesta College offers a robust program in Library/Information Technology that has been in existence for more than four decades. The program's online classes draw students from throughout California. Every course is offered at least once a year, so full-time students can complete the required courses in two semesters, though four semesters is more typical.

This program is designed to train students to respond to the changing needs of information management in our society. Wherever there is information there is a need to have someone available to assist in organizing it, managing it, and getting it into the hands of those who need to use the information.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science (A.S.)
- Certificate of Achievement (C.A.)
- Certificate of Specialization (C.S.)

CAREER OPPORTUNITIES

- Archive Technician
- Audiovisual Materials Manager
- Bibliographic Support
- Public Library Technician
- Research Technician
- School Library Technician
- Website Information Management

CONTACT

Division Chair: **Carina Love**
Phone: **(805) 546-3159**
Email: **clove@cuesta.edu**
Division Assistant: **Mallory Cronan**
Phone: **(805) 546-3190**
Email: **mallory_cronan@cuesta.edu**

ASSOCIATE DEGREE PROGRAM

Library/Information Technology — Associate in Science

The Library/Information Technology Program trains students to assist in the management of information in libraries and other venues using print media as well as technology. The program is designed to prepare individuals for employment as a paraprofessional in a public, school, academic, or special library or an information center.

All courses required for the degree must be completed with a grade of "C" or better.

Required Courses (20.5 credits)

LIBT 201	Introduction To Library Services	3
LIBT 204	Organizing Information	3
LIBT 205	Library/Information Center Collections	3
LIBT 208	Library Teamwork And Supervisory Skills	1
LIBT 209	Library Public Services	3
LIBT 213	Advanced Online Searching	1
LIBT 214	Information Technology Internship	2
LIBT 215	Technology In The Workplace	3
LIBT 217	Ethics In The Information Age	1
DIST 101	Introduction To Online Courses	0.5

Plus 6 credits from the following:

CDFS 234	Children's Books And Narratives	3
LIBT 207	Web Page Development	3
LIBT 210	School Library/Media Center Services	3
LIBT 212	Research Skills For Information Age	1
LIBT 218	Connecting Adolescents With Literature And Libraries	3
LIBT 221	Prison Library Services	3
LIBT 247	Independent Studies: Library/Information Technology	0.5-2

Total Credits: **26.5**

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

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CSU System Information:
www2.calstate.edu

FINANCIAL AID

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www.cuesta.edu/student/studentservices/finaid

CERTIFICATE PROGRAMS

Library/Information Technology — Certificate of Achievement

The Library/Information Technology Program trains students to assist in the management of information in libraries and other venues using print media as well as technology. The program is designed to prepare individuals for employment as a paraprofessional in a public, school, academic, or special library or an information center.

All courses required for the certificate must be completed with a grade of "C" or better.

Required Courses (20.5 credits)

LIBT 201	Introduction To Library Services	3
LIBT 204	Organizing Information	3
LIBT 205	Library/Information Center Collections	3
LIBT 208	Library Teamwork And Supervisory Skills	1
LIBT 209	Library Public Services	3
LIBT 213	Advanced Online Searching	1
LIBT 214	Information Technology Internship	2
LIBT 215	Technology In The Workplace	3
LIBT 217	Ethics In The Information Age	1
DIST 101	Introduction To Online Courses	0.5

Plus 6 credits from the following:

CDFS 234	Children's Books And Narratives	3
LIBT 207	Web Page Development	3
LIBT 210	School Library/Media Center Services	3
LIBT 212	Research Skills For Information Age	1
LIBT 218	Connecting Adolescents With Literature And Libraries	3
LIBT 221	Prison Library Services	3
LIBT 247	Independent Studies: Library/Information Technology	0.5 - 2

Total Credits: 26.5

Click Here For Program Student Learning Outcomes

Library Services to Children — Certificate Of Specialization

The Library/Information Technology Program trains students to assist in the management of information in libraries and other venues using print media as well as technology. The program is designed to prepare individuals for employment as a paraprofessional in a public, school, academic, or special library or an information center.

Required Courses* (12 Credits)

LIBT 201 . . . . . Introduction to Library Services 3
LIBT 210 . . . . . School Library/Media Center Services 3
LIBT 218 . . . . . Connecting Adolescents With Literature and Libraries . 3
CDFS 234 . . . . . Children's Books And Narratives 3
Total Credits: **12**

Click Here For Program Student Learning Outcomes

Searching and Researching Strategies — Certificate Of Specialization

This certificate specializes in information literacy by providing training in searching and researching. It focuses specifically on strategies, and concepts to locate a variety of information resources relevant to employment, personal interest, and academic needs. This certificate will prepare students in formulating effective search queries, locating and selecting appropriate sources, as well as retrieving, evaluating, and synthesizing information from these resources.

Required Courses* (2 Credits)

LIBT 212 . . . . . Research Skills for Information Age 1
LIBT 213 . . . . . Advanced Online Searching 1
Total Credits: **2**

Click Here For Program Student Learning Outcomes

Web Page Coding — Certificate Of Specialization

Required Courses* (4 Credits)

LIBT 207 . . . . . Web Page Development 3
LIBT 220 . . . . . Fundamentals Of Cascading Style Sheets 1
Total Credits: 4

Click Here For Program Student Learning Outcomes

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

MATHEMATICS

DESCRIPTION

The Mathematics Program offers a broad curriculum to serve a diverse student population in meeting their educational goals.

We offer a variety of transfer level courses including statistics, mathematics for the humanities, mathematics for elementary school teachers, college algebra, pre-calculus algebra, trigonometry, business calculus, a university-level calculus sequence, and linear analysis with ordinary differential equations. We also offer courses for students who want to improve their foundational skills and earn vocational certificates or associate degrees.

The Mathematics Program is designed to give students the analytical and logical thinking skills necessary for solving problems in a variety of contexts such as science, business, computer programming, social science and engineering.

ASSOCIATE DEGREE FOR TRANSFER PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science for Transfer (A.S.-T.)

CAREER OPPORTUNITIES

- Auditor
- Actuary
- Appraiser
- Assessor
- Biology/Agriculture
- Budget Analyst
- Business/Economics
- Casualty Rater
- Chemistry
- Controller
- Education
- Engineer
- Engineering Analyst
- Finance Director
- Financial Analyst
- Industry
- Investment Analyst
- Loan Officer
- Marketing/Advertising
- Mathematician
- Mathematics
- Numerical Analyst
- Operations Analyst
- Opinion Polling
- Physical Science

CONTACT

Division Chair: **William Demarest**
Division Assistant: **Fatma Shihadeh**
Office: **Bldg 2700, Rm 2710**
Phone: **(805) 546-3231**
Email: **fatma_shihadeh@cuesta.edu**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Mathematics — Associate in Science for Transfer

The Associate in Science in Mathematics for Transfer degree (AS-T in Math) prepares students to transfer to the CSU system in a mathematics major. Students that complete the AS-T in Math will be able to demonstrate the "Rule of 4" in solving problems, construct a proof, and use calculus to solve problems in other disciplines such as physics, biology, sociology, statistics, chemistry, business math and economics.

Required Core (15 credits)

MATH 265A	Calculus I	5
MATH 265B	Analytic Geometry And Calculus	5
MATH 283	Calculus	5

List A: (5 credits)

MATH 287	Ordinary Differential Equations And Linear Algebra	5

List B: (One course from the following: 3-5 credits)

CIS 241	Discrete Structures	3
PHYS 208A	Principles Of Physics 1	5
CIS 217	"C" Programming Language	3
CIS 231	Fundamentals Of Computer Science I	4
MATH 236	Introduction To Applied Statistics	3
MATH 247	Introduction To Statistics	4

Total Credits: 23 - 25

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

Continued from previous page

- Public Health
- Sociology
- Statistician
- Systems Analyst
- Tax Collector
- Teacher
- Technical Writer

TRANSFER PREPARATION

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TRANSFER RESOURCES:

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FINANCIAL AID

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www.cuesta.edu/student/studentservices/finaid

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

MEDICAL ASSISTING

DESCRIPTION

The Medical Assisting Program (MAST) prepares students for employment in medical offices and laboratories. Training is offered in front and back medical office management.

Medical Assisting training prepares the student for an entry-level position as a medical assistant. Students are taught basic and advanced clinical skills, verbal and written communication skills, medical office management techniques, and essential customer service skills required in professional employment settings. A hands-on externship experience is part of the training.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science (A.S.)
- Certificate of Achievement (C.A.)
- Certificate of Specialization (C.S.)

CAREER OPPORTUNITIES

- Medical Back-Office – Patient Care
- Medical Front-Office – Administrative/ Clerical

CONTACT

Division Chair: **Monica Millard, MSN, RN**

Office: **SLO Bldg 2700, Rm 2725 NC Bldg N2400, Rm N2421 Phone: SLO (805) 546-3119 NC (805) 592-9426**

ASSOCIATE DEGREE PROGRAM

Medical Assisting — Associate in Science

The Medical Assisting Program prepares students for entry-level employment in medical offices and clinics. Medical assistants are important members of the healthcare team. They are most likely the first people you interface with when you go to a doctor's appointment. They are the individuals who help schedule your appointments, take your vital signs, prepare you for medical procedures and manage other patient needs and clerical tasks. The program provides classroom training along with skills-lab practice, and hands-on externship opportunities. Students are taught basic and advanced medical assisting skills, medical office management, and professional written and verbal communication. Upon completion students are eligible to take approved state and/or national certification exams.

All Allied Health courses must be completed with a minimum grade of "C" to progress within and to graduate from the program in order to fulfill Designated Degree requirements.

Required Courses (31.5 credits)

BIO 212	Human Biology	3
BUS 227	Business Communications	4
BUS 228	Office Technology And Telecommunications	3
MAST 110	Medical Assisting Basics	2
MAST 111A	Medical Assisting Fast Track	9.5
MAST 111B	Medical Assisting Fast Track Lab	1
NRAD 222	Medical Terminology	3
PSYC 201	Introductory Psychology	3
SOC 201A	Introduction To Sociology	3

Plus 3-4 credits from the following:

CIS 210	Introduction To Computer Applications	4
CSS 225	College Success	3
PHLB 109A	Phlebotomy	2
AND		
PHLB 109B	Phlebotomy Externship	1

Total Credits: 34.5 - 35.5

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

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www.cuesta.edu/student/
studentservices/finaid

CERTIFICATE PROGRAMS

Medical Assisting — Certificate of Achievement

Prepares the student for entry level employment as a medical assistant and eligibility for approved state or national certification exam.

All Allied Health courses must be completed with a minimum grade of "C" to progress within and to graduate from the programs in order to fulfill Occupational Certificate requirements.

Required Courses (22.5 credits)

BIO 212	Human Biology	3
BUS 227	Business Communications	4
MAST 110	Medical Assisting Basics	2
MAST 111A	Medical Assisting Fast Track	9.5
MAST 111B	Medical Assisting Fast Track Lab	1
NRAD 222	Medical Terminology	3

Plus 3-4 credits from the following with a minimum grade of "C" for each course:

BUS 228	Office Technology And Telecommunications	3
CIS 210	Introduction To Computer Applications	4
CSS 225	College Success	3
PHLB 109A	Phlebotomy	2
AND		
PHLB 109B	Phlebotomy Externship	1
NAST 148	Nursing Assistant	3
AND		
NAST 148L	Nursing Assistant Lab	2

Total Credits: 25.5 - 26.5

Click Here For Program Student Learning Outcomes

Medical Assisting — Certificate of Specialization

The Medical Assisting Program prepares students for entry-level employment in medical offices and clinics. Medical assistants are important members of the healthcare team. They are most likely the first people you interface with when you go to a doctor's appointment. They are the individuals who help schedule your appointments, take your vital signs, prepare you for medical procedures and manage other patient needs and clerical tasks. The program provides classroom training along with skills-lab practice, and hands-on externship opportunities. Students are taught basic and advanced medical assisting skills, medical office management, and professional written and verbal communication. Upon completion students are eligible to take approved state and/or national certification exams

Required Courses (12.5 credits)

MAST 110 . . . . Medical Assisting Basics 2
MAST 111A . . Medical Assisting Fast Track 9.5
MAST 111B . . Medical Assisting Fast Track Lab 1
Total Credits: **12.5**

Click Here For Program Student Learning Outcomes

Highway 1
San Luis Obispo, California 93403

MUSIC

ASSOCIATE DEGREE & CERTIFICATE PROGRAMS

DESCRIPTION

The Music Department at Cuesta College offers Associate degrees in Music Performance and Jazz Studies, and Certificates in Audio Technology and Commercial Music. Each of the degrees and the certificate offers students in-depth study, taught in state-of-the-art classroom, studio, and performance facilities. The Department offers a variety of performance ensembles, including classical and jazz ensembles in instrumental and choral areas. Private instruction is available for wind, brass, percussion, vocal, guitar, strings, and piano students. In addition, a transferable set of music theory courses are an integral part of the Performance and Jazz Studies degrees, as well as courses in jazz improvisation, class piano and guitar, and music appreciation.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Students who complete an **Associate Degree for Transfer (ADT)** and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)
- Associate in Arts (A.A.)
- Certificate of Achievement (C.A.

CAREER OPPORTUNITIES

- Art, Drama, and Music Teachers, Postsecondary
- Elementary Education
- Freelance Musician
- Music Composers and Arrangers
- Music Directors
- Musicians, Instrumental
- Performing Musician
- Secondary School Teachers, Except Special and Career/Technical Education
- Singers
- Studio Engineer
- Studio Musician

CONTACT

Division Chair: **John Knutson**
Division Assistant: **Michelle Wright**
Phone: **(805) 546-3195**
Email: **michelle_wright1@cuesta.edu**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Music — Associate in Arts for Transfer

The Associate in Arts in Music for Transfer (AA-T in Music) degree program covers music theory, performance experiences and private lessons. A student earning this degree will utilize the theoretical elements of music to improve performance; perform music with regard to good use of pitch, tone, balance and expression; read and memorize music; improvise (as appropriate) and interpret music. The AA-T in Music is designed to prepare students to transfer to the CSU but will also prepare students for performance or transfer to many four year colleges.

Required Courses (17 credits)

MUS 201	Fundamentals Of Music (Music Theory I)	3
MUS 204A	Music Theory II	3
MUS 205A	Musicianship II	1
MUS 204B	Music Theory III	3
MUS 205B	Musicianship III	1
MUS 204C	Music Theory IV	3
MUS 205C	Musicianship IV	1
MUS 212	Applied Music (Private Lessons)	2

Notes:

At the discretion of the Music department faculty, students who demonstrate musical knowledge and ability beyond the concepts taught in MUS 201 can skip MUS 201 and enroll directly into MUS 204A, and will still be able to earn the AA-T in Music.

MUSIC 201 (previously MUS 239)

MUSIC 204A + 205A (previously MUS 203A)

MUSIC 204B + 205B (previously MUS 203B)

MUSIC 204C + 205C (previously MUS 203C)

Plus 4-5 credits of the following:

MUS 223	Vocal Jazz Ensemble	2 - 3
MUS 225	Wind Ensemble	2
MUS 227	Chamber Music Ensemble	1 - 3
MUS 228	Mixed Chorus	1 - 3
MUS 229	Chamber Singers	2
MUS 231	Jazz Ensemble (Big Band)	1.5 - 3
MUS 245	Jazz Workshop	2
Total Credits:		**21 - 22**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

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www.cuesta.edu/student/studentservices/finaid

ASSOCIATE DEGREE PROGRAM

Jazz Studies — Associate in Arts

Jazz Studies is a unique program offering training in the style of jazz with a particular emphasis on the skill of improvisation. The mission of the Jazz Studies department is excellent education and training of students to build in them the abilities, knowledge, sensibility and technical skill necessary to succeed in professional performance and/or transfer to complete higher degrees.

Required Courses (22 credits)

MUS 204A	Music Theory II	3
MUS 205A	Musicianship II	1
MUS 204B	Music Theory III	3
MUS 205B	Musicianship III	1
MUS 204C	Music Theory IV	3
MUS 205C	Musicianship IV	1
MUS 212 *	Applied Music (Private Lessons)	8
MUS 232	Beginning Jazz Improvisation	2
or MUS 233	Jazz Improvisation	(2)

Plus 8 credits from the following:

MUS 223	Vocal Jazz Ensemble	2 - 3
MUS 231	Jazz Ensemble (Big Band)	1.5 - 3
MUS 245	Jazz Workshop	2

Plus 4 credits from the following:

MUS 224A	Beginning Vocal Jazz Workshop	2
MUS 224B	Intermediate Vocal Jazz Workshop	2
MUS 238	Music Appreciation: Jazz History	3
MUS 257	Elementary Piano For Musicians	2
MUS 232 **	Beginning Jazz Improvisation	2
or MUS 233 **	Jazz Improvisation	(2)
Total Credits:		**34**

*This is a 2 unit Course that must be repeated for a total of 8 units for credit in this area.

**If not already completed under "Required" section.

Click Here For Program Student Learning Outcomes

ASSOCIATE DEGREE PROGRAM

Music Performance — Associate in Arts

This two-year Associate of Arts Degree program covers music theory, performance experiences, private lessons and support classes. It is designed to adequately prepare students for performance or transfer to a four year school.

Required Courses (24 credits)

MUS 204A	Music Theory II	3
MUS 205A	Musicianship II	1
MUS 204B	Music Theory III	3
MUS 205B	Musicianship III	1
MUS 204C	Music Theory IV	3
MUS 205C	Musicianship IV	1
MUS 234	Arranging, Scoring, And Orchestration	2
MUS 212 *	Applied Music (Private Lessons)	8
MUS 220	Elementary Voice	2
or MUS 257	Elementary Piano For Musicians	(2)

Plus 8 credits from the following:

MUS 223	Vocal Jazz Ensemble	2 - 3
MUS 225	Wind Ensemble	2
MUS 227	Chamber Music Ensemble	1 - 3
MUS 228	Mixed Chorus	1 - 3
MUS 229	Chamber Singers	2
MUS 231	Jazz Ensemble (Big Band)	1.5 - 3
MUS 240	Recording Arts I: Fundamentals Of Audio Technology	3
MUS 245	Jazz Workshop	2

Total Credits: **32**

*This is a 2 unit Course that must be repeated for a total of 8 units for credit in this area.

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAMS

Music — Certificate of Achievement

The Music Certificate of Achievement offers flexible training in music theory, performance experiences, private lessons and support classes. It is designed to provide excellent education, training and preparation to enable students to succeed in professional performance or complete further degrees.

Required Courses (20 credits)

MUS 204A	Music Theory II	3
MUS 204B	Music Theory III	3
MUS 204C	Music Theory IV	3
MUS 205A	Musicianship II	1
MUS 205B	Musicianship III	1
MUS 205C	Musicianship IV	1
MUS 212	Applied Music (Private Lessons)	8

Plus 8 units from the following:

MUS 223	Vocal Jazz Ensemble	2 - 3
MUS 225	Wind Ensemble	2
MUS 228	Mixed Chorus	1 - 3
MUS 229	Chamber Singers	2
MUS 231	Jazz Ensemble (Big Band)	1.5 - 3
MUS 245	Jazz Workshop	2

Plus 6 credit from the following:

MUS 220	Elementary Voice	2
MUS 222	Intermediate Voice	2
MUS 232	Beginning Jazz Improvisation	2
MUS 233	Jazz Improvisation	2
MUS 234	Arranging, Scoring, And Orchestration	2
MUS 240	Recording Arts I: Fundamentals Of Audio Technology	3
MUS 257	Elementary Piano For Musicians	2
MUS 259	Intermediate Piano	1 - 2
MUS 271	Intermediate Guitar	2

Total Credits: 34

Click Here For Program Student Learning Outcomes

Audio Technology I — Certificate of Achievement

Audio Technology I is a specialized certificated program that teaches the process of engineering and recording music. Students learn the fundamentals of audio technology, including sound characteristics, signal flow, console functions, microphone types and techniques, signal processing, audio equipment, studio procedures, equipment design, cables and multi-track recording and mixing techniques. Projects are assigned to emphasize and improve specific skills, from recording basic tracks through editing a finished mix. The industry standard and embraced AVID Pro Tools HDX System and AVID S6 M40 console or newer are used exclusively throughout all courses.

Required Courses (16 credits)

MUS 240 . . . . . Recording Arts I: Fundamentals Of Audio Technology . 3
MUS 241 . . . . . Recording Arts II: Studio Workshop 3
MUS 242 . . . . . Recording Arts III: Advanced Audio Technology 3
MUS 243 . . . . . Recording Arts IV: Studio Workshop II 4
MUS 201 . . . . . Fundamentals Of Music (Music Theory I). 3
Total Credits: **16**

Click Here For Program Student Learning Outcomes

Commercial Music — Certificate of Achievement

This program offers practical classes for a musician looking to write songs or do live performance and recording. Could be completed in one academic year or less. This is a streamlined version of our Music Certificate. It is designed for musicians not able to do in-depth music theory training, but looking for the most practical technical, harmonic and melodic skills.

Required Courses (10-11 units)

MUS 210	Songwriting I	3
MUS 211	Music Technology	2
MUS 212	Applied Music (Private Lessons)	2
MUS 201	Fundamentals Of Music (Music Theory I)	3
or MUS 204A	Music Theory II	(3)
and MUS 205A	Musicianship II	(1)

Plus 2 units from the following:

MUS 257	Elementary Piano For Musicians	2
MUS 258	Elementary Piano	2
MUS 259	Intermediate Piano	1 - 2
MUS 270	Elementary Guitar	2
MUS 271	Intermediate Guitar	2

Plus 4-6 units from the following:

MUS 223	Vocal Jazz Ensemble	2 - 3
MUS 224A	Beginning Vocal Jazz Workshop	2
MUS 224B	Intermediate Vocal Jazz Workshop	2
MUS 225	Wind Ensemble	2
MUS 227	Chamber Music Ensemble	1 - 3
MUS 228	Mixed Chorus	1 - 3
MUS 229	Chamber Singers	2
MUS 231	Jazz Ensemble (Big Band)	1.5 - 3
MUS 232A	Concert Jazz Ensemble	1.5 - 3
MUS 244A	Beginning Small Group Jazz Pedagogy Practicum	1
MUS 244B	Advanced Small Group Jazz Practicum	1
MUS 245	Jazz Workshop	2
Total Credits:		**16 - 19**

Click Here For Program Student Learning Outcomes

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

NURSING ASSISTANT

DESCRIPTION

The Nursing Assistant Program (NAST) trains students to provide basic patient care such as taking vital signs, bathing, feeding, transferring, positioning, and bed making. The courses cover techniques of communication, understanding behavior and identification of ethical issues in patient care.

Students apply principles of basic nursing care to patients and clients of all ages in skilled nursing facilities. Upon completion of this course students are eligible to take the test for CNA certification. A hands-on patient-care clinical practicum is part of the education.

CERTIFICATE PROGRAMS

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Certificate of Specialization (C.S.)

CAREER OPPORTUNITIES

- Assisted Living Facilities
- Home Health
- Hospitals
- Long-term Care Facilities

CONTACT

Division Chair: **Monica Millard, MSN, RN**

Office: S**LO Bldg 2700, Rm 2723**
NC Bldg N2400, Rm N2421

Phone: SLO (805) 546-3119
NC (805) 592-9426

CERTIFICATE PROGRAM

Nursing Assistant — Certificate of Specialization

The Nursing Assistant Program trains students to provide basic patient care such as taking vital signs, bathing, feeding, transferring, positioning, and bed making. The courses cover techniques of communication, understanding behavior and identification of ethical issues in patient care. Students apply principles of basic nursing care to patients and clients of all ages in skilled nursing and acute care facilities. Upon completion of this course students are eligible to take the test for nursing assistant certification. Hands-on internship experience is part of the training.

Required Course (5 credits)

NAST 148	Nursing Assistant	3
NAST 148L	Nursing Assistant Lab	2
Total Credits:		**5**

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine:
www.ASSIST.org
CSU System Information:
www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs—grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full-and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:
www.cuesta.edu/student/
studentservices/finaid

Highway 1
San Luis Obispo, California 93403

NURSING, LICENSED VOCATIONAL NURSE

DESCRIPTION

The Cuesta College Licensed Vocational Nursing Program (LVN) is approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). The purpose of the nursing program is to prepare students for entry level vocational nursing positions in a variety of health care settings. Graduates of this program are eligible to take the National Council for Licensure Examination (NCLEX-VN), and upon successful completion, become licensed as a Licensed Vocational Nurse (LVN) in the State of California.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science (A.S.)
- Certificate of Achievement (C.A.)
- Certificate of Specialization (C.S.)

CAREER OPPORTUNITIES

- Correctional Facilities
- Home Health
- Long-term Care Facilities
- Medical Offices
- Schools
- Transitional Care Facilities

CONTACT

Division Chair: **Monica Millard, MSN, RN**
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NC Bldg N2400, Rm N2421
Phone: SLO (805) 546-3119
NC (805) 592-9426

LICENSED VOCATIONAL NURSE (LVN) PROGRAM ADMISSION REQUIREMENTS

Admission into the LVN program is by application only.

These LVN Degree and Certificate options are available:

1. Licensed Vocational Nursing Associate in Science Degree earned by completing all required prerequisite coursework, all nursing program coursework and all college associate degree requirements. This degree option can be earned at any time and is not required to be accomplished before or during the LVN certificate program.

2. Nursing, Licensed Vocational Nurse Certificate of Achievement earned by completing all required prerequisite coursework and all nursing program coursework. All students who satisfactorily complete the LVN Program are awarded a Certificate of Achievement.

3. Licensed Vocational Nurse, Basic Intravenous Therapy, Blood Administration, And Phlebotomy Certificate of Specialization earned by LVNs completing theory and skills lab hours. This course is available to students who have completed the curriculum and prepares the LVN for IV insertion, IV infusion, blood products and blood withdrawal certification by the California State Board of Vocational Nurses and Psychiatric Technicians (BVNPT).

Comprehensive information about required preparation for the LVN program is available on the Cuesta College Nursing website, https://www.cuesta.edu/academics/divisions/nah/index.html. Students are also strongly encouraged to attend an LVN Information Session (dates posted on website) and to visit an Academic Counselor for detailed program information.

Additional Associate Degree General Education requirements to earn a Licensed Vocational Nursing Associate in Science Degree are listed on the Cuesta College website at https://www.cuesta.edu/academics/GeneralEducationPatterns.html.

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine:
www.ASSIST.org
CSU System Information:
www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs—grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full-and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:
www.cuesta.edu/student/studentservices/finaid

ASSOCIATE DEGREE PROGRAM

The courses listed below are open only to students who have been admitted to Cuesta's Licensed Vocational Nursing program through the application process. All courses must be completed with a grade of "C" or better.

Licensed Vocational Nursing — Associate in Science

This degree is earned by completing all required prerequisite coursework, all nursing program coursework, and all college associate degree coursework.

Required Courses (54 credits)

Course	Title	Credits
LVN 101	Theory I: Fundamentals, Perioperative And Acute Adult	7
LVN 101A	Skills Theory I: Adult, Perioperative, And Medication Administration	7
LVN 101AL	Skills Lab I: Basic Care, Adult, Perioperative, Medication Administration	2.5
LVN 101B	Clinical I: Medication Administration, Basic Care	5
LVN 102	Theory II: Maternal/Newborn, Pediatrics, Chronic Disease	7
LVN 102A	Skills Theory II: Maternal/Newborn, Pediatrics, Chronic Disease	7
LVN 102AL	Skills Lab II: Maternal/Newborn, Pediatrics, Chronic Disease	2.5
LVN 102B	Clinical II: Adult Acute, Mother/Baby, Pediatric Care	5
LVN 103	Theory III: Community And Mental Health Nursing & Leadership	3
LVN 103A	Skills Theory III: Community And Mental Health Nursing & Leadership	3
LVN 103B	Clinical III: Mental Health, Team Leading & Preceptorship	5

Total Credits: 54

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAMS

The courses listed below are open only to students who have been admitted to Cuesta's Licensed Vocational Nursing program through the application process. All courses must be completed with a grade of "C" or better.

Nursing, Licensed Vocational Nurse — Certificate of Achievement

This certificate is earned by completing all required prerequisite coursework and all nursing program coursework.

Required Courses (54 credits)

LVN 101	Theory I: Fundamentals, Perioperative And Acute Adult	7
LVN 101A	Skills Theory I: Adult, Perioperative, And Medication Administration	7
LVN 101AL	Skills Lab I: Basic Care, Adult, Perioperative, Medication Administration	2.5
LVN 101B	Clinical I: Medication Administration, Basic Care	5
LVN 102	Theory II: Maternal/Newborn, Pediatrics, Chronic Disease	7
LVN 102A	Skills Theory II: Maternal/Newborn, Pediatrics, Chronic Disease	7
LVN 102AL	Skills Lab II: Maternal/Newborn, Pediatrics, Chronic Disease	2.5
LVN 102B	Clinical II: Adult Acute, Mother/Baby, Pediatric Care	5
LVN 103	Theory III: Community And Mental Health Nursing & Leadership	3
LVN 103A	Skills Theory III: Community And Mental Health Nursing & Leadership	3
LVN 103B	Clinical III: Mental Health, Team Leading & Preceptorship	5
Total Credits:		**54**

Click Here For Program Student Learning Outcomes

Licensed Vocational Nurse, Basic Intravenous Therapy, Blood Administration, And Phlebotomy — Certificate of Specialization

Student must successfully complete LVN 103B or its equivalent to be eligible for admittance to this program.

Required Courses (2 credits)

LVN 104	Basic Intravenous Therapy, Blood Administration, And Phlebotomy	1.5
LVN 104L	Basic Intravenous Therapy, Blood Administration And Phlebotomy Lab	0.5
Total Credits:		**2**

Click Here For Program Student Learning Outcomes

Cuesta College

Highway 1
San Luis Obispo, California 93403

NURSING, REGISTERED

DESCRIPTION

The Registered Nursing (RN) Program is approved by the California Board of Registered Nursing (BRN). The purpose of the RN program is to prepare students for entry level registered nursing positions in a variety of healthcare settings. Registered nurses provide and coordinate patient care, educate patients and the public about various health conditions, and provide advice and emotional support to patients and their family members. Upon completion of the program, graduates are eligible to take the National Registered Nursing Licensure examination (NCLEX). A hands-on patient-care clinical practicum is part of the education.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in
a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each intraspecific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science (A.S.)
- Certificate of Achievement (C.A.)

CAREER OPPORTUNITIES

- Clinics and Industry Nurse
- Community Health Nurse
- Critical Care Nurse
- Emergency Room Nurse
- Extended Care Nurse
- Home Health Nurse
- Hospital Nurse
- Medical Nurse
- Mental Health Nurse
- Obstetrics Nurse
- Oncology Nurse
- Operating Room Nurse
- Pediatrics Nurse
- Physician's Office Nurse
- Registered Nurse (B.S.N.)
- Rehabilitation Nurse
- Surgical Nurse
- Traveling Nurse
- Vocational Nurse

CONTACT

Division Chair: **Monica Millard, MSN, RN**

Office: S**LO Bldg 2700, Rm 2723**
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Phone: SLO (805) 546-3119
NC (805) 592-9426

REGISTERED NURSING PROGRAM ADMISSION REQUIREMENTS

Admission into the Registered Nursing (RN) program is by application only.

These Registered Nurse preparation options are available:

1. Registered Nursing, Associate in Science Degree earned by completing all required prerequisite coursework, all nursing program coursework, all Board of Registered Nursing (BRN) content coursework and college associate degree requirements.

2. Registered Nursing, Associate in Science Degree earned by advanced placement Licensed Vocational Nurse (LVN) to RN pathway. LVNs enter into the 2nd semester of the RN program through an application process.

3. Registered Nursing, Associate in Science Degree earned by challenge/advanced placement for military personnel and experience pathway. Individuals who have documented military education and experience in health care occupations, within two years of desired entry into the nursing program, may be eligible for advanced placement into the nursing program. Interested candidates should request an appointment with the Director of Nursing to discuss eligibility requirements for the RN program.

4. Registered Nursing, 30-unit, non-degree option, Certificate of Achievement earned by LVNs entering into the 3rd semester of RN program and completing the 3rd and 4th semester. The RN license received may have practice and advance education limitations. Admission is limited to a space available basis. Prior consultation with the Director of Nursing is required in order to review the limitations.

Comprehensive information about required preparation for the ADN program is available on the Cuesta College Nursing website, at https://www.cuesta.edu/academics/scimath/nah/index.html. Students are also strongly encouraged to attend an RN Information Session (dates posted on website) and to visit an Academic Counselor for detailed program information.

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine:
www.ASSIST.org
CSU System Information:
www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs—grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full-and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:
www.cuesta.edu/student/studentservices/finaid

Academic prerequisite coursework to be completed prior to application for RN program entry

BIO 204	Microbiology	5
BIO 205	Human Anatomy	4
BIO 206	General Human Physiology	5
ENGL 201A . . .	English Composition	4

AND

Additional BRN coursework required prior to RN program entry

PSYC 201	Introductory Psychology	3
SOC 201A	Introduction To Sociology	3
or ANTH 203 .	Cultural Anthropology	(3)
COMM 201 . . .	Public Address	3
or COMM 210	Small Group Communication	(3)

Additional Associate Degree General Education requirements to earn a Registered Nursing Associate Degree are listed on the Cuesta College website at https://www.cuesta.edu/academics/GeneralEducationPatterns.html.

* The Cuesta College Associate Degree Nursing Program (ADN) is approved by the California Board of Registered Nursing (BRN). The purpose of the nursing program is to prepare students for entry level registered nursing positions in a variety of health care settings in California. Graduates of this two-year program are eligible to take the National Council for Licensure Examination (NCLEX), and upon successful completion, become licensed as a Registered Nurse (RN) in the State of California.

Comprehensive information about required preparation and prerequisites for the RN program is available on the Cuesta College Nursing website, at https://www.cuesta.edu/academics/divisions/nah/index.html. Students are also strongly encouraged to attend a Pre-Nursing information Workshop (dates posted on website) and to visit an Academic Counselor for detailed program information.

ADN to BSN Collaborative Pathway with CSU-MB

Currently enrolled ADN students are eligible to register for the CSUMB – Cuesta Collaborative program and complete BSN requirements 12 months after completion of their ADN degree.

ASSOCIATE DEGREE PROGRAMS

The NRAD courses listed below are open only to students who have been admitted to the Registered Nursing program through the application process. All courses must be completed with a grade of "C" or better.

Nursing, Registered[*]— Associate in Science

This degree is earned by completing all required prerequisite coursework, all nursing program coursework, and all college associate degree requirements.

Required Courses (41.5 Credits)

NRAD 201A	Nurse Caring Concepts	2
NRAD 201B	Nurse Caring Practicum I	5
NRAD 201D	Decision Making Data I	2
NRAD 202A	Nurse Caring Family Concepts	3
NRAD 202B	Nurse Caring Practicum II	7
NRAD 202D	Decision Making Data II	2
NRAD 203A	Nurse Caring Concepts III	2
NRAD 203B	Nurse Caring Practicum III	5
NRAD 203D	Nurse Caring For Medical-Surgical Clients	2
NRAD 204A	Nurse Caring Concepts For Clients Psychiatrically At Risk	2
NRAD 204B	Nurse Caring For People At Risk Practicum	5
NRAD 204D	Nurse Caring For People At Risk Concepts	2
NRAD 120A	Supplementary Nursing Skills Practice First Semester	0.5
NRAD 120B	Supplementary Nursing Skills Practice Second Semester	0.5
NRAD 120C	Supplementary Nursing Skills Practice Third Semester	0.5
NRAD 120D	Supplementary Nursing Skills Practice Fourth Semester	1
Total Credits:		**41.5**

Click Here For Program Student Learning Outcomes

Pre-Nursing, Registered*— Associate in Science

This degree is earned by completing all required prerequisite coursework, all nursing program coursework, and all college associate degree requirements.

Required Courses (23 credits)

BIO 204	Microbiology	5
BIO 205	Human Anatomy	4
BIO 206	General Human Physiology	5
COMM 201 . . .	Public Address	3
or COMM 210 .	Small Group Communication	(3)
or COMM 230 * .	Interpersonal Communication	(3)
PSYC 201	Introductory Psychology	3
SOC 201A	Introduction To Sociology	3
or ANTH 203 . .	Cultural Anthropology	(3)

Plus two courses, 6-9 credits from the following, from at least two different subject areas:

CHEM 200	Introductory Chemistry	4
or CHEM 201A	General College Chemistry I	(5)
or CHEM 211 .	Introductory Organic/Biochemistry	(4)
ENGL 201B . . .	Composition: Introduction To Literature/Critical Thinking	4
or ENGL 201C .	English Composition: Critical Thinking	(4)
ASHS 212	Human Development: Life Span	3
HEED 203	Women's Health Issues	3
or HEED 208 . .	Multicultural Health	(3)
MATH 236	Introduction To Applied Statistics	3
or MATH 247 .	Introduction To Statistics	(4)
NAST 148 ** . . .	Nursing Assistant	3
AND		
NAST 148L** . .	Nursing Assistant Lab	2
NRAD 222	Medical Terminology	3
NUTR 210	Nutrition	3
or NUTR 211 . .	Introduction To Nutrition For Health Professionals . . .	(3)
or NUTR 218 . .	Maternal And Child Nutrition	(3)
or NUTR 222 . .	Cultural Aspects Of Food	(3)

Total Credits: . . . . **29 - 32**

AND

Additional Associate Degree General Education requirements to earn a Pre-Nursing, Registered Associate Degree are listed on the Cuesta College website at https://www.cuesta.edu/academics/GeneralEducationPatterns.html.

Click Here For Program Student Learning Outcomes

†† Students who are planning to transfer into a CSU BSN program should take COMM 201 or COMM 210. COMM. 230 does not meet the CSU "oral communication" admission requirement.

**NAST 148 and NAST 148L count as one course so a third course must be taken if choosing this combination.

CERTIFICATE PROGRAM

The NRAD courses listed below are open only to students who have been admitted to the Registered Nursing program through the application process. All courses must be completed with a grade of "C" or better.

Nursing, Registered (30-Unit Option) — Certificate Of Achievement

This certificate is earned by completing all required prerequisite coursework and all nursing program coursework.

Required Courses (29 Credits)

NRAD 203A	Nurse Caring Concepts III	2
NRAD 203B	Nurse Caring Practicum III	5
NRAD 203D	Nurse Caring For Medical-Surgical Patients	2
NRAD 103H	Third Semester Nursing Readiness	0.5
NRAD 204A	Nurse Caring Concepts For Clients Psychiatrically At Risk	2
NRAD 204B	Nurse Caring For People At Risk Practicum	5
NRAD 204D	Nurse Caring For People At Risk Concepts	2
NRAD 120C	Supplementary Nursing Skills Practice Third Semester	0.5
BIO 204	Microbiology	5
BIO 212	Human Biology	3
BIO 212L	Human Biology Lab	1
NRAD 120D	Supplementary Nursing Skills Practice Fourth Semester	1
Total Credits:		**29**

Click Here For Program Student Learning Outcomes

Highway 1
San Luis Obispo, California 93403

DESCRIPTION

The Cuesta College Nutrition program offers students a variety of interesting and challenging courses for students to learn about chemicals and nutrients in food and their effects on the human body and the world. The study of nutritional science contributes to preparing students for careers as nutritionists, registered dietitians (RD), food scientists, or other dietetics professionals. The Associate in Science in Nutrition and Dietetics for Transfer degree (AS-T in Nutrition and Dietetics) prepares students for success in a baccalaureate degree in Nutrition and Dietetics with the lower-division coursework required to transfer into the CSU system. The department also offers a Nutrition Education/Coaching Certificate of Achievement to help prepare students to educate and coach peers one-on-one, give practical advice on nutrition when combined with personal training certifications, and work for community partners in nutrition education entry level jobs. The Plant-Based Sustainable Nutrition, Agriculture, and Culinary Arts Certificate Program provides the science, and history, that supports the benefits of whole plant-based foods for health, sustainable agriculture, and culinary arts and explores how food choice can promote sustainable food industry, public policy, health, and equity.

The Cuesta College Nutrition program provides a broad foundation in a practical and personally applicable exposure to a variety of scientific areas of nutrition such as chemistry, biochemistry, microbiology, anatomy, physiology, and biology. Popular topics include microbial pathogens, environmental contaminants, nutrigenomics, macronutrient balance, energy metabolism, obesity, global issues, biochemistry of exercise, and micronutrient and phytochemical utilization. Students in the program learn how the scientific method and process contributes to nutritional requirements and how nutrients function from a cellular to more practical level, and then apply this knowledge to their own health. The program ultimately helps students understand the role of nutrition in disease prevention throughout the lifecycle and as an impact on society as a whole. The Nutrition program offers courses that meet college requirements in GE, a Nutrition Certificate, and Diversity and offers courses in both face-to-face and Distance Education modalities.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science for Transfer (A.S.T.)
- Certificate of Achievement (C.A.)
- Certificate of Specialization (C.S.)

CAREER OPPORTUNITIES

- Coordinator
- Diabetes Care Nutrition Educator
- Food Service Manager
- Home Health Care Nutrition Educators
- Hospital Nutrition Manager
- Menu Developer
- Nursing Care Facility Nutrition
- Nutritional Epidemiologist
- Product Development
- Quality Control Technician
- Research Technician
- Weight Manager
- Wellness Educator

CONTACT

Division Chair: **Cherie Moore**
Division Assistant: **Vicki Schemmer**
Phone: **(805) 546-3263**
Email: **vschemme@cuesta.edu**

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine:
www.ASSIST.org
CSU System Information:
www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs—grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full-and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:
www.cuesta.edu/student/studentservices/finaid

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Nutrition And Dietetics — Associate in Science for Transfer

The Associate in Science in Nutrition and Dietetics for Transfer degree (AS-T in Nutrition and Dietetics) prepares students for success in a baccalaureate degree in Nutrition and Dietetics with the lower-division coursework required to transfer into the CSU system. Students learn about chemicals and nutrients in food and their effects on the human body and the world. The study of nutritional science contributes to preparing students for careers as nutritionists, registered dietitians (RD), food scientists, or other dietetics professionals. The study of Nutrition provides a broad foundation in a practical and personally applicable exposure to a variety of scientific areas of nutrition such as chemistry, biochemistry, microbiology, anatomy, physiology, and biology. Popular topics include microbial pathogens, environmental contaminants, nutrigenomics, macronutrient balance, energy metabolism, obesity, global issues, biochemistry of exercise, and micronutrient and phytochemical utilization. Students in the program learn how the scientific method and process contributes to nutritional requirements and how nutrients function from a cellular to more practical level, and then apply this knowledge to their own health. The program also helps students understand the role of nutrition in disease prevention throughout the lifecycle and as an impact on society as a whole.

Core Courses (16 credits)

NUTR 210	Nutrition	3
PSYC 201	Introductory Psychology	3
CHEM 201A	General College Chemistry I	5
BIO 204	Microbiology	5

List A. Select 2 courses from the following (7-10 credits).

Only one Statistics class may be used towards the degree.

CHEM 201B	General College Chemistry II	5
CHEM 212A	Organic Chemistry I	5
BIO 206	General Human Physiology	5
BIO 205	Human Anatomy	4
MATH 236	Introduction To Applied Statistics	3
or MATH 247	Introduction To Statistics	(4)

List B. Select 1 course from the following (3 credits).

NUTR 222	Cultural Aspects Of Food	3
NUTR 232	Principles Of Food With Lab	3

Total Credits: . . . . **26 - 29**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAMS

Nutrition Education/Coaching — Certificate of Achievement

The Cuesta College Nutrition certificate program offers students a variety of interesting and challenging courses for students to learn about chemicals and nutrients in food and their effects on the human body and the world. The study of nutritional science contributes to preparing students for careers as nutritionists, registered dietitians (RD), food scientists, or other dietetics professionals. Cuesta College offers a Nutrition certificate that provides a broad foundation in a practical and personally applicable exposure to a variety of scientific areas of nutrition such as chemistry, biochemistry, microbiology, anatomy, physiology, and biology. Popular topics include microbial pathogens, environmental contaminants, nutrigenomics, macronutrient balance, energy metabolism, obesity, global issues, biochemistry of exercise, and micronutrient and phytochemical utilization. Students in the program learn how the scientific method and process contributes to nutritional requirements and how nutrients function from a cellular to more practical level, and then apply this knowledge to their own health. The program ultimately helps students understand the role of nutrition in disease prevention throughout the lifecycle and as an impact on society as a whole. Select Cuesta College Nutrition courses meet college requirements in AA GE, CSU GE, and Diversity and are offered in both face-to-face and Distance Education modalities. Select Nutrition courses are also a part of 10 degrees and certificates at Cuesta College. Students finishing this certificate will be better prepared to educate and coach peers one-on-one, give practical advice on nutrition when combined with personal training certifications, and work for community partners in nutrition education entry level jobs.

Core Courses (4 credits)

NUTR 210	Nutrition	3
or NUTR 211	Introduction To Nutrition For Health Professionals	(3)
NUTR 252	Work Experience In Nutrition	1 - 4
or NUTR 240	Personalized Nutrition Planning For Lifetime Wellness	(1)

Specialty courses (Choose 4 courses for 12 credits)

NUTR 218	Maternal And Child Nutrition	3
NUTR 222	Cultural Aspects Of Food	3
NUTR 230	Nutrition For Fitness And Sport	3
NUTR 232	Principles Of Food With Lab	3
NUTR 249	Plant-Based Nutrition	3

Total Credits: 16 - 19

Click Here For Program Student Learning Outcomes

Plant-Based Sustainable Nutrition, Agriculture, And Culinary Arts —

Certificate of Specialization

The Plant-Based Sustainable Nutrition, Agriculture, and Culinary Arts Certificate Program provides the science, and history, that supports the benefits of whole plant-based foods for health, sustainable agriculture, and culinary arts. Explores how food choice can promote sustainable food industry, public policy, health, and equity.

Required Courses (11 Credits)

AGPS 246 . . . . Introduction To Sustainable Agriculture 3
CUL 241 . . . . . Culinary Gardening: Cool Season Crops 2
CUL 249 . . . . . Plant-Based Cuisine 3
NUTR 249 . . . . Plant-Based Nutrition 3
Total Credits: **11**

Click Here For Program Student Learning Outcomes

Highway 1
San Luis Obispo, California 93403

PARALEGAL

DESCRIPTION

The Cuesta College Paralegal Degree Program is designed to provide students with the knowledge and skills needed to become a successful paralegal. A paralegal is a trained specialist who performs a wide variety of legal tasks, including legal research, assisting with clients, assisting with case investigation, assisting with witness preparation, assisting at trial, law office management, and legal document preparation in a variety of legal and business settings.

The Cuesta College Paralegal Degree Program fully complies with the California Business and Professions Code requirements for employment as paralegals and legal document assistants. The Paralegal Program is also designed to help students prepare for NALA (National Association of Legal Assistants) certification and is a first step towards CACPS (Commission for Advanced California Paralegal Specialization) certification as well.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each intraspecific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts (A.A.)
- Certificate of Achievement (C.A.)

CAREER OPPORTUNITIES

- Law Offices
- Other Legal Service Providers
- Independent Contractor Paralegals
- Legal Document Assistants
- Local, State, and Federal Government Banking
- Corporate Legal Departments
- Finance
- Insurance
- Real Estate

CONTACT

Division Chair: **Susan Kline**
Division Assistant: **Tiffanie Kerr**
Phone: **(805) 546-3251**
Email: **tiffanie_kerr@cuesta.edu**

ASSOCIATE DEGREE PROGRAM

Paralegal — Associate in Arts

DESCRIPTION The Cuesta College Paralegal Degree and Certificate Program is designed to provide students with the knowledge and skills needed to become a successful paralegal. A paralegal is a trained specialist who performs a wide variety of legal tasks, including legal research, assisting with clients, assisting with case investigation, assisting with witness preparation, assisting at trial, law office management, and legal document preparation in a variety of legal and business settings.

ASSOCIATE DEGREE AND CERTIFICATE OF ACHIEVEMENT The Paralegal Program offers both an Associate of Arts (AA) degree for those students who do not already possess a college degree and a Certificate of Achievement (CA) primarily for those students who do already possess a college degree. The Paralegal AA degree may be earned by successfully completing the Paralegal coursework plus the Cuesta College general education requirements. The Paralegal CA may be earned by successfully completing the Paralegal coursework minus the general education coursework required for the AA degree.

CAREER AND TRANSFER OPPORTUNITIES The primary goal of the Cuesta College Paralegal Degree and Certificate Program is to offer a comprehensive program where students will acquire paralegal skills that will prepare them for a variety of different career opportunities, including employment in law offices and with other legal service providers, as independent contractors (such as legal document assistants), in local, state, and federal agencies, and in businesses (such as banking, finance, insurance, real estate, and corporate legal departments) where paralegal skills are desirable. In addition, the Paralegal AA degree provides a sound foundation for transfer to baccalaureate pre-law and legal studies programs and is also an excellent first step for students considering law school.

The Cuesta College Paralegal Degree and Certificate Program fully complies with the California Business and Professions Code requirements for employment as paralegals and legal document assistants. The Paralegal Program is also designed to help students prepare for NALA (National Association of Legal Assistants) certification and is a first step towards CACPS (Commission for Advanced California Paralegal Specialization) certification as well.

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

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www.cuesta.edu/student/
studentservices/finaid

Required Courses (29 credits)

BUS 218	Business Law	4
BUS 227	Business Communications	4
LGL 217	Introduction To Law	3
or CJ 208	Legal Aspects Of Evidence	(3)
PLGL 131	Current Ethical Issues For Paralegals	1
PLGL 201	Introduction To Paralegal Studies	3
PLGL 203	Paralegal Internship	3
PLGL 205	Civil Procedure And Litigation	4
PLGL 209	Technology In The Law Office	3
PLGL 220	Legal Research And Writing	4

Plus 6 credits from the following:

PLGL 206	Business Organizations	3
PLGL 207	Family Law	3
PLGL 208	Estate Planning And Administration	3

Total Credits: 35

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAM

Paralegal — Certificate of Achievement

DESCRIPTION The Cuesta College Paralegal Degree and Certificate Program is designed to provide students with the knowledge and skills needed to become a successful paralegal. A paralegal is a trained specialist who performs a wide variety of legal tasks, including legal research, assisting with clients, assisting with case investigation, assisting with witness preparation, assisting at trial, law office management, and legal document preparation in a variety of legal and business settings.

ASSOCIATE DEGREE AND CERTIFICATE OF ACHIEVEMENT The Paralegal Program offers both an Associate of Arts (AA) degree for those students who do not already possess a college degree and a Certificate of Achievement (CA) primarily for those students who do already possess a college degree. The Paralegal AA degree may be earned by successfully completing the Paralegal coursework plus the Cuesta College general education requirements. The Paralegal CA may be earned by successfully completing the Paralegal coursework minus the general education coursework required for the AA degree.

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PLGL 203	Paralegal Internship	3
PLGL 205	Civil Procedure And Litigation	4
PLGL 209	Technology In The Law Office	3
PLGL 220	Legal Research And Writing	4

Plus 6 credits from the following:

PLGL 206	Business Organizations	3
PLGL 207	Family Law	3
PLGL 208	Estate Planning And Administration	3

Total Credits: 35

Click Here For Program Student Learning Outcomes

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

PHILOSOPHY

DESCRIPTION

Philosophy is an academic discipline that inquires into the nature, meaning, and value of the world and of human beings' place in the world. An undergraduate major in philosophy prepares a student for (a) graduate studies and an academic career in philosophy, (b) graduate studies and an academic career in related disciplines within the humanities (e.g., religious studies, literature, political science), and (c) law school and a career in law or politics.

ASSOCIATE DEGREE FOR TRANSFER PROGRAMS

Students who complete an **Associate Degree for Transfer (ADT)** and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)

CAREER OPPORTUNITIES

- Law
- Literature
- Political Science
- Politics
- Religious Studies
- Teaching
- Theology

CONTACT

Division Chair: **Brent LaMon**
Email: **blamon@cuesta.edu**
Division Assistant: **Anna Paez**
Phone: **(805) 546-3163**

ASSOCIATE DEGREE PROGRAM

Philosophy — Associate in Arts for Transfer

Philosophy is an academic discipline that inquires into the nature, meaning, and value of the world and of human beings' place in the world. An undergraduate major in philosophy prepares students for (a) graduate studies and an academic career in philosophy, (b) graduate studies and an academic career in related disciplines within the humanities (e.g., religious studies, literature, political science), and (c) law school and a career in law or politics. The Associate in Arts in Philosophy for Transfer degree (AA-T in Philosophy) at Cuesta College helps students develop skills and knowledge necessary to the successful pursuit of philosophy. With regard to skills, students who complete the program will have demonstrated the ability (a) to defend their own views by means of argumentation and to evaluate reasoning (their own and that of others), (b) to interpret primary source texts in philosophy, and (c) to express, explain, and defend philosophical ideas in writing and/or verbally. With regard to knowledge, students who complete the program will have demonstrated (a) an understanding of the basic concerns and questions at issue in the three major branches of western philosophy (metaphysics, epistemology, and ethics), (b) a basic understanding of how western philosophy has changed and developed through its four major historical periods (ancient, medieval, modern, and contemporary), and (c) an academic understanding (as opposed to a devotional understanding) of the human search for meaning through religion. NOTE: While PHIL 208 (Introduction to Logic) satisfies the logic requirement for the AA-T degree, some CSU philosophy programs require their majors to take a course in Symbolic Logic. Thus, students who earn the Cuesta College AA-T in Philosophy degree may be required to take a Symbolic Logic course once they have transferred to a CSU campus.

Required Core (6 credits)

PHIL 206	Introduction To Philosophy	3
PHIL 208	Introduction To Logic	3

List A: Select at least one course (3 credits) from the following:

PHIL 209	World Religions	3
PHIL 212	Philosophical Classics In Theory Of Reality And Of Knowledge	3
PHIL 213	Philosophical Classics In Ethics And Social Philosophy	3

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

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List B: Select at least two courses (6 credits) from the following:

Any course(s) not already selected from List A. 3

HIST 204A . . . . History Of Western Civilization 3

HIST 204B . . . . History Of Western Civilization 3

List C: Select one course (3 credits) from the following:

Any course not already selected from List A or List B 3

PHIL 205 . . . . . Introduction To The Bible. 3

Any course articulated as CSU GE Area C2 or IGETC Area 3B 3

Total Credits: 18

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer.
In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.
Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

Cuesta College

Highway 1
San Luis Obispo, California 93403

PHLEBOTOMY

ASSOCIATE DEGREE & CERTIFICATE PROGRAMS | **2023–2024 CATALOG**

DESCRIPTION

Phlebotomy training prepares students by teaching skills required for blood specimen collection and processing in preparation to fulfill State phlebotomy certificate requirements for a Certified Phlebotomy Technician (CPT-1). The graduate is prepared for employment in hospitals, independent labs, physicians' offices or public health clinics. Hands-on externship experience is part of the training. A Certificate of Specialization in Phlebotomy (C.S.) will be awarded after passing both the classroom portion (PHLB 109A) and the externship portion (PHLB 109B).

CERTIFICATE PROGRAM

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

CERTIFICATE PROGRAM

Phlebotomy — Certificate of Specialization

Required Course (3 credits)

PHLB 109A . . . Phlebotomy 2
PHLB 109B . . . Phlebotomy Externship 1
Total Credits: 3

Click Here For Program Student Learning Outcomes

DEGREES, CERTIFICATES & AWARDS

- Certificate of Specialization (C.S.)

CAREER OPPORTUNITIES

- Hospital Setting
- Laboratory Setting
- Medical Offices

FINANCIAL AID

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CONTACT

Phlebotomy Director: **Lillian Burns, CLS**
Division Chair: **Monica Millard, MSN, RN**
Office: **SLO Bldg 2700, Rm 2725**
NC Bldg N2400, Rm N2421
Phone: SLO (805) 546-3119
NC (805) 592-9426

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

ASSOCIATE DEGREE & CERTIFICATE PROGRAMS   **2023–2024 CATALOG**

DESCRIPTION

The Cuesta College Physics Program engages students in the study of how the physical world works and why materials and objects behave the way they do. Physics students will learn to deduce the underlying principles and laws of nature, and apply those principles and laws to make estimations and predictions. The Cuesta College Physics Program offers two sequences of courses. Physics 205A and 205B are courses in a general, trigonometry-based physics series designed for students who intend to earn professional post-graduate health degrees at medical, pharmacy, or veterinary schools, in addition to students who enroll in architecture and construction technology undergraduate programs. Physics 208A, 208B and 208C are rigorous courses that utilize differential and integral calculus to prepare students for physics, geophysics, science, and engineering undergraduate major programs. Students can earn an A.S. degree in Physics at Cuesta College, preparing them for transfer to four-year institutions or for employment in technical careers.

ASSOCIATE DEGREE PROGRAMS

Students who complete an **Associate Degree for Transfer (ADT)** and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each intraspecific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

DEGREES, CERTIFICATES & AWARDS

- Associate in Science for Transfer (A.S.-T.)
- Associate in Science (A.S.)

CAREER OPPORTUNITIES

- Natural Sciences Managers
- Nuclear Equipment Operation Technicians
- Nuclear Monitoring Technicians
- Nuclear Power Reactor Operators
- Physicists
- Physics Teachers, Postsecondary
- Secondary School Teachers, Except Special and Career/Technical Education

CONTACT

Division Chair: **Bret Clark**
Building: **2300**
Room: **2300**
Phone: **(805) 546-3230**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Physics — Associate in Science for Transfer

Students obtaining the Associate in Science in Physics for Transfer degree (AS-T in Physics) will learn the concepts and principles upon which physical knowledge is based, including mechanics, rotational motion, fluids, thermodynamics, waves, electricity and magnetism, relativity, atomic and nuclear physics, and quantum theory. This degree provides students with sufficient understanding of physical concepts, problem solving skills and analytical thought processes to prepare them to transfer into a university level major in Physics.

Required Courses (29 credits)

PHYS 208A	Principles Of Physics 1	5
PHYS 208B	Principles Of Physics 2	5
PHYS 208C	Modern Physics	4
MATH 265A	Calculus I	5
MATH 265B	Calculus II	5
MATH 283	Calculus III: Multivariable Calculus	5
Total Credits:		**29**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

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www.cuesta.edu/student/studentservices/finaid/

ASSOCIATE DEGREE PROGRAM

Physics — Associate in Science

The Cuesta College Physics Program engages students in the study of how the physical world works and why materials and objects behave the way they do. Physics students will learn to deduce the underlying principles and laws of nature, and apply those principles and laws to make estimations and predictions. The students completing this degree will have a proficiency in mechanics, fluids, thermodynamics, waves, electric and magnetic forces and fields, relativity, quantum physics, and atomic physics.

Required Courses (34 credits)

MATH 265A. . . Calculus I. 5
MATH 265B. . . Calculus II 5
MATH 283 . . . . Calculus III: Multivariable Calculus 5
MATH 287 . . . . Ordinary Differential Equations And Linear Algebra . . . 5
PHYS 208A . . . Principles Of Physics 1 5
PHYS 208B . . . Principles Of Physics 2 5
PHYS 208C . . . Modern Physics 4
Total Credits: **34**

Click Here For Program Student Learning Outcomes

Highway 1
San Luis Obispo, California 93403

POLITICAL SCIENCE

DESCRIPTION

Political Science is an academic and research discipline that deals with the theory and practice of politics, and the description and analysis of political systems/processes, political behavior and political actors. Political science is commonly divided into five distinct sub-disciplines which together constitute the field: political theory, comparative politics, public administration, international relations, and public law. The Political Science program provides students with a core curriculum that will prepare them with the knowledge and skills required to succeed in the study of political science. Students will develop skills for critical/analytical thinking, perceptive reading/observation and interpretation, statistics analysis, and civic awareness and participation.

ASSOCIATE DEGREE PROGRAMS

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An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each intraspecific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)
- Associate in Arts (A.A.)

CAREER OPPORTUNITIES

- Advocate/Organizer
- Ambassador
- Budget Analyst
- Campaign Worker
- City Planner/Manager
- Community Relations Director
- Compliance Managers
- Congressional Staff Member
- Diplomat
- Education Policy Analyst
- Federal Agency Employee
- Investment Fund Managers
- Labor Relations Specialist
- Lobbyist
- Media Specialist
- Political Science Teachers, Postsecondary
- Political Scientists
- Regulatory Affairs Managers
- Social Workers

CONTACT

Division Chair: **Brent LaMon**
Email: **blamon@cuesta.edu**
Division Assistant: **Anna Paez**
Phone: **(805) 546-3163**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Political Science — Associate in Arts for Transfer

Political Science is an academic and research discipline that deals with the theory and practice of politics, and the description and analysis of political systems/processes, political behavior and political actors. The Political Science program provides students with a core curriculum that will prepare them with the knowledge and skills required to succeed in the study of political science. Students will develop skills for critical/analytical thinking, perceptive reading/observation and interpretation, and statistics analysis. Two Political Science program tracks prepare students to transfer into the CSU system as well as other four-year institutions. Two tracks are offered: Associate in Arts in Political Science (AA in Political Science) and Associate in Arts in Political Science for Transfer (AA-T in Political Science).

Required Core: 1 course (3 credits)

POLS 202. . . . . Government And Politics Of The United States 3

List A: Complete three courses (9-10 credits) chosen from

POLS 201. . . . . Introduction To Political Science 3
POLS 204. . . . . World Politics 3
POLS 206. . . . . Comparative Government 3
POLS 209. . . . . Introduction To Political Theory 3
MATH 247 . . . . Introduction To Statistics 4

List B: Complete two courses (6-7 credits) from

Any course(s) not selected from List A. 3-4

or

POLS 205 Law and Politics 3

Total Credits: . . . . 18 - 19

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine:
www.ASSIST.org
CSU System Information:
www2.calstate.edu

FINANCIAL AID

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www.cuesta.edu/student/
studentservices/finaid

ASSOCIATE DEGREE PROGRAM

Political Science — Associate in Arts

Political Science is an academic and research discipline that deals with the theory and practice of politics, and the description and analysis of political systems/processes, political behavior and political actors. The Political Science program provides students with a core curriculum that will prepare them with the knowledge and skills required to succeed in the study of political science. Students will develop skills for critical/analytical thinking, perceptive reading/observation and interpretation, and statistics analysis. A political science background is useful for those interested in working in areas like government/civil service, foreign service, law, journalism, communications, human resources, public relations, non-profits, and business.

Two Political Science program tracks prepare students to transfer into UC and CSU programs as well as programs at other four-year institutions or career options. The two tracks offered are: Associate in Arts in Political Science (AA in Political Science) and Associate in Arts in Political Science for Transfer (AA-T in Political Science).

Required Courses (18 credits)

POLS 201. . . . . Introduction To Political Science 3
POLS 202. . . . . Government And Politics Of The United States 3
POLS 204. . . . . World Politics 3
POLS 205. . . . . Law And Politics 3
POLS 206. . . . . Comparative Government 3
POLS 209. . . . . Introduction To Political Theory 3

Plus 9 credits from the following:

ECON 201A . . . Principles Of Macroeconomics 3
HIST 203A * . . History Of World Civilizations 3
HIST 203B * . . History Of World Civilizations 3
HIST 204A * . . History Of Western Civilization 3
HIST 204B * . . History Of Western Civilization 3
HIST 207A * . . History Of The United States 3
HIST 207B * . . History Of The United States 3
HIST 210 *. . . . History Of California 3
HIST 212 . . . . . History Of Mexican Americans 3
HIST 233 . . . . . History Of African Americans. 3
PHIL 206 . . . . . Introduction To Philosophy 3
or PHIL 208. . . Introduction To Logic . . . . (3)
PSYC 206. . . . . Introduction To Social Psychology 3
SOC 206 . . . . . Introduction to Race and Ethnicity 3
Total Credits: **27**

*No more than 6 credits

Click Here For Program Student Learning Outcomes

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

PROFESSIONAL DEVELOPMENT STUDIES

DESCRIPTION

Professional Development Studies program.

CERTIFICATE PROGRAMS

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

• Certificate of Specialization (C.S.)

CONTACT

Director: **Matthew Green**
Division Assistant: **Nanette Piña-Stevens**
Building: **4700**
Phone: **(805) 546-3132**
Email: **npiña@cuesta.edu**

CERTIFICATE PROGRAM

Customer Service — Certificate of Specialization

Required : Choose 10 courses (5 credits total) from the following:

PDS 170	Dealing With Change	0.5
PDS 171	Team Building	0.5
PDS 172	Communicating With People	0.5
PDS 173	Conflict Resolution	0.5
PDS 174	Customer Service	0.5
PDS 175	Values & Ethics	0.5
PDS 176	Attitude In The Workplace	0.5
PDS 177	Stress Management	0.5
PDS 178	Decision Making & Problem Solving	0.5
PDS 179	Time Management	0.5
PDS 181	Professional Image: Appearance, Etiquette & Networking	0.5
PDS 182	Goal Setting: Vision, Goals And Job Search Strategies	0.5
PDS 183	Impacts Of Technology On Communication	0.5
Total Credits:		**5**

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

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TRANSFER RESOURCES:

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FINANCIAL AID

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CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

PSYCHIATRIC TECHNICIAN

DESCRIPTION

The Psychiatric Technician Program (PSYT) prepares students to utilize the nursing process in the provision of care and treatment to individuals with mental and/or intellectual impairment under the supervision of a physician, psychologist and/or registered nurse. Psychiatric Technicians participate in rehabilitation and treatment programs, assist patients with activities of daily living, and administer medications and treatments. Upon completion of the program students are eligible to take the Psychiatric Technician state licensure exam leading to licensure as a California Psychiatric Technician. The Cuesta Psychiatric Technician courses are taught at the training facilities of the Department of State Hospitals - Atascadero (DSH-A) in Atascadero, CA, located half way between Cuesta's San Luis Obispo and Paso Robles campuses. Hands-on internship experience is part of the training.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each intraspecific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science (A.S.)
- Certificate of Achievement (C.A.)

CAREER OPPORTUNITIES

- State Hospital
- Day Treatment Centers
- Developmental Centers
- Correctional Facilities
- Psychiatric Hospitals & Clinics
- Psychiatric Technician Programs
- Geropsychiatric Centers
- Residential Care Facilities
- Vocational Training Centers
- Substance Abuse Treatment Programs

CONTACT

Psychiatric Technician Program Director: **Lindsay Byers, MSN/Ed., RN**

Psychiatric Technician Program Secretary: **Amanda Andrews**

Phone: **(805) 468-3175**

Email: **ashptprogram@dsh.ca.gov**

Division Chair: **Monica Millard, MSN, RN**

Department of State Hospitals - Atascadero

P.O. Box 7007, Atascadero, CA 93423-7001

Physical Address: **10333 El Camino Real, Atascadero, CA 93422**

The Psychiatric Technician Program prepares graduates to take the Psychiatric Technician state licensure exam leading to licensure as a California Psychiatric Technician.

Students interested in applying to the Psychiatric Technician Program are strongly urged to attend a program information meeting at the Department of State Hospitals - Atascadero. Additional information is available: contact the Psychiatric Technician Program Office at the Department of State Hospitals - Atascadero at (805) 468-3175, email ashptprogram@ash.dsh.ca.gov), or refer to the Nursing and Allied Health Division https://www.cuesta.edu/academics/scimath/nah/index.html webpage.

All persons who meet Cuesta College's admission requirements, additional Psychiatric Technician Program admission criteria, and submit a Psychiatric Technician Program application are eligible for admission into the program.

Eligible applicants are admitted into the Psychiatric Technician Program by random selection from a pool of qualified applicants. The year-long program starts three times a year.

Entrance requirements and deadlines are subject to change.

The following are current requirements for consideration for admission to the Psychiatric Technician Program.

Eligibility Requirements:

1. 18 years of age with a valid government-issued Driver's License and Social Security card.

2. Satisfy **one** of the following:

• High school graduate.

• Completion of Equivalency Examination or G.E.D.

3. Completion of **one** the following:

• Two or four-year college degree of AA or higher from an accredited academic institution.

OR

• MATH – College Mathematics for Technical Fields or course equivalent with a "C" or better
   AND

• ENGL – English Composition or course equivalent with a "C" or better
      OR
      CSS – College Success Studies Integrated Reading and Writing or course equivalent with a "C" or better.
      OR
      ESL – English as a Second Lanuage - Advanced Inegrated Skills or course equivalent with a "C" or better.

Continued next page

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

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FINANCIAL AID

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www.cuesta.edu/student/studentservices/finaid

4. Once an applicant has been notified that they are being processed for a class, candidate must obtain a Cuesta College Student ID#, clear a health screen/physical, a drug screen and two sets of fingerprints.

5. Enrolled students must successfully complete PSYT 110, a three-week New Employee Orientation at the Department of State Hospitals-Atascadero.

ASSOCIATE DEGREE PROGRAM

Psychiatric Technician — Associate in Science

Required Courses (70.5 credits)

BIO 212	Human Biology	3
ASHS 212	Human Development: Life Span	3
PSYC 201	Introductory Psychology	3
PSYT 207	Nursing Science	19
PSYT 208	Care Of The Developmentally Disabled	17.5
PSYT 209	Psychiatric Nursing	18.5
PSYT 110	Introduction To Psychiatric Technician	6.5
Total Credits:		**70.5**

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAM

Psychiatric Technician — Certificate of Achievement

Required Courses (61.5 credits)

PSYT 110	Introduction To Psychiatric Technician	6.5
PSYT 207	Nursing Science	19
PSYT 208	Care Of The Developmentally Disabled	17.5
PSYT 209	Psychiatric Nursing	18.5
Total Credits:		**61.5**

Click Here For Program Student Learning Outcomes

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

PSYCHOLOGY

DESCRIPTION

Psychology is the scientific study of behavior and mental processes that provide the basis of life experience. Students learn to examine psychological processes from multiple perspectives and apply psychological principles and methods to personal and social issues in ways that promote self-understanding, personal development and effective interpersonal relationships as members of a diverse society. The Psychology program provides students with an understanding of the content, methods and applications of psychology that prepares them to pursue a Psychology Degree or career in a growing variety of fields.

ASSOCIATE DEGREE PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each intraspecific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)
- Associate in Arts (A.A.)

CAREER OPPORTUNITIES

- Administrator
- Behavior Analyst
- Career Counselor
- Clinical Psychologist
- Community College Counselor
- Community College Instructor
- Drug Abuse Counselor
- Employment Counselor
- Forensic Psychologist
- Human Factors Specialist
- Market Research Analyst
- Marriage and Family Therapist
- Marriage, Family, Child Counselor
- Mental Health Worker
- Outreach Worker
- Personnel Analyst/Manager
- Personnel Management Specialist
- Probation Officer
- Psychiatric Aide
- Public Health Statistician Trainee
- Research Analyst
- Social Services Director
- Sports Psychologist
- Student Affairs Officer
- Survey Designer
- Technical Writer

CONTACT

Division Chair: **Brent LaMon**
Email: **blamon@cuesta.edu**
Division Assistant: **Anna Paez**
Phone: **(805) 546-3163**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Psychology — Associate in Arts for Transfer

The Psychology program provides the foundational knowledge and skills essential for the scientific study of behavior and mental processes that form the basis for understanding the diverse range of topics encompassed by psychology. Students learn to examine psychological processes from multiple perspectives and to apply psychological principles and methods to personal and social issues in ways that promote self-understanding, personal development and effective interpersonal relationships as members of a diverse society. A psychology background is useful for people interested in working in the areas of mental or public health, social services, education, business, human resources, public relations, or law. The Psychology program provides students with knowledge of the content, methods and applications of psychology that prepares them to make a successful transition into a Psychology Baccalaureate Degree program or career. Two tracks are offered: Associate in Arts in Psychology (AA in Psychology) and Associate in Arts in Psychology for Transfer (AA-T in Psychology).

Required Core

Complete the following three courses (10 credits):

PSYC 201 . . . . . Introductory Psychology 3

PSYC 200 . . . . . Research Methods For The Behavioral And
Social Sciences 3

MATH 247 . . . . Introduction To Statistics 4

List A

Complete one of the two options (3-4 credits)

PSYC 202 . . . . . Introduction To Biological Psychology 3

or the following lecture and lab combinations

BIO 212 . . . . . . Human Biology . . . . (3)

and BIO 212L . Human Biology Laboratory . . . . (1)

List B

Complete the following course (3 credits)

PSYC 206 . . . . . Introduction To Social Psychology 3

List C

Complete two of the following courses (6 credits):

ASHS 212 . . . . . Human Development: Life Span 3

PSYC 204 . . . . Introduction To Abnormal Psychology 3

PSYC 233 . . . . . Personality And Adjustment 3

Total Credits: . . . . 22 - 23

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

- Test Validation and Development Specialist
- Therapist
- Training Officer
- Training Specialist
- University Professor

ASSOCIATE DEGREE PROGRAM

Psychology — Associate in Arts

The Psychology program provides the foundational knowledge and skills essential for the scientific study of behavior and mental processes that form the basis for understanding the diverse range of topics encompassed by psychology. Students learn to examine psychological processes from multiple perspectives and to apply psychological principles and methods to personal and social issues in ways that promote self-understanding, personal development and effective interpersonal relationships as members of a diverse society. A psychology background is useful for people interested in working in the areas of mental or public health, social services, education, business, human resources, public relations, or law.

The Psychology program provides students with knowledge of the content, methods and applications of psychology that prepares them to make a successful transition into a Psychology Baccalaureate Degree program or career.

The Psychology AA requires 60 associate degree applicable semester units with a minimum 2.0 grade point average, which include 4 specified Psychology courses (12 units) and 2 elective courses (6-10 units) for the major, as well as the Cuesta College associate degree requirements for General Education, Diversity and Health.

Required Courses (12 credits)

PSYC 201	Introductory Psychology	3
PSYC 202	Introduction To Biological Psychology	3
PSYC 206	Introduction To Social Psychology	3
PSYC 233	Personality And Adjustment	3

Students who plan to transfer to a specific four-year college or university should consult the Catalog of that institution for lower division major requirements when selecting elective courses.

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

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www.cuesta.edu/student/studentservices/finaid

Plus two courses 6-10 credits from the following:

ANTH 201	Physical Anthropology	3
ANTH 203	Cultural Anthropology.	3
BIO 201A	Biology.	5
BIO 201B	Biology.	5
BIO 211	Life Science	3
BIO 212	Human Biology.	3
ASHS 212	Human Development: Life Span	3
ASHS 214	Family, Relationships And Intimacy	3
ASHS 218	Human Sexuality: Experience & Expression	3
MATH 236	Introduction To Applied Statistics	3
or MATH 247	Introduction To Statistics	(4)
PSYC 200	Research Methods For The Behavioral And Social Sciences	3
SOC 201A	Introduction To Sociology.	3
SOC 206	Introduction to Race and Ethnicity	3
Total Credits:		**18 - 22**

Click Here For Program Student Learning Outcomes

Cuesta College

Highway 1
San Luis Obispo, California 93403

DESCRIPTION

The Associate in Science Transfer Degree in Public Health (A.S.-T.) focuses on disease and injury prevention strategies for community and individual wellness. The AS-T degree is designed to provide students a clear transfer pathway to the CSU within the Public Health Science or similar major.

Additionally, the degree focuses on providing job related and introduction to the various career pathways within this field. The public health field includes disciplines such as epidemiology, biostatistics, health services, environmental health, behavioral health, and occupational health. This includes health risk assessments, health screenings, health promotion programming, and surveillance of disease outbreaks in a community.

ASSOCIATE DEGREE FOR TRANSFER PROGRAMS

Students who complete an **Associate Degree for Transfer (ADT)** and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science for Transfer (A.S.-T.)

CAREER OPPORTUNITIES

- Biostatistics
- Communications
- Community Health
- Environmental Science
- Epidemiology And Research
- Global Health
- Healthcare Admin
- Healthcare Social Worker
- Health Educator
- Medical Field
- Mental And Behavioral Health Educator
- Public Policy

CONTACT

Division Chair: **Allison Head**
Email: **allison_head@cuesta.edu**
Division Assistant: **Nancy Webb**
Email: **nwebb@cuesta.edu**
Office: **Bldg 1300, Rm 1305**
Phone: **(805) 546-3207**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Public Health Science — Associate in Science for Transfer

The Associate in Science Transfer Degree in Public Health (AS-T) focuses on disease and injury prevention strategies for community and individual wellness. The AS-T degree is designed to provide students a clear transfer pathway to the CSU within the Public Health Science or similar major. Additionally, the degree focuses on providing job related and introduction to the various career pathways within this field. The public health field includes disciplines such as epidemiology, biostatistics, health services, environmental health, behavioral health, and occupational health. This includes health risk assessments, health screenings, health promotion programming, and surveillance of disease outbreaks in a community.

Required Core: (28-32 credits)

HEED 202	Health Education	3
HEED 210	Introduction To Public Health	3
BIO 205	Human Anatomy	4
BIO 206	General Human Physiology	5
BIO 211	Life Science	3
or BIO 201A	Biology	(5)
CHEM 200	Introductory Chemistry	4
or CHEM 201A	General College Chemistry I	(5)
MATH 247	Introduction To Statistics	4
or MATH 236	Introduction To Applied Statistics	(3)
PYSC 201	Introductory Psychology	3

List A: Select one course (3 credits)

Students should choose a course that is the best fit for their desired CSU campus and major.

ASHS 218	Human Sexuality: Experience & Expression	3
HEED 203	Women's Health Issues	3
HEED 204	Standard First Aid & CPR (Cardiopulmonary Resuscitation)	3
HEED 206	Health Aspects Of Drug Use	3
HEED 208	Multicultural Health	3
NUTR 210	Nutrition	3
SOC 201A	Introduction To Sociology	3

Total Credits: **31-35**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to major preparation course work listed above, completion of the CSU GE or IGETC pattern is mandatory.
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Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

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www.cuesta.edu/student/studentservices/finaid

Cuesta COLLEGE

Highway 1
San Luis Obispo, California 93403

RECREATION ADMINISTRATION

DESCRIPTION

The Recreation Administration program at Cuesta College provides students with a solid foundation to continue their education at a four year university. Completion of an associate degree would provide students with the skills necessary to perform at an entry level position in public, commercial, private, or nonprofit settings. The successful students will attain theoretical as well as practical knowledge of recreational program planning, tourism, administration, leadership, sport and tournament planning, event planning, and therapeutic recreation.

ASSOCIATE DEGREE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each intraspecific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts (A.A.)

CAREER OPPORTUNITIES

- Event Planning
- Recreational Program Planning
- Sport and Tournament Planning
- Therapeutic Recreation
- Tourism

CONTACT

Division Chair: **Allison Head**
Email: **allison_head@cuesta.edu**
Division Assistant: **Nancy Webb**
Email: **nwebb@cuesta.edu**
Office: **Bldg 1300, Rm 1305**
Phone: **(805) 546-3207**

ASSOCIATE DEGREE PROGRAM

Recreation Administration — Associate in Arts

The focus of Cuesta's Recreation Administration program is to provide a sound base for the student planning to continue their education at a four year college or university. Although completion of an associate degree provides the skills necessary to perform at an entry level position in public, commercial, private, or nonprofit settings, the AA in Recreation Administration is intended to prepare students academically for study in higher education in the Recreation Administration and/or related fields. The successful student will attain theoretical as well as practical knowledge of program planning, tourism, therapeutic recreation, administration, leadership, recreational sports, tournament, and event planning.

Required Courses (18 credits)

REC 201	Introduction To Recreation And Leisure Services	3
REC 203	Intramural And Recreational Sport Programming	3
REC 204	Recreation Program Planning	3
REC 205	Leadership And Diverse Groups	3
HEED 202	Health Education	3
or HEED 208	Multicultural Health	(3)
HEED 204	Standard First Aid And CPR (Cardiopulmonary Resuscitation)	3
Total Credits:		**18**

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

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www2.calstate.edu

FINANCIAL AID

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www.cuesta.edu/student/studentservices/finaid

Cuesta College

Highway 1
San Luis Obispo, California 93403

SOCIOLOGY

DESCRIPTION

Sociology is the study of human social behavior and its origins, development, organizations, and institutions. The study of human behavior in social context assists students to learn who we are, to get closer to the truth about the social world, and to become aware of ways to achieve desired social ends. Sociology and other liberal arts majors stress the ability to observe, organize and write clearly, as well as the development of skills in the analysis of data and in collaborating with others.

ASSOCIATE DEGREE PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each intraspecific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)
- Associate in Arts (A.A.)

CAREER OPPORTUNITIES

- Budget Analyst
- Correctional Counselor
- Criminologist
- Demographer
- Employment Counselor
- Government Research Analyst
- Industrial Sociologist
- Interviewer/Researcher
- Management Analyst
- Migration Specialist
- Parole/Probation Officer
- Population Analyst
- Public Health Statistician
- Public Opinion Analyst
- Public Relations Consultant
- Recreational Specialist
- Social Ecologist
- Social Worker
- Statistician
- Teacher
- Urban Planner
- Writer/Journalist
- Youth Counselor

CONTACT

Division Chair: **Brent LaMon**
Email: **blamon@cuesta.edu**
Division Assistant: **Anna Paez**
Phone: **(805) 546-3163**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Sociology — Associate in Arts for Transfer

The Sociology program prepares students for a major in sociology at four-year institutions. Two tracks are offered: Associate in Arts in Sociology (Sociology AA) and Associate in Arts in Sociology for Transfer (Sociology AA-T). The Sociology AA-T degree guarantees admission with junior status at a campus of the California State University (CSU) system in a similar major.

Sociology is the study of human social life focusing on the modern world. It places emphasis on the analyses of culture, social structure, and interaction processes. The Sociology program provides students with a core curriculum that will prepare them with the knowledge and skills required to succeed in the study of sociology. Students will develop skills for critical thinking, perceptive reading, and sociological analysis. A sociology background is useful for further education in the social sciences, law, education, medicine, and counseling. Career fields in which a sociology background is valuable include education (elementary to post-secondary), social services, journalism, public relations, business, and government.

Required Core (3 credits)

SOC 201A . . . . Introduction To Sociology. 3

List A: (Select SOC 202 and either MATH 236 or MATH 247; 6-7 credits)

SOC 202 . . . . . Social Problems 3
MATH 236 . . . . Introduction To Applied Statistics 3
or MATH 247 . Introduction To Statistics . . . . (4)

List B: (Select two courses from the following; 6 credits)

SOC 204 . . . . . Introduction To Criminology 3
SOC 206 . . . . . Introduction to Race and Ethnicity 3
SOC 208 . . . . . Introduction To Gender Studies 3
ASHS 214. . . . . Family, Relationships And Intimacy 3
PSYC 206 . . . . . Introduction To Social Psychology 3

List C: (Select one course not selected from List B or one course from the following; 3 credits)

SOC 201B . . . . Social Institutions 3
ANTH 203 . . . . Cultural Anthropology. 3
GEOG 202 . . . . Cultural Geography 3
PSYC 201 . . . . . Introductory Psychology. 3

Total Credits: . . . . **18 - 19**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to the major preparation course work listed above, completion of the CSU GE or the IGETC pattern is mandatory.

Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine:
www.ASSIST.org
CSU System Information:
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www.cuesta.edu/student/studentservices/finaid

ASSOCIATE DEGREE PROGRAM

Sociology — Associate in Arts

Sociology is the study of the human social behavior and its origins, development, organizations, and institutions. The study of human behavior in social context assists students to learn who we are, to get closer to the truth about the social world, and to become aware of ways to achieve desired social ends. Sociology and other liberal arts majors stress the ability to observe, organize and write clearly, as well as the development of skills in the analysis of data and in collaborating with others.

Required Courses (12 credits)

SOC 201A	Introduction To Sociology	3
SOC 201B	Social Institutions	3
SOC 202	Social Problems	3
SOC 206	Introduction to Race and Ethnicity	3
or SOC 208	Introduction To Gender Studies	(3)

Plus 9-10 credits from the following:

ANTH 203	Cultural Anthropology	3
ANTH 225	Contemporary Cultures Of The World	3
ECON 201A	Principles Of Macroeconomics	3
GEOG 202	Cultural Geography	3
POLS 204	World Politics	3
POLS 206	Comparative Government	3
HEED 203	Women's Health Issues	3
HEED 208	Multicultural Health	3
HIST 204A	History Of Western Civilization	3
HIST 204B	History Of Western Civilization	3
HIST 207A	History Of The United States	3
HIST 207B	History Of The United States	3
HIST 210	History Of California	3
HIST 212	History Of Mexican Americans	3
HIST 233	History Of African Americans	3
MATH 236	Introduction To Applied Statistics	3
or MATH 247	Introduction To Statistics	(4)
PHIL 206	Introduction To Philosophy	3
PHIL 208	Introduction To Logic	3
PHIL 209	World Religions	3
PSYC 201	Introductory Psychology	3
PSYC 206	Introduction To Social Psychology	3
SOC 204	Introduction To Criminology	3
HIST 203A	History Of World Civilizations	3
HIST 203B	History Of World Civilizations	3
HIST 237	History Of American Women	3
Total Credits:		**21 - 22**

Click Here For Program Student Learning Outcomes

CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

DESCRIPTION

The Associate in Arts in Spanish for Transfer degree (AA-T in Spanish) will help individuals achieve their academic and career goals by providing a comprehensive foundation in the Spanish language in preparation for transfer to baccalaureate programs in the California State University system in Spanish or similar language programs. The Cuesta College AA-T in Spanish degree allows students to successfully complete a two-year degree program while completing the lower-division coursework required to transfer into the CSU system in a baccalaureate degree program in Spanish or a similar major.

ASSOCIATE DEGREE FOR TRANSFER PROGRAMS

Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth). (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T.)

CAREER OPPORTUNITIES

Education:

- Bilingual Educator
- High School Spanish Teacher
- College or University Professor

Business:

- International Relations Consultant
- Foreign Exchange Trader
- Publishing Specialist
- Foreign Correspondent
- Proofreader
- Importer/Exporter
- Translator/Interpreter
- International Account Manager
- International Banking Officer
- Bilingual customer support

Culture/Tourism:

- Cultural Events Coordinator
- Travel Agent
- Translator/Interpreter
- Escort/Interpreter/Guide

Government:

- National Security Agent
- Immigration Officer
- Court Interpreter
- Cultural Attaché
- UNESCO Official
- Translator/Interpreter
- FBI / CIA Agent

Continued on next page

CONTACT

Division Chair: **Beth Ann Dumas**
Division Assistant: **Anna Paez**
Phone: **(805) 546-3178**
Email: **anna_paez@cuesta.edu**

ASSOCIATE DEGREE FOR TRANSFER PROGRAM

Spanish — Associate in Arts for Transfer

The Associate in Arts in Spanish for Transfer degree (AA-T in Spanish) will help individuals achieve their academic and career goals by providing a comprehensive foundation in the Spanish language in preparation for transfer to baccalaureate programs in the California State University system in Spanish or similar language programs. The Cuesta College AA-T in Spanish degree allows students to successfully complete a two-year degree program while completing the lower-division coursework required to transfer into the CSU system in a baccalaureate degree program in Spanish or a similar major.

Required Core (20 credits)

SPAN 201	Spanish I	5
SPAN 202	Spanish II.	5
SPAN 203	Spanish III	5
SPAN 204	Spanish IV	5

Students who believe they have mastered concepts taught in SPAN 201 (or 202) based on prior learning or instruction may move to the next level, but must complete a total of 18 semester units in the major. See List B course options if additional course work is needed to attain 18 semester units.

Completion of SPAN 203 and 204 is mandatory to earn this degree.

List A: Select One Course (3-5 credits)

ENGL 245A	Survey Of World Literature 1	3
or ENGL 245B	Survey Of World Literature 2	(3)
or FR 201	French I	(5)
or FR 202	French II.	(5)
or HIST 212	History Of Mexican Americans	(3)

List B: The following courses are allowed substitutions for students who begin in SPAN 203 and need additional course work to attain 18 units in the major.

Any course not already chosen from List A.		3 - 6
ART 207	Survey Of Mexican Art History I: Pre-Columbian	3
ART 208	Survey Of Mexican Art History II: Colonial To Contemporary.	3
COMM 212	Intercultural Communication	3
GEOG 202	Cultural Geography	3
SOC 206	Introduction to Race and Ethnicity	3
ANTH 203	Cultural Anthropology.	3
Total Credits:		**19 - 25**

"P" (Pass) grade is acceptable for major coursework in the Associate Degrees for Transfer. In addition to the major preparation course work listed above, completion of the CSU GE or the IGETC pattern is mandatory.

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Click Here For Program Student Learning Outcomes

Continued from previous page
- International Diplomat
- Missionary
- Foreign Service Officer

TRANSFER PREPARATION

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CUESTA COLLEGE

Highway 1
San Luis Obispo, California 93403

TRANSFER CERTIFICATES

CERTIFICATE PROGRAM

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

TRANSFER CERTIFICATES

C.A., CSU General Education

Complete the lower-division California State University General Education pattern.

C.A., IGETC General Education

Complete the Intersegmental General Education Transfer Curriculum (IGETC).

CONTACT
COUNSELING

SLO Office: **Student Service Center, Building 3100, Windows 7 & 8**
Phone: **(805) 546-3138**

NCC Office: **N1100 Campus Center Bldg.**
Phone: **(805) 591-6225**

DEGREES, CERTIFICATES & AWARDS

- Certificate of Achievement (C.A.)

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

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Highway 1
San Luis Obispo, California 93403

WELDING

DESCRIPTION

The Cuesta College Welding Technology program has a strong history of preparing students for work in industry. Students are afforded the opportunity to obtain Certificates of Specialization, Certificates of Achievement and/or an Associative Science Degree in welding technology. The welding curriculum is well rounded with courses ranging from Basic Welding through Certification, as well as courses in Metallurgy, Blueprint Reading and Welding Power. The shop facility includes twenty multi-process welding stations with current power supply technology. There are a total of six part-time instructors and one full-time instructor. Two instructors are CWI's. Welder qualifications are offered in structural steel and pipe welding to AWS D1.1, ASME Sec IX and API 1104.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each intraspecific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

A noncredit Certificate of Completion means a document confirming that a student has completed a noncredit educational program of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit courses.

DEGREES, CERTIFICATES & AWARDS
- Associate in Science (A.S.)
- Certificate of Achievement (C.A.)
- Certificate of Specialization (C.S.)
- Certificate of Completion (C.C.)

CAREER OPPORTUNITIES
- Assembly Worker
- Auto Body Worker
- Machine Tool Operator
- Sheet Metal Worker
- Structural and Iron Work Welder
- Tool and Die Maker
- Welder

CONTACT
Division Chair: **Dave Fernandez**
Division Assistant: **Tiffanie Kerr**
Office: **Bldg 4300, Rm 4301**
Phone: **(805) 546-3264**
Email: **tiffanie_kerr@cuesta.edu**

ASSOCIATE DEGREE PROGRAM

Welding Technology — Associate in Science

The associate of applied science degree in Welding Technology is designed to prepare the individual for a career as a welding technician in the fabrication, construction, and manufacturing industries.

Required Courses (19 credits)

ENGR 226	Engineering Drawing.	4
WELD 270A . . .	Basic Welding	3
WELD 270B . . .	Advanced Welding	3
WELD 270C . . .	Welding: GMAW & GTAW	3
WELD 277	Metal Fabrication.	3
WELD 280A . . .	Structural Steel Welding Certification.	3
or WELD 280B	Pipe Welding Certification	(3)

Plus 5-6 credits of technical electives from the following:

(Must choose two of the following courses)

WELD 275	Blueprint Reading And Industry Practices	3
WELD 276	Welding Power	3
WELD 273	Metallurgy.	3
CTCH 200	Workplace Safety OSHA10	0.5
Total Credits:		**25-25.5**

Click Here For Program Student Learning Outcomes

CERTIFICATE PROGRAMS

Welding Technology — Certificate of Achievement

The Welding Technology Certificate of Achievement program is designed for students who are looking for early placement in industry. Specifically, this program focuses on two areas of industry certification; Structural Steel and Pipe Welding. Additionally, students get experience in Print Reading and Project Fabrication. Students completing this course of study are well prepared for a variety of fabrication opportunities locally, statewide as well as nationally.

Required Courses (18-19 credits)

ENGR 226	Engineering Drawing.	4
or WELD 275. .	Blueprint Reading And Industry Practices	(3)
WELD 270A . . .	Basic Welding	3
WELD 270B . . .	Advanced Welding	3
WELD 277	Metal Fabrication.	3
WELD 280A . . .	Structural Steel Welding Certification.	3
WELD 280B . . .	Pipe Welding Certification	3
Total Credits:		**18 - 19**

Click Here For Program Student Learning Outcomes

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

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www.cuesta.edu/student/studentservices/finaid

Welding Technology Pipe — Certificate of Specialization

Required Course (3 credits)

WELD 280B . . . Pipe Welding Certification 3

Total Credits: **3**

Click Here For Program Student Learning Outcomes

Welding Technology Structural — Certificate of Specialization

Required Course (3 credits)

WELD 280A . . . Structural Steel Welding Certification 3

Total Credits: **3**

Click Here For Program Student Learning Outcomes

Noncredit Structural Steel Certification — Certificate of Completion

Students enrolled in these courses have the opportunity to develop entry level skills and knowledge required in the ironworker industry and obtain welder qualifications to the AWS D1.1/1.1M Structural Steel Welding code.

Required Courses (0.0 credits)

WELD 770A . . . Basic Welding 108

WELD 770B . . . Advanced Welding 108

WELD 780A . . . Structural Steel Welding Certification 108

Total Hours: **324**

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CUESTA **C**OLLEGE

Highway 1
San Luis Obispo, California 93403

CERTIFICATE PROGRAMS NON-CREDIT

2023-2024
CUESTA COLLEGE CATALOG

NONCREDIT

DESCRIPTION

Cuesta College noncredit program offers students access to a variety of no cost courses and certificates that can assist them in reaching their educational, personal, and professional goals. Noncredit courses are intended to provide students with lifelong learning, college transfer, and career preparation opportunities.

CERTIFICATE PROGRAMS

A noncredit **Certificate of Competency** means a document confirming that a student enrolled in a noncredit educational program of noncredit courses has demonstrated achievement in a set of competencies that prepares students to progress in a career path or to undertake degree-applicable or non-degree-applicable credit courses.

A noncredit **Certificate of Completion** means a document confirming that a student has completed a noncredit educational program of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit courses.

CERTIFICATES

- Certificate of Competency (C.C.)
- Certificate of Completion (C.C.)

CONTACT

Director: **Mia Ruiz**
Phone: **(805) 591-6270**
Email: **mruiz@cuesta.edu**

AUTO BODY TECHNOLOGY
NONCREDIT CERTIFICATE PROGRAMS

Noncredit Auto/Body Collision Repair — Certificate of Completion

This program is composed of noncredit ATCH courses. Students who successfully complete all courses will be eligible for the certificate. Upon completion of this certificate, noncredit ATCH students will have acquired the skills for entry level automotive positions.

Required Courses (0 credits)

ABOD 570 . . . . Auto Body Repair I. 108
ABOD 571 . . . . Advanced Auto Body. 108
Total Hours: 216

Click Here For Program Student Learning Outcomes

Noncredit Automotive Refinish Repair — Certificate of Completion

This program is composed of noncredit ATCH courses. Students who successfully complete all courses will be eligible for the certificate. Upon completion of this certificate, noncredit ATCH students will have acquired the skills for entry level automotive positions.

Required Courses (0 credits)

ABOD 575 . . . . Automotive Painting 162
ABOD 577 . . . . Advanced Automotive Painting 108
Total Hours: 270

Click Here For Program Student Learning Outcomes

COLLEGE SUCCESS STUDIES
NONCREDIT CERTIFICATE PROGRAM

Academic Skills Bridge to College Credit — Certificate of Completion

This is a noncredit certificate that consists of completing two College Success studies courses: CSS 725: College Learning Strategies and CSS 754: Major and Career Exploration. Upon completion of this certificate, students will be better prepared to transition to credit coursework at the college.

Required Courses (0.0 credits)

CSS 725 . . . . . . College Learning Strategies 108
CSS 754 . . . . . . Major And Career Exploration. .54
Total Hours: 162

Click Here For Program Student Learning Outcomes

Noncredit Reading, Writing, And Grammar — Certificate of Competency

This is a noncredit basic skills certificate that consists of completing two college success studies courses: CSS 758: Grammar Strategies and CSS 789: Integrated Reading and Writing. Upon completion of this certificate, students will be better prepared for college level coursework in reading and writing.

Required Courses (0.0 credits)

CSS 758	Grammar Strategies	36
CSS 789	Integrated Reading And Writing	54 - 90
Total Hours:		**90 - 126**

Click Here For Program Student Learning Outcomes

COMPUTER AND NETWORKING TECHNOLOGY NONCREDIT CERTIFICATE PROGRAM

Noncredit Computer Technician Internship Preparation — Certificate of Completion

This entry level certificate will prepare students for a computer technician internship.

Required Courses (0.0 credits)

CNET 735	Computer System Security.	108
CNET 753	Computer Technician Fundamentals	90
CNET 760	Networking Fundamentals.	63
CNET 761	Router Theory And Technology.	63
Total Hours:		**324**

Click Here For Program Student Learning Outcomes

ENGLISH AS A SECOND LANGUAGE NONCREDIT CERTIFICATE PROGRAMS

ESL Citizenship — Certificate of Competency

This is a noncredit certificate that consists of completing two ESL Citizenship courses: ESL 707A: Citizenship Level 1 and ESL 707B: Citizenship Level 2. Upon completion of this certificate, students will be able to communicate personal information effectively, identify major facts in US history and government, and participate in the US citizenship test.

Required Courses (0.0 credits)

ESL 707A	U.S. Citizenship, Level 1	54
ESL 707B	U.S. Citizenship, Level 2	54
Total Hours:		**108**

Click Here For Program Student Learning Outcomes

Noncredit English As A Second Language - Level I —
Certificate of Competency

This program is designed to meet the students needs as determined by assessment of the students language proficiencies, goals, and interests. ESL instruction integrates language components, vocabulary, grammatical structures, language functions, and pronunciation, in units and topics that are important to the students.

Required Courses (0.0 credits)

ESL 701 . . . . . . Introduction To Literacy . . . . 1 - 108
ESL 702 . . . . . . Literacy 2. . . . . 81 - 108
Total Hours: . . . . **162 - 216**

Click Here For Program Student Learning Outcomes

Noncredit English As A Second Language - Level II —
Certificate of Competency

This program is composed of two beginning level ESL integrated skills courses. Instruction focuses on beginning level listening, speaking, reading, and writing skills. Upon successful completion of the two required courses, students are eligible for a certificate of competency. Students who earn the certificate will be able read beginning level texts, communicate in simple conversations, and write a series of sentences in English.

Required Courses (0.0 credits)

ESL 703 . . . . . . Beginning-Low Integrated Skills . . . . 81 - 108
ESL 713 . . . . . . Beginning Integrated Skills. . . . . 81 - 108
Total Hours: . . . . **162 - 216**

Click Here For Program Student Learning Outcomes

Noncredit English As A Second Language - Level III —
Certificate of Competency

This program is composed of two integrated skills ESL courses, one at the high beginning level, and one at the low intermediate level. Instruction focuses on listening, speaking, reading, and writing skills. Upon successful completion of the two required courses, students will be eligible for a certificate of competency. Students who earn the certificate will be able to read low intermediate texts, write short paragraphs, and use low intermediate grammar and vocabulary in speaking and writing.

Required Courses (0.0 credits)

ESL 704 . . . . . . Beginning-High Integrated Skills . . . . 81 - 108
ESL 714 . . . . . . Low Intermediate Integrated Skills. . . . . 81 - 108
Total Hours: . . . . **162 - 216**

Click Here For Program Student Learning Outcomes

Noncredit English As A Second Language - Level IV —
Certificate of Competency

This program is composed of two integrated skills ESL courses, one at the intermediate level, and one at the high intermediate level. The courses aim to help students communicate with intermediate level proficiency in writing and orally in social and academic environments. Students who successfully complete the two required courses will be eligible for the certificate. Upon completion of this certificate, students will be able to read intermediate texts, write paragraphs, and use intermediate grammatical structures and vocabulary in speaking and writing.

Required Courses (0.0 credits)

ESL 705	Intermediate Integrated Skills	81 - 108
ESL 715	High Intermediate Integrated Skills	81 - 108
Total Hours:		**162 - 216**

Click Here For Program Student Learning Outcomes

Noncredit English As A Second Language - Level V — Certificate of Competency

This program is composed of two integrated skills ESL courses, one at the low-advanced level, and one at the advanced level. The courses aim to help students communicate with advanced level proficiency in writing and orally in social and academic environments. Students who successfully complete the two required courses will be eligible for the certificate. Upon completion of this certificate, students will be able to read advanced texts, write multiple paragraph compositions, and use advanced grammatical structures and vocabulary in speaking and writing.

Required Courses (0.0 credits)

ESL 706	Low Advanced Integrated Skills.	81 - 108
ESL 716	Advanced Integrated Skills.	72 - 108
Total Hours:		**153 - 216**

Click Here For Program Student Learning Outcomes

Noncredit ESL: Grammar — Certificate of Competency

This program is composed of ESL Grammar courses at the intermediate and high-intermediate levels. Students who successfully complete these courses will be eligible for the certificate. Upon completion of this certificate, English speakers of other languages will be able to recognize and use a variety of grammatical structures at the high-intermediate level.

Required Courses (0.0 credits)

ESL 743	Academic Grammar, Intermediate	36 - 54
ESL 744	Academic Grammar, High-Intermediate	36 - 54
Total Hours:		**72 - 108**

Click Here For Program Student Learning Outcomes

Noncredit ESL: Beginning Conversation — Certificate of Competency

This program is composed of low beginning and beginning ESL conversation courses. Students who successfully complete these two courses will be eligible for the certificate. Upon completion of this certificate, English speakers of other languages will be able to communicate effectively in basic social interactions.

ESL 720 . . . . . . ESL Basic Conversation, Low Beginning. . . . . 36 - 54
ESL 721 . . . . . . ESL Basic Conversation, Beginning. . . . . 36 - 54
Total Hours: . . . . **72 - 108**
Click Here For Program Student Learning Outcomes

Noncredit ESL: Listening And Speaking
For English Speakers Of Other Languages — Certificate of Competency

This program is composed of ESL speaking and listening courses at the intermediate and high-intermediate levels. Students who successfully complete all courses will be eligible for the certificate. Upon completion of this certificate, English speakers of other languages will be able to communicate effectively in academic, professional, and social environments.

Required Courses (0.0 credits)
ESL 725 . . . . . . ESL Conversation, Intermediate . . . . 36 - 54
ESL 735 . . . . . . ESL Conversation, High Intermediate. . . . . 36 - 54
Total Hours: **72-108**
Click Here For Program Student Learning Outcomes

Transitions — Certificate of Competency

This is a noncredit certificate that consists of completing two advanced level ESL courses: ESL 797: College and Career Foundations and ESL 798: Transition to College and Career. Upon completion of this certificate, students will have developed the English and academic proficiency level necessary to transition successfully to employment and/or further education.

Required Courses (0.0 credits)
ESL 797 . . . . . . College And Career Foundations. . . . . 180 - 252
ESL 798 . . . . . . Transition To College And Career . . . . 180 - 252
Total Hours: . . . . **360 - 504**
Click Here For Program Student Learning Outcomes

VOCATIONAL ESL
NONCREDIT CERTIFICATE PROGRAM

Noncredit Vocational English As A Second Language —
Certificate of Completion

This program is composed of two ESL vocational and computer literacy courses. Students who successfully complete both courses will be eligible for the certificate. Upon completion of this certificate, English speakers of other languages will be able to communicate effectively and apply relevant computer skills in workplace environments.

Required Courses (0.0 credits)

VESL 711 . . . . . Work-Related Communication
And Computer Literacy, Level 1 . . . . 36 - 54
VESL 712 . . . . . Work-Related Communication
And Computer Literacy, Level 2 . . . . 36 - 54
Total Hours: . . . . **72 - 108**

Click Here For Program Student Learning Outcomes

HOSPITALITY
NONCREDIT CERTIFICATE PROGRAM

Hospitality Management Noncredit — Certificate of Completion

The Hospitality Foundation Certificate will prepare students to enter the hospitality field in an entry level position. The Certificate will allow those in the hospitality industry to further their careers with knowledge gained in the Foundation Certificate program. Hospitality industry employment opportunities exist in hotel and lodging, restaurants and food service, wineries, clubs, and theme parks.

Required Courses (0.0 credits)

CUL 713 . . . . . . Basic Food Safety And Sanitation 9
HOSP 700 . . . . Introduction To Hospitality 54
HOSP 725 . . . . Hospitality Law 54
HOSP 730 . . . . Introduction To Food And Beverage Management . . . 54
HOSP 750 . . . . Introduction To Hotel Management 54
HOSP 770 . . . . Hospitality Cost Control 54
Total Hours: **279**

Click Here For Program Student Learning Outcomes

BASIC SKILLS HIGH SCHOOL
NONCREDIT CERTIFICATE PROGRAM

Secondary Education — Certificate of Completion

The High School Program offers the opportunity for local high school districts to collaborate with Cuesta College to offer noncredit Cuesta courses to local high school students in a variety of subject matter.

Required Courses (0.0 credits)
Choose two courses from the following:

BSHS 404 . . . . Noncredit Basic Skills Biology . . . . 72 - 144
BSHS 405 . . . . Noncredit Basic Skills English . . . . 72 - 144
BSHS 406 . . . . Noncredit Basic Skills Economics 72
BSHS 407 . . . . Noncredit Basic Skills World History. . . . . 72 - 144
BSHS 408 . . . . Noncredit Basic Skills U.S. History . . . . 72 - 144
BSHS 409 . . . . Noncredit Basic Skills Algebra I . . . . 72 - 144
BSHS 410 . . . . Noncredit Basic Skills Algebra II . . . . 72 - 144
BSHS 411 . . . . Noncredit Basic Skills Geometry . . . . 72 - 144
BSHS 412 . . . . Noncredit Basic Skills Political Science. . . . . 72 - 144
BSHS 414 . . . . Noncredit Basic Skills Spanish I. . . . . 72 - 144
Total Hours: . . . . 144 - 288

Click Here For Program Student Learning Outcomes

BASIC SKILLS NONCREDIT
NONCREDIT CERTIFICATE PROGRAM

GED Preparation — Certificate of Competency

This program is composed of GED preparation courses. Students who successfully complete the courses will be eligible for the certificate. Upon completion of this certificate, students will have the skills to achieve the GED high school equivalency.

Required Courses (0 credits)
BSNC 500A . . . GED Preparation A. . . . . 18 - 54
BSNC 500B . . . GED Preparation B. . . . . 18 - 54
Total Hours: . . . . 36 - 108

Click Here For Program Student Learning Outcomes

VOCATIONAL EDUCATION
NONCREDIT CERTIFICATE PROGRAMS

California Conservation Awareness — Certificate of Completion

The California Conservation Corps Awareness program offers workforce preparation skills to students seeking employability in the conservation industry.

Required Courses (0.0 credits)

VOCE 725A . . . California Conservation Awareness-An Introduction . . 18
VOCE 725B . . . California Conservation Employment 36
Total: **54**

Click Here For Program Student Learning Outcomes

Noncredit Adobe Acrobat Tools — Certificate of Completion

Earners of this certificate will demonstrate an understanding of PDFs: How they are created, combined, edited, exported, reviewed, annotated, comments generated and shared.

Required Courses (0.0 credits)

VOCE 513 . . . . Introduction To Adobe Acrobat Tools 9
VOCE 514 . . . . Advanced Applications Of Adobe Acrobat. 9
Total Hours: **18**

Click Here For Program Student Learning Outcomes

Noncredit Basic Digital Imaging — Certificate of Completion

This certificate enables students to develop image editing, file organization, and design project skills that make them more employable.

Required Courses (0.0 credits)

VOCE 534 . . . . Adobe Lightroom Essentials 18
VOCE 536 . . . . Photoshop For Imaging 9
VOCE 604 . . . . Introduction To Adobe Illustrator 27
Total Hours: **54**

Click Here For Program Student Learning Outcomes

Noncredit Basic Internet Skills — Certificate of Completion

Prepares learners in today's computerized environment to conduct basic academic and professional research, and develop basic online research presentations. Earners will be able to submit applications and tests online, communicate with instructors, registrars, and potential employers via email. These courses will also enable students to participate in job specific training that is increasingly delivered in online formats.

Required Courses (0.0 credits)

VOCE 594 . . . . Searching The Web 9
VOCE 595 . . . . E-Mail For Beginners 9
VOCE 596 . . . . Optimizing Photos For The Internet And Email 9
VOCE 536 . . . . Photoshop For Imaging 9
Total Hours: **36**

Click Here For Program Student Learning Outcomes

Noncredit Basic Mac Software Skills — Certificate of Completion

Participants are able to navigate the MAC environment, format text, create simple presentations, advertisements, and spreadsheets, as well as organize a variety of work tasks.

Required Courses (0.0 credits)

VOCE 523	Introduction To iTunes, iPods, And iPads	9
VOCE 524	Living The iLife	27
VOCE 526	Microsoft Office For The Mac.	27
Total Hours:		**63**

Click Here For Program Student Learning Outcomes

Noncredit Basic Office Software Skills — Certificate of Completion

Participants learn to navigate computer screens, format text, create simple presentations, and spreadsheets, as well as organize a variety of work tasks.

Required Courses (0.0 credits)

VOCE 609	Basic Outlook	9
VOCE 610	Basic Spreadsheets For Beginners	18
VOCE 611	Introduction To MS Excel	9
VOCE 612	Introduction To MS Word.	9
VOCE 517	Basic Powerpoint.	9
VOCE 608	Basic Word Processing	18
Total Hours:		**72**

Click Here For Program Student Learning Outcomes

Noncredit Beginning Computer Skills — Certificate of Completion

Provides students with a basic knowledge of computer functions and the Microsoft Windows environment to help students in their academic progression as well as their professional advancement.

Required Courses (0.0 credits)

VOCE 597	Computers For Beginners	9
VOCE 598	How To Use A Computer Keyboard And Mouse For Beginners	9
VOCE 599	Introduction To Windows.	9
VOCE 600	Windows Basics	18
VOCE 601	Learn To Type.	18
Total Hours:		**63**

Click Here For Program Student Learning Outcomes

Noncredit Beginning Mac Skills — Certificate of Completion

Provides students with a basic knowledge of Macintosh computer functions.

Required Courses (0.0 credits)

VOCE 585 . . . . Introduction To Mac Os X Level 1 18
VOCE 586 . . . . Introduction To Mac Os X Level 2 18
VOCE 587 . . . . Introduction To The Macintosh 18
Total Hours: **54**

Click Here For Program Student Learning Outcomes

Noncredit Computer And Device Fundamentals —
Certificate of Completion

Students acquire skills and knowledge of computer and device technology.

Required Courses (0.0 credits)

VOCE 502 . . . . Tech Talk: What's New In Computers And Technology? 27
VOCE 503 . . . . Optimize And Upgrade Your PC 27
VOCE 500 . . . . Introduction To Hand-Held Devices 9
VOCE 501 . . . . Keeping A PC Hard Disk Clean And Organized 9
Total Hours: **72**

Click Here For Program Student Learning Outcomes

Noncredit Digital Design Software Basics For The Office —
Certificate of Completion

This certificate enhances employability in a variety of office and business positions using print and online graphic media. This certificate also provides a basis for expanded coursework and career laddering.

Required Courses (0.0 credits)

VOCE 536 . . . . Photoshop For Imaging 9
VOCE 602 . . . . Photoshop 27
VOCE 603 . . . . Photoshop For Digital Photographers 27
VOCE 604 . . . . Introduction To Adobe Illustrator 27
VOCE 605 . . . . Digital Cameras, Digital Photos 27
VOCE 606 . . . . Digital Design Techniques 27
VOCE 607 . . . . Introduction To Dreamweaver 27
Total Hours: **171**

Click Here For Program Student Learning Outcomes

Noncredit Digital Maker — Certificate of Completion

Earners of this certificate will identify the processes and tools involved in digital prototyping and manufacturing. They will also identify the materials and methods of fabrication and show an understanding of the current and potential impact of digital manufacturing.

Required Courses (0.0 credits)

VOCE 506	Introduction To 3-D Printing	18
VOCE 507	Product Design And Prototyping Workshop	9
Total Hours:		**27**

Click Here For Program Student Learning Outcomes

Noncredit Digital Printing: Newsletters & Magazines For The Office — Certificate of Completion

Earners of this certificate demonstrate the ability to create a digital newsletter and a digital magazine.

Required Courses (0.0 credits)

VOCE 508	Producing A Digital Newsletter	9
VOCE 509	Producing A Digital Magazine	9
Total Hours:		**18**

Click Here For Program Student Learning Outcomes

Noncredit Foster Youth Child Advocate — Certificate of Completion

This certificate enables students to serve as youth advocates.

Required Courses (0.0 credits)

VOCE 615	Foster Youth Child Advocate 1	9 - 18
VOCE 616	Foster Youth Child Advocate 2	9 - 18
Total Hours:		**18 - 36**

Click Here For Program Student Learning Outcomes

Noncredit Green Documents For Business — Certificate of Completion

Earners of this certificate demonstrate the ability to produce secure interactive digital forms for electronic distribution, eliminating the need for paper documents.

Required Courses (0.0 credits)

VOCE 511	Digitizing Documents	9
VOCE 512	Preparing Digital Images	9
Total Hours:		**18**

Click Here For Program Student Learning Outcomes

Noncredit Harness The Cloud To Maximize Work Performance — Certificate of Completion

Courses in this certificate enable students to develop a better understanding of uses of technology in the Cloud. Students utilize tools such as business apps, Google Drive and Cloud storage to facilitate the creating, managing, sharing, collaborating and backing up of information. This certificate is also a gateway into other noncredit and credit programs, helping students develop workplace skills and training that will qualify them for greater employment opportunities.

Required Courses (0.0 credits)

VOCE 558 . . . . Best Business Apps 9
VOCE 559 . . . . Introduction To Google Drive 18
VOCE 560 . . . . The Best Cloud Backup Options To Protect Your Data . 9
Total Hours: **36**

Click Here For Program Student Learning Outcomes

Noncredit Information Design For The Office — Certificate of Completion

Demonstrates ability to use Illustrator to produce three distinct charts/graphics and analyze these graphics for effectiveness of communication, appropriateness of the design within the data types and overall aesthetics. Produces programmatically-generated visualizations. Applies design principles and analyzed visualization styles.

Required Courses (0.0 credits)

VOCE 583 . . . . Information Design For Print 9
VOCE 584 . . . . Interactive Informative Design For The Screen. 9
Total Hours: **18**

Click Here For Program Student Learning Outcomes

Noncredit Powerful Presentations — Certificate of Completion

Earners apply presentation delivery and formatting skills needed in today's workforce. Additionally, they demonstrate the ability to use advanced persuasion skills to communicate ideas successfully at meetings. Earners practice business presentations with the focus on clarity, brevity and impact.

Required Courses (0.0 credits)

VOCE 516 . . . . High Impact Presentations And Proposals
                 For The Work Place 9
VOCE 517 . . . . Basic Powerpoint 9
Total Hours: **18**

Click Here For Program Student Learning Outcomes

04/20223

Noncredit Research Specialist — Certificate of Completion

Earners of this certificate develop skills to identify information needs in the workplace, locate and evaluate credible information sources, and communicate their research clearly and efficiently to others.

Required Courses (0.0 credits)

VOCE 518 . . . . Online Research Skills. 9
VOCE 519 . . . . Presenting Research With Infographics 9
Total Hours: **18**

Click Here For Program Student Learning Outcomes

Noncredit Web Design For The Office — Certificate of Completion

Earners of this certificate demonstrate the ability to use Photoshop to create functional mockups that includes: UI elements, type, and web graphics. They create a functional three-page website using HTML5 and CSS for desktops, tablets, and smartphones. They collaborate with a client, creating a website concept and proposal.

Required Courses (0.0 credits)

VOCE 588 . . . . Web Design Basics. 18
VOCE 589 . . . . Web Coding Fundamentals 18
VOCE 590 . . . . Photoshop For Web Design 18
Total Hours: **54**

Click Here For Program Student Learning Outcomes

Noncredit Windows Server Administration — Certificate of Completion

This certificate provides students with skills required to install, configure, and administer a Windows Server. Students will learn how to perform these functions, as well as learn appropriate design of Windows Active Directory. This certificate is a gateway into credit programs, helping students prepare for a more complete set of courses and programs in the system administration area.

Required Courses (0.0 credits)

VOCE 504 . . . . Installing And Configuring Windows Server 27
VOCE 505 . . . . Administering Windows Server 27
Total Hours: **54**

Click Here For Program Student Learning Outcomes

WORKFORCE PREPARATION
NONCREDIT CERTIFICATE PROGRAMS

Employability & Transitions — Certificate of Competency

This program is composed of Academic Fundamentals courses. Students who successfully complete all courses will be eligible for the certificate.

Required Courses (0.0 credits)

NAWD 701 . . . Skill Building For Work And Community Life . . . . . 9 - 108
NAWD 705 . . . Transition Readiness Preparation . . . . 27 - 54
NAWD 710 . . . Employability Skills . . . . 54 - 108
Total: . . . . **144 - 324**

Click Here For Program Student Learning Outcomes

Noncredit Accounting Basics For Small Business —
Certificate of Completion

The Accounting Basics for Small Business Certificate provides a framework for students to develop skills and knowledge in accounting software techniques, enabling them to open up additional work and advancement opportunities. The certificate is also a gateway into other noncredit and credit programs. Students develop workplace skills and training that will qualify them for even more work opportunities.

Required Courses (0.0 credits)

WKFP 567 . . . . Setting Up Quickbooks For Small Business 18
WKFP 568 . . . . Monthly Procedures For Using Quickbooks 18
WKFP 569 . . . . Year End Procedures 18
Total Hours: **54**

Click Here For Program Student Learning Outcomes

Noncredit Career Strategist — Certificate of Completion

The Career Strategist Certificate trains students to develop the skills needed to gain an accurate understanding of their strengths, interests, abilities and work values. Students also develop the skills to combine personal characteristics with career information to improve their skills at seeking, obtaining, maintaining and changing jobs. Each related course is designed and taught by a career counselor to improve the career development competencies required for strategic career decision making.

Required Courses (0.0 credits)

WKFP 561 . . . . Personalized Career Planning 9
WKFP 562 . . . . Strategic Job Search 9
WKFP 563 . . . . Linkedin For Business 9
Total Hours: **27**

Click Here For Program Student Learning Outcomes

Noncredit Customer Relations — Certificate of Completion

This certificate develops communication skills that relate to quality customer service. Additionally, earners understand different personality styles and how to adapt to each. They are able to provide strategic customer service recommendations based on their classroom experience as well as demonstrate collaborative problem solving.

Required Courses (0.0 credits)

WKFP 537 . . . . Best Practices In Customer Service. 9
WKFP 538 . . . . The Art Of Negotiating And Collaborating. 9
WKFP 539 . . . . Effective Communication And Personality Styles 9
Total Hours: **27**

Click Here For Program Student Learning Outcomes

Noncredit Effective Marketing Communication Management — Certificate of Completion

Earners of this certificate will acquire skills in Marketing Communication Management. They will also demonstrate a strong understanding of marketing campaign creation, effectively communicating marketing messages across multiple mediums, and marketing communication techniques to enhance personal and professional development.

Required Courses (0.0 credits)

WKFP 540 . . . . Effective Communication In Promotional Marketing. . 18
WKFP 541 . . . . Managing A Marketing Campaign. 18
WKFP 542 . . . . Self-Management And Development 18
Total Hours: **54**

Click Here For Program Student Learning Outcomes

Noncredit Emerging Leaders — Certificate of Completion

The Emerging Leaders Certificate enables students to develop the additional management, supervisory and leadership skills to open up additional work and advancement opportunities. This certificate is also a gateway into other noncredit and credit programs, helping students develop workplace skills and training that will qualify them for even more work opportunities.

Required Courses (0.0 credits)

WKFP 564 . . . . Leadership Skills 9
WKFP 565 . . . . Supervisory Skills. 9
WKFP 566 . . . . Motivating Yourself And Others 9
Total Hours: **27**

Click Here For Program Student Learning Outcomes

Noncredit Enterprise Communication — Certificate of Completion

Earners of this certificate demonstrate oral and written workplace communication skills requiring inquiry, acknowledgment, advocacy and problem solving. Students create scripts using role play to participate in effective difficult conversations, and develop and deliver a constructive criticism feedback session. Students apply constructive business writing concepts to writing letters and emails using complete sentences with sentence variety, clarity with pronouns, proper punctuation, paragraphing and clear organization of ideas.

Required Courses (0.0 credits)

WKFP 527 . . . . Workplace Communication Strategies 9
WKFP 528 . . . . Difficult Conversations 9
WKFP 529 . . . . Business Writing In A Technological World 9
Total Hours: **27**
Click Here For Program Student Learning Outcomes

Noncredit Enterprise Communication 2 — Certificate of Completion

The Enterprise Communication 2 Certificate enables students to develop the additional strategic communication techniques and skills to open up additional work and advancement opportunities. This certificate is also a gateway into other noncredit and credit programs, helping students develop workplace skills and training that will qualify them for even more work opportunities.

Required Courses (0.0 credits)

WKFP 530 . . . . Workplace Politics 9
WKFP 531 . . . . Resolving Differences In The Workplace 9
WKFP 532 . . . . Assertive Communication 9
WKFP 533 . . . . Emotional Intelligence In The Workplace. 9
Total Hours: **36**
Click Here For Program Student Learning Outcomes

Noncredit Global Trends In Human Resources —
Certificate of Completion

This certificate provides skills necessary for employees and managers to create teams as well as recruit, interview, hire, and monitor new employees. It prepares the student to face the issues, communication benefits, and challenges of the global human resources global community, which is found in both digital and physical space.

Required Courses (0.0 credits)

WKFP 591 . . . . Domestic And Global Issues In Employment 9
WKFP 592 . . . . Interviewing And Hiring In The Global Marketplace. . . . 9
WKFP 593 . . . . Evaluating And Monitoring Performance
                 Of Your Global Team 9
Total Hours: **27**
Click Here For Program Student Learning Outcomes

Noncredit High Performance Teams — Certificate of Completion

Earners of this certificate demonstrate an understanding of the stages of team development, team roles, leadership emergence, team maintenance strategies, how to adapt to different personality styles. Negotiation, collaboration and communication strategies are key skills developed by earners of this certificate.

Required Courses (0.0 credits)

WKFP 543	Building High Performance Teams	9
WKFP 539	Effective Communication And Personality Styles	9
WKFP 544	Change Is The New Constant In The Workplace	9
Total Hours:		**27**

Click Here For Program Student Learning Outcomes

Noncredit Management Tool Box — Certificate of Completion

Earners of this certificate demonstrate an understanding of delegation, communication, time management and motivation techniques and skills needed for a successful manager.

Required Courses (0.0 credits)

WKFP 515	Successfully Managing And Developing People	18
WKFP 527	Workplace Communication Strategies	9
Total Hours:		**27**

Click Here For Program Student Learning Outcomes

Noncredit Managing To Maximize Performance — Certificate of Completion

Earners of this certificate demonstrate coaching and management collaboration techniques and skills to open up additional work and advancement opportunities.

Required Courses (0.0 credits)

WKFP 528	Difficult Conversations	9
WKFP 546	Coaching To Improve Managerial Effectiveness	9
Total Hours:		**18**

Click Here For Program Student Learning Outcomes

Noncredit Project Management — Certificate of Completion

The Project Management Certificate enables students to develop the additional planning, idea generation and implementation skills to open up additional work and advancement opportunities. This certificate is also a gateway into other noncredit and credit programs, helping students develop workplace skills and training that will qualify them for even more work opportunities.

Required Courses (0.0 credits)

WKFP 543 . . . . Building High Performance Teams 9
WKFP 574 . . . . Process Improvement. 9
WKFP 575 . . . . Project Management For Non-Project Managers. 9
WKFP 576 . . . . Innovation And Creativity In The Workplace 9
Total Hours: **36**

Click Here For Program Student Learning Outcomes

Noncredit Sales Techniques — Certificate of Completion

Earners of this certificate develop and deliver a series of sales scripts to fit a given sales situation. They demonstrate techniques for closing sales, as well delivering scripts for call centers and inside sales.

Required Courses (0.0 credits)

WKFP 521 . . . . Closing Techniques That Win The Sale. 9
WKFP 522 . . . . Winning Sales Scripts 9
Total Hours: **18**

Click Here For Program Student Learning Outcomes

Noncredit Social Media For Business — Certificate of Completion

This set of courses takes students through the planning process of using social media as part of a business marketing strategy. They analyze the ways in which business and nonprofits use social media marketing to engage customers in dramatically different ways from the past. Students create a successful business presence on social media using the Facebook, Twitter, LinkedIn, YouTube, Instagram, and Pinterest business environments, and learn how to use these tools to capture all of the benefits of social media marketing.

Required Courses (0.0 credits)

WKFP 577 . . . . Pinterest And Instagram For Business 9
WKFP 578 . . . . You Tube For Business 9
WKFP 579 . . . . Facebook For Business 9
WKFP 581 . . . . Twitter For Business 9
WKFP 563 . . . . Linkedin For Business 9
Total Hours: **45**

Click Here For Program Student Learning Outcomes

Noncredit Strategic Marketing — Certificate of Completion

Earners of this certificate develop strategic marketing skills related to social media communication, planning, and manipulation of goals.

Required Courses (0.0 credits)

WKFP 552 . . . . Business Branding. 9
WKFP 553 . . . . Promotional Marketing Tools 9
WKFP 554 . . . . Marketing Maps. 9
WKFP 555 . . . . Mobile Marketing. 9
Total Hours: **36**

Click Here For Program Student Learning Outcomes

Noncredit Thrive And Survive In The Workplace — Certificate of Completion

The Certificate enables students to develop professional etiquette techniques and self-management strategies. It also explores best practices for employees to thrive and survive at work. These skills and strategies can open up additional work and advancement opportunities. This certificate is also a gateway into other noncredit and credit programs, helping students develop workplace skills and training that will qualify them for even more work opportunities.

Required Courses (0.0 credits)

WKFP 570 . . . . Accountability. 9
WKFP 571 . . . . Championing Diversity In The Workplace 9
WKFP 572 . . . . Secrets Of A Great Employee. 9
WKFP 582 . . . . Professional Etiquette. 9
Total Hours: **36**

Click Here For Program Student Learning Outcomes

Noncredit Workplace Essentials — Certificate of Completion

Earners of this certificate demonstrate effective and professional business writing skills using appropriate business tone, organization, formatting, word choice and persuasion. They learn the art of matching the delivery channel (email, letter, memo or text) to the message type and situations. Earners gain a deeper understanding of time management tools, critical thinking techniques and problem solving strategies.

Required Courses (0.0 credits)

WKFP 529 . . . . Business Writing In A Technological World 9
WKFP 549 . . . . Time Management 9
WKFP 551 . . . . Critical Thinking, Problem Solving
                 And Decision Making. 9
Total Hours: **27**

Click Here For Program Student Learning Outcomes

WELDING
NONCREDIT CERTIFICATE PROGRAM

Noncredit Structural Steel Certification — Certificate of Completion

Students enrolled in these courses have the opportunity to develop entry level skills and knowledge required in the ironworker industry and obtain welder qualifications to the AWS D1.1/1.1M Structural Steel Welding code.

Required Courses (0.0 credits)

WELD 770A . . . Basic Welding 108
WELD 770B . . . Advanced Welding 108
WELD 780A . . . Structural Steel Welding Certification 108
Total Hours: **324**

Click Here For Program Student Learning Outcomes

Highway 1
San Luis Obispo, California 93403

COURSES OF INSTRUCTION

COURSES OF INSTRUCTION

In the following list of courses, the credit value of each course in semester credits is indicated by a number in parentheses after the course title.

Course descriptions followed by the notation (Transfer:…) indicate that the course is transferable to the California State University system, to the University of California system, or both. A student should contact a counselor to determine which courses are applicable to the student's educational objective.

COURSE NUMBERING

000-099 Non-Degree Applicable and Non-Transferable
100-199 Degree Applicable and Non-Transferable
200-299 Degree Applicable and Transferable
400-499 Non-Credit Courses, including Emeritus College
500-599 Non-Credit Courses, including VOCE and WKFP
600-699 Non-Credit Courses, including VOCE
700-799 Non-Credit Courses, including ESL
              and Vocational ESL

Special Topics (093/193) These are course offerings designed in specific disciplines to test new curriculum before adopting it as a part of an academic program. Course credit values range from 0.5 to 4.0 credits.

Independent Study (047/147/247) These courses are academic opportunities for students who are capable of independent work and demonstrate the need or desire for additional study, beyond the regular curriculum. These courses are not intended to replace existing courses in the discipline. In this course, students will have a written contract with their instructor for activities such as: preparing problem analysis, engaging in primary research, preparing reports, and meeting with the instructor at specific intervals.

PREREQUISITE, COREQUISITE, ADVISORIES AND LIMITATIONS ON ENROLLMENT

The San Luis Obispo Community College District has adopted a policy in order to provide for the establishing, reviewing and challenging of prerequisites, corequisites, and advisories.

Definitions:

Prerequisite means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. **Courses used to satisfy a prerequisite must be completed with a grade of "C" or better.**

Corequisite means a condition of enrollment consisting of a course that a student is **required** to simultaneously take in order to enroll in another course.

Advisory means a condition of enrollment that a student is **advised, but not required**, to meet before or in conjunction with enrollment in a course or educational program.

Limitations on Enrollment means a condition of enrollment which may include the following:

a. Auditions or tryouts for courses which include public performance and intercollegiate competition, such as a band, orchestra, theater, chorus, and intercollegiate athletics.

REPEATABLE COURSES

A repeatable course is identified in the college catalog and online Class Finder as repeatable more than one time.

A non-repeatable course is a course in the college catalog that is not identified as repeatable.

COURSE FAMILY REPEATS (see chart on the next page)

Enrollment in active participatory courses in physical education, visual arts, or performing arts that are related in content (courses where individual study or group assignments are the means by which learning objectives are obtained) is limited to no more than four times maximum. This limitation applies even if a student receives a substandard grade or "W" during one or more of such a course or petitions for repetition due to extenuating circumstances.

Cuesta identifies the following active participatory course families where enrollment is limited to a maximum of four (4) times within the repeat family group under the following conditions:

• Equivalent courses are counted in the four (4) enrollment maximum.

Example: KINA 246 was formerly PEAC 286 (Yoga) so past earned grades and "W" for PEAC 286 count toward overall 4 enrollment maximum.

• A course that is completed with a passing grade of "C" or higher may not be repeated within the family group.

• A course where a substandard grade or "W" grade is earned may be repeated to earn a passing grade.

  o A student will be blocked from enrolling for a third (3rd) attempt for a single course within a family repeat group if two (2) prior substandard grades are earned. The student will need to submit a Third Enrollment Agreement to be released to enroll for a third (3rd) attempt in the same course.

  o Substandard Grade - a grade of "D+," "D," "D-," "F," "FW," "NP," or "NC."

• A maximum of three (3) "W" symbols may be earned for a course. A student will be blocked from registering for a course where three prior "W" symbols have been earned for a single course within a family repeat group.

• In-progress courses without a final grade are counted in enrollment of family repeat group.

COURSE STUDENT LEARNING OUTCOMES

Course Student Learning Outcomes can be accessed on the Cuesta CurricUNET site on the course outline of record (click on the WR icon) at the following link:

https://www.curricunet.com/Cuesta/search/course/

COURSE FAMILY REPEATS

Family Code	Description	Courses	Equivalent Course	Department
BAS	Basketball	KINA 271	PEAC 292	Kinesiology
		KINA 272		(805) 546-3207
		KINA 278	PEAC 293	
CON	Endurance Conditioning	KINA 232	PEAC 266	Kinesiology
		KINA 233	PEAC 267	(805) 546-3207
		KINA 251	PEAC 274	
DRA	Drawing	ART 221		Fine Arts
		ART 222		(805) 546-3201
ETC	Etching	ART 241A		Fine Arts
		ART 241B		(805) 546-3201
		ART 241C		
FDR	Figure Drawing	ART 223		Fine Arts
		ART 224		(805) 546-3201
MSH	Musicianship	MUS 205A		Performing Arts
		MUS 205B		(805) 546-3195
		MUS 205C		
MTH	Music Theory	MUS 204A		Performing Arts
		MUS 204B		(805) 546-3195
		MUS 204C		
PAI	Painting	ART 230		Fine Arts
		ART 231		(805) 546-3201
PHO	Photography	ART 244		Fine Arts
		ART 245		(805) 546-3201
PIA	Piano	MUS 258		Performing Arts
		MUS 259		(805) 546-3195
REC	Recording Arts	MUS 240		Performing Arts
		MUS 241		(805) 546-3195
SCU	Sculpture	ART 271		Fine Arts
		ART 272		(805) 546-3201
SFO	Sculpture Foundry	ART 274A		Fine Arts
		ART 274B		(805) 546-3201
		ART 274C		
VOI	Voice	MUS 220		Performing Arts
		MUS 222		(805) 546-3195
WAT	Watercolor	ART 232		Fine Arts
		ART 233		(805) 546-3201
WHE	Ceramics Wheel-Throwing	ART 281A		Fine Arts
		ART 281B		(805) 546-3201
WTT	Weight Training	KINA 201	PEAC 270	Kinesiology
		KINA 202	PEAC 271	(805) 546-3207

COURSE MATERIAL FEES

Credit and non-credit courses with mandatory material fees are identified in the college catalog, class schedule, and class finder. Material fees are charged at the time of registration. Materials fees for classes dropped prior to the start of the term are automatically credited or reversed to student accounts. See the Cashier's Office for help with materials fees for classes dropped within the two-week drop deadlines.

CUESTA COLLEGE
COURSE MATERIAL FEES

Course Number	Material Fee Amount	Course Number	Material Fee Amount	Course Number	Material Fee Amount	Course Number	Material Fee Amount
ABOD 170	$ 40.00	ART 249A	$ 40.00	EMS 201	$ 40.50	PDS 191	$ 3.00
ABOD 171	$ 40.00	ART 249B	$ 40.00	EMS 210	$207.00	PDS 192	$ 3.00
ABOD 175	$ 55.00	ART 251	$ 25.00	EMS 211	$ 45.00	PDS 194	$ 3.00
ABOD 177	$ 40.00	ART 252	$ 15.00	EMS 211L	$ 38.00	PDS 195	$ 3.00
ABOD 570	$ 40.00	ART 253	$ 20.00	HEED 204	$ 15.00	PDS 197	$ 3.00
ABOD 571	$ 40.00	ART 255	$ 20.00	LVN 101AL	$ 159.50	WELD 270A	$ 50.00
ABOD 575	$ 55.00	ART 256	$ 20.00	LVN 101B	$ 5.00	WELD 270B	$ 50.00
ABOD 577	$ 40.00	ART 258	$ 20.00	LVN 102AL	$ 21.00	WELD 270C	$ 50.00
ARCH 205	$ 10.00	ART 266	$ 20.00	LVN 104L	$ 129.50	WELD 277	$ 50.00
ARCH 221	$ 7.00	ART 267	$ 20.00	MAST 111A	$ 63.00	WELD 280A	$ 50.00
ARCH 222	$ 7.00	ART 268	$ 20.00	MAST 111B	$ 5.00	WELD 280B	$ 50.00
ARCH 232	$ 12.00	ART 270	$ 30.00	NAST 148L	$ 5.00	WELD 770A	$ 50.00
ARCH 242	$ 7.00	ART 271	$ 30.00	NRAD 103H	$ 25.50	WELD 770B	$ 50.00
ARCH 244	$ 10.00	ART 272	$ 30.00	NRAD 201B	$ 55.00	WELD 780A	$ 50.00
ARCH 251	$ 7.00	ART 274A	$ 20.00	NRAD 202B	$ 103.00		
ARCH 252	$ 10.00	ART 274B	$ 20.00	NRAD 203B	$ 163.50		
ART 220	$ 15.00	ART 274C	$ 20.00	NUTR 232	$ 40.00		
ART 222	$ 20.00	ART 280	$ 50.00	PHLB 109A	$ 69.00		
ART 223	$ 20.00	ART 281A	$ 62.00	PHLB 109B	$ 5.00		
ART 224	$ 20.00	ART 281B	$ 62.00	PDS 030	$ 168.00		
ART 229	$ 36.00	ART 282	$ 62.00	PDS 170	$ 3.00		
ART 230A	$ 25.00	ART 283	$ 62.00	PDS 171	$ 3.00		
ART 230B	$ 20.00	ART 284	$ 62.00	PDS 172	$ 3.00		
ART 230C	$ 20.00	ART 293	$ 20.00	PDS 173	$ 3.00		
ART 232	$ 24.00	CNET 219	$ 20.00	PDS 174	$ 3.00		
ART 233	$ 24.00	CUL 210	$ 150.00	PDS 175	$ 3.00		
ART 234	$ 20.00	CUL 220	$ 200.00	PDS 176	$ 3.00		
ART 240A	$ 25.00	CUL 225	$ 80.00	PDS 177	$ 3.00		
ART 240B	$ 25.00	CUL 241	$ 50.00	PDS 178	$ 3.00		
ART 241A	$ 25.00	CUL 242	$ 50.00	PDS 179	$ 3.00		
ART 241B	$ 25.00	CUL 243	$ 80.00	PDS 181	$ 3.00		
ART 241C	$ 25.00	CUL 245	$ 125.00	PDS 182	$ 3.00		
ART 243	$ 15.00	CUL 249	$ 80.00	PDS 183	$ 3.00		
ART 244	$ 8.00	CUL 260	$ 80.00	PDS 190	$ 3.00		
ART 245	$ 12.00						

ACADEMIC SKILLS

ACSK 050   WRITING FUNDAMENTALS   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP
Advisories: For speakers of languages other than English, completion of the English as a Second Language (ESL) sequence is highly recommended.

Focuses on the grammar, punctuation, sentence writing, and paragraph writing skills students need to succeed in basic English courses. Provides intensive practice, multi-sensory instruction, and individualized assistance to promote the written language development of students with diverse needs and backgrounds, including students with learning disabilities and speakers of other languages. Offered as a prerequisite to the basic English writing course for students who do not receive a qualifying score on the Assessment test or equivalent.

ACSK 075   ARITHMETIC FUNDAMENTALS   4.00
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP

Provides a basic arithmetic and math study skills course for students who have a history of difficulties in mathematics. This course uses alternative and active approaches for learning the concepts and skills of place value, basic operations, fractions, decimals, percentages, word problems, learning styles, and math study strategies.

ACSK 500   GED TEST PREPARATION   0
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Designed to prepare students in basic skills, including the five areas of the GED examination: Mathematics, Science, Social Studies, Language Arts-Writing I and II, and Language Arts-Reading. Material is presented through a variety of methods, including teacher-led, computer- assisted and individualized instruction as well as working at problem -solving in pairs and small groups. The course is repeatable.
Repeatable.

ACCOUNTING

ACCT 201A FINANCIAL ACCOUNTING   4.00
(Formerly BUS201A)
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: Elementary Algebra or eligibility for transfer level math using the current college process

Explores what financial accounting is, why it is important, and how it is used by investors and creditors to make decisions. Covers the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements, and statement analysis. Includes issues relating to asset, liability and equity valuation, revenue and expense recognition, cash flow, internal controls and ethics.
Transfer: CSU; UC
C-ID ACCT 110

ACCT 201B MANAGERIAL ACCOUNTING   4.00
(Formerly BUS201B)
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Prerequisites: ACCT 201A
Advisories: Elementary Algebra or eligibility for transfer level math using the current college process

Examines how managers use accounting information in decision-making, planning, directing operations and controlling costs. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Examines profit planning, standard costs, operations and capital budgeting, cost control and accounting for costs in manufacturing organizations.
Transfer: CSU; UC
C-ID ACCT 120

ACCT 203   TAX ACCOUNTING   4.00
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents current Federal and California income tax law as it relates to individuals, emphasizing practical application, tax planning and tax form preparation. Introduces the principles of accounting as related to income tax preparation.
Transfer: CSU

ACCT 251   ELEMENTS OF ACCOUNTING FOR BUSINESS
INCLUDING AGRICULTURAL BUSINESS   4.00
(Formerly BUS251)
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides a study of the principles of accounting for small business including agricultural business. Principles include types of records required, their use and how to compute and use measures of earnings and cost of production to improve business and agribusiness efficiencies. Income tax, Social Security, and employee payroll records also included. Application of these concepts and methods will include hands-on projects to develop computer-based solutions for a business or agribusiness. Students will choose a business focus from agricultural, service or retail merchandiser businesses.
Transfer: CSU
C-ID AG-AB 128

ACCT 252A COMPUTERIZED ACCOUNTING -
QUICKBOOKS I   2.00
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides students with the knowledge, skills, and practice needed to use microcomputers for accounting applications. Includes inputting and electronically managing general journal, specialized journals, financial statement analysis, payroll, inventory, accounts receivable, accounts payable, depreciation, and other accounting applications. Provides training for entry-level computerized bookkeepers, small business owners, and students pursuing further accounting courses.
Transfer: CSU

ACCT 252B COMPUTERIZED ACCOUNTING -
QUICKBOOKS II   2.00
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ACCT 252A

Expands upon the knowledge of using Quickbooks for more advanced reporting, including inventory management, payroll, and financial reports.
Transfer: CSU

ACCT 253　WORK EXPERIENCE IN ACCOUNTING　0.50 to 4.00

0 hours per week
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Accounting to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

ADDICT. STUDIES, SOCIAL WORK, & HUMAN SERVICES

ASHS 193　ASHS SPECIAL TOPIC　0.50 to 4.00

(Formerly FMST193, HDHS193)
Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

ASHS 205　LIFE MANAGEMENT　3.00

(Formerly FMST205, HDHS205)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Articulates skills to understand and utilize internal and external resources to function effectively in society now and in the future. Major topics covered in the course include: socio-cultural forces that effect personal values, beliefs, and goals; decision making skills, time management and stress-reduction strategies, and conflict resolution; as well as methods for improving self-esteem, self-understanding, and interpersonal relationships.

Transfer: CSU

ASHS 210　INTRODUCTION TO SOCIAL WORK AND HUMAN SERVICES　3.00

(Formerly FMST210, ASHS210)
3.00 hours per week: (3.00 lecture hours)
Credit - Degree Applicable
Letter Grade or P/NP

Examines an introductory overview of social welfare, social work, and the U.S. social institutions that deliver the provision of human services. Presents a historical perspective on the development of U.S. social work and human services and emphasizes service delivery systems. Special attention is given to policies and procedures as well as culturally responsive professional skills which support individual and family functioning.

Transfer: CSU

ASHS 212　HUMAN DEVELOPMENT: LIFE SPAN　3.00

(Formerly FMST212, ASHS212)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Integrates the physical, social, emotional and cognitive aspects of human development throughout the lifespan. Discusses the developmental tasks facing people at various points in the life cycle. Explores the way social interaction and cultural institutions shape the development of the individual. Meets Title XXII requirements: DS 1.

Transfer: CSU; UC
C-ID PSY 180

ASHS 214　FAMILY, RELATIONSHIPS AND INTIMACY　3.00

(Formerly FMST214, ASHS 214)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable
Letter Grade or P/NP

Scrutinizes sociological, psychological and cross-cultural concepts of intimate relationships and the family unit. Focuses on diversity within and the development of committed relationships and the family unit. Emphasizes intimacy dynamics, communication processes, and assessment of functionality and wellness.

Transfer: CSU; UC
C-ID SOCI 130

ASHS 218　HUMAN SEXUALITY: EXPERIENCE & EXPRESSION　3.00

(Formerly FMST218,
218)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Studies the complex psychological, sociological and physiological aspects of human sexuality. Introduces theoretical frameworks that explain sexual development and identity; sexual behaviors; gendered patterns and gender roles; and sexual satisfaction. Examines the societal constructions that define ab/normal sexual expression and the changing definitions of subjective experiences. Discusses sexual response processes, dysfunctions, reproductive health, and sexual violence and healing pathways.

Transfer: CSU; UC
C-ID PSY 130

ASHS 247　INDEPENDENT STUDIES: HUMAN DEVELOPMENT/HUMAN SERVICES　0.50 to 2.00

(Formerly FMST247, HDHS247)
1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of human development/human services under the direction of an instructor.

Transfer: CSU

ASHS 252　WORK EXPERIENCE IN HUMAN SERVICES　0.50 to 4.00

(Formerly HDHS252)
0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Human Services to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

ASHS 270　INTRO TO ADDICTION STUDIES: ADDICTION AND THE COMMUNITY　3.00

(Formerly FMST270, HDHS270)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Explores historical, psychological, and sociological perspectives on the use, abuse, and social control of psychoactive drugs. Presents in depth analysis of the theoretical models of the biopsychosocial nature of addiction, the dynamics of addiction, the impact of addiction on children, families and society with emphasis on special populations, contemporary treatment and prevention approaches, and the addiction counseling profession.

Transfer: CSU

ASHS 271 GROUP PROCESS AND PRACTICE, LAW AND ETHICS 3.00

(Formerly FMST271, HDHS271)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ASHS 210 and ASHS 270

Presents and develops basic competency in law and ethics, theory, and techniques of group and individual process and practice used in the helping professions including task-oriented, psycho-educational, counseling, and psychotherapy groups with specific populations.

Transfer: CSU

ASHS 278 FAMILIES AND ADDICTION 3.00

(Formerly FMST 278, HDHS278)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ASHS 270

Examines common patterns of family structure and functioning often correlated with substance abuse and addiction including the major types of family systems and dynamics. Reviews basic clinical practice including therapeutic approaches, skills, and techniques for effective intervention and treatment modalities for both individuals and the family system.

Transfer: CSU

ASHS 279 TREATMENT AND CASE MANAGEMENT 3.00

(Formerly FMST279, HDHS279)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents theories, skills, techniques, and legal and ethical practices fundamental to client treatment and case management. Includes guidelines for developing assessments, diagnoses, and the implementation of treatment plans. Emphasizes working with chemically dependent individuals, survivors of intimate partner abuse, the homeless population, and individuals who are mentally impaired.

Transfer: CSU

ASHS 280 BASIC INTERVIEWING AND COUNSELING SKILLS 3.00

(Formerly FMST280, HDHS280)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ASHS 210 and ASHS 270

Presents and develops basic competency in one-on-one counseling skills relevant to the helping professions with emphasis on motivational interviewing and client empowerment approaches. Places a strong emphasis on professional ethics and boundaries. Skills may be applied in counseling, mediation, negotiation and interpersonal settings.

Transfer: CSU

ASHS 289 HUMAN SERVICES SEMINAR 2.00

(Formerly HDHS289)
2.00 hours per week: (2.00 lecture hours/ 0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ASHS 210 Prerequisite or concurrent enrollment for 289B and 289D only.
Corequisites: ASHS 289A or ASHS 289B or ASHS 289D

Prepares students to be successful in the concurrently enrolled fieldwork course, and facilitates gaining employment in the human services field. Provides experiential practice and guidance for professional development through skill building exercises, discussions and performance exams.

Transfer: CSU

ASHS 289A FIELDWORK: ADDICTION STUDIES 5.00

(Formerly HDHS289A)
15.00 hours per week: (0.00 lecture hours/ 15.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ASHS 270 and ASHS 271 and ASHS 279 and ASHS 280 and HEED 206
Corequisites: ASHS 289

Facilitates the application, within a supervised and approved substance abuse agency or institution, of students' previously-gained knowledge and skills. Develops paraprofessional expertise that prepares students for employment in the field of substance abuse.

Transfer: CSU

ASHS 289B FIELDWORK: SOCIAL WORK/ HUMAN SERVICES 2.00

(Formerly HDHS289B)
6.00 hours per week: (0.00 lecture hours/ 6.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ASHS 210 or concurrent enrollment.
Corequisites: ASHS 289

Facilitates a supervised field experience in the area of Social Work/ Human Services (community organization, agency, or institution) allowing the student to apply knowledge and learn new skills outside the classroom environment. Provides students with an opportunity to develop skills in preparation for gaining employment in the human services field.

Transfer: CSU

ASHS 289D FIELDWORK: PARAPROFESSIONAL COUNSELING 1.00

(Formerly HDHS289D)
3.00 hours per week: (0.00 lecture hours/ 3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ASHS 210 or concurrent enrollment
Corequisites: ASHS 289

Prepares students to apply knowledge about the field of paraprofessional counseling in a supervised field setting (a community organization, agency, or institution) that serves youth or adults in emotional distress. Develops skills for employment as a paraprofessional counselor.

Transfer: CSU

AGRICULTURE BUSINESS

AGB 200 INTRODUCTION TO AGRICULTURAL STUDIES AND CAREERS 1.00

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides guidance for the educational pathways leading to degrees and certificates in agriculture. Emphasizes the exploration of agriculture careers and employment opportunities. Explores the skills necessary for success in obtaining, maintaining, and advancing in agriculture careers. Discusses current issues that affect agriculture.

Transfer: CSU

AGB 201 AGRICULTURE ECONOMICS 3.00

(Formerly ECON201AG)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Elementary Algebra or eligibility for transfer level math using the current college process

Advisories: Intermediate Algebra or eligibility for transfer level math using the current college process.

Provides a basic understanding of the business and economics of the agricultural industry; an introduction to the economic aspects of agriculture and their implications to the agricultural producer, consumer and the food system; management principles encountered in the day to day operation of an agricultural enterprise as they relate to the decision making process.

Transfer: CSU; UC (For UC, maximum credit of 3 units total between AGB 201 and ECON 201B).

C-ID AG -AB 124

AGB 202   INTRODUCTION TO AGRICULTURAL BUSINESS   3.00

(Formerly BUS245AG)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides a basic understanding of the business and economics of the agricultural industry; an introduction to the economic aspects of agriculture and their implications to the agricultural producer, consumer and the food system; management principles encountered in the day to day operation of an agricultural enterprise as they relate to the decision making process.

Transfer: CSU; UC

AGB 204   AGRICULTURAL SALES AND COMMUNICATION   3.00

(Formerly BUS241AG)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Examines principles and practices of the selling process including selling strategies and approaches, buyer behavior, prospecting, territory management, and customer service. Self- management, communication, leadership, teamwork and interpersonal skills necessary in developing managerial abilities within the agribusiness sector will be explored. Students will gain experience through role-play, formal sales presentations, and job shadowing. The course content is organized to give students an in-depth understanding of the factors and influences that affect the agribusiness industry on a day-to-day basis. Application of these concepts and methods will occur through hands-on projects developing solutions for agriculture business.

Transfer: CSU

C-ID AG-AB 112

AGB 205   FARM MANAGEMENT   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents concepts related to the organization and operation of farm and ranch businesses. Topics include identification of factors affecting profitability, evaluation of the business for increased efficiency and profit and the application of budgeting to laboratory farm and independent analysis of a farm.

Transfer: CSU

AGB206   SUPERVISION AND MANAGEMENT IN AGRICULTURE   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces students to the knowledge and skills relevant to the supervisor in agricultural business. Includes the regulatory requirements relevant to labor management in agriculture and effective communication with native and non-native English speakers. Includes case studies on labor management, human relations, public relations, production control techniques and job analysis.

Transfer: CSU

AGB 210   INTRODUCTION TO AGRICULTURAL COMPUTER APPLICATIONS   4.00

(Formerly CIS210AG)
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the student to computer use in the workplace with an emphasis on agribusiness situations. Computer applications including word processing, spreadsheets, databases and presentation software will be covered. Also included will be a working knowledge of computer terminology; relationship between hardware and software; computer operating systems and World Wide Web. The course also covers the ethical issues surrounding technology in an agribusiness setting. Credit for one course allowed between CIS 210 and AGB 210.

Transfer: CSU; UC

C-ID AG-AB 108

AGB 252   WORK EXPERIENCE IN AGRICULTURE BUSINESS   0.50 to 4.00

0 hours per week
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Ag Business to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

AGRICULTURE MECHANICS

AGM 220   FARM POWER, MACHINERY, AND SAFETY   3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the safe and proper operation of wheel and track type tractors, their implements and their role in the agriculture industry. Also introduces the evaluation of agricultural machinery and tractor power performance and emphasis on management, selection, and efficient operation of agricultural machinery.

Transfer: CSU

C-ID AG-MA 108L

AGM 221   INTRODUCTION TO AGRICULTURE MECHANICS   3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces basics in safety, tools, rope work, plumbing, concrete, blueprint reading, electrical, woodworking, metalworking and agriculture mechanics careers. Designed for students who seek to develop basic mechanical skills.

Transfer: CSU

AGM 222   AGRICULTURAL SAFETY   2.00

5.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Involves safety practices and principles related to accident causation and prevention with tractors, machinery, livestock and environmental disposal and safe practice.

Transfer: CSU

AGM 223 AGRICULTURE INDUSTRIAL POWER 3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: AGM 221 with a minimum grade of C or better

Explores the basic operation and repair of modern diesel, natural gas, biofuel, and co-gen engines. Principles and theories are studied by running, testing, diagnosing, disassembling and reassembling components, systems, and engines. Additional emphasis will be placed on current California State Air Quality Control Standards.
Transfer: CSU

AGM 224 SMALL GAS ENGINES 3.00
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the operation, construction, maintenance, repair, and adjustments of two-cycle and four-cycle engines. Designed for persons without prior experience in small engines. Theory and practical work, including safety, customer service, and the care and use of specialized tools used in small engine repair and maintenance will be covered. Examples of the types of engines to be used will include lawn mower, power saw, pump, conveyor, self-propelled small carts, and any other small engines. Laboratory required.
Transfer: CSU

AGM 252 WORK EXPERIENCE IN AGRICULTURE MECHANICS 0.50-4.00
0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Agriculture Mechanics to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.
Transfer: CSU

AGRICULTURE PLANT SCIENCE

AGPS 230 PRINCIPLES OF IRRIGATION 3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the fundamentals of basic irrigation systems including: flood, sprinkler, micro, sub-irrigation and their variations. Examine water use, quality, management and distribution systems in California and uncover the importance of water in the California Agriculture Industry.
Transfer: CSU

AGPS 241 INTRODUCTION TO SOIL SCIENCE 3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the study of soil physical, chemical and biological properties. Soil classification, derivation, use, function and management including erosion, moisture retention, structure, cultivation, organic matter and microbiology. Laboratory topics include soil type, classification, soil reaction, soil fertility and physical properties of soil.
Transfer: CSU, UC
C-ID AG-PS 128L

AGPS 242 INTRODUCTION TO PLANT SCIENCE 3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides students with a working knowledge of the fundamental structures and processes of plants. Principles to be applied cover plant structures, physiology, heredity, environmental relationship to growth, adaptation, and management of crops. Scientific research, exploration of plant growth, and identification of economical crops will be included.
Transfer: CSU, UC
C-ID AG-PS 106L

AGPS 243 PLANT PROPAGATION AND PRODUCTION 3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Examines plant propagation and production with emphasis on nursery operations including sexual and asexual reproduction, planting, transplanting, fertilizing, plant pest and disease control; structures and site layout; preparation and use of propagating and planting mediums; use and maintenance of common tools and equipment; regulations pertaining to plant production. Laboratory required.
Transfer: CSU, UC
C-ID AG-EH 116L

AGPS 244 PLANT IDENTIFICATION AND USAGE I 3.00
6.00 hours per week: (2.00 lecture hours/ 4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Covers the identification, growth habits, culture and ornamental use of landscape and indoor plants adapted to climates of California. Topics include botanical nomenclature, plant hardiness and growth zones, growth habits, plant structural characteristics and soil nutritional requirements. Landscape uses are stressed along with cultural practices. Plants covered are those best observed and identified in the Spring season of the year.
Transfer: CSU, UC

AGPS 246 INTRODUCTION TO SUSTAINABLE AGRICULTURE 3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the history, definitions, concepts, principles and practices of sustainable agricultural systems. Includes an examination of case studies to connect sustainable agriculture principles to actual farming practices.
Transfer: CSU; UC

AGPS 250 INTRODUCTION TO VITICULTURE 3.00
6.00 hours per week: (2.00 lecture hours/ 4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces viticulture including grape growing, history, distribution, biology, anatomy, propagation, cultivated varieties, rootstocks, climate, vineyard practices, common diseases and pests.
Transfer: CSU, UC

AGPS 251 VITICULTURE PRACTICES 3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: AGPS 250

Develops knowledge of sustainable vineyard practices including pruning, vine training, fertilizers, irrigation, crop and canopy management. Includes the study of weed control, harvest operations and pest and disease management.
Transfer: CSU

AGPS 252   WORK EXPERIENCE IN AGRICULTURE
PLANT SCIENCE   **0.50 to 4.00**

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Agriculture Plant Science to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

AMERICAN SIGN LANGUAGE

ASL 147   INDEPENDENT STUDIES: AMERICAN
SIGN LANGUAGE   **0.50 to 2.00**

1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or practicum experience by an individual student in a selected topic of American Sign Language under the direction of an instructor.

ASL 201   AMERICAN SIGN LANGUAGE I   **5.00**

(Formerly ASL215A)
5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces a functional-notional approach to the acquisition of American Sign Language (ASL) - a visual/gestural language - through the development of visual receptive and expressive skills required for vocabulary development, grammar, non-manual behaviors, and fingerspelling. Creates awareness of Deaf Culture by reviewing the history of ASL, dynamics of the Deaf community and cultural customs of communication.

Transfer: CSU; UC

ASL 202   AMERICAN SIGN LANGUAGE II   **5.00**

(Formerly ASL215B)
5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ASL 201 or equivalent

Presents a continuation of ASL 201 through vocabulary development, grammar, non-manual behaviors and fingerspelling. Heightens sensitivity to Deaf culture, including its history, values, traditions and communication customs.

Transfer: CSU; UC

ANTHROPOLOGY

ANTH 201   PHYSICAL ANTHROPOLOGY   **3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents an introduction to the science of physical anthropology. Topics include: the fields of anthropology, the scientific method, evolutionary theory, genetics and inheritance, human variation, biology and behavior of living primates, and the fossil evidence of human evolution.

Transfer: CSU; UC
C-ID ANTH 110

ANTH 201L PHYSICAL ANTHROPOLOGY LABORATORY   **1.00**

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Corequisites: ANTH 201

Utilizes the hands-on laboratory approach in studying primatology, osteology, dentition, genetics and human variation. Both fossil and contemporary will be studied.

Transfer: CSU; UC
C-ID ANTH 115L

ANTH 202   ARCHAEOLOGY   **3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents an introduction to archaeological theory and concepts, as well as an overview of both New and Old World archaeology.

Transfer: CSU; UC
C-ID ANTH 150

ANTH 203   CULTURAL ANTHROPOLOGY   **3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents an anthropological study of culture. Cultural anthropologists study and compare human cultures throughout time. Students are introduced to how anthropologists do their work, utilize research ethics and study humans around the globe.

Transfer: CSU; UC
C-ID ANTH 120

ANTH 220   CALIFORNIA INDIANS   **3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents a history of the California Indians, including their prehistory, the Indians at the time of European contact, the Spanish period, the early Anglo-American period, and the Indians today.

Transfer: CSU; UC

ANTH 221   NORTH AMERICAN INDIANS   **3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Studies the North American Indians, including their lifestyle at the time of contact, their reactions to European contact, and the Indians at present.

Transfer: CSU; UC

ANTH 225   CONTEMPORARY CULTURES OF THE WORLD   **3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Studies the ways of life of people in different regions of the world, including Latin America, Middle East, East Asia, and Africa. Beliefs, values, and other social characteristics such as family, economics, and religion will be studied.

Transfer: CSU; UC

ANTH 247   INDEPENDENT STUDIES:
ANTHROPOLOGY   **0.50 to 2.00**

1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of anthropology under the direction of an instructor.

Transfer: CSU

ANTH 295   UNDERGRADUATE STEM SEMINAR   1.00 to 2.00

1.00 - 2.00 hours per week: (1.00 - 2.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces students to a variety of STEM fields (science, technology, engineering and mathematics) using a seminar format. Explores a broad range of academic and career opportunities in STEM. Emphasizes professional and personal skills for success in STEM.

Same as BIO 295, ENGR 295, MATH 295, PSCI 295.
Transfer: CSU ; UC

ARCHITECTURE

ARCH 180   ARCHITECTURAL PORTFOLIO DESIGN
**   WORKSHOP   0.50**

(Formerly ARCH193B)
1.10 hours per week: (0.22 lecture hours/0.88 lab hours)
Credit - Degree Applicable
P/NP Only
Prerequisites: ARCH 221 and ARCH 232 or comparable experience with Adobe Photoshop
Advisories: ARCH 222

Presents principles, concepts, methods, and skills pertaining to the design and preparation of architectural portfolios and presentations, with particular emphasis on using Adobe InDesign software for page layout and document production.

ARCH 193   ARCHITECTURE SPECIAL TOPIC   0.50 to 4.00

Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

ARCH 195   TECHNICAL CAREER PREPARATION IN
**   ARCHITECTURE   1.00**

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Overview of architectural careers with focus on preparing for the job market. Includes discussion of career opportunities in architecture, both union and non-union. Focus on providing the tools necessary to target and obtain a position in the architectural industry.

ARCH 205   ARCHITECTURAL MODEL MAKING   2.00

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ARCH 221 and CTCH 250
Advisories: Completion of or concurrent enrollment in ARCH 222, ARCH 231, or high school drafting.

Introduces basic concepts and creation of 3D scaled material architectural models for visual representation and communication of architectural design.

Transfer: CSU

ARCH 217   HISTORY OF WORLD ARCHITECTURE I   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Surveys architecture and urbanism in the ancient world, from prehistory through the 16th century. Addresses the social, cultural and physical conditions that influenced the built environment of the Mediterranean basin, plus Europe, Asia, Africa, and Pre-Columbian America.

Transfer: CSU; UC

ARCH 218   HISTORY OF THE WORLD ARCHITECTURE II   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A with a minimum grade of C or better.

Surveys architecture and urbanism from the beginning of the 17th century to the present. Addresses the social, cultural and physical conditions that influenced the built environment of Europe, Asia, Africa, and the Americas.

Transfer: CSU; UC

ARCH 221   DESIGN AND VISUAL COMMUNICATION I   4.00

8.00 hours per week: (2.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents principles, concepts, methods and skills pertaining to freehand and drafted drawings employing orthographic, axonometric, oblique and lineal perspective drawing systems to represent ideas, objects and environments. Includes principles and concepts of two- and three-dimensional visual design. Covers basic color theory principles, concepts and application; basic physical model building concepts and skills; shadow casting principles, conventions and techniques for orthographic, axonometric, oblique and perspective drawing systems.

Transfer: CSU; UC (For UC, maximum credit of 18 credits between ARCH 201, 213, 221, 222, 251 and 252)

ARCH 222   DESIGN AND VISUAL COMMUNICATION II   4.00

8.00 hours per week: (2.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ARCH 221 and Completion of or concurrent enrollment in ARCH 232

Continuation and extension of the content and issues introduced in ARCH 211, plus the principles, concepts, methods and skills pertaining to the freehand, drafted and digital visualization and communication of quantitative and qualitative information to support analysis and conceptualization.

Transfer: CSU; UC (For UC, maximum credit of 18 credits between ARCH 201, 213, 221, 222, 251 and 252)

ARCH 232   ARCHITECTURAL DESIGN & PRESENTATION
**   COMPUTER GRAPHICS   3.00**

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ARCH 221

Introduces computer design and presentation skills for architecture students including image editing, page layout, and 3D modeling.

Transfer: CSU

ARCH 242   INTRODUCTION TO ARCHITECTURAL
**   PRACTICE   3.00**

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: CTCH 250 and ARCH 221

Introduces the concepts and methods associated with the use and application of construction systems, processes and materials. Emphasis is placed on the standards and conventions used to detail and document light framed construction.

Transfer: CSU

ARCH 244   ARCHITECTURAL ENVIRONMENT CONTROL
**   SYSTEMS   3.00**

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: PHYS 205B

Advisories: Completion of or concurrent enrollment in ARCH 252.

Introduces the theory and application of climate, energy use and comfort as determinates of architectural form. Includes architectural methods of ventilating, cooling, heating, and lighting for envelope-load dominated buildings. Acceptable for credit, CSU, (credit based on portfolio review).

Transfer: CSU

ARCH 247   INDEPENDENT STUDIES: ARCHITECTURE   0.50 to 2.00

0.00 - 0.00 hours per week: (0.00 - 0.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken

Provides an opportunity for an in-depth study or practicum experience by an individual student in a selected topic of architecture under direction of an instructor.

Transfer: CSU

ARCH 251   ARCHITECTURAL DESIGN FUNDAMENTALS I   5.00

9.00 hours per week: (3.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ARCH 222

Presents theories, principles, methods and means of creative problem solving, two- and three-dimensional visual organizations to communicate concepts and meanings, basic verbal and visual communication skills, analysis of the built environment with emphasis on the creation and interrelationship of architectural form, function and light.

Transfer: CSU; UC (For UC, maximum credit of 18 credits between ARCH 201, 213, 221, 222, 251 and 252)

ARCH 252   ARCHITECTURAL DESIGN FUNDAMENTALS II   5.00

9.00 hours per week: (3.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ARCH 251

Continuation of theories, principles, methods and means of creative problem solving, two- and three-dimensional visual organizations to communicate concepts and meanings, basic verbal and visual communication skills, analysis of the built environment with emphasis on the creation and interrelationship of architectural form, function, structure and context.

Transfer: CSU; UC (For UC, maximum credit of 18 credits between ARCH 201, 213, 221, 222, 251 and 252)

ARCH 255   WORK EXPERIENCE IN ARCHITECTURE   0.50 to 4.00

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Architecture to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

ART

ART 193   ART SPECIAL TOPIC   0.50 to 4.00

Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

ART 200   ART APPRECIATION   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Examines works of art through the study of terminology, themes, design principles, media and techniques, and provides a general introduction to the visual arts across time and diverse cultures through the use of various art historical methodologies.

Transfer: CSU; UC
C-ID ARTH 100

ART 202   INTRODUCTION TO MUSEUM PRACTICES   3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A and ART 203 or ART 204 or ART 205 or ART 207 or ART 208 or ART 209 or ART 210

Introduces the history, functions, and professional practices of art museums. Includes development of an art historical exhibition and accompanying texts. Introduces curatorial and art critical writing, including writing art reviews for publication.

Transfer: CSU

ART 203   SURVEY OF WESTERN ART HISTORY: PREHISTORY THROUGH THE MIDDLE AGES   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Provides an overview of western art and architecture from prehistory through the medieval period.

Includes cultural and historical background of Prehistoric (Paleolithic and Neolithic periods), Ancient Near Eastern, Egyptian, Aegean, Greek, Roman, and Medieval art traditions.

Transfer: CSU; UC
C-ID ARTH 110

ART 204   SURVEY OF WESTERN ART HISTORY: RENAISSANCE TO CONTEMPORARY   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Presents an overview of art and architecture from the Renaissance to the Contemporary period. Includes cultural and historical issues of the Renaissance, Baroque, Rococo, Neo-Classic, Romantic, Realist, Impressionist, Post- Impressionist and 20th Century periods of art.

Transfer: CSU; UC
C-ID ARTH 120

ART 205   SURVEY OF ART HISTORY: MODERNISM THROUGH CONTEMPORARY   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Presents an overview of the art movements, artists and issues of Modernism to Contemporary art. This includes art from the mid-nineteenth century, through the twentieth century and contemporary art. Incorporates the social, political, and aesthetic context of the time.

Transfer: CSU; UC
C-ID ARTH 150

ART 207   SURVEY OF MEXICAN ART HISTORY I: PRE-COLUMBIAN   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable

Letter Grade or P/NP
Advisories: ENGL 201A

Surveys the arts, architecture, and archaeology of ancient Meso-america and South America from 1200 BCE to the conquest/16th century.

Transfer: CSU; UC
C-ID ARTH 145

ART 208 SURVEY OF MEXICAN ART HISTORY II: COLONIAL TO CONTEMPORARY 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Surveys the arts, architecture, and visual culture of Mexico from the colonial period/16th century to the present.

Transfer: CSU; UC

ART 209 ART OF AFRICA, OCEANIA, AND INDIGENOUS NORTH AMERICA 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Provides an overview of visual culture, including art and architecture, within select regions in sub-Saharan Africa, Oceania, and indigenous North America.

Transfer: CSU; UC
C-ID ARTH 140

ART 210 SURVEY OF ASIAN ART HISTORY 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Provides an overview of Asian art and architecture. Includes cultural and historical background of artistic traditions of India, Southeast Asia, China, Korea, and Japan from prehistoric to modern times.

Transfer: CSU; UC
C-ID ARTH 130

ART 211 SURVEY OF AFRICAN ART HISTORY 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A:

Provides an overview of the arts and architecture of Africa. Examines social and historical contexts of artistic production.

Transfer: CSU; UC

ART 220 FUNDAMENTALS OF 2-D DESIGN 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the design elements and principles common to all visual art forms including line, shape, value, texture, color, and space. Develops visual vocabulary for artistic expression through lecture presentations, creative problem solving, and studio projects.

Transfer: CSU; UC
C-ID ARTS 100

ART 221 DRAWING I 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the theory and practice of drawing as visual communication for both non-art and art majors. Presents drawing as a basic expression of visual thinking; combines practicality and aesthetic sense in an alternating sequence of observation and responses.

Explores concepts, techniques and conventions in contemporary and historical cultural contexts.

Transfer: CSU; UC
C-ID ARTS 110

ART 222 DRAWING II 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 221

Explores artistic concepts, styles, and creative expression related to intermediate-level drawing. Focuses on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. Students will incorporate personal approaches to content and materials in drawing projects covering both historical and contemporary methods.

Transfer: CSU; UC
C-ID ARTS 205

ART 223 FIGURE DRAWING I 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 221

Introduces drawing the human figure from observation of live models. Presents a wide variety of drawing media and techniques. Topics include an introduction to human anatomy, the historical and contemporary roles of figure drawing in the visual arts, and expressive, interpretive approaches to drawing the figure.

Transfer: CSU; UC
C-ID ARTS 200

ART 224 FIGURE DRAWING II 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 223

Continues ART 223 with an emphasis on personal interpretation and the development of content. Focuses on the figure in context and in finished compositions.

Transfer: CSU; UC

ART 229 COLOR 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 220

Presents the physical nature of color and the theory of color. Studio projects explore primary systems, color properties, interaction, strategies and expressive qualities of color. Investigates the physiological, psychological, symbolic, and cultural aspects of color.

Transfer: CSU; UC
C-ID ARTS 270

ART 230A PAINTING 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 220 and ART 221

Introduces oil and acrylic painting techniques, methods, materials and language. Explores processes, color theory and paint mixing, brushwork and composition, as well as creative responses to materials and subject matter.

Transfer: CSU; UC

ART 230B PAINTING II 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 230A

Presents a continuation of ART 230A with an emphasis on contemporary issues in painting. Composition and content are also stressed.

Transfer: CSU; UC

ART 230C   PAINTING III   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Prerequisites: ART 230B with a minimum grade of C or better

Offers expanded instruction in intermediate level studio practices developed in Art 230B. Emphasizes exploration of historical and contemporary issues and trends in painting.

Transfer: CSU, UC

ART 232   WATERCOLOR I   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 220 and ART 221

Introduces basic watercolor techniques, methods and materials, explores historical and cultural context and the creative use of aqueous media in painting on paper.

Transfer: CSU; UC

ART 233   WATERCOLOR II   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 232

Continues ART 232 with an emphasis on problem-solving, composition, historical and cultural context and the development of personal style.

Transfer: CSU; UC

ART 234   FIGURE PAINTING   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 223 and ART 230A
Advisories: ART 224 and ART 230B

Introduces the fundamentals of painting from the human figure, the creative use of various painting media, and the figure in context.

Transfer: CSU; UC

ART 235   MURAL PAINTING   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 220 and ART 221 or ART 230

Introduces mural painting and processes. Includes analyzing a site, developing a design and proposal, the study and application of painting materials, executing a mural in a public space, and working in a collaborative environment. Presents a contemporary and historical view of mural painting. Students may need to travel to mural site.

Transfer: CSU, UC

ART 240A   PRINTMAKING I   3.00
(Formerly ART240)
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces instruction and studio practice in a variety of traditional printmaking techniques such as relief, intaglio, and screen-printing, as well as the designing of images appropriate to these techniques. Emphasizes contemporary art issues related to printmaking and the history of printmaking.

Transfer: CSU; UC

ART 240B   PRINTMAKING II   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 240A with a minimum grade of C or better

Offers further instruction in studio practices developed in Art 240A. Presents intermediate printmaking techniques in relief, intaglio, and screen-printing, as well as projects combining print processes. Emphasizes exploration of personal voice and contemporary cultural issues.

Transfer: CSU; UC

ART 241A   ETCHING I   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 221

Offers instruction and studio practice in beginning etching and drypoint printmaking techniques as well as the designing of images appropriate to these techniques.

Transfer: CSU; UC

ART 241B   ETCHING II   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 241A

Offers instruction and studio practice in intermediate etching techniques as well as the designing of images appropriate to these techniques. Emphasizes contemporary art issues related to etching.

Transfer: CSU; UC

ART 241C   ETCHING III   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 241B

Offers instruction and studio practice in expanded intermediate etching techniques including multiple plate printing and collagraph. Emphasizes contemporary art issues related to etching.

Transfer: CSU; UC

ART 243A   BOOK ARTS I   3.00
(Formerly ART 143 and ART 243)
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 220

Presents an investigation of the book form as a vehicle of creative expression. Explores the book structure through the history, concepts and the creative application of this unique art object, in which the content is not limited to words alone.

Transfer: CSU; UC

ART 243B   BOOK ARTS II   3.00
6.00 hours per week: (1.00 - 2.00 lecture hours/3.00 - 4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 243A with a minimum grade of C or better

Offers instruction in studio practices developed in Art 243A. Presents intermediate level book-binding and printing techniques in the conceptualization and construction of unique Artists' Books. Emphasizes exploration of historical and contemporary issues and trends in text-based arts and artist's books.

Transfer: CSU, UC

ART 244   PHOTOGRAPHY I   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Introduces the processes, principles, and tools of black and white photography. Topics include the development of technical and aesthetic skills, the elements of design and composition, camera technology, materials and equipment, within an historical and contemporary context. A 35mm film camera is required for class.

Transfer: CSU; UC

ART 245   PHOTOGRAPHY II   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ART 244

Continues the study of photography as a fine art. Presents intermediate level concepts, processes, principles, and tools of black and white photography. Topics emphasize the development of photographic work as a means of personal expression through content, the elements of design and composition, and technique. Photography will be considered in an historical and contemporary context. A 35mm film camera is required for class.

Transfer: CSU; UC

ART 249A   DIGITAL PHOTOGRAPHY I   3.00
(Formerly ART 249)
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the processes, principles, and tools of digital photography. Topics include the development of technical and aesthetic skills, the elements of design and composition, camera technology, materials and equipment, within an historical and contemporary context.

Transfer: CSU; UC

ART 249B   DIGITAL PHOTOGRAPHY II   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ART 249A with a minimum grade of C or better

Continues the study of digital photography as a fine art. Presents intermediate level concepts, processes, principles, and tools of digital photography. Topics emphasize the development of image-based works as a means of personal expression through content, the elements and principles of design and composition, and applicable digital imaging techniques. Photography will be considered in a historical and contemporary context.

Transfer: CSU; UC

ART 250   OCCUPATIONAL WORK EXPERIENCE
IN ART   0.50 to 4.00
0 hours per week: ()
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Art to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

ART 251   ALTERNATIVE PHOTOGRAPHIC PROCESSES   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 244

Explores creative photographic techniques emphasizing experimental manipulation of the photographic image. Introduces silver and non-silver alternative photographic techniques including multiple image usage, high contrast materials, toning, image transfer, and digital negative with emphasis on personal expression, content, and development of style.

Transfer: CSU

ART 252   PHOTOGRAPHIC LIGHTING   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 244

Explores various photographic lighting techniques emphasizing artificial sources. Introduces the student to modifying available light, tungsten light and strobe light on location and in the studio environment.

Transfer: CSU

ART 253   DIGITAL ART   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Introduction to concepts, practices, and theories of digital art production in a fine arts context. Topics include integration of design, color, and compositional principles with contemporary digital tools and mixed media approaches.

Transfer: CSU; UC
C-ID ARTS 250

ART 255   FOUNDATION OF DIGITAL GRAPHIC ART   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: Basic computer skills.

Presents primary instruction in digital vector graphic and illustration using Adobe Illustrator and other Adobe Creative Cloud software. Students will explore visual problem solving and utilize industry standard digital tools to create graphic works for artistic illustration, graphic design and user experience workflow.

Transfer: CSU

ART 256   FOUNDATION OF DIGITAL IMAGING ART   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: Basic computer skills.

Presents primary instruction to enhance digital photographs and compose images using Adobe Photoshop and other Adobe Creative Cloud software. Students will use the latest Adobe Photoshop, Adobe Bridge and Adobe Camera Raw to explore visual problem solving and create images for photography, artistic digital image art, graphic design and user experience workflow.

Transfer: CSU

ART 258   FOUNDATION OF DIGITAL LAYOUT DESIGN   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: Basic computer skills

Presents primary instruction in digital layout design using Adobe InDesign and other layout design software. Topics will cover the basic principles of digital layout design and e-publishing for book, magazine, business document, web and UX design.

Transfer: CSU

ART 259   FOUNDATION OF WEB AND UX DESIGN   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents primary instruction in Web design and user experience

(UX) and interactive design using Adobe Dreamweaver, Adobe Muse, Adobe Edge and other App mock-up software. Topics will cover the basic principles of web design and interactive design including the study of content structure, workflow, usability, and testing; HTML5 and CSS3, responsive and dynamic design, WordPress, web hosting and FTP. This course will provide a solid foundation for web design and interactive design projects such as web design, interactive book and app design mock-up.

Transfer: CSU

ART 265   MOTION GRAPHIC DESIGN   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces students to the principles and elements of motion graphic design. Topics include motion graphics and typography, principal of video editing and visual effects, user interface animation and basic 3D modeling and 3D animation.

Transfer: CSU

ART 266   GRAPHIC DESIGN I   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ART 256 and/or ART 255

Introduces principles and processes used in the creative and practical exploration of visual communication. Topics may include digital layout, graphics, illustrations, photography, web & UX, animation and video. Projects incorporate symbols and typography into visual design, exploring interrelationships between formal elements and symbolic content.

Transfer: CSU; UC

ART 267   GRAPHIC DESIGN II   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 266

Presents a continuation of ART 266 with an emphasis on individualized projects. Topics include creation of skilled projects in digital layout, graphics, illustrations, photography, web and UX design, animation and video.

Transfer: CSU

ART 268   DIGITAL TYPOGRAPHY ART   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ART 255 or ART 256

Introduces principles in the creative use of type in a digital environment. Emphasis is on the use of typography in graphic design art. Topics include the history of type, aesthetic qualities of letterforms, type classification, organization and hierarchy, grid systems and page layout.

Transfer: CSU; UC

ART 270   FUNDAMENTALS OF 3-D DESIGN   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the elements and principles of three-dimensional design. Presents a variety of non-objective studio projects using sculptural materials, tools, and methods. Includes the study of historical and contemporary art related to three-dimensional design and spatial composition.

Transfer: CSU; UC
C-ID ARTS 101

ART 271   SCULPTURE I   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces sculptural principles, techniques, and concepts utilizing a wide range of materials and a focus on contemporary practices. Assignments emphasize creative self-expression, the elements and principles of design, and an examination of historical context.

Transfer: CSU; UC

ART 272   SCULPTURE II   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 271

Continues study of concepts and techniques of contemporary sculpture as introduced in ART 271. Presents intermediate level assignments in fabrication and new genres with an emphasis on installation and site-specific public art. Addresses ongoing global, sociopolitical and cultural changes as well as incorporating new materials and technologies as tools for innovative art making.

Transfer: CSU, UC

ART 274A   SCULPTURE FOUNDRY I   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 270 and ART 271

Introduces basic theory and practice in cast bronze sculpture. Projects emphasize creative self-expression using direct modeling of wax, basic mold making, and introduction to non-wax casting materials.

Transfer: CSU, UC

ART 274B   SCULPTURE FOUNDRY II   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 274A

Continues instruction and practice in cast bronze sculpture. Assignments emphasize closed core casting, creative expression, and compositional organization of cast metal sculpture.

Transfer: CSU, UC

ART 274C   SCULPTURE FOUNDRY III   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ART 274B

Continues instruction and practice in cast bronze sculpture and introduces aluminum casting. Assignments emphasize bronze repair using TIG welding, combining mixed media with cast metal, scale, and original compositional and formal themes.

Transfer: CSU, UC

ART 280   CERAMICS I: INTRODUCTION TO CERAMICS   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces ceramics materials, concepts, and processes. Includes design principles, creative development, hand-building, throwing, glaze techniques, firing and ceramic terminology. Covers aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures.

Transfer: CSU; UC

ART 281A   CERAMICS: WHEEL-THROWING I   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ART 280

Presents the practice of ceramic art with an emphasis on throwing on the potter's wheel. Includes functional vessels and sculptural form derived from wheel-thrown objects and from combining wheel and handbuilt forms.

Transfer: CSU; UC

ART 281B   CERAMICS: WHEEL-THROWING II   3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: ART 281A

Continues Art 281A with further development and refinement of throwing skills. Projects will include functional vessels and sculptural forms derived from wheel-thrown objects and from combining wheel and handbuilt forms. Development of surface, glazing and firing techniques at an intermediate level. Addresses aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression.

Transfer: CSU; UC

ART 282   CERAMICS II: HAND-BUILDING   3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: ART 280

Presents the practice of ceramic art with an emphasis on hand-building techniques. Includes functional vessels and sculptural forms, and addresses traditional, historical and contemporary issues. Assignments guide the development of personal and artistic expression.

Transfer: CSU; UC

ART 283   CERAMICS III: CERAMICS SCULPTURE   3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: ART 280

Presents a studio class dealing with issues and techniques of traditional and contemporary ceramic sculpture. Technical processes and materials relevant to ceramic sculpture will be covered. Assignments guide the development of personal and artistic expression.

Transfer: CSU; UC

ART 284   ALTERNATIVE FIRING TECHNIQUES IN CERAMICS   3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: ART 280

Presents instruction and experience in alternative firing techniques for ceramic art. Firings will span temperatures and techniques including primitive, low fire, mid-range and high fire.

Transfer: CSU; UC

ART 293   PORTFOLIO PRESENTATION   3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: A body of artworks to include a minimum of twelve pieces which have been completed in college studio art courses.

Advisories: ART 256

Introduces professional presentation techniques in Studio Art and Graphic Design. Topics include the selection, photographing, and mounting of artwork for the production of a physical and a digital portfolio. Covers resume writing, artists statements, and letters of introduction. Examines career opportunities in various art-related

fields and investigates four year programs and requirements. This course is geared toward the Studio Art or Graphic Design major near the completion of their studies at Cuesta College.

Transfer: CSU

ART 295   ART GALLERY   3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Explores theoretical, technical, and aesthetic aspects of exhibiting works of art, as well as providing actual experience in operating an art gallery. Students will work with exhibiting artists, learn about contemporary issues in art, and the relationship between gallery, artist, and viewing public. Students assist in design, publicity, installation, and management of the Cuesta College Art Gallery.

Transfer: CSU

ART 299   INDEPENDENT STUDIES: ART   0.50 to 2.00

1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Art under the direction of an instructor.

Transfer: CSU

ASTRONOMY

ASTR 193   ASTRONOMY SPECIAL TOPIC   0.50 to 4.00

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

ASTR 210   ASTRONOMY   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Elementary algebra or eligibility for college-level math using the current college process.

Advisories: Eligibility for ENGL 201A

Presents the astronomy of planets, satellites, asteroids, comets, meteors, the sun, stars, and galaxies.

Transfer: CSU; UC

ASTR 210L   ASTRONOMY LAB   1.00

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Elementary algebra or eligibility for college-level math using the current college process.

Corequisites: ASTR 210

Advisories: ENGL 201A

Presents the principles of measurement, data collection and analysis to the astronomical phenomena of celestial motions and characteristics of planets, stars, galaxies in the planning, execution, and presentation of research projects.

Transfer: CSU; UC

ASTR 299   ASTRONOMY RESEARCH SEMINAR   1.00

2.00 hours per week: (0.67 lecture hours/1.33 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Provides practical experience in one area of astronomical research, and an understanding of the nature of scientific research. Students

plan a research project, make observations, analyze results, and write a paper for publication.

Transfer: CSU

ATHLETICS

ATHL 193   ATHLETICS SPECIAL TOPIC   0.50 to 4.00
(Formerly PEAT193)
Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

ATHL 206   INTERCOLLEGIATE TRACK AND FIELD   1.50 to 3.00
(Formerly PEAT234, ATHL 234)
5.00 -10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 -10.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents the theory and practice of track and field athletics. Includes the rules and fundamentals of the track and field events and participation in intercollegiate track meets.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 208   TRACK & FIELD   1.00
3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides an introduction to strength and fitness building as well as the fundamentals and techniques of multiple track & field events in preparation for spring competition.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 221   OFF-SEASON TRAINING FOR FALL
ATHLETES I   0.50 to 2.00
1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides fall sport specific techniques, strategies and training designed for off-season intercollegiate athletes.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 222   OFF-SEASON TRAINING FOR FALL
ATHLETES II   0.50 to 2.00
1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides fall sport off-season emphasis aerobic and anaerobic conditioning, sports specific techniques, sports specific strength development, play strategies and nutrition.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 229   OFF-SEASON TRAINING FOR SPRING
ATHLETES I   0.50 to 2.00
1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides spring sport specific techniques, strategies and training designed for off-season intercollegiate athletes.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 230   OFF-SEASON TRAINING FOR SPRING
ATHLETES II   0.50 to 2.00
1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides spring sport off-season emphasis aerobic and anaerobic conditioning, sports specific techniques, sports specific strength development, play strategies and nutrition.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 233   PHYSICAL CONDITIONING FOR FALL
ATHLETES   1.00
(Formerly PEAT233)
3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

This course is designed to provide a physical conditioning program for the student interested in Fall Intercollegiate Athletics Programs.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 239   WOMEN'S INTERCOLLEGIATE
WATER POLO   1.50 to 3.00
(Formerly PEAT239)
5.00 -10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 -10.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Students must possess advanced intercollegiate athletics skills and knowledge to participate, which will be determined by the instructor.

Presents an opportunity for physically advanced students to further develop a knowledge and skill in the sport of water polo. This offering is appropriate for students desiring the physical, mental and emotional challenges that are inherent in competition against students representing other colleges.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 240   MEN'S INTERCOLLEGIATE
WATER POLO   1.50 to 3.00
(Formerly ATHL236)
5.00 -10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 -10.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents an opportunity for physically advanced students to further develop a knowledge and skill in the sport of water polo. This offering is appropriate for students desiring the physical, mental and emotional challenges that are inherent in competition against students representing other colleges.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 241   MEN'S WATER POLO   0.50 to 1.00
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

This course is designed for those students of ability in water polo who have competed on an interscholastic Water Polo Team or equivalent. Fundamentals in all aspects of play will be stressed. Endurance training and cardiovascular fitness will be discussed.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 247   INDEPENDENT STUDIES: ATHLETICS   0.50 to 2.00

(Formerly PEAT247)

1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or skill development experience by an individual student in a selected topic of physical education athletics under the direction of an instructor.

Repeatable 3 time(s).

Transfer: CSU

ATHL 250   INTERCOLLEGIATE CROSS COUNTRY   1.50 to 3.00

(Formerly PEAT228, ATHL228))

5.00 -10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 -10.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents the theory and practice of cross country running and includes participation in intercollegiate competition.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 255   WOMEN'S INTERCOLLEGIATE VOLLEYBALL   1.50 to 3.00

5.00 -10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 -10.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Designed to introduce the advanced skills of volleyball necessary for playing intercollegiate volleyball. Topics covered include basic skill, quick offense, and both offense and defensive team strategies.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 256   WOMEN'S INTERCOLLEGIATE BEACH VOLLEYBALL   1.50 to 3.00

5.00 - 10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 - 10.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Designed for students who plan to compete at the collegiate level in the sport of women's beach volleyball. Emphasizes advanced skill, theory, tactics, strategy, and intercollegiate competition.

Repeatable 3 time(s).

Transfer: CSU

ATHL 260   WOMEN'S INTERCOLLEGIATE SOCCER   1.50 to 3.00

(Formerly PEAT238, ATHL238)

5.00 -10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 -10.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Develops advanced knowledge and skills in the sport of soccer. Appropriate for students desiring the physical, mental and emotional challenges inherent in intercollegiate soccer competition.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 265   INTERCOLLEGIATE WRESTLING   1.50 to 3.00

(Formerly PEAT237)

5.00 -10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 -10.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Develops knowledge and skill in the sport of wrestling. Emphasizes skill instruction and conditioning techniques that prepare students for intercollegiate competition.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 270   MEN'S INTERCOLLEGIATE FALL BASKETBALL   0.50 to 3.00

(Formerly PEAT226, ATHL226)

1.50 - 9.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 9.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Considers broad aspects of the fall intercollegiate basketball pre-season with emphasis on offensive and defensive floor strategies. Attention is given to physical conditioning necessary for engaging in competitive sports and the responsibilities required of a player who participates in a team activity.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 271   MEN'S INTERCOLLEGIATE SPRING BASKETBALL   0.50 to 3.00

1.50 - 9.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 9.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Considers broad aspects of the spring intercollegiate basketball season with emphasis on offensive and defensive floor strategies. Attention is given to physical conditioning necessary for engaging in competitive sports and the responsibilities required of a player who participates in a team activity.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 275   WOMEN'S INTERCOLLEGIATE FALL BASKETBALL   0.50 to 3.00

(Formerly PEAT227, ATHL227))

1.50 - 9.00 hours per week: (0.00 lecture hours/1.50 - 9.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Considers broad aspects of the fall intercollegiate basketball pre-season with emphasis on offensive and defensive floor strategies. Attention is given to physical conditioning necessary for engaging in competitive sports and the responsibilities required of a player who participates in a team activity.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 276   WOMEN'S INTERCOLLEGIATE SPRING BASKETBALL   0.50 to 3.00

1.50 - 9.00 hours per week: (0.00 lecture hours/1.50 - 9.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Students must possess advanced intercollegiate athletics skills and knowledge to participate, which will be determined by the instructor.

Considers broad aspects of the spring intercollegiate basketball season with emphasis on offensive and defensive floor strategies. Attention is given to physical conditioning necessary for engaging in competitive sports and the responsibilities required of a player who participates in a team activity.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 280   INTERCOLLEGIATE SOFTBALL: WOMEN   1.50 to 3.00

(Formerly PEAT231, ATHL231)

5.00 -10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 -10.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Develops advanced knowledge and skill in the sport of women's softball. Provides the physical, mental, and emotional challenges inherent in intercollegiate competition.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 281 SOFTBALL CONDITIONING 1.00
3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

This course is designed to increase the knowledge of softball strategy through conditioning drills.
Repeatable 3 time(s).
Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 282 FAST PITCH SOFTBALL 1.00
3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

This class is designed to provide collegiate skills development, technique, conditioning, strategies and team play in the sport of softball.
Repeatable 3 time(s).
Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 285 INTERCOLLEGIATE BASEBALL: MEN 1.50 to 3.00
(Formerly PEAT225, ATHL225)
5.00 -10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 -10.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Students must possess advanced intercollegiate athletics skills and knowledge to participate, which will be determined by the instructor.

Identifies advanced knowledge and skills in the sport of baseball. Appropriate for students desiring the physical, mental, and emotional challenges inherent in intercollegiate baseball competition.
Repeatable 3 time(s).
Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 287 BASEBALL DEFENSIVE STRATEGIES 1.00
3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents the fundamental skills of team baseball and strategies for defense. Students will learn proper fundamentals and strategies for executing game situations, such as cut-offs and relays, run down, first and third defense, and bunt defense.
Repeatable 3 time(s).
Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 288 BASEBALL OFFENSIVE STRATEGIES 1.00
3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents the fundamental skills of team baseball and strategies for offense. Students will learn proper fundamentals and strategies for executing game situations, such as, situational hitting, situational bunting, situational running.
Repeatable 3 time(s).
Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 291 INTERCOLLEGIATE SWIMMING AND DIVING 1.50 to 3.00
(Formerly PEAT232, ATHL232)
5.00 -10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 -10.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents an opportunity for physically advanced students to further develop knowledge and skill in the sport of swimming and diving. Appropriate for students desiring the physical, mental and emotional challenges that are inherent in competition.
Repeatable 3 time(s).
Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 293 SWIMMING & DIVING 0.50 to 1.00
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Designed for the intercollegiate swimming and diving athletes off season training program. Techniques of all four competitive strokes and strategies of how to compete as an individual/team will be incorporated. Fundamentals of all dives on the 1Meter and 3Meter diving board will be incorporated also.
Repeatable 3 time(s).
Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 294 ADVANCED SWIMMING & DIVING 0.50 to 1.00
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Designed for the intercollegiate swimming and diving athletes off season training program. Advance techniques of all four competitive strokes and strategies of how to compete as an individual/team will be incorporated. Advance fundamentals of all competitive dives on the 1Meter and 3Meter diving board will be incorporated also.
Repeatable 3 time(s).
Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

ATHL 298 SKILL AND TRAINING DEVELOPMENT 0.50
(Formerly PEAC220)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides skills and strategy to prepare students for athletic competition.
Repeatable 3 time(s).
Transfer: CSU

ATHL 299 ADVANCED SKILL AND TRAINING DEVELOPMENT 0.50 to 1.00
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides advanced skills and strategy to prepare students for intercollegiate athletic competition.
Repeatable 3 time(s).
Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

AUTO BODY TECHNOLOGY

ABOD 170 AUTO BODY REPAIR I 3.00
(Formerly ATCH170)
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents the fundamentals of automotive body repair. Includes instruction in body construction, welding, metalworking methods and equipment used in the auto body repair industry. Emphasis is placed on developing the knowledge and manipulative skill necessary for gainful employment in the auto body repair industry.

ABOD 171 ADVANCED AUTO BODY   3.00
(Formerly ATCH171)
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ABOD 170

Presents an advanced course in automotive body and fender repair which combines laboratory work on campus and on-site research in a commercial repair facility. This course covers estimating damage, frame alignment, trim work, upholstery removal and installation, shop management, and major collision damage repair. Emphasis is placed on developing the knowledge and manipulative skill necessary for gainful employment in the automotive collision repair industry.

ABOD 175 AUTOMOTIVE PAINTING   5.00
(Formerly ATCH175)
9.00 hours per week: (3.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Covers surface preparation, selection and application of undercoats, topcoats and other types of refinishing materials and equipment which are compliant with current Air Pollution Control District rulings and laws governing commercial automotive refinishing operations. Addresses health, safety, and environmental concerns relative to the automotive painting industry. Emphasizes development of the knowledge and manipulative skills necessary for gainful employment in the automotive painting industry.

ABOD 177 ADVANCED AUTOMOTIVE PAINTING   3.00
(Formerly ATCH 177)
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ABOD 170 and ABOD 175

Presents complete vehicle refinishing, color matching techniques, color theory and custom painting as well as vehicle detailing. Prepares students for employment as an automotive painter.

ABOD 193L NON-STRUCTURAL TECHNICIAN - PROLEVEL 1   3.00
(Formerly ATCH193L)
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents non-structural qualification training for industry certification exams. Course includes instruction in automotive hazardous materials, personal safety, and refinishing safety. Training will also include trim and hardware procedures, automotive foams processes, ascertain automotive movable glass functions, implementation of cosmetic straightening steel methods, plastic repair/refinishing, and corrosion protection relevant to the collision repair industry. Emphasis is placed on developing the knowledge and manipulative skill necessary for introductory skills in the collision repair industry.

ABOD 252 WORK EXPERIENCE IN AUTO BODY TECHNOLOGY   0.50 to 4.00
0 hours per week: ()
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Auto Body Technology to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

ABOD 570 AUTO BODY REPAIR I   0
(Formerly ATCH570)
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Noncredit
Letter Grade or P/NP,
Non-Credit Gradeable Course/SP

Presents the fundamentals of automotive body repair. Includes instruction in body construction, welding, metalworking methods and equipment used in the auto body repair industry. Emphasis is placed on developing the knowledge and manipulative skill necessary for gainful employment in the auto body repair industry.
Repeatable.

ABOD 571 ADVANCED AUTO BODY   0
(Formerly ATCH571)
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP,
Letter Grade or P/NP

Presents an advanced course in automotive body and fender repair which combines laboratory work on campus and on-site research in a commercial repair facility. This course covers estimating damage, frame alignment, trim work, upholstery removal and installation, shop management, and major collision damage repair. Emphasis is placed on developing the knowledge and manipulative skill necessary for gainful employment in the automotive collision repair industry.
Repeatable.

ABOD 575 AUTOMOTIVE PAINTING   0
(Formerly ATCH575)
9.00 hours per week: (3.00 lecture hours/6.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP,
Letter Grade or P/NP

Covers surface preparation, selection and application of undercoats, topcoats and other types of refinishing materials and equipment which are compliant with current Air Pollution Control District rulings and laws governing commercial automotive refinishing operations. Addresses health, safety, and environmental concerns relative to the automotive painting industry. Emphasizes development of the knowledge and manipulative skills necessary for gainful employment in the automotive painting industry.
Repeatable.

ABOD 577 ADVANCED AUTOMOTIVE PAINTING   0
(Formerly ATCH577)
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Noncredit
Letter Grade or P/NP,
Non-Credit Gradeable Course/SP
Prerequisite: ABOD 570 and ABOD 575 (Formerly ATCH 570 and ATCH 575)
Advisory: ESL 706

Presents complete vehicle refinishing, color matching techniques, color theory and custom painting as well as vehicle detailing. Prepares students for employment as an automotive painter.
Repeatable.

AUTOMOTIVE TECHNOLOGY

ATCH 101 SURVEY OF AUTOMOTIVE MECHANICS   1.00
(Formerly WEXP1930, WEXP140
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Not Degree Applicable
P/NP Only

Presents a basic overview of the automotive mechanics industry in a hands-on learning environment, with an emphasis on the foundational knowledge and skills required for a basic entry level position.

ATCH 102 SURVEY OF AUTOMOTIVE BODY REPAIR 1.00

(Formerly WEXP193P, WEXP141)
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Not Degree Applicable
P/NP Only

Presents a basic overview of the auto body repair industry in a hands-on learning environment, with an emphasis on the foundational knowledge and skills required for a basic entry level position.

ATCH 105 PROFESSIONAL DEVELOPMENT FOR EMPLOYMENT I 2.00

2.00 hours per week: (2.00 lecture hours)
Credit - Degree Applicable
Letter Grade or P/NP

Prepares students for employment, soft skill development and inter-collegiate competition in Career Technical Education. SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for cross-listed classes during the same semester. Participation in the SkillsUSA chapter activities and/or competition is required. This course may be repeated up to three times for credit when participating in different competitions.
Repeatable 3 time(s).

ATCH 106 PROFESSIONAL DEVELOPMENT FOR EMPLOYMENT II 2.00

2.00 hours per week: (2.00 lecture hours)
Credit - Degree Applicable
Letter Grade or P/NP

Prepares students for employment, soft skill development and inter-collegiate competition in Career Technical Education. SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for cross-listed classes during the same semester. Participation in the SkillsUSA chapter activities and/or competition is required. This course may be repeated up to three times for credit when participating in different competitions.
Repeatable 3 time(s).

ATCH 109 INTRODUCTION TO AUTOMOTIVE COMPUTERS 2.50

4.00 hours per week: (2.00 lecture hours/2.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Covers the theory, operation, and basic test procedures for on-board computers found on domestic and imported vehicles. Designed for entry level automotive study.

ATCH 120 AUTOMOTIVE IGNITION SYSTEMS 2.00

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Covers modern vehicle ignition system theory, diagnosis, and repair. Includes IT, EI, and Coil-On-Plug systems.

ATCH 125 ENGINE PERFORMANCE 4.00

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ATCH 152, ATCH 109, ATCH 120 or one year in the automotive trade

Studies automotive engine performance theory and operation including fuel, electrical, emission, and computer systems. Emphasizes tune-up, pollution control, and driveability diagnostic techniques.

ATCH 147 INDEPENDENT STUDIES: AUTOMOTIVE TECHNOLOGY 0.50 to 2.00

1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the technical field in which the study is to be undertaken.

Provides an opportunity for in-depth study or practicum experience by an individual student in a selected topic in the automotive technology area with support and direction from an instructor.

ATCH 152 INTERNAL COMBUSTION ENGINES 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents the principles of internal combustion engines encompassing design, construction, and application of engine components, including the ignition, cooling, lubricating, fuel systems, and engine tests and measurements.

ATCH 153 ENGINE REPAIR PROCEDURES 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ATCH 152 with a minimum grade of C or better

Presents a lecture and laboratory course covering theory and manipulative skills required for employment as an Engine Service Technician. Covers information needed for NATEF Master Automotive Service Technology (MAST 2013) task areas for Engine Repair (Section A1) sub-sections A & D and to pass ASE Automotive Technician Certification Test for Engine Service Specialist-A1. This course will cover the routine issues related to the diagnosing, and the common repairs and service of automotive engines.

ATCH 154 ENGINE OVERHAUL PROCEDURES 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade
Prerequisites: ATCH 152 with a minimum grade of C or better and ATCH 253 with a minimum grade of C or better

Presents theory and manipulative skills required for employment as an Engine Service Technician. Covers information needed for NATEF Master Automotive Service Technology (MAST 2013) task areas for Engine Repair (Section A1) sub-sections B & C and to pass ASE Automotive Technician Certification Test for Engine Service Specialist-A1. Covers removal, teardown, inspection, machining, reassembly, installation, and break-in of automotive engines.

ATCH 158 AUTOMOTIVE ELECTRICITY AND ELECTRONICS 4.00

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Studies basic electrical theory, transistors and other semiconductors, as well as batteries, charging systems, cranking systems, lighting, vehicle wiring, and accessory systems.

ATCH 160 AUTOMOTIVE ELECTRICAL ACCESSORIES 4.00

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents electrical and electronic testing, troubleshooting, and repair procedures on the modern vehicle. Covers body and accessory circuits, power options, instrumentation, and interfacing between engine and body control computers.

ATCH 166 AUTOMOTIVE MAINTENANCE AND LIGHT REPAIR 2.00

3.00 hours per week: (1.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable

Letter Grade or P/NP

Presents theory and practical application of safety inspections, battery service, oil and lubrication, cooling system, ignition system, brake inspection, wheel bearings and minor repairs.

ATCH 168   AUTOMOTIVE REPAIR BUSINESS   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the many facets of operating an automotive repair business, including entrepreneurship, franchising, market analysis, physical facilities, financing, organization, taxes, insurance, book-keeping, legal aspects. Material is covered from both the employee's and the employer's point of view.

ATCH 182   AUTOMATIC TRANSMISSIONS   4.00
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces fundamental operations, rebuilding procedures, and service of torque converters and automotive automatic transmissions. Provides preparation for Automotive Service Excellence Certification.

ATCH 186   CHASSIS AND SUSPENSION SYSTEMS   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents suspension geometry and design, wheel alignment, active suspension systems, wheel balancing, tires, and steering systems. Provides training toward Automotive Service Excellence Certification.

ATCH 187   AUTOMOTIVE FUEL INJECTION AND
TURBOCHARGERS   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents both mechanical and electrical fuel injection systems for auto- motive gasoline and diesel fuel engines as well as automotive and light truck turbochargers.

ATCH 188   AUTOMOTIVE HEATING AND AIR
CONDITIONING   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides theory and practical application of the function and repair of heating and air conditioning systems as applied to domestic and imported automobiles. Provides training toward Automotive Service Excellence Certification.

ATCH 193   AUTOMOTIVE TECHNOLOGY
SPECIAL TOPIC   0.50 to 4.00
Credit - Not Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

ATCH 195   TECHNICAL CAREER PREPARATION IN
AUTOMOTIVE   1.00
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Overview of automotive careers with focus on preparing for the job market. Includes discussion of career opportunities in the automotive industry, both union and non-union. Focus on providing the tools necessary to target and obtain a position in the automotive industry.

ATCH 252   WORK EXPERIENCE IN AUTOMOTIVE
TECHNOLOGY   0.50 to 4.00
0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Automotive Technology to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.
Transfer: CSU

ATCH 255   MODERN DIESEL TECHNOLOGY   4.00
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ATCH 154, ATCH 158

Covers the task fields required by ASE A9 certification test addressing light diesel technology. This course will cover essential details of fuel delivery, cylinder head, lubrication, cooling, fuel and valvetrain diagnosis and repair. Engine block diagnosis, repair, cleaning. Lubrication and cooling systems diagnosis and repair. Air induction and exhaust systems diagnosis and repair.
Transfer: CSU

ATCH 263   AUTOMOTIVE FUEL SYSTEMS:
CARBURETION   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Studies automotive fuel systems including filters, tanks, lines, safety equipment, pumps, carburetors, and computer controlled carburetors.
Transfer: CSU

ATCH 264   EMISSION CONTROL/SMOG LICENSE
PREPARATION   6.00
(Formerly ATCH 164)
6.00 hours per week: (6.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Covers the rules and regulations governing the Smog Check Program, inspection procedures using the Emissions Inspection System (EIS), and the OBDII inspection system (OIS). Successful completion of ATCH 264 meets a portion of the requirements for technicians seeking a Smog Check Technician License (EO).
Transfer: CSU

ATCH 269   AUTOMOTIVE TECHNOLOGY INTERNSHIP   3.00
6.00 hours per week: (1.50 lecture hours/4.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Successful completion of 12 semester credits of ATCH courses with a 3.0 GPA.

Presents lecture and lab instruction centering around the working environment in the automotive repair industry. Students are assigned to a commercial automotive repair facility for their laboratory experience. Lectures cover such topics as work habits, resumes, interviewing, attitude, safety, labor laws, record keeping, and rules and regulations pertinent to the automotive repair industry.
Transfer: CSU

ATCH 280   MANUAL DRIVETRAINS   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable

Presents the fundamental operation, service, diagnosis, and repair of clutch assemblies, manual transmissions and transaxles, rear wheel drive (RWD) drive shafts and universal joints, front wheel drive (FWD) half- shafts and constant velocity joints, rear axle assemblies and differentials, and drive axle wheel bearings as applied to automobiles and light duty trucks.

Transfer: CSU

ATCH 281   MANUAL TRANSMISSIONS   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ATCH 182, ATCH 186, and ATCH 109

Presents the operation, diagnosis, repair, and overhaul of rear wheel drive manual transmissions, front wheel drive manual transaxles, and rear wheel drive axles as applied to automobiles and light duty trucks both foreign and domestic.

Transfer: CSU

ATCH 284   BRAKING SYSTEMS   4.00
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ATCH 109

Presents automotive braking systems including conventional drum type brakes, disc brakes, vacuum and hydraulic boosters, and anti-lock brake systems. Provides training for licensing by the Bureau of Automotive Repair and by Automotive Service Excellence Certification.

Transfer: CSU

AVIATION MAINTENANCE

AVMT 110   AVIATION GENERAL MAINTENANCE I   6.00
14.00 hours per week: (2.00 lecture hours/12.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Prepares students with the skills and technical knowledge they need to perform maintenance on aircraft in the aviation maintenance industry. Includes general aviation maintenance subjects required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Covers fundamental electricity and electronics; aircraft weight and balance; mathematics; physics for aviation; ground operations and servicing; and human factors

IMPORTANT: Students are required to provide certain hand-tools at their own expense, to successfully complete the course requirements.

AVMT 120   AVIATION GENERAL MAINTENANCE II   6.00
14.00 hours per week: (2.00 lecture hours/12.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: AVMT 110 or concurrent enrollment

Prepares students with the skills and technical knowledge they need to perform maintenance on aircraft in the aviation maintenance industry. Completes general aviation maintenance subjects required by the Federal Aviation Administration for issuance of a general aviation maintenance technician certificate. Covers maintenance forms, records, and publications; mechanic privileges and limitations; aircraft material, hardware, and processes; aircraft drawings; fluid lines and fittings; cleaning and corrosion control; inspection concepts and techniques.

IMPORTANT: Students are required to provide certain hand-tools at their own expense, to successfully complete the course requirements.

AVMT 130   AVIATION AIRFRAME MAINTENANCE I   6.00
14.00 hours per week: (2.00 lecture hours/12.00 lab hours)
Credit - Degree Applicable

Prerequisites: AVMT 110 and AVMT 120

Prepares students to perform maintenance on aircraft in the aviation maintenance industry. Covers a variety of airframe maintenance subjects required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Includes sheet metal and non-metallic structures, welding, airframe inspection, cabin atmosphere control systems, and aircraft fuel systems.

AVMT140   AVIATION AIRFRAME MAINTENANCE II   6.00
14.00 hours per week: (2.00 lecture hours/12.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP
Prerequisites: AVMT 110 and AVMT 120

Prepares students to perform maintenance on aircraft in the aviation maintenance industry. Includes a variety of airframe maintenance subjects required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Covers wood structures, aircraft covering, aircraft finishes, non-metallic structures, assembly and rigging, rotorcraft fundamentals and fire protection systems.

AVMT 150   AVIATION AIRFRAME MAINTENANCE III   6.00
14.00 hours per week: (2.00 lecture hours/12.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: AVMT 110 and AVMT 120

Prepares students with the skills and technical knowledge they need to perform maintenance on aircraft in the aviation maintenance industry. Includes a variety of airframe maintenance subjects required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Covers: aircraft landing gear systems, hydraulic and pneumatic power systems, aircraft instrument systems, communication and navigation systems, aircraft electrical systems, position and warning systems, ice and rain control systems and airframe conformity inspection.

IMPORTANT: Students are required to provide certain hand-tools at their own expense to successfully complete this course.

AVMT 160   AVIATION POWERPLANT MAINTENANCE I   6.00
14.00 hours per week: (2.00 lecture hours/12.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: AVMT 110 and AVMT 120

Prepares students to perform maintenance on aircraft in the aviation maintenance industry. Covers a variety of powerplant maintenance subjects required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Includes: reciprocating engines (inspection and maintenance), engine instrument systems, ignition and starting systems, and fuel metering systems.

AVMT 170   AVIATION POWERPLANT MAINTENANCE II   6.00
14.00 hours per week: (2.00 lecture hours/12.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: AVMT 110 and AVMT 120

Prepares students to perform maintenance on aircraft in the aviation maintenance industry. Covers a variety of aircraft powerplant maintenance subjects required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Includes: turbine engines (inspection and maintenance), engine instrument systems, ignition systems, auxiliary power unit systems, and fuel metering systems.

AVMT 180   AVIATION POWERPLANT MAINTENANCE III   6.00
14.00 hours per week: (2.00 lecture hours/12.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: AVMT 110 and AVMT 120

Prepares students to perform maintenance on aircraft in the aviation

maintenance industry. Covers a variety of aircraft powerplant maintenance subjects required by the Federal Aviation Administration as part of the Aviation Maintenance Technology Program. Includes inspection of aircraft engine accessories and appliances, fire detection and extinguishing systems, engine lubrication systems, fuel system, induction and airflow system, engine cooling systems, exhaust and reverser systems, propeller and inducted fan systems.

BASIC SKILLS HIGH SCHOOL

BSHS 404   NONCREDIT BASIC SKILLS BIOLOGY   0
(Formerly HSD404 and NABE404)
4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Designed to introduce students to the living world and its systems. Introduces concepts of cell biology, genetics, evolution, and physiology will be presented. This is an elective course towards a high school diploma.
Repeatable

BSHS 405   NONCREDIT BASIC SKILLS ENGLISH   0
(Formerly NABE405)
4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces skills in language arts. Develops skills through active reading of literary and informational texts, academic language development of text-embedded vocabulary, oral language practice, and writing of informational argumentative, synthetic, and narrative pieces. Provides practice with critical thinking, comprehension, and application skills through thematic units centered on topics such as plot and conflict, themes and symbols, argument and persuasion, and drama.
Repeatable

BSHS 406   NONCREDIT BASIC SKILLS ECONOMICS   0
(Formerly HSD406 and NABE406)
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduce students to microeconomics, macroeconomics, and international economic relationships. Presents vocabulary and the technical knowledge needed for an understanding of economic issues, both in the media and at the collegiate level of study. Provides the student with information and analytical tools useful in developing a personal system of values in regard to economic issues.
Repeatable

BSHS 407   NONCREDIT BASIC SKILLS WORLD HISTORY   0
(Formerly HSD407 and NABE407)
4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces major turning points that shaped the modern world, from the late eighteenth century through the present, including the cause and course of two world wars. Tracing the rise of democratic ideas and develop an understanding of the historical roots of current world issues, especially as they pertain to international relations. Develop an understanding of current world issues and relate them to their historical, geographic, political, economic, and cultural contexts.
Repeatable

BSHS 408   NONCREDIT BASIC SKILLS U.S. HISTORY   0
(Formerly HSD408 and NABE408)
4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the major turning points in American history in the twentieth century. Following a review of the nation's beginnings and the impact of the Enlightenment on US democratic ideals, students build upon the tenth grade study of global industrialization to understand the emergence and impact of new technology and a corporate economy, including the social and cultural effects.
Repeatable

BSHS 409   NONCREDIT BASIC SKILLS ALGEBRA I   0
(Formerly HSD409 and NABE409)
4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Designed to cover symbolic reasoning and calculations with symbols allowing a student to develop an understanding of the symbolic language of mathematics and the sciences. The range of problem solving situations allow for the development of algebraic skills and concepts.
Repeatable

BSHS 410   NONCREDIT BASIC SKILLS ALGEBRA II   0
(Formerly HSD410 and NABE410)
4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces Algebra II topics including linear equations and inequalities, systems of equations and polynomial, exponential and logarithmic functions. Geometric topics covered are: triangular and circular trigonometry. Other topics covered are: probability, conic sections and trigonometric functions and their graphs.
Repeatable

BSHS 411   NONCREDIT BASIC SKILLS GEOMETRY   0
(Formerly HSD411 and NABE411)
4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Focuses on fundamental knowledge of basic geometric postulates and theorems and their use in proofs. Integrating algebra in a geometric setting. Using formulas to calculate perimeter, area, and volume of a variety of geometric shapes. This is an elective course towards a high school diploma.
Repeatable

BSHS 412   NONCREDIT BASIC SKILLS POLITICAL SCIENCE   0
(Formerly HSD412 and NABE412)
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents the organization and mechanics of our federal, state, and local systems of government. Explores the basic ideals of American democracy as well as contemporary issues relevant to American government.
Repeatable

BSHS 414   NONCREDIT BASIC SKILLS SPANISH I   0
(Formerly HSD414 and NABE414)
4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Focuses on reading, writing, speaking and understanding standard Spanish at a basic level. Acquiring basic vocabulary and grammar structures, including the simple present tense, noun-adjective agreement, subject-verb agreement, interrogatives, the immediate future tense, and the preterite tense. Exposure to and interaction with the cultures of the Spanish-speaking countries of the world. Using Spanish selectively both within and beyond the school setting. Participating in cultural projects, including comparing and contrasting other cultures to their own.
Repeatable

BASIC SKILLS NONCREDIT

BSNC 500A GED PREPARATION A   0
1.00 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.00 - 3.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides a review of basic skills and prepares students for the computerized General Education Development (GED) Test. The course focuses on the computer and technical skills needed for basic skills preparation and to study for the GED. Presents the core knowledge and skills needed to pass each of the four content areas of the GED: Language Arts, Mathematics, Science, and Social Studies.
Repeatable

BSNC 500B GED PREPARATION B   0
1.00 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.00 - 3.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides a review of basic skills and prepares students for the computerized General Education Development (GED) Test. Focuses on test taking strategies to be successful on the GED exam. Presents the core knowledge and skills needed to pass each of the four content areas of the GED: Language Arts, Mathematics, Science, and Social Studies.
Repeatable

BSNC 501 GED PREPARATION - MATH/SCIENCE   0
3.00 - 6.00 hours per week: (3.00 - 6.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Prepares students to pass the Mathematical Reasoning and Science subtests of the GED exam. Covers the mathematical reasoning and science requirements for the GED exam.
Repeatable

BSNC 502 GED PREPARATION - LANGUAGE ARTS/SOCIAL STUDIES   0
3.00 - 6.00 hours per week: (3.00 - 6.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Prepares students to pass the Reasoning Through Language Arts and Social Studies subtests of the GED exam. Covers reading, writing, and thinking skill requirements for the GED exam.
Repeatable

BIOLOGY

BIO 201A   BIOLOGY   5.00
9.00 hours per week: (3.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Eligibility for transfer-level math using the current college process and CHEM 200 or one year of high school chemistry

Presents the philosophy of science, methods of scientific inquiry, and experimental design. The course will also cover principles and applications of prokaryotic and eukaryotic cell structure and function, biological molecules, homeostasis, cell reproduction and its controls, cell metabolism including photosynthesis and respiration, protein synthesis, classical/Mendelian genetics, molecular genetics, cellular communication, and biotechnology.
Transfer: CSU; UC
C-ID BIOL 190. BIO 201A+201B = C-ID BIO 135S and C-ID BIO 130S

BIO 201B   BIOLOGY   5.00
9.00 hours per week: (3.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: BIO 201A

Continues 201A with surveys of the biology, diversity, classification, and evolution of unicellular and multicellular organisms as well as foundational ecological principles. Emphasizes the classification, structure, and function of organisms, ecological principles, as well as theory and mechanisms of evolution. This course is the second in a sequence intended for biology majors.
Transfer: CSU; UC
C-ID BIOL 140. BIO 201A+201B = C-ID BIO 135S and C-ID BIO 130S

BIO 202   GENERAL BOTANY   5.00
9.00 hours per week: (3.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Completion of any 3-unit or more college level biology course with a lab with a C grade or better, or completion of high school AP biology with a C grade or better.

Presents the scientific study of botany. Introduces concepts related to the anatomy, morphology, physiology, and ecology of plants. Summarizes the diversity and evolution of plants, protists, fungi, and photosynthetic bacteria. Includes an appreciation of the beauty and usefulness of plants.
Transfer: CSU; UC

BIO 204   MICROBIOLOGY   5.00
9.00 hours per week: (3.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: CHEM 200 with a minimum grade of C or better or equivalent with a grade of C or better
Advisories: BIO 201A

Delves into microbes' unique characteristics, emphasizing the significant infectious disease agents and their impact on public health. Examines the general characteristics of infectious disease with emphasis on etiology, epidemiology, and host-parasite interactions. Prepares students for advanced classes in the field of healthcare.
Transfer: CSU; UC

BIO 205   HUMAN ANATOMY   4.00
8.00 hours per week: (2.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Introduces the structure and function of the human body. Introduces and integrates cytology, histology, embryology and pathology throughout each organ system. Includes gross and microscopic anatomy of the integumentary, skeletal, muscular, nervous, endocrine, sensory, circulatory, lymphatic, respiratory, digestive, urinary and reproductive organ systems. Lab includes study of preserved specimens, models and charts.
Transfer: CSU; UC
C-ID BIOL 110

BIO 206   GENERAL HUMAN PHYSIOLOGY   5.00
7.00 hours per week: (4.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: CHEM 200 or equivalent with a grade of "C" or better and BIO 205
Advisories: BIO 201A

Presents physiological principles, function, integration, and homeostasis of the human body at the cellular, tissue, organ, organ system and organism levels. Study functions in normal healthy conditions and the mechanisms of disease.
Transfer: CSU; UC
C-ID BIOL 120

BIO 209C   COASTAL BIOLOGY FIELD STUDIES   1.00
3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: Any 3 unit or greater college level biology course.

Utilizes field observations and techniques used to appreciate and evaluate California's coastal ecosystems. Includes hiking, water activities (kayaking, whale watching, snorkeling, etc.), camping, and nearshore exploration to investigate coastal organisms and habitats. Includes additional student expenses associated with camping, food, transportation, and incidentals.

Transfer: CSU; UC

BIO 209D   DESERT BIOLOGY FIELD STUDIES   1.00

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Advisories: Any 3 unit or greater college level biology course.

Presents a field study course on the California deserts. Includes the formation of the deserts and the ecological relationship of desert plants and animals. Practices field techniques used in data collection and analysis. Camping, food, and other expenses will be shared by the students.

Transfer: CSU; UC

BIO 209S   SIERRA BIOLOGY FIELD STUDIES   1.00

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Advisories: Any 3 unit or greater college level biology course.

Studies Sierra ecosystems with emphasis on riparian and meadow habitats, Alpine and coniferous forest ecology and grandeur. Practices field study observations and techniques. Camping, food, and other expenses will be the responsibility of students.

Transfer: CSU; UC

BIO 210I   ISLAND BIOLOGY   2.00

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Focuses on ecological and evolutionary history, including colonization and establishment of native plant and animal communities, human impacts, natural history, and preservation and conservation of island ecosystems. Field and lab investigation examines marine algae, plankton, and both marine and terrestrial animal behavior patterns. Hands-on activities involve kayaking, daily snorkeling, laboratory investigation, and hiking. Students will be required to keep a standardized field notebook and complete a scientific investigation project. Students should be prepared for snorkeling, kayaking, and hiking on trails over rugged terrain. This course is taught with an initial online component followed by a week in the field on Catalina Island. Accommodations, food, transportation, and other expenses while arranged are ultimately the responsibility of the students.

Transfer: CSU; UC

BIO 210M   ENVIRONMENTAL AND APPLIED MICROBIOLOGY   2.00

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Advisories: ENGL 201A with a minimum grade of C or better

Presents an examination of microorganisms in the environment including: occurrence, abundance, and distribution; processes of microbial interaction with the environment; importance to human and animal health and practices of applied environmental microbiology.

Transfer: CSU

BIO 210R   NATURAL HISTORY OF THE COAST RANGES   2.00

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents a lecture and field study course on the ecology and natural history of the coast ranges. Includes the study of their geological history, native plant and animal communities, human impacts, and the history and function of the preservation and conservation of ecosystems including the national forest, Bureau of Land Management, and California state parks. A field trip will reinforce and elaborate upon lecture material. Field techniques also will be taught on the field trip. Students will be required to maintain and turn in a standardized field notebook. Camping, food, transportation, and other expenses will be the responsibility of the students. Students should be prepared for camping in a moist, coastal environment and extensive hiking on and off trails from sea level to over 2000 feet over rugged terrain.

Transfer: CSU; UC

BIO 211   LIFE SCIENCE   3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the non-biology major to the organization and evolution of life and the structure and function of living systems from cells to biomes. Utilizes the lecture and laboratory approach to instruction.

Transfer: CSU; UC

BIO 212   HUMAN BIOLOGY   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces fundamental structural and functional concepts of the human body systems, and their disorders and therapies. Designed for non-science majors and pre-allied health/Emergency Medical Services (EMS) students. Provides an appreciation for popular interests such as fitness, immunity, inheritance, and common medical terminology.

Transfer: CSU; UC

BIO 212L   HUMAN BIOLOGY LABORATORY   1.00

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Prerequisites: Completion or concurrent enrollment in BIO 212

Provides laboratory instruction to accompany Human Biology (BIO 212), a general education course for non-biology majors and pre-allied health/Emergency Medical Services (EMS) students. Presents an introduction to the biology of the human species, designed to create an awareness and understanding of the human body functions, human's place in nature and the mechanics of human heredity. Includes direct participation in experiments, demonstrations, and discussions. Topics include elements of human anatomy and physiology, nutrition, disease, elements of human heredity and environmental adaptations, and interpretations of relevant current topics in biology.

Transfer: CSU; UC

BIO 213   GENETICS IN SOCIETY   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the basic principles of genetics and heredity. Emphasizes current advances in genetics, including stem cell research, cloning, cancer, and genetically modified crops. Presents information on the human genome and many human genes that are important for health. Investigates the social consequences and ethical implications of biotechnology in medicine and agriculture.

Transfer: CSU; UC

BIO 216   PLANTS & PEOPLE   4.00

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents current and historical uses of plants by people of different cultures. Includes the structure, physiology, reproduction, taxon-

omy, diversity, evolution, and ecology of plants. Laboratory work includes setting up experiments, growing, and propagating plants.

Transfer: CSU; UC

BIO 220   ENVIRONMENTAL BIOLOGY   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Presents a study of biological concepts, processes, and organismal biology, including scientific methodology, metabolism, genetics, evolution and ecology. These concepts are used to assess environmental issues including human population growth, biodiversity, biological conservation, pollution, and resource and energy use.

Transfer: CSU; UC

BIO 220L   ENVIRONMENTAL BIOLOGY LAB   1.00
3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Completion of or concurrent enrollment in BIO 220.

Presents an optional laboratory course designed to complement BIO 220 (Environmental Biology). Applies and expands knowledge gained in BIO 220 through field trips, laboratory investigations, and special projects.

Transfer: CSU; UC

BIO 221   ECOLOGY   4.00
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents plant and animal communities, emphasizing the interrelationships of living organisms and their living and non-living environment. Lectures emphasize major ecological principles and/or concepts associated with organisms, populations, communities, ecosystems, and the biosphere. Laboratories emphasize gathering and interpreting ecological data in the lab and the field.

Transfer: CSU; UC

BIO 222   MARINE BIOLOGY   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Emphasizes marine ecosystems, biodiversity, and ecology. Provides an overview of marine biology and includes an introduction to oceanography. Focuses on comparative studies of marine plants and animals, research, human impacts, and the conservation of the marine environment.

Transfer: CSU; UC

BIO 222L   MARINE BIOLOGY LABORATORY   1.00
3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: BIO 222

Provides a field and laboratory survey of marine biodiversity and ecology, with emphasis placed on exploring local marine life and habitats. Laboratory exercises focus on the identification and observation of marine organisms. Field labs include kayaking, nearshore habitats, tide pooling, and visits to aquaria and/or museums. This course complements and enhances Marine Biology lecture (BIO 222), through hands-on field and laboratory investigations.

Transfer: CSU; UC

BIO 224   PRINCIPLES OF NATURAL HISTORY   3.00
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents an ecological approach to the natural history of terrestrial

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plants and animals in California. Includes topics such as classification, relationships to environment, interrelationships, problems of life, economic importance, and field biology techniques.

Transfer: CSU; UC

BIO 240   BIOLOGY TEACHING ASSISTANT   0.50 to 2.00
0.50 - 2.00 hours per week: (0.50 - 2.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Instructor approval

Prepares students to facilitate biology courses by developing tutorial skills, understanding of the learning process, and effectiveness as a teaching assistant.

Transfer: CSU

BIO 241   BIOLOGY LAB ASSISTANT   0.50 to 2.00
0.50 - 2.00 hours per week: (0.50 - 2.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Instructor approval.

Prepares students to facility biology lab courses by developing laboratory, biosafety, and data acquisition skills.

Transfer: CSU

BIO 242   BIOLOGY RESEARCH ASSISTANT   0.50 to 2.00
0.50 - 2.00 hours per week: (0.50 - 2.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Instructor approval

Applies principles and methods of biological research.

Transfer: CSU

BIO 247   INDEPENDENT STUDIES: BIOLOGY   0.50 to 2.00
1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience in a selected topic of biology under the direction of an instructor.

Transfer: CSU

BIO 295   UNDERGRADUATE STEM SEMINAR   1.00 to 2.00
1.00 - 2.00 hours per week: (1.00 - 2.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces students to a variety of STEM fields science, technology, engineering and mathematics) using a seminar format. Explores a broad range of academic and career opportunities in STEM. Emphasizes professional and personal skills for success in STEM.

Same as ANTH 295, ENGR 295, MATH 295, PSCI 295.
Transfer: CSU; UC

BUSINESS

BUS 193   BUSINESS SPECIAL TOPIC   0.50 to 4.00
Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

BUS 196   WORKPLACE HUMAN RELATIONS   2.00
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Discusses the process of forming personal attitudes, identifying and

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changing our personal attitudes, the behavioral aspects of interpersonal relationship and self-esteem are studied. Personal communication skills concepts are discussed. Cultural diversity awareness and increased team building skills are explored.

BUS 218   BUSINESS LAW   4.00
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Offers legal knowledge concerning business and business relationships with emphasis on the laws of torts, property, contracts, agency, business organizations, and sales. Includes a study of the nature and background of American law, court systems, and court procedures.
Transfer: CSU; UC
C-ID BUS 120 and BUS 125

BUS 227   BUSINESS COMMUNICATIONS   4.00
(Formerly CAOA227)
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ENGL 201A

Presents a study of the principles and techniques designed to help students develop and refine written and oral skills for effective business communication. Covers general areas of grammar mechanics and sentence structure. The course emphasizes memos, e-mails, request and response letters, negative response correspondence, and persuasive communication. Includes reports, resumes and cover letters, and oral presentation.
Transfer: CSU
C-ID BUS 115

BUS 228   OFFICE TECHNOLOGY AND
             TELECOMMUNICATIONS   3.00
(Formerly CAOA128)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Ability to type 25 words per minute.

Introduces typical office routines and responsibilities; principles, practices, and terminology as applied to most common filing methods; business forms; record keeping; office automation; communication and bank services; telephone procedures; human relations; telecommunications; and job securing processes.
Transfer: CSU

BUS 229   BUSINESS INTERNSHIP   1.00 to 3.00
(Formerly BUS129)
2.70 - 8.00 hours per week: (0.20 - 0.50 lecture hours/2.50 - 7.50 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: 6 units of Business classes

Provides students an opportunity to experience the responsibilities of an employee in a business setting related to their courses of study in business.
Transfer: CSU

BUS 230   INTRODUCTION TO DIGITAL COMMERCE   3.00
(Formerly BUS130)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides an overview of the digital commerce landscape, business and revenue models, and
online marketing, selling, and delivery of products and services. Explores online security and privacy, payment gateways, site infrastructure, e-logistics and e-fulfillment, and related careers.
Transfer: CSU

BUS 231   SOCIAL MEDIA MARKETING   3.00
(Formerly BUS131)
3.00 hours per week: (3.00 lecture hours/ lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides a hands-on introduction to social media marketing, including planning and evaluating effective social media marketing campaigns for businesses, incorporating Search Engine Optimization (SEO) into effective promotion, and engaging in brand reputation management.
Transfer: CSU

BUS 232   DIGITAL COMMERCE: CONTENT AND SERVICES 3.00
(Formerly BUS132)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides a hands-on introduction to developing an online store and creating and selling digital products such as videos, memberships, photos, online courses, ebooks, webinars and consulting services.
Transfer: CSU

BUS 233   DIGITAL COMMERCE: PHYSICAL PRODUCTS   3.00
(Formerly BUS133)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides hands-on experience building an online store that sells physical products. Addresses product sourcing, inventory management, shipping, delivery, reverse logistics, and customer service issues.
Transfer: CSU

BUS 234   DIGITAL COMMERCE: ENTREPRENEURSHIP   4.00
(Formerly BUS134)
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Prepares students to research, design, develop, and launch a digital commerce venture utilizing a leading digital commerce platform, such as Shopify. Focuses on the integration of payment gateways, inventory management, digital marketing, mobile commerce, analytics, product fulfillment, shipping, and relevant third-party services.
Transfer: CSU

BUS 240   ADVERTISING   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: BUS 243

Introduces the student to the principles, purposes and practices of advertising; the importance of correct appeal, style, headline, typography, color, layout, ethics; and other problems involved in the creation and evaluation of effective advertising.(No artistic ability required.)
Transfer: CSU

BUS 241   SALES   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents principles, purposes, and practices of personal selling and its importance to an organization and to a free enterprise economic system.
Transfer: CSU

BUS 243   MARKETING   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Introduces fundamentals of product planning, pricing, distribution and promotion of goods, services and non-profits; market research, consumer behavior, international business, and the industrial market.
Transfer: CSU

BUS 245   INTRODUCTION TO BUSINESS   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Surveys the broad field of business practices and provides an examination of how culture, society, economic systems, legal, political, international, financial institutions and human behavior interact to influence how businesses function. Demonstrates how these activities guide actions and decisions in the primary areas of business including: accounting, economics, marketing, leadership and resource management, international business, E-Business and information technology, business law, entrepreneurship, the stock and securities market and ethical and social responsibilities of business.
Transfer: CSU; UC
C-ID BUS 110

BUS 247   INDEPENDENT STUDIES: BUSINESS   0.50 to 2.00
1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of business under the direction of an instructor.
Transfer: CSU

BUS 248   SMALL BUSINESS MANAGEMENT   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents the role of small businesses in the free enterprise system. Discusses numerous aspects of small business ownership. Provides techniques in strategic planning, marketing, and controlling business operations for managers of small firms.
Transfer: CSU

BUS 249   ENTREPRENEURSHIP   4.00
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Advisories: Elementary Algebra or eligibility for transfer-level math using the current college process

Introduces students to the concepts, techniques and requirements for establishing a business from an entrepreneurship viewpoint. Students will explore the roles that marketing, accounting, law and finance play in starting a business.
Transfer: CSU

BUS 253   WORK EXPERIENCE IN BUSINESS   0.50 to 4.00
0 hours per week: ()
Credit - Degree Applicable
Letter Grade or P/NP

Provides opportunities for students in Business to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work

hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.
Transfer: CSU

BUS 283   INTRODUCTION TO MANAGEMENT   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents business management principles and practices. Includes a study of organizational structures; the management functions of planning, organizing,leading and controlling; and managerial decision-making processes.
Transfer: CSU

BUS 285   HUMAN RESOURCE MANAGEMENT   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: BUS 245

Introduces the principles of effective human resource management. This course examines topics such as recruitment, selection, employee training programs, performance evaluation, compensation, employee relations and workplace health and safety, and the role of government regulations within those areas.
Transfer: CSU

BUS 286   HUMAN RELATIONS   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces students to the basic principles of how to manage employees in various organizational settings such as business, government and the service sector.
Transfer: CSU

CHEMISTRY

CHEM 193   CHEMISTRY SPECIAL TOPIC   0.50 to 4.00
Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

CHEM 200   INTRODUCTORY CHEMISTRY   4.00
(Formerly CHEM 210FL)
7.00 hours per week: (3.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Prerequisites: Elementary Algebra or eligibility for transfer-level math using the current college process

Presents an introduction to chemistry and chemical laboratory techniques and methods, including a survey of important chemical principles, and a description of the elements and their compounds. One lab hour per week will utilize Facilitator Assisted Learning to practice problem solving.
Transfer: CSU; UC
C-ID CHEM 101

CHEM 201A   GENERAL COLLEGE CHEMISTRY I   5.00
7.00 hours per week: (4.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: CHEM 200 or One year High School Chemistry or equivalent with a grade of C or better and Intermediate Algebra or eligibility for transfer-level mathematics using the current college process
Advisories: Knowledge of logarithms and graphical analysis of linear functions is strongly recommended. These topics are part of the pre-calculus curriculum

Presents the first semester of a one-year course intended primarily

for science and engineering majors in the fundamental principles of chemistry. Topics covered include kinetic-molecular treatment of gases, atomic structure and the periodic law, thermochemistry, chemical bonding, correlation of structure with properties, quantitative relationships in chemical reactions, chemical formulas and equations. Laboratory work includes a study of precision and accuracy, standard methods of gravimetric and volumetric analysis, and computer acquisition and analysis of data.

Transfer: CSU; UC
C-ID CHEM 110. CHEM 201A+201B = C-ID CHEM 120S

CHEM 201AX APPLIED PROBLEMS FOR GENERAL CHEMISTRY 1.00

(Formerly CHEM201X)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only
Corequisites: CHEM 201A

Supplements Chem 201A to further develop general chemistry skills and conceptual understanding. Provides the opportunity for additional assistance in developing and mastering problem-solving abilities.

Transfer: CSU

CHEM 201B GENERAL COLLEGE CHEMISTRY II 5.00

7.00 hours per week: (4.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: CHEM 201A

Advisories: Knowledge of exponential functions, logarithms, and graphical analysis of linear functions is strongly recommended for second semester topics. These topics are part of the pre-calculus curriculum.

Presents advanced general chemistry topics as a continuation of Chemistry 201A. Topics covered include chemical kinetics, thermodynamics, aqueous equilibria, free energy, entropy, electrochemistry, coordination chemistry, nuclear, and organic chemistry. Laboratory work includes quantitative and qualitative analysis with computer acquisition and analysis of data.

Transfer: CSU; UC
CHEM 201A+201B = C-ID CHEM 120S

CHEM 201BX APPLIED PROBLEMS FOR GENERAL CHEMISTRY II 1.00

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only
Corequisites: CHEM 201B.

Supplements Chem 201B to further develop general chemistry skills and conceptual understanding. Provides the opportunity for additional assistance in developing and mastering problem-solving abilities.

Transfer: CSU

CHEM 201P PREPARATION FOR GENERAL COLLEGE CHEMISTRY 2.00

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Prerequisites: CHEM 200 with a minimum grade of C or better and Intermediate Algebra or eligibility for transfer-level math using the current college process

Presents problem-solving and fundamental reasoning skills needed for success in CHEM 201A, General College Chemistry I. This course is designed for students who meet Chem 201A prerequisites but need additional preparation prior to enrolling in Chem 201A. Topics include techniques for chemical problem solving, dimensional analysis, unit conversion, chemical nomenclature, fundamentals of chemical reactions, and principles of stoichiometry including mass, mole, and volume calculations.

Transfer: CSU

CHEM 211 INTRODUCTORY ORGANIC/BIOCHEMISTRY 4.00

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: CHEM 200 or equivalent

Presents a survey of organic and biochemistry. Intended primarily for nursing, allied health, agriculture, and some biology majors. Topics include the classification, structure, and reactions of organic molecules as well as biological chemistry as it applies to living systems. Laboratory topics include separation techniques, characterization of organic molecules, reactions of organic and biological compounds.

Transfer: CSU; UC
C-ID CHEM 102

CHEM 212A ORGANIC CHEMISTRY I 5.00

9.00 hours per week: (3.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: CHEM 201B with a minimum grade of C or better

Presents the first semester of a one-year course in organic chemistry intended primarily for science and preprofessional health majors. Foundational organic chemistry concepts, structure, nomenclature, and the physical and chemical properties of hydrocarbons, alkyl halides, and alcohols are studied. Topics include stereochemistry, conformations, Valence Bond theory, infrared spectroscopy, mass spectrometry, as well as nucleophilic substitution, electrophilic addition, elimination, and radical reactions and reaction mechanisms. Laboratory work includes extensive study of organic techniques for isolation, purification, and characterization.

Transfer: CSU; UC
C-ID CHEM 150. CHEM 212A+212B = C-ID CHEM 160S

CHEM 212B ORGANIC CHEMISTRY II 5.00

9.00 hours per week: (3.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: CHEM 212A

Presents the second semester of a one-year course in organic chemistry. Includes the study of mechanisms and reactions of ethers, epoxides, carbonyl compounds, acid derivatives, and aromatic compounds. Structure elucidation using spectroscopy, multi-step synthesis, and some biochemical applications of organic chemistry will be studied.

CHEM 212A+212B = C-ID CHEM 160S
Transfer: CSU; UC

CHEM 212P PREPARATION FOR ORGANIC CHEMISTRY I 2.00

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: CHEM 201B or concurrent enrollment

Reviews topics from general chemistry and presents introductory organic chemistry topics in preparation for Organic Chemistry I. Designed for students who meet the pre-requisites for Organic Chemistry I (or will before Organic Chemistry I is offered next) and would like to prepare. Includes topics on periodic table trends, molecular shapes and structures, valence bond theory, polarity, acidity and pKa, and drawing structures.

Transfer: CSU

CHEM 231 BIOCHEMISTRY 4.00

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: CHEM 201A
Advisories: CHEM 201B

Presents a detailed introduction to the principles, concepts and terminology of biochemistry with an emphasis on the structure and function of biological molecules and the role of metabolism in

energy production. Topics include the fundamental structures, chemistry, and properties of four groups of biological macromolecules (carbohydrates, lipids, proteins and nucleic acids) and their building blocks. This course will also present protein structure and function, enzyme catalysis, and the details of the central metabolic pathways (e.g., glycolysis, gluconeogenesis, the citric acid cycle, electron transport, and oxidative phosphorylation) including their regulation and integration. Throughout the course the organizing principles of biochemistry and the distinctive characteristics of the living state will be emphasized.

Transfer: CSU; UC

CHEM 245A INTRODUCTION TO CHEMISTRY FACILITATOR ASSISTED LEARNING   1.50
1.50 hours per week: (1.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only
Advisories: CHEM 200 or CHEM 201A

Prepares students to facilitate Introductory Chemistry by developing interpersonal skills, understanding of the learning process, and effectiveness as a facilitator. Introduces practical applications of facilitator assisted learning (FAL) in small groups of chemistry students.

Transfer: CSU

CHEM 245B ADVANCED CHEMISTRY FACILITATOR ASSISTED LEARNING   1.50
1.50 hours per week: (1.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only
Prerequisites: CHEM 245A

Examines advanced approaches to facilitating Introductory Chemistry using interpersonal skills and knowledge of learning processes to increase effectiveness as a facilitator. Analyzes and implements facilitator assisted learning (FAL) techniques as applied to small groups of chemistry students.

Transfer: CSU

CHEM 245C CHEMISTRY FACILITATOR ASSISTED LEARNING MENTOR   1.50
1.50 hours per week: (1.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only
Prerequisites: CHEM 245B

Analyzes facilitator assisted learning (FAL) techniques by acting as a mentor to beginning facilitators. Advanced approaches to facilitating Introductory Chemistry will be applied to small groups of Introductory Chemistry students.

Transfer: CSU

CHEM 252 WORK EXPERIENCE IN CHEMISTRY   0.50 to 4.00
0 hours per week
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Chemistry to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

CHILD DEVELOPMENT AND FAMILY STUDIES

CDFS 201 CHILD GROWTH AND DEVELOPMENT   3.00
(Formerly ECE201)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable
Letter Grade or P/NP

Examines the progression of development in the physical, cognitive, social, and emotional domains. Identifies developmental milestones, and evaluates individual differences, for children from conception through adolescence. Emphasizes interactions between biological processes and environmental factors. Applies knowledge of development and major theoretical frameworks to children at various stages in a variety of settings. Required for teachers in all early childhood education programs as a part of the 12 units for the Child Development Permit and licensing requirements for the State of California.

Transfer: CSU; UC
C-ID CDEV 100

CDFS 202 CHILD, FAMILY AND COMMUNITY   3.00
(Formerly ECE202)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the processes of socialization focusing on the inter-relationship of family, school, peers, and community. Examines the influence of multiple societal contexts. Explores the role of collaboration between family, community, and schools in supporting children's development, birth through adolescence. Required for teachers in all early childhood education programs as a part of the 12 units for the Child Development Permit and licensing requirements for the State of California.

Transfer: CSU; UC
C-ID CDEV 110

CDFS 203 CURRICULUM FOR YOUNG CHILDREN   3.00
(Formerly ECE203)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Limitation on Enrollment: All students must have proof of TB Clearance, Measles (MMR), and Pertussis (DTaP, or TDaP) required by the State of California.

Introduces developmentally appropriate curriculum and environments for children birth through age eight. Emphasizes knowledge of children's development, theories of learning and development, and examples from various models of developmentally appropriate practice in the planning of environments and curriculum in all content areas to support children's development and learning integrated throughout indoor and outdoor settings. Required for teachers in all early childhood education programs as a part of the 12 units for the Child Development Permit and licensing requirements for the State of California.

Transfer: CSU
C-ID ECE 130

CDFS 204 HEALTH, SAFETY, AND NUTRITION   3.00
(Formerly ECE204)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces laws, regulations, standards, policies, procedures, and best practices related to health, safety, and nutrition in early childhood settings, birth through middle childhood. Includes prevention strategies, nutrition, and meal planning for various ages and planning educational experiences integrated into daily routines designed to teach children positive health, safety, and nutrition habits.

Transfer: CSU
C-ID ECE 220

CDFS 205 INTRODUCTION TO EARLY CHILDHOOD EDUCATION: PRINCIPLES AND PRACTICES   3.00
(Formerly ECE205)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable

Letter Grade Only

Prerequisites: CDFS 201, CDFS 202

Limitation on Enrollment: All students must have proof of TB Clearance, Measles (MMR), and Pertussis (DTaP, or TDaP) required by the State of California.

Examines historical contexts and theoretical perspectives of developmentally appropriate practice in early care and education for children birth through age eight. Explores the typical roles and expectations of early childhood educators. Identifies professional ethics, career pathways, and professional standards. Introduces best practices for developmentally appropriate learning environments, curriculum, and effective pedagogy for young children including how play contributes to children's learning, growth, and development. This class satisfies three units for the Child Development Permit and Licensing Requirements for the State of California.

Transfer: CSU

C-ID ECE 120

CDFS 206   OBSERVATION, RECORDING TECHNIQUES AND ASSESSMENT   3.00

(Formerly ECE206)

4.00 hours per week: (2.50 lecture hours/1.50 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: CDFS 201, CDFS 202

Limitation on Enrollment: All students must have proof of TB Clearance, Measles (MMR), and Pertussis (DTaP, or TDaP) required by the State of California.

Introduces the appropriate use of assessment and observation tools and strategies to document young children's development and learning. Emphasizes the use of findings to inform and plan learning environments and experiences. Discusses recording strategies, rating systems, portfolios, and multiple assessment tools, along with strategies for collaboration with families and professionals. This class satisfies 3 units for the Child Development Permit.

Transfer: CSU

C-ID ECE 200

CDFS 211   MUSIC AND MOVEMENT ACTIVITIES FOR YOUNG CHILDREN   1.00

(Formerly ECE211)

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Presents developmentally appropriate practices, techniques, and guidelines for designing music and movement experiences for young children. Stresses the role of music and movement across developmental domains, with practices that affirm and celebrate children's diverse cultures. Meets Title XXII requirements: DS 3, DS 5.

Transfer: CSU

CDFS 212   CHILDHOOD AND PLAY   1.00

(Formerly ECE212)

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Provides an overview of children's play, designed to deepen our understanding of the importance of play throughout childhood and its role in development. The forms of play will be explored, through a cultural and historical lens.

Transfer: CSU

CDFS 215   CHILDREN IN A DIVERSE SOCIETY   3.00

(Formerly ECE215)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines the historical and current perspectives on diversity and inclusion and the impact of systemic societal influences on children's development, learning, and school experiences. Strategies for developmentally, culturally, and linguistically appropriate anti-bias curriculum will be explored as well as approaches to

promote inclusive and anti-racist classroom communities. Includes self-reflection on the influence of teachers' own culture and life experiences on teaching and interactions with children and families.

Transfer: CSU; UC

C-ID ECE 230

CDFS 216   PRACTICUM: CURRICULUM/ENVIRONMENT SUPERVISED FIELD EXPERIENCE   5.00

(Formerly ECE216)

9.00 hours per week: (3.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: CDFS 201, CDFS 202, CDFS 205, CDFS 203, CDFS 206

Limitation on Enrollment: All students must have proof of TB Clearance, Measles (MMR), and Pertussis (DTaP, or TDaP) required by the State of California.

Demonstrates developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Utilizes practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Emphasizes reflective practice as student teachers design, implement, and evaluate approaches, strategies, and techniques that promote development and learning. Includes exploration of career pathways, professional development, and teacher responsibilities. Satisfies units for the Child Development Permit and licensing requirements for the State of California Department of Social Services Title XXII, Section 101215B.

Transfer: CSU

C-ID ECE 210

CDFS 217   THE STUDY OF PARENTING: THEORY AND PRACTICE   3.00

(Formerly ECE217)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents background for understanding parent-child relationships in the changing social environment. Examines common problems in child rearing and cultural influences on parenting. Emphasizes development of a parenting philosophy and development of effective parenting behaviors across the lifespan.

Transfer: CSU

CDFS 220   ART FOR CHILDREN   1.00

(Formerly ECE220)

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents the study of the developmental sequence of children's art and the teaching implications for children from age two through age eight with an emphasis on creative expression and aesthetic development. Introduces a variety of media including drawing, painting, collage, printmaking, clay, and collage. Meets Title XXII requirements: DS 3, DS 5.

Transfer: CSU

CDFS 221   STEM IN EARLY CHILDHOOD   1.00

(Formerly ECE221)

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Provides an overview of children's science, technology, engineering, and math (STEM) development from birth to age 8. STEM will be explored with an emphasis on diverse experiences and integration in all areas of the classroom.

Transfer: CSU

CDFS 223 LOOSE PARTS IN EARLY LEARNING: THEORY AND PRACTICE 1.00

(Formerly ECE223)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Explores loose parts as a multidisciplinary curriculum tool through the lens of 21st century learning. Includes making connections, engagement, risk taking, innovative thinking, and creativity.

Transfer: CSU

CDFS 234 CHILDREN'S BOOKS AND NARRATIVES 3.00

(Formerly ECE234)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Surveys culturally diverse children's literature, from infancy through elementary school. Proposes criteria for literary and artistic evaluation, use, age appropriateness in selection, and critical perspectives. Introduces a wide range of authors, genres, and formats including folktales, fantasy, science fiction, poetry, historical fiction, realistic fiction, non-fiction, picture books, and graphic novels. Demonstrates presentation techniques, including storytelling. Meets Title XXII requirements: DS3, DS5.

Transfer: CSU
C-ID ENGL 180

CDFS 235 UNDERSTANDING BEHAVIORS THAT CHALLENGE 1.00

(Formerly ECE235)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides an overview of young children's behaviors, within a family and cultural context, to understand the root causes of challenging behaviors and to promote resilience. Presents strategies for prevention, assessment, and intervention in early childhood settings.

Transfer: CSU

CDFS 236 INTRODUCTION TO CHILDREN WITH SPECIAL NEEDS 3.00

(Formerly ECE236)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, the identification and referral process, and community resources.

Transfer: CSU

CDFS 237 CURRICULUM AND STRATEGIES FOR CHILDREN WITH SPECIAL NEEDS 3.00

(Formerly ECE237)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: CDFS 236

Covers curriculum, intervention strategies, and laws for working with children with special needs in partnership with their families. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence.

Transfer: CSU

CDFS 240 INFANT AND TODDLER DEVELOPMENT 3.00

(Formerly ECE240)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Examines the major physical, cognitive, social and emotional developmental milestones from conception to age three. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development.

Transfer: CSU

CDFS 242 CARE AND EDUCATION FOR INFANTS AND TODDLERS 3.00

(Formerly ECE242)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Applies theory and research to the care and education of infants and toddlers in a group setting. Examines essential policies, principles, and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months.

Transfer: CSU

CDFS 245 ADULT SUPERVISION AND MENTORING 3.00

(Formerly ECE245)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Addresses the various components of supervision in early education settings. Emphasis is placed on leadership, advocacy, mentoring, and collaborating in the early education environment, and to develop positive relationships with student teachers, staff, volunteers, families, and other adults. This course presents development of early childhood professionals as leaders, and satisfies the adult supervision requirement for the Master Teacher (and above) levels for the Child Development Permit.

Transfer: CSU

CDFS 246 ADMINISTRATION I: PROGRAMS IN EARLY CHILDHOOD EDUCATION 3.00

(Formerly ECE246)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Introduces administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. This class satisfies 3 units for the Child Development Permit.

Transfer: CSU

CDFS 248 ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION 3.00

(Formerly ECE248)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Explores the effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. This course meets the requirements for 3 units in this area/basic level and satisfies 3 units for the Child Development Permit.

Transfer: CSU

CDFS 252 WORK EXPERIENCE IN EARLY CHILDHOOD EDUCATION 0.50 to 4.00

(Formerly ECE252)
0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Early Childhood Education to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.
Transfer: CSU

CDFS 289C FIELDWORK: FOUNDATIONS IN PARENTING EDUCATION 1.00

(Formerly HDHS289C)
3.00 hours per week: (0.00 lecture hours/ 3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: CDFS 217 or concurrent enrollment .

Facilitates a supervised field experience in the area of parenting education, with family strengthening agencies, allowing the student to apply theory and gain new knowledge outside the classroom environment. Provides students with an opportunity to develop skills in preparation for employment in the parenting education field.
Transfer: CSU

COLLEGE SUCCESS STUDIES

CSS 025 COLLEGE SUCCESS STUDIES LABORATORY 0.50 to 1.00

(Formerly ACSK005, CSS005)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Not Degree Applicable
P/NP Only

Provides students with learning assistance designed to improve skills in reading, writing, mathematics, study skills, and English as a Second Language. Students work independently and at their own pace using software and web-based programs, videos, workshops, and supplemental materials provided by the instructor. Laboratory time is arranged with the instructor.

CSS 058 GRAMMAR STRATEGIES 2.00

(Formerly ACSK058)
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP

Focuses on the basic grammar, punctuation, and usage skills essential for effective writing. Provides extensive practice to apply and reinforce written language skills with an emphasis on the function of grammar and the use of it to improve writing effectiveness and reading comprehension.

CSS 080 READING STRATEGIES 3.00

(Formerly ACSK036, CSS036)
3.100 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP

Promotes understanding of the reading process and facilitates increased reading efficiency, comprehension, and retention of textbook information. Develops effective reading, critical thinking, and vocabulary skills through the use of context.

CSS 085 WRITING STRATEGIES 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP

Introduces students to the sequential development of paragraph writing, beginning with sentence structure, grammar, and mechanics. This course is designed to meet the needs of students who are developing the critical thinking, writing, and editing skills necessary to succeed in English 099.

CSS 090 COLLEGE READING STRATEGIES 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP
Advisories: CSS 080 with a minimum grade of C or better or eligibility for ENGL 099

Promotes comprehension of college texts through the development of successful approaches toward reading and learning, college textbook reading strategies, content-specific vocabulary strategies, and thought patterns.

CSS 099 NON-CREDIT SUPERVISED TUTORING 0.00

(Formerly ACSK099)
4.00 hours per week: (0.00 lecture hours/4.00 lab hours)
Noncredit
Non-credit Course
Prerequisites: Enrollment in a Cuesta College credit course and referral by a counselor and/or instructor.

Provides non-credit basic skills and all other content area courses supervised tutoring for students one-to-one and in small groups. Includes assessment of study skills, exam reviews and study sessions.
Repeatable.

CSS 125 COLLEGE LEARNING STRATEGIES 2.00

(Formerly ACSK120, CSS120)
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents essential study methods that promote college success. Including, but not limited to managing and maximizing learning and study time; critical thinking; levels of comprehension; understanding textbooks and other written material; active listening and notetaking strategies; test preparation; synthesizing and reviewing course content; test taking strategies; and campus resources.

CSS 168 TUTOR TRAINING: SELECTED TOPICS 0.50 to 1.00

(Formerly ACSK168)
0.50 - 1.00 hours per week: (0.50 - 1.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents effective tutoring strategies, problem-solving techniques, and ways to build learner motivation. Explores factors that impact student learning, the tutor's role, and academic success strategies. Trains academic tutors to work in the Student Success Center.

CSS 225 COLLEGE SUCCESS 3.00

(Formerly ACSK225)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Integrates personal growth and values, academic study strategies, and critical and creative thinking proficiency.

Focuses on life management, learning styles, personal and educational values, time management, instructor-student relations, maintaining health, memory and concentration, lecture note-taking, textbook studying, subject-specific studying, test taking, using the library, critical analysis, problem solving, and creative thinking. Emphasizes the attainment of life-long success in academic, professional and personal development.
Transfer: CSU; UC

CSS 254 MAJOR AND CAREER EXPLORATION 1.00

(Formerly COUN254)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Assesses the student's values, interests and abilities to help the student select fulfilling career path, a college major appropriate to that career path and an educational plan for achieving the student's goals.
Transfer: CSU

CSS 725 COLLEGE LEARNING STRATEGIES 0

6.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents essential study methods that promote college success. Topics include: managing and maximizing learning and study time; critical thinking; levels of comprehension; understanding textbooks and other written material; active listening and notetaking strategies; test preparation; synthesizing and reviewing course content; test taking strategies; and campus resources.
Repeatable

CSS 754 MAJOR AND CAREER EXPLORATION 0

3.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Assesses the student's values, interests and abilities to help the student select a fulfilling career path, a
college major appropriate to that career path, and an educational plan for achieving the student's goals.
Repeatable

CSS 758 GRAMMAR STRATEGIES 0

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Focuses on sentence structure, punctuation, and common errors in writing. Provides extensive practice in grammar usage to improve writing effectiveness and reading comprehension. Instruction is contextualized through student reading and writing assignments.
Repeatable.

CSS 768 TUTOR TRAINING: SELECTED TOPICS 0

0.50 - 1.00 hours per week: (0.50 - 1.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents effective tutoring strategies, problem-solving techniques, and ways to build learner motivation. Explores factors that impact student learning, the Tutor's role, and academic success strategies. Trains academic tutors to work in the Student Success Center.
Repeatable.

CSS 789 INTEGRATED READING AND WRITING 0

3.00 - 5.00 hours per week: (3.00 - 5.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Develops essential reading and writing skills necessary to succeed in developmental and transfer level English. Increases reading efficiency, comprehension, and vocabulary skills as well as retention of textbook information. Introduces students to the sequential development of paragraph writing beginning with sentence structure.
Repeatable.

COMMUNICATION STUDIES

COMM 193 COMMUNICATION STUDIES SPECIAL TOPIC 0.50 to 4.00

(Formerly SPCM193)
Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

COMM 201 PUBLIC ADDRESS 3.00

(Formerly SPCM201A, COMM201A)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Introduces students to the theory and techniques of public speaking with an emphasis on clear, logical organization and effective delivery of expository and persuasive speeches.
Transfer: CSU; UC
C-ID COMM 110

COMM 210 SMALL GROUP COMMUNICATION 3.00

(Formerly SPCM210)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Explores the theories, techniques, and methods of small group communication. Develops participation and leadership skills of effective communicators within the small group setting by focusing on problem-solving, decision-making, conflict resolution, dimensions of diversity, responsibilities of group members, and managing the group process. Provides applied practice through group activities, group presentations, and project group work. Involves regular outside of class group meetings.
Transfer: CSU; UC
C-ID COMM 140

COMM 212 INTERCULTURAL COMMUNICATION 3.00

(Formerly SPCM212)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: Eligibility for ENGL 201A

Focuses on the importance of culture and its effect on communication. Examines interactive patterns of communication across various cultural contexts (international, ethnic, gender, and class) and assess different methods and techniques of adapting communication to enhance and overcome the difficulties of intercultural communication. Analyzes how cultures adapt, borrow, communicate verbally and non-verbally, and are represented in a diverse world.
Transfer: CSU; UC
C-ID COMM 150

COMM 215 ARGUMENTATION AND DEBATE 3.00

(Formerly SPCM215)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Building, defending, and refuting arguments in formal and informal settings. Evaluation and use of evidence, reasoning, and sources. Emphasis on oral advocacy and debate skills such as organization, refutation, cross examination, and audience adaptation. Students will debate and communicate arguments orally.
Transfer: CSU and UC
C-ID COMM 120

COMM 230 INTERPERSONAL COMMUNICATION 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Applies theory and research to communication in interpersonal relationships in personal and professional contexts. It examines effective and appropriate uses of verbal and non-verbal messages in the initiation, development, maintenance, and termination of interpersonal relationships.

Transfer: CSU; UC
C-ID COMM 130

COMM 247 INDEPENDENT STUDIES: SPEECH 0.50 to 2.00

(Formerly SPCM247)
1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of speech under the direction of an instructor.

Transfer: CSU

COMM 280 FUNDAMENTALS OF HUMAN COMMUNICATION 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Introduces students to the history and symbolic process a of human communication through the study of basic communication models, theory, and relevant research findings. Emphasis will be placed on achieving an understanding of the communication process, and the process through which researchers in the field of Communication Studies add to their existing body of knowledge.

Transfer: CSU; UC
C-ID COMM 180

COMPUTER INFORMATION SYSTEMS

CIS 101 SURVEY OF WEB DESIGN 1.00

(Formerly WEXP146)
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Not Degree Applicable
P/NP Only

Presents a basic overview of web design in a hands-on environment, with an introduction to the knowledge and skills needed for positions in web design.

CIS 154 ESSENTIALS OF MS OUTLOOK 2.00

(Formerly CAOA154)
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: CIS 210

Introduces the computer user to an electronic desktop information management (DIM) system; a central location from which to create, view, and organize all computer information. Simplifies organizational tasks, journal entries, works with Web addresses by allowing the storage, management and navigation to web sites.

CIS 156 TEST PREP FOR MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION 0.50

(Formerly CAOA156)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides students with the opportunity to become a Specialist in the Microsoft office programs (Word, Excel, Powerpoint, Access or Outlook.) Includes unlimited review and practice tests along with test-taking strategies. Upon completion of class, student will be prepared to take MOS certification exams.

CIS 173 ADOBE ACROBAT 1.50

(Formerly CAOA173)
2.00 hours per week: (1.25 lecture hours/0.75 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents primary instruction in the use of Adobe Acrobat Professional. Students learn how to create Adobe PDF files from: Microsoft Office programs, popular authoring programs, image files and Web pages. In addition, students will learn reviewing and commenting on existing PDF files; customizing output quality by compressing and reducing file sizes; adding signatures and security to documents, converting paper forms to interactive online forms; creating multi-media presentations that include sound files. Course also teaches using Adobe Live Cycle Designer to create interactive forms from scratch.

CIS 193 COMPUTER INFORMATION SYSTEMS SPECIAL TOPIC 0.50 to 4.00

Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

CIS 193I TECHNOLOGY PROJECT 2.00

3.00 hours per week: (1.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Develop a complete project for release. Includes specification and implementation of the project. Workshops on entrepreneurial skills to bring the project to market.

CIS 201 INTRODUCTION TO COMPUTER SCIENCE 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Solving problems using computers. Introduces computer programming and algorithmic thinking.

Transfer: CSU; UC
C-ID COMP 112

CIS 203 IOS DEVELOPMENT I 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides the basics in mobile development for the iOS (iPhone, iPad, iPod, et al) platform. Covers the fundamentals of iOS development, standard development tools and resources, and an introduction to the Swift language.

Transfer: CSU

CIS 204 IOS DEVELOPMENT II 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: CIS 203

Provides in-depth material on intermediate facets of mobile development for the iOS (iPhone, iPad, iPod, et al) platform. Covers the enhanced methods of iOS development, development tools and resources, and additional features of the Swift language. Prepares students to release professional quality applications.

Transfer: CSU

CIS 207 ANDROID DEVELOPMENT I 3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides the basics in mobile development for the Android platform. Covers the fundamentals of Android development, standard development tools and resources, and an introduction to the Java language.

Transfer: CSU

CIS 208 ANDROID DEVELOPMENT II 3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: CIS 207

Provides in-depth material on intermediate facets of mobile development for the Android platform. Covers the enhanced methods of Android development, development tools and resources, and additional features of the Java language. Prepares students to release professional quality applications.

Transfer: CSU

CIS 210 INTRODUCTION TO COMPUTER APPLICATIONS 4.00
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the student to the role of computer information systems and concepts within business organizations. Focus is on computer hardware and software components, systems development, networking, e-commerce, ethics and security. Students use microcomputer applications such as word processing, spreadsheets, and database management to apply computer-based solutions to business problems. Credit for one course allowed between CIS 210 and CIS 210AG.

Transfer: CSU; UC
C-ID BUS 140

CIS 216 ELECTRONIC SPREADSHEET APPLICATIONS 4.00
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: CIS 210 or equivalent

Introduces the basics of an electronic spreadsheet program using Microsoft Excel. Students learn to analyze, identify, and apply the principles of macros and databases. Class covers data tables, amortization schedules, charting, mapping, pivot tables and summary reports.

Transfer: CSU

CIS 217 "C" PROGRAMMING LANGUAGE 3.00
4.00 hours per week: (3.00 lecture hours/1.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents a course in programming computers using the ANSI "C" programming language. Includes techniques for analyzing problems and devising algorithms for the computer solution of problems requiring the use of elementary algebraic concepts.

Transfer: CSU; UC

CIS 220 INTRODUCTION TO CLOUD COMPUTING 2.00
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents concepts of developing and deploying computer applications on the Internet using cloud-based services. Includes techniques for design, implementation, and security.

Transfer: CSU

CIS 223 CLOUD PROGRAMMING 3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: CIS 201 and CIS 220

Presents theory and implementation of cloud-based application development principles, standards, and operations. Topics include programming, server models, decoupling, security, and design patterns.

Transfer: CSU

CIS 225 CLOUD DATABASES 2.00
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: CIS 201

Presents essentials of query and database technologies for software developers. Students learn both SQL and NoSQL languages. Best-practices for database management and security are defined. Principles are applied by performing exercises to create and fill tables, retrieve and manipulate data, perform data analysis.

Transfer: CSU

CIS 226 CLOUD ARCHITECTURE AND SECURITY 3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: CIS 220

Explores best-practices for the architectural design of internet applications that utilize multiple cloud services concurrently. Topics include networking for developers, security, serverless designs, decoupling, and automation.

Transfer: CSU

CIS 231 FUNDAMENTALS OF COMPUTER SCIENCE I 4.00
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: CIS 201

Presents the fundamentals of an engineering approach to software development. Includes techniques for problem analysis and software design, implementation and verification. Includes algorithmic problem solving using basic procedural constructs and solving computational problems requiring an understanding of intermediate algebraic concepts. Introduction to object oriented programs, graphical user interfaces and software engineering.

Transfer: CSU; UC
C-ID COMP 122

CIS 232 FUNDAMENTALS OF COMPUTER SCIENCE II 2.00
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Continues the fundamentals of algorithmic problem solving and applications in the engineering of modern computer software using procedural and object-based methods and object oriented programming languages. Presents the principles of abstract data types, including the specification and implementation of simple abstractions such as tables, stacks, queues and lists. Includes basic searching and sorting algorithms and introduces the analysis of algorithms and recursion.

Transfer: CSU; UC
CIS 232+233 = C-ID COMP 132

CIS 233   FUNDAMENTALS OF COMPUTER SCIENCE III   2.00

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces advanced concepts including: theory, generic programming implementation, applications, and analysis of associated algorithms including lists, stacks, queues, hash tables, trees, and graphs, recursion, iteration, searching, and sorting algorithms and analysis.

Transfer: CSU; UC
CIS 232+233 = C-ID COMP 132

CIS 240   MICROCOMPUTER ARCHITECTURE & PROGRAMMING   3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents basic microprocessor concepts including internal architecture, memory, addressing, and control through the use of assembly language. Students will write a variety of assembly language programs to perform logic functions and high speed hardware control operations. The use of assemblers, linkers, and debugging tools will be explored.

Transfer: CSU; UC
C-ID COMP 142

CIS 241   DISCRETE STRUCTURES   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: MATH 231 or MATH 229 and MATH 242 or High School equivalent

Develops and analyzes structures of computer science: numbers, sets, relations, functions and trees. This course includes propositional and predicate logic, applications of predicate logic: preconditions, postconditions, invariants, guards; inductive proofs; applications to verification of algorithms; introduction to complexity of algorithms.

Transfer: CSU; UC

CIS 247   INDEPENDENT STUDIES: COMPUTER & INFORMATIONAL SCIENCE   0.50 to 2.00

1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of computer and information science under the direction of an instructor.

Transfer: CSU

CIS 271   COMPUTER GAME DESIGN   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides students with insights and experience with game design and development.

Transfer: CSU

COMPUTER AND NETWORKING TECHNOLOGY

CNET 100   CERTIFICATION PREPARATION AND TESTING   0.50

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides students with tools to prepare for and complete popular certification tests such as CompTIA A+, Server+, Net+ and Cisco CCNA as well as others. Test Vouchers may become available through certification providers and testing will be scheduled in-class.

CNET 121   INTRODUCTION TO COMPUTER OPERATIONS   2.50

3.50 hours per week: (2.00 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces basic computer and operating system functions and operation. Includes overview of PC hardware components, interface devices, operating system purpose and uses. Provides hands on training in graphical user interface and command window operation, software installation and configuration.

CNET 218   WIRELESS NETWORK COMMUNICATION AND ADMINISTRATION   4.00

(Formerly ETCH218)
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: EET 213

Includes topics related to wireless networking and communications that address the Certified Wireless Network Administrator (CWNA) certification. This is an introductory course with broad exposure to the wireless communication field. General coverage of wireless transmissions, wireless network administration, and wireless connectivity will be addressed.

Transfer: CSU

CNET 219   NETWORK INFRASTRUCTURE FUNDAMENTALS   4.00

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents topics in network connectivity. Discusses the underlying infrastructure of networks including both wired and wireless components. Includes basic terminology, cable types, wiring structures, wireless communications, installation factors and techniques. Both wired and wireless standards for copper, fiber and wireless communications will be covered. Addresses topics on industry standard network certification tests.

Transfer: CSU

CNET 221   COMPUTER WORKSTATION ADMINISTRATION   3.00

(Formerly CIS221)
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents fundamental concepts for configuration of Windows based computers, devices, users, and associated network or security resources. The course covers windows desktop computers in a network based environment that IT support technicians typically work. Operating systems are configured in both domain-based and peer-to-peer network environments with access to the Internet and cloud services. Students learn concepts using both desktop and enterprise Virtualization to configure operating systems and access services.

Transfer: CSU

CNET 235   CYBER SECURITY FUNDAMENTALS   4.00

(Formerly CIS235)
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Investigates computer and network security issues in a Linux environment. Examines simulated attacks and how to use network security products, operating system security features, and other hardware/software based tools to counter these threats and harden networks.

Transfer: CSU

CNET 252 WORK EXPERIENCE IN COMPUTER AND NETWORK TECHNOLOGY 0.50 to 4.00

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Computer and Networking Technology to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

CNET 253 COMPUTER TECHNICIAN FUNDAMENTALS 3.00

(Formerly ETCH253)
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: EET 213

Introduces fundamental concepts involved with upgrading and repairing personal computers, basic server hardware and mobile computing devices. Includes topics on the "A+" computer service technician certification plus selected industry relevant topics. Lectures and labs will cover internal computer operation, operating systems, primary and secondary storage methods (system memory modules and disk drives), adapter cards, computer connectivity, and power supplies. Different components and subsystems will be compared and evaluated based on performance specifications and design considerations.

Transfer: CSU

CNET 254 SERVER MAINTENANCE AND ADMINISTRATION 4.00

(Formerly ETCH254)
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: CNET 253 and CNET 221

Prepares the student for the Microsoft Server Administration certification in a VMware virtualization environment. The course builds on concepts taught in the Microcomputer Fundamentals and Operating System Concepts courses. Topics include server architecture, RAID controller configuration, server virtualization and server operating system administration, iSCSI SAN configuration for VMware Cold Migration backups, vMotion and High Availability.

Transfer: CSU

CNET 255 COPPER AND FIBER OPTIC CABLING 4.00

(Formerly ETCH255)
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: MATH 123

Addresses topics on industry standard network cabling certification tests. Presents basic concepts in both copper and fiber optic network cabling and its application to network infrastructure. Basic terminology, cable types, wiring structures, installation factors and techniques will be discussed. LAN topologies, wiring technology, management, and standards will be investigated and applied to lab practice. Termination techniques for both multi-category twisted pair and fiber optic connectors will be studied and applied. Testing and troubleshooting of network cabling and terminations using wire-map, performance testers, optical test sets and optical time domain reflectometers will be explored. Certification testing at the end of the course will be offered.

Transfer: CSU

CNET 260 NETWORKING FUNDAMENTALS 2.50

(Formerly CIS260)
3.50 hours per week: (2.00 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: CNET 253

Introduces students to the TCP/IP networking protocols, network topologies and media, and internet working devices. Students will use sophisticated network design, configuration, and analysis CAD tools to select different networking media types, implement cabling and wiring connections, and develop IP addressing and subnetting schemes.

Transfer: CSU

CNET 261 ROUTER THEORY AND TECHNOLOGY 2.50

(Formerly CIS261)
3.50 hours per week: (2.00 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: CNET 260

Introduces students to dynamic routing and packet switching concepts, routing tables and interface configuration, IPv4 and IPv6 addressing schemes, and network security (IPSec) protocols. Configuration and troubleshooting activities will focus on IPSec (data encryption and security), OSPF (Open Shortest Path First), and EIGRP (Enhanced Interior Gateway Routing Protocol).

Transfer: CSU

CNET 262 LOCAL AREA NETWORKS 2.50

(Formerly CIS262)
3.50 hours per week: (2.00 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: CNET 260

Presents Local Area Network architecture and design, including the Spanning-Tree Protocol and Virtual LANs, integration of switched and wireless technology, and wireless security concepts and configuration. This course continues preparation for the Cisco Certified Network Associate (CCNA) Exam.

Transfer: CSU

CNET 263 WIDE AREA NETWORKS 2.50

(Formerly CIS263)
3.50 hours per week: (2.00 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: CNET 260

Presents the technology, concepts, and protocols used for interconnecting networks and users through the wide area telecommunications infrastructure. Topics include the Point-to-Point Protocol (PPP), DSL and cable modem connections, Frame Relay, Virtual Private Networks (VPNs), as well as wide area network addressing and security solutions (IPv6 and IPSec). This course completes preparation for the Cisco Certified Network Associate (CCNA) Exam.

Transfer: CSU

CNET 735 COMPUTER SYSTEM SECURITY 0

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Conducts a comprehensive examination of the types of attacks launched against networks and computer system. Teaches students how to use network security products, operating system security features, and other hardware/software-based tools to counter these threats.

Repeatable.

CNET 753   COMPUTER TECHNICIAN FUNDAMENTALS   0
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Advisories: EET 213

Introduces fundamental concepts involved with upgrading and repairing personal computers such as basic server hardware and mobile computing devices. The course will also discuss topics covered in the A+ computer service technician certification. Additional material covered in this course will include: internal computer operation, operating systems, primary and secondary storage methods, adapter cards, computer connectivity, and power supplies.
Repeatable.

CNET 760   NETWORKING FUNDAMENTALS   0
3.50 hours per week: (2.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Advisories: CNET 253

Introduces the TCP/IP networking protocols, network topologies and media, and internet working devices. The course will include hands on practice in the following areas: use sophisticated network design, configuration, and analysis CAD tools to select different networking media types, implement cabling and wiring connections, and develop IP addressing and subnetting schemes.
Repeatable.

CNET 761   ROUTER THEORY AND TECHNOLOGY   0
3.50 hours per week: (2.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Advisories: CNET 760

Introduces dynamic routing and packet switching concepts, routing tables, interface configuration, IPv4 and IPv6 addressing schemes, and network security (IPSec) protocols. Configuration and troubleshooting activities will focus on IPSec (data encryption and security), OSPF (Open Shortest Path First), and EIGRP (Enhanced Interior Gateway Routing Protocol).
Repeatable.

CONSTRUCTION TECHNOLOGY

CTCH 101   SURVEY OF RESIDENTIAL CONSTRUCTION   1.00
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Not Degree Applicable
P/NP Only

Presents a basic overview of the residential construction industry in a hands-on environment, with an emphasis on the foundational knowledge and skills required for basic entry-level construction trades positions.

CTCH 180A BUILDING CODE I, ARCHITECTURAL DESIGN PROVISIONS   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: CTCH 250

Introduction to the Building Code, concentrating on the permit process and fundamental architectural design requirements involving occupancies, maximum allowable area, type of construction, proximity to property lines, exiting, fire protection, disabled access, elevators, and construction safety. This course is the first in a series of two which will familiarize the student with building code provisions relating to the design and construction of residential and commercial structures. The emphasis will be on requirements which limit or specify the building space to be created.

CTCH 193   CONSTRUCTION TECHNOLOGY SPECIAL TOPIC   0.50 to 4.00
Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

CTCH 200   WORKPLACE SAFETY- OSHA10   0.50
(Formerly CTCH 100)
0.60 hours per week: (0.60 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides basic safety and health information and education for the construction industry that fulfills the OSHA10 requirements. Provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in the construction industry. Also provides information regarding workers' rights, employer responsibilities, and how to file a complaint.
Transfer: CSU

CTCH 210   BLUEPRINT READING   2.00
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces basic skills in interpreting blueprints used in construction and interpreting requirements of a plan check. Covers architectural working drawings of residential, light construction, and commercial buildings. Provides an overview of building code provisions in a plan check.
Transfer: CSU

CTCH 220   FOUNDATIONS AND SLABS   1.00
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides basic instruction in the skills required for employment in building construction. Includes instruction in tool, equipment, and construction site safety, surveying, blueprint reading, concrete formwork, and concrete flatwork.
Transfer: CSU

CTCH 222   FLOOR FRAMING   1.00
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides basic instruction in the skills and knowledge required to install floor systems. Also includes the sizing of floor joists and sheathing.
Transfer: CSU

CTCH 224   WALL FRAMING   1.00
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents an introduction to framing walls, ceiling joists, exterior siding, shear walls, trusses, and windows.
Transfer: CSU

CTCH 226   ROOF CONSTRUCTION   1.00
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents an introduction to framing roofs, roof decking, composite shingles, and tiles. Live and dead loads will also be discussed.
Transfer: CSU

CTCH 228   INTRODUCTION TO PLUMBING   1.00

2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces students to the many career options available in today's plumbing profession. Presents the basic skills and knowledge of residential plumbing materials, systems, tools and equipment with a hands-on approach. Discuss the current technologies, safety skills, industries, and associations that make up the modern plumbing profession.

Transfer: CSU

CTCH 230   INTRODUCTION TO RESIDENTIAL WIRING   1.00

2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces basic residential electrical wiring skills. Includes basic installation techniques, materials, and wiring methods for common residential circuits.

Transfer: CSU

CTCH 232   FINISH CARPENTRY   1.00

2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides basic instruction in the skills and knowledge required to install interior and exterior doors, cabinet systems, interior trim, and drywall.

Transfer: CSU

CTCH 247   INDEPENDENT STUDIES: CONSTRUCTION TECHNOLOGY   0.50 to 2.00

1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides an opportunity for in-depth study or practicum experience by an individual student in a selected topic in the construction technology area with support and direction from an instructor.

Transfer: CSU

CTCH 250   MATERIALS OF CONSTRUCTION   3.00

4.00 hours per week: (2.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents the use and application of construction processes and materials for residential, commercial, heavy and highway construction. Covers topics such as elements of city planning, contracting, designing, construction finance, and real estate principals.

Transfer: CSU

CTCH 252   WORK EXPERIENCE IN CONSTRUCTION TECHNOLOGY   0.50 to 4.00

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Construction Technology to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

CTCH 260   CONSTRUCTION MANAGEMENT   3.00

(Formerly CTCH163)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents the principles and practices of construction management for small firms, with emphasis on marketing, cost accounting, job costing, ownership structure, financing, legal requirements, and construction bonding.

Transfer: CSU

CTCH 700   WORKPLACE SAFETY- OSHA10   0

0.60 hours per week: (0.60 lecture hours/0.00 lab hours)
Noncredit
Letter Grade or P/NP
Non-credit Course

Provides basic safety and health information and education for the construction industry that fulfills the OSHA10 requirements. Provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in the construction industry. Also provides information regarding workers' rights, employer responsibilities, and how to file a complaint.

Repeatable.

COUNSELING

COUN 156   STUDENT SUCCESS   1.00

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only

Prepares students for a successful college experience. College skills will include the understanding of campus/ community diversity, communication, financial planning for college, utilizing campus/ community resources, setting educational priorities to include looking at major and certificate programs, and understanding of college rules, regulations, and policies.

COUN 250   EDUCATIONAL PLANNING   1.00

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP

Explore the resources and tools needed to take charge of your educational experience and maximize your academic success. Identify successful college behaviors, campus resources, academic policies and procedures, goal setting, and decision-making strategies. Evaluate interests, personality traits, skills, values and careers of interest. Choose your academic goal and major and use online resources to determine what actions to take to meet that goal. This course culminates in the development of an individualized Student Education Plan (SEP).

Transfer: CSU

CRIMINAL JUSTICE

CJ 193   CRIMINAL JUSTICE SPECIAL TOPIC   0.50 to 4.00

Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

CJ 202   INTRODUCTION TO CRIMINAL JUSTICE   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents an overview of the history, theory, organization and practices of the criminal justice system and the interrelationship

between the criminal justice system and society as a whole. Studies the origin, development and application of crime causation theories. Includes exploration and analysis of the roles, structure, and function of criminal justice agencies. Integrates an examination of the criminal justice system with a critical analysis of the system as an instrument of societal control and change.

Transfer: CSU; UC
C-ID AJ 110

CJ 204   PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Examines and analyzes due process in criminal proceedings from investigation through trial, sentencing, and appeal. Includes a review of statutory law, and state and federal constitutional case law.

Transfer: CSU
C-ID AJ 122

CJ 206   CONCEPTS OF CRIMINAL LAW   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents elements of the penal code and general laws about crimes against persons, property, standards of morality, and the state.

Transfer: CSU; UC
C-ID AJ 120

CJ 208   LEGAL ASPECTS OF EVIDENCE   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents kinds of evidence and principles of admissibility, witness competency, privileged communications, and hearsay. Includes the procedures to be followed in evidence collection and preservation.

Transfer: CSU
C-ID AJ 124

CJ 210   PRINCIPLES OF INVESTIGATION   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents investigation fundamentals of crime scene search, collecting/ recording evidence, interviews and interrogation. Covers procedures used in investigating various kinds of criminal activity.

Transfer: CSU
C-ID AJ 140

CJ 213   PATROL PROCEDURES   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Studies patrol operations, strategies, objectives, technologies and techniques. Explores effective communication, terrorism management, emergency response strategies and responses to calls for service.

Transfer: CSU

CJ 224   COMMUNITY, DIVERSITY AND THE JUSTICE SYSTEM   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Explores the complex dynamic relationships between the community and the justice system. Examines the role that race, ethnicity, gender, sexual orientation, social class and culture play in the administration of justice. Presents the challenges of administering justice within a diverse and evolving multicultural population and

imparts cultural competence and facilitation of conflict resolution.

Transfer: CSU; UC
C-ID AJ 160

CJ 226   INVESTIGATIVE REPORT WRITING   2.00

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Develops proper investigative report writing skills. Provides practice in drafting investigative reports that are used in the administration of justice. Emphasis is on proper use of terminology, attention to detail, clarity, organization, and accuracy in report writing.

Transfer: CSU

CJ 228   INTRODUCTION TO CORRECTIONS   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents the history, operation, management, and procedures of the adult and juvenile correctional systems, including probation and parole. Examines the general operation of correctional institutions and the associated legal issues. Includes an examination of correctional policy and its impact on society.

Transfer: CSU; UC
C-ID AJ 200

CJ 252   WORK EXPERIENCE IN CRIMINAL JUSTICE 0.50 to 4.00

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Criminal Justice to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

CULINARY ARTS

CUL 110   SURVEY OF BASIC CULINARY SKILLS   1.00

2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
P/NP Only

Designed for students interested in an overview of basic culinary skills, food preparation, nutrition, cleaning, and safety methods. Students will gain hands-on training of skills, techniques and methods needed to follow and prepare recipes, conduct proper food handling, safety and cleaning methods, along with the skills and techniques needed to prepare quality food.

CUL 193B   MEDITERRANEAN CULINARY FIELD STUDIES   1.00

1.00 hours per week: (1.00 lecture hours/0.0lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides opportunities for hands-on culinary studies in the Mediterranean. Aligns with the current scientific research on the benefits of Mediterranean cuisine, which can be incorporated into the culinary profession. Explores the culinary arts in the Mediterranean with the AIFS Abroad program including Athens, Greece; Florence, Italy; and Barcelona, Spain.

CUL 210   CULINARY ARTS FUNDAMENTALS I   3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Prerequisites: CUL 215 or CUL 213 or equivalent food handlers certificate or concurrent enrollment in any one of the above

Introduces the student to the culinary arts profession and the professional kitchen. Emphasis on basic cooking methods, equipment use, and ingredients provides the student with a beginning understanding of food chemistry and cooking techniques. The course includes "hands-on" experience managing the kitchen in the production of stocks, broths, sauces, gravies, soups, and breakfast cookery.

Transfer: CSU

C-ID HOSP 160, HOSP 210 + 220 = C-ID HOSP 160 and 160X

CUL 213   BASIC FOOD SAFETY AND SANITATION   0.50
(Formerly NUTR213)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Examines the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures and the food handlers responsibility in maintaining high sanitation and safety standards.

Transfer: CSU

CUL 215   FOOD SAFETY AND SANITATION   2.00
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Examines sanitation practices affecting individual operations. Emphasis placed on prevention and control of food-borne illnesses through flow of food and HACCP management. Emphasis also placed on study of worker safety.

Transfer: CSU

C-ID HOSP 110

CUL 220   CULINARY ARTS FUNDAMENTALS II   3.00
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only or P/NP
Prerequisites: CUL 215 or CUL 213 or equivalent food handlers certificate or concurrent enrollment in any one of the above

Engages the student in the practical kitchen application of vegetables, starches, and proteins, and the principles and practices used in producing pantry items in a commercial environment. A variety of menu items are prepared including salads, salad dressings, sandwiches, and vegetable, grain, meat, and legume dishes.

Transfer: CSU

HOSP 210 + 220 = C-ID HOSP 160 and 160X

CUL 225   BAKING AND BAKING SCIENCE I   1.00
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: CUL 213 or CUL 215 or Current ServSafe Food Protection Manager certification or Current ServSafe California Food Handler card or Concurrent enrollment in any one of the above.

Introduces the student to the basic skills needed for professional baking. Enables the student to learn and practice the skills and methods of the production of bread, desserts, and other baked goods using quantity production techniques.

Transfer: CSU

CUL 241   CULINARY GARDENING: COOL SEASON CROPS 2.00
3.00 hours per week: (1.00 lecture hours/2.00 lab hours/1.00 activity hours)
Credit - Degree Applicable
Letter Grade Only

Expands knowledge of Culinary Gardening to connect the culinary arts with agriculture and food service for institutions. Includes creating sustainable food systems, developing menus, planting schedules, and culinary gardens in the fall season.

Transfer: CSU

CUL 242   CULINARY GARDENING: WARM SEASON CROPS 2.00
3.00 hours per week: (1.00 lecture hours/2.00 lab hours/1.00 activity hours)
Credit - Degree Applicable
Letter Grade Only

Expands knowledge of Culinary Gardening to connect the culinary arts with agriculture and food service for institutions. Includes creating sustainable food systems, developing menus, planting schedules, and culinary gardens for the spring season.

Transfer: CSU

CUL 243   CUISINES OF THE WORLD   1.00
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Engages the student in exploring cuisine traditions and their evolution, from various regions around the world, in the Americas, Asia, Africa, Europe and Oceania. Explores the history, role, and application of indigenous and introduced ingredients, flavor components, and cooking techniques. Includes hands on preparation of dishes, demonstrating understanding of kitchen equipment, food safety, and nutrition optimization.

Transfer: CSU

CUL 245   ADVANCED PASTRY ARTS   2.00
3.00 hours per week: (1.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: CUL 213 or CUL 215 or Current ServSafe Food Protection Manager certification or Current ServSafe California Food Handler card or Concurrent enrollment in any one of the above.

Engages the student in the advanced techniques of classical and modern pastry. Emphasizes advanced professional bakeshop operations. Provides the opportunity to create and display artisan breads, enriched yeast breads, laminated dough, tortes and specialty cakes, pastries, petits fours and confections, meringues and chocolates.

Transfer: CSU

CUL 249   PLANT-BASED CUISINE   3.00
(Formerly CUL149)
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Engages the student in gourmet plant-based ingredient selection, food preparation, and cooking techniques, focusing on food service applications to create a wide variety of plant-based meals.

Transfer: CSU

CUL 252   WORK EXPERIENCE IN CULINARY ARTS   0.50 to 4.00
0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Culinary Arts to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

CUL 254   CULINARY ENTREPRENEURSHIP   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the student to the Culinary Entrepreneurship profession and the professional business atmosphere with a focus on culinary

arts professions. Emphasis on examining the opportunities available to culinary arts professionals including catering business and food product development business, as well as researching and planning for catering business creation, costing analysis, culinary business marketing techniques, managing culinary business equipment and staff, and examination of culinary business operations. The course includes "hands on" experience in creating a culinary entrepreneur business plan based.

Transfer: CSU

CUL 255   CATERING PRINCIPLES   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: CUL 215 or CUL 213:

Examines the catering industry with special attention given to catering from a customer's perspective. Students completing this course should be able to plan and implement a variety of catering functions. Experiential learning opportunities will be included in this course.

Transfer: CSU

CUL 260   FOOD PRODUCTION   3.00

7.00 hours per week: (1.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: CUL 213 or CUL 215 or equivalent food handlers certificate or concurrent enrollment in any one of the above.

Provides hands-on lab experience in a working kitchen. Provides practice of basic culinary food production skills needed for this profession. Emphasizes practical techniques required to create and serve quality food items.

Transfer: CSU

CUL 290   CULINARY: WEIGHTS, MEASURES AND CALCULATIONS   1.00

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Develops math skills that are vital to the foodservice industry, including recipe conversion, scaling and yields, production baking formulas, weights and measures, product yield tests, and recipe and food cost analysis.

Transfer: CSU

CUL 713   BASIC FOOD SAFETY AND SANITATION   0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Examines the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures and the food handlers responsibility in maintaining high sanitation and safety standards.

Repeatable.

DISTANCE

DIST 101   INTRODUCTION TO ONLINE COURSES   0.50

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only

Introduces students to the types of technologies utilized in a distance education course and the academic and technological skills needed to be successful in distance education courses.

DRAMA

DRA 200   ACTING 1   3.00

(Formerly DRA201A)
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Explores basic acting theory to performance and develops the skills of interpretation of great dramatic works of the imagination through acting. Special attention is paid to skills for performance: memorization, stage movement, vocal production, and cultural interpretation of text.

Transfer: CSU; UC
C-ID THTR 151

DRA 201   ACTING II - ACTING FOR THE CAMERA   3.00

(Formerly DRA201B)
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: DRA 200 with a minimum grade of B or better

Continues the exploration of theories and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the acting process through character analysis, monologues, and scenes with special emphasis on styles and forms of acting. Students may perform in an Acting Showcase at semester's end.

Transfer: CSU; UC
C-ID THTR 152

DRA 207   INTRODUCTION TO THEATRE   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. This course introduces students to elements of the production process including playwriting, acting, directing, design, and criticism. Students will also survey different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions.

Transfer: CSU; UC
C-ID THTR 111

DRA 209   INTRODUCTION TO THEATRE DESIGN   3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Introduces the student to the theories and practices of theatrical design as it applies to scenery, properties, lighting, sound, costumes, and make-up. Includes an overview of theatrical equipment and construction techniques necessary to realize the design.

Transfer: CSU; UC
C-ID THTR 172

DRA 211   STAGECRAFT   3.00

(Formerly DRA211A)
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Explores the theories and practices of scenery and prop construction and introduces the fundamentals of scenic design. Topics include: construction materials, techniques, design.

Transfer: CSU; UC
C-ID THTR 171

DRA 212 ENTERTAINMENT LIGHTING 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Explores introductory lighting design concepts and implementation of stage lighting. Topics include control, instrumentation and basic electrical theory. Students will hang, focus and accessorize fixtures for a lighting plot.
Transfer: CSU; UC
C-ID THTR 173

DRA 214 SCRIPT ANALYSIS 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 099

Study a variety of plays and learn how to examine their structure, theme and cultural context. Script analysis is an essential applied skill for actors, designers and directors.
Transfer: CSU
C-ID THTR 114

DRA 236 INTRODUCTION TO THEATRICAL COSTUME CONSTRUCTION 3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Explores the basic areas of costume construction. Topics include fabrics, color, patterns, sewing techniques, costume pieces, and accessories. Period styles, costume analysis, and basic design are also covered. It offers experience in constructing costumes for theatrical productions. Field trips may be required.
Transfer: CSU
C-ID THTR 174

DRA 237 THEATRICAL COSTUME CONSTRUCTION II 3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: DRA 236

Continues the application of methods, materials, and techniques used in costume construction with additional emphasis on related crafts and design as applied to the creative storytelling process of a public performance, at an advanced level.
Transfer: CSU ; UC

DRA 240 TECHNICAL THEATRE PRACTICUM 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Offers skill building lab opportunities in lighting, sound, scenery construction, props, and scenic art. Lab sessions are tailored to students' current area of study. This course may be taken four times for credit.
Transfer: CSU
C-ID THTR 192

DRA 241 TECHNICAL THEATRE PRACTICUM II 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: DRA 240

Offers instruction and intermediate skill building opportunities in theater technology through participation in production preparation and run crew.
Transfer: CSU; UC
C-ID THTR 192

DRA 242 THEATRICAL DESIGN PRACTICUM 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: DRA 240

Offers instruction and design opportunities in theatrical lighting, sound, scenery, props or costumes. Projects culminate with a live performance.
Transfer: CSU: UC
C-ID THTR 192

DRA 243 TECHNICAL MANAGEMENT PRACTICUM 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: DRA 240

Offers instruction and management opportunities in theatrical lighting, scenery, props, costumes or stage management. Projects culminate with a live performance.
Transfer: CSU; UC
C-ID THTR 192

DRA 247 INDEPENDENT STUDIES: DRAMA 0.50 to 2.00

1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides an opportunity for an in-depth study or practicum experience by an individual student in a selected topic of drama, under the direction of an instructor.
Transfer: CSU

DRA 253 WORK EXPERIENCE IN DRAMA 0.50 to 4.00

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Drama to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.
Transfer: CSU

DRA 260 REHEARSAL AND PERFORMANCE: CHILDREN'S THEATRE 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Instructor's consent through audition.

Prepare and present a role in a one-act children's theatre production that will tour county schools. Company members contribute to all aspects of the production, including performance and interpretive elements. Course focuses on the unique challenges of performing for young audiences, as well as adapting to different performance venues. Students enrolled in this course will participate in the Kennedy Center American College Theater Festival Competitions.
Repeatable 3 time(s).
Transfer: CSU; UC
C-ID THTR 191

DRA 261 REHEARSAL AND PERFORMANCE: SHAKESPEARE/CLASSICAL 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Instructor's consent through audition.

Act in a staged classical production that is presented to a live

audience. Actors will examine, through lab exploration, all aspects of a classical play production. Participants develop dramatic acting capabilities, skills and disciplines through the audition, preparation and presentation phases of a staged production. Students enrolled in this course will participate in the Kennedy Center American College Theater Festival Competitions.

Repeatable 3 time(s).
Transfer: CSU; UC
C-ID THTR 191

DRA 262 REHEARSAL AND PERFORMANCE: MUSICAL THEATRE 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Instructor's consent through audition.

Perform in a musical theatre production. The production will be presented on a public stage. All productions are entered into Kennedy Center American College Theater Festival competitions.

Repeatable 3 time(s).
Transfer: CSU; UC
C-ID THTR 191

DRA 263 REHEARSAL AND PERFORMANCE: DEVISED/ NEW WORKS 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Instructor's consent through audition.

Perform and collaborate in the creation of an Original Theatre production. Students will demonstrate the skills required in a theatre production from the audition through rehearsal process, culminating in performances of an experimental theatre production before a paying audience. Students enrolled in this course will participate in the Kennedy Center American College Theater Festival Competitions.

Repeatable 3 time(s).
Transfer: CSU; UC
C-ID THTR 191

DRA 264 REHEARSAL AND PERFORMANCE: MODERN THEATRE 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Instructor's consent through audition.

Perform in a modern theatre production. The production will be presented on a public stage. All productions are entered into Kennedy Center American College Theater Festival competitions.

Repeatable 3 time(s).
Transfer: CSU; UC
C-ID THTR 191

ECONOMICS

ECON 193 ECONOMICS SPECIAL TOPIC 0.50 to 4.00

Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

ECON 200 SURVEY OF ECONOMICS 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces basic economic topics such as supply and demand, and

provides an introduction to topics in both microeconomics and macroeconomics. Designed for the non-economic major, illustrating the application of basic economic principles to contemporary issues and initial understanding of public policy. CREDIT LIMITATION: No credit if taken after ECON 201A or ECON 201B.

Transfer: CSU; UC

ECON 201A PRINCIPLES OF MACROECONOMICS 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Elementary Algebra or eligibility for transfer level math using the current college process

Introduces aggregate economic analysis. Topics include: market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth.

Transfer: CSU; UC
C-ID ECON 202

ECON 201B PRINCIPLES OF MICROECONOMICS 3.00

3.00 hours per week: (3.00 lecture hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Elementary Algebra or eligibility for transfer level math using the current college process.
Advisories: Intermediate Algebra or eligibility for transfer level math using the current college process

Presents introductory concepts pertaining to choices of individual economic decision-makers. Topics include scarcity, specialization and trade, market equilibrium, consumer demand, elasticity, production and cost theory, market structures, factor markets, market failure, and international trade.

Transfer: CSU; UC (For UC, maximum credit of 3 units total between AGB 201 and ECON 201B)
C-ID ECON 201

ECON 220 PERSONAL FINANCIAL PLANNING 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Covers the management of personal incomes and expenditures using methodology and resources for effective financial planning. Topics include creating a budget, using credit wisely, making informed insurance decisions, and an overview of different financial assets used for personal investing.

Transfer: CSU

ECON 247 INDEPENDENT STUDIES: ECONOMICS 0.50 to 2.00

1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Economics under the direction of an instructor.

Transfer: CSU

EDUCATION

EDUC 200 INTRODUCTION TO THE TEACHING PROFESSION 3.00

(Formerly ECE213)
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Examines concepts and issues related to teaching diverse learners in today's contemporary schools. Provides a minimum of 45 hours of supervised observation and participation in cooperating public schools. Discussion focuses on California's content standards and

frameworks, instructional practice, historical, philosophical and social foundations of American public education. Examines opportunities, requirements, responsibilities, new directions, and rewards in teaching. Places students in a more informed position regarding the decision to pursue a career in education.

Transfer: CSU; UC
C-ID EDUC 200

EDUC 210   ETHNIC STUDIES FOR EDUCATORS   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Prepares students to utilize the concepts and methods of Ethnic Studies in teaching and pedagogical practice in K-12 education. Discusses the role of intersectionality, identity, and collective struggle in educational institutions, focusing on Native American, African American, Asian American and Latina and Latino American communities. Covers the historical inequalities reproduced within education and schools, the knowledge produced by these communities and the strategies used for resistance and liberation.

Same as ETHN 210.
Transfer: CSU; UC

EDUC 220   INTRODUCTION TO SPECIAL EDUCATION
AND THE PARAEDUCATOR PROFESSION   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces students to Special Education and the paraeducator professions. Prepares students to work as paraeducators in local schools for which there is a high demand. Supports students pursuing all five teacher pathways and is foundational to the Special Education Teacher Preparation Pathway.

Transfer: CSU

EDUC 252   WORK EXPERIENCE IN EDUCATION   0.50 to 4.00
0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Education to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/ or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

ELECTRONICS AND ELECTRICAL TECHNOLOGY

EET 113   ELECTRONICS FOR COMPUTER TECHNICIANS   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: MATH 123 with a minimum grade of C or better.

Introduces a broad range of topics in electricity and electronics. Fundamentals of Direct Current (DC) and Alternating Current (AC) circuits as well as applications are presented. Additionally, industry best practices are covered. This course is designed for computer or networking technicians and related disciplines. This course is not intended for electricians or electrician trainee certification.

EET 119   STATE ELECTRICIAN TRAINEE TOPICS   4.00
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents topics related to job-site safety, OSHA requirements for safely working on energized circuits, reading blueprints, schematics,

wiring & ladder diagrams. Network cabling topics including high bandwidth cable theory, applications and testing. Low voltage alarm system topics. Introduction to HVAC operational theory, general system testing and troubleshooting.

EET 169   RESIDENTIAL WIRING   3.00
(Formerly CTCH169)
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: CTCH 250

Introduces basic residential wiring skills. Includes basic electrical theory, installation techniques, basic plan reading, estimating and wiring methods.

EET 181   NATIONAL ELECTRICAL CODE   3.00
(Formerly CTCH181)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: EET 169

Introduces the use of the National Electrical Code. Promotes an understanding of the electrical code necessary to the installation of such systems and the need to safeguard the public through uniformity and safety in building laws.

EET 183   COMMERCIAL AND INDUSTRIAL WIRING   4.00
(Formerly CTCH183)
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: EET 213 with a minimum grade of C or better

Presents planning, construction, and testing of a typical commercial electrical installation including: plans and specifications, applicable codes, load calculations, wire sizing, conduit fill analysis and bending, branch circuits, feeders, grounding practices, transient surge suppression, uninterpretable power supply selection and installation techniques.

Additionally studies the responsibilities and knowledge required for professional industrial and commercial electricians working under current state certification requirements including: industrial electrical service power and lighting, feeder bus systems, panel boards, hazardous locations, power factor, ballasts, transformers, switching systems, grounding and bonding, installation techniques, and applying code requirements to all aspects of commercial and industrial wiring systems. Course developed in conjunction with the California Apprenticeship Council's standards for the State Electrical Certification Examination.

EET 213   ELECTRONICS FUNDAMENTALS   6.00
(Formerly ETCH213)
8.00 hours per week: (5.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Completion of or concurrent enrollment in MATH 123 or MATH 127.

Introduces a broad range of topics in electricity and electronics. Fundamentals of DC, AC, transistors, and digital logic are all addressed with heavy emphasis on basic concepts. Circuit analysis methods and troubleshooting will be studied using a hands-on approach.

Transfer: CSU

EET 224   INDUSTRIAL ELECTRONICS   4.00
(Formerly ETCH224)
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: EET 213

Course includes basic topics related to industrial electronics. A brief review of analog circuits is expanded upon to develop more advanced circuit concepts. Topics include FET's, SCR's, basic components involved in motor control, DC and AC motors, and their

controller circuits will be covered. Operational amplifiers will be covered, and their applications to sensor instrumentation. Transducers and applications to various sensors for heat, flow, force, etc. will be developed. Troubleshooting techniques for the above topics will be incorporated with each section.

Transfer: CSU

EET 227   FLUID AND PNEUMATIC TECHNOLOGY   4.00

(Formerly ETCH227)
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents basic topics related to fluid and pneumatic systems and devices. Basic physics relating to fluid hydraulics and pneumatics will lead into applied topics such as tanks, pumps, pump filters, accumulators, actuators , valves, compressors, and pressure regulators. Some advanced topics such as physical locomotion as related to horsepower and torque calculations. In depth applications of accumulator circuits, directional control valves, sequencers, pilots and solenoid controlled valves. Application of relay and PLC circuits address in laboratory and field environment.

Transfer: CSU

EET 228   PLC AUTOMATION AND SOLAR MONITORING   4.00

(Formerly ETCH228)
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: EET 213

Presents basic topics related to Programmable Logic Controllers (PLC) and SCADA data acquisition systems. Topics include a discussion of the PLC's purpose, basic operation, functions, and applications. PLC architecture and hardware will be investigated, including I/O structures and configurations, central processing unit, and power supplies. PLC programming basics including: relay ladder logic, extended relay instructions, timers and counters, math functions, data and bit manipulation will be studied. Programs will be written and debugged, in a laboratory environment, that interface to electromechanical, hydraulic, pneumatic and Solar monitoring equipment. PLC peripherals and accessories will also be studied as well as SCADA software configuration.

Transfer: CSU

EET 257   COMPUTER INSTRUMENTATION AND CONTROL   4.00

(Formerly ETCH257)
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: EET 224

Course includes topics related to basic process instrumentation and control developed in conjunction with Pacific Gas and Electric's (PG&E's) I&C technician training program. A brief review of industrial electronics is expanded upon to develop more advanced process instrumentation and control concepts. Topics include advanced applications of components used in both DC and AC motor control, recorders, control valves and actuators, temperature sensors, pressure sensors, level sensors, flow sensors and instrumentation maintenance techniques.

Transfer: CSU

EET 267   POWER SYSTEMS AND ROTATING ELECTRICAL MACHINERY   4.00

(Formerly ETCH267)
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: EET 224

Course includes topics related to fundamental industrial electrical maintenance training developed in conjunction with Pacific Gas and Electric's (PG&E's) Electrical Maintenance Training Program. A brief review of electrical theory and practical troubleshooting is expanded upon to develop comprehensive electrical power system concepts. Topics include power drawings and circuit diagrams, grounding-cabling and conduit, meters, power transformers, circuit protection, relays, rotating electrical machinery, electrical testing equipment, bolting practices, controllers, safety and fire protection.

Transfer: CSU

EMERGENCY MEDICAL SERVICES

EMS 102   EMERGENCY MEDICAL TECHNICIAN-REFRESHER   1.50

1.50 hours per week: (1.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only
Prerequisites: Current CA Emergency Medical Technician certificate or a CA EMT/county EMT certificate that has not been expired for more than 2 years.

Reviews and updates knowledge and skills required to qualify for the State of California Emergency Medical Technician certification. Current CA EMT certification will need to be received in the Nursing/Allied Health Department office in order to register for this course.

Repeatable.

EMS 105   PARAMEDIC PREPARATORY   1.50

1.50 hours per week: (1.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only
Prerequisites: EMS 105 and Current EMT certificate; American Heart Association Healthcare Provider CPR or Red Cross Professional Rescuer; Must be 18 years of age on the first day of class.
Corequisites: EMS 105L

Introduces the student who may be interested in paramedicine to pre-hospital concepts. Emphasis is on a strong base of EMT skills prior to considering a career in paramedicine. The course is designed to prepare the student for the paramedic training. Topics include anatomy and physiology review, patient assessment, electrocardiology, basic pharmacology and study habits as it applies to paramedic-level training.

EMS 105L   PARAMEDIC PREPARATORY LAB   0.50

1.80 hours per week: (0.00 lecture hours/1.80 lab hours)
Credit - Degree Applicable
P/NP Only
Prerequisites: Current county EMT certificate; American Heart Association Healthcare Provider CPR or Red Cross Professional Rescuer card; Must be at least 18 years of age on the first day of class.
Corequisites: EMS 105

Introduces the student to a ride-a-long experience exposing them to a working Paramedic on 911 systems in the field of EMS. The purpose is to watch how paramedics work with patients, Fire Departments, Police Departments, hospital staff, families and bystanders on scene, and nurses in the convalescent homes and other settings. Also, focuses on observation of how paramedics interact and work while on a call.

EMS 193   EMERGENCY MEDICAL SERVICES SPECIAL TOPIC   0.50 to 4.00

Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

EMS 201   EMERGENCY MEDICAL TECHNICIAN   8.50

9.50 hours per week: (8.00 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Student must be 18 years of age by the first class meeting. Have a current Healthcare Provider or Professional Rescuer CPR card
Advisories: NRAD 222

Meets the U.S. Department of Transportation Emergency Medical Technician (EMT) National Standard Curriculum and state of CA (Title 22) regulations for students desiring certification as an EMT. State certification as an EMT is mandated as the minimal level of emergency medical training required to work on any ambulance and in most fire departments. Students must be 18 years of age by the first class meeting and are required to bring a valid CA driver's license or other government issued photo ID to show proof of age and a copy of current American Heart Association (AHA) issued Healthcare Provider (BLS Provider) or (American Red Cross) ARC issued CPR for the Professional Rescuer (BLS Provider) to first class meeting. Student is required to complete a drug screen and background check. Proof of immunizations and Physical Exam will be needed prior to clinical rotations. Uniform and other related materials will be required.

Transfer: CSU

EMS 210   PARAMEDIC THEORY I   17.00

(Formerly EMS106)
18.00 hours per week: (16.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Admission into Paramedic Program

Apply knowledge of anatomy and physiology relevant to paramedic advanced life support training for emergency medical services. This includes cardiovascular, respiratory, pediatric, OB/GYN, and other emergency medical service training. Providing professional, non-discriminatory care for all people in their time of crisis. Perform as an EMS public servant Paramedic showing competency, ethical, confident entry-level healthcare. This course meets the minimum hours required to complete paramedic training in the state of California. Course content based on the guidelines and authority of the Title 22, Division 9,of the California Code or regulations and the US Department of Transportation Emergency Medical Technician-Paramedic Standard National Curriculum.

Transfer: CSU

EMS 211   PARAMEDIC THEORY II   5.00

(Formerly EMS107)
5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: EMS 210
Corequisites: EMS 211L

Apply knowledge of anatomy and physiology relevant to paramedic advanced life support training for emergency medical services. The study of medical diseases and traumatic related injuries for Paramedic training which meets the requirements of the National Standard Curriculum. Includes ACLS, PALS, and PHTLS training and certification. Providing professional, non-discriminatory care for all people in their time of crisis. Perform as an EMS public servant Paramedic showing competency, ethical, confident entry-level healthcare. This course meets the minimum hours required to complete paramedic training in the state of California. Course content based on the guidelines and authority of the Title 22, Division 9,of the California Code or regulations and the US Department of Transportation Emergency Medical Technician-Paramedic Standard National Curriculum.

Transfer: CSU

EMS 211L   PARAMEDIC SKILLS   1.50

4.50 hours per week: (0.00 lecture hours/4.50 lab hours)
Credit - Degree Applicable
P/NP Only
Corequisites: EMS 211

Apply knowledge of anatomy and physiology relevant to paramedic advanced life support training for emergency medical services. This includes cardiovascular, respiratory, traumatic injuries, pediatric, OB/GYN, and other emergency medical service training. This lab portion provides supervised application of cognitive knowledge and skills in acute patient care.

Transfer: CSU

EMS 212   PARAMEDIC CLINICAL   4.00

(Formerly EMS107L)
12.00 hours per week: (0.00 lecture hours/ 12.00 lab hours)
Credit - Degree Applicable
P/NP Only
Prerequisites: EMS 211 and EMS 211L
Corequisites: EMS 213

Provide clinical application of advance life support concepts in acute patient care for the Paramedic Student. Opportunities for increasing skill performance in the clinical (hospital) setting. This course meets the minimum hours required to complete paramedic training in the state of California. Course content based on the guidelines and authority of the Title 22, Division 9,of the California Code or regulations and the US Department of Transportation Emergency Medical Technician-Paramedic Standard National Curriculum.

Transfer: CSU

EMS 213   PARAMEDIC INTERNSHIP   9.00

27.00 hours per week: (0.00 lecture hours/ 27.00 lab hours)
Credit - Degree Applicable
P/NP Only
Prerequisites: EMS 211 and EMS 211L
Corequisites: EMS 212

Provides the internship phase of paramedic training, which allows the student to be assigned to an emergency response vehicle with a field preceptor to establish advanced life support patient care responsibilities. This includes cardiovascular, respiratory, traumatic injuries, pediatric, OB/GYN, and other emergency medical service training. This portion of paramedic training provides supervised application of cognitive knowledge and skills in acute patientcare. EMS 213 meets the minimum hours for required to complete paramedic internship training in the state of California. Course content based on the guidelines and authority of the Title 22, Division 9, of the California Code or regulations and the US Department of Transportation Emergency Medical Technician-Paramedic Standard National Curriculum.

Transfer: CSU

EMERITUS COLLEGE

ECOL 406   COMPOSING YOUR LIFE STORY   0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Presents creative approaches to telling your life story. This course engages students in the process of composing meaningful and engaging life stories, including identifying and reflecting on themes, locating records and memory treasures, and writing and other forms of life review. Participants with ongoing memoir writing projects are welcome as well as those who just beginning and would like direction and guidance. Designed for adults over 50.

Repeatable.

ECOL 408   MUSIC APPRECIATION   0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Introduces students to many styles and genres of music, including Western music and music of traditions and cultures from around the world. Develops critical listening ability and enriches musical experiences with the study of genres and forms, composers, historical context and influences of a variety of musical selections. Designed for Adults 50+.

Repeatable.

ECOL 409   CHORAL ENSEMBLE   0

0.50 - 6.00 hours per week: (0.00 lecture hours/0.50 - 6.00 lab hours)
Noncredit
Non-credit Course

Offers students an opportunity to sing a variety of music styles and improve their choral techniques in a community chorus setting. A performance will conclude the class. This course is designed for adults over 50.

Repeatable.

ECOL 411   CREATIVE WRITING FOR SENIORS   0
1.50 hours per week: (1.50 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Introduces the writing of creative nonfiction, plays, poetry, OR short fiction. Students read and discuss published writing and workshop their own writing. This course is designed for adults over 50.

Repeatable.

ECOL 412   BRAIN LONGEVITY: WAYS TO PRESERVE AND RESTORE MEMORY ADULTS 50+   0
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Designed for the adult 50+, this class will present information about brain longevity, including preventing and reversing memory loss effects of diet and physical and mental exercises; causes and treatments of Alzheimer's disease; and psychological approaches to memory preservation.

Repeatable.

ECOL 414   ART: DRAWING   0
1.00 - 3.00 hours per week: (1.00 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Presents basic drawing as well as exploration of a variety of drawing materials and applications which will guide the student in using technique and observation skills in creative endeavors. Advanced approaches will be introduced as student skills expand. This course is designed for adults over 50.

Repeatable.

ECOL 415   YOGA   0
0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Presents yoga practice to promote balance, muscle strength and stamina, which are performed at each student's ability. Through demonstration and explanation this class introduces poses, breathing, body alignment and relaxation techniques. Students will discover how yoga promotes wellness, reduces stress and heals. Designed for adults 50+.

Repeatable.

ECOL 417   LAWS AND PROGRAMS AFFECTING ADULTS 50+   0
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Designed for the adult 50+, this class will presents information about laws and programs affecting older citizens such as Medicare, Medi-Cal, SSI; energy, nutrition, transportation; legal assistance; education and recreation; veterans' benefits; home health and day care.

Repeatable.

ECOL 418   ADVENTURES IN READING FOR ADULTS 50+   0
1.50 hours per week: (1.50 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Presents a guided reading of a particular literary genre--short story, poetry, novel, drama, including analysis and discussion, historical and biographical information about the writer. This course is designed for adults over 50.

Repeatable.

ECOL 420   FINANCE: WILLS AND TRUSTS   0
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Presents the pros and cons of wills and trusts, the process of probate, the types of trusts and of powers of attorney. Students find out what they need to know to make informed estate-planning decisions. This course is designed for adults over 50.

Repeatable.

ECOL 421   GREAT LITERATURE: SELECTED READING   0
1.50 hours per week: (1.50 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Presents a guided reading of a selected great work of literature such as Dante's Inferno or Virgil's Aeneid or a play by William Shakespeare. Reading selection changes each session. Discussion of theme, setting, characterization occurs in class; in addition, students read aloud portions of the work and learn about the historical and cultural context of its writing. This course is designed for adults over 50.

Repeatable.

ECOL 423   ART: WATERCOLOR   0
0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Introduces watercolor fundamentals as well as using and caring for materials, color mixing and application techniques, design and composition, and developing personal creativity. Advanced Approaches will be introduced as student skills expand. This course is designed for adults over 50.

Repeatable.

ECOL 424   ART: PAINTING   0
0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Introduces fundamentals of painting. This includes knowledge and care of materials, color mixing and characteristics, brush applications, composing, finishing and evaluation of art of various subjects. Advanced approaches will be introduced as student skills expand. This course is designed for adults over 50.

Repeatable.

ECOL 425   ART APPRECIATION   0
0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Presents an historical overview of art in all its dimensions, from prehistory to the present. This course focuses on the fundamentals and aesthetics of the visual arts, as well as the major developments that shaped the evolution of art. Each class will focus on a significant artist, movement, genre or time period and will explore the history, culture and humanity present in the art. Designed for adults over 50.

Repeatable.

ECOL 427   CREATIVE COOKING AND HEALTH EATING   0
1.00 - 3.00 hours per week: (1.00 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Presents healthful food and cooking choices that maintain optimum health for active older adults. Students learn basic concepts of nutrition as well as how to prepare tasty, flavorful and nutritious meals using fresh food from local markets. Designed for adults 50+.

Repeatable.

ECOL 428   FILM APPRECIATION   0
1.50 hours per week: (1.50 lecture hours/0.00 lab hours)

Noncredit
Non-credit Course

Studies major films to consider historical context, dramatic issues, artistic and technical objectives, and the process and elements of filmmaking. This course is designed for adults over 50.

Repeatable.

ECOL 429   PHOTOGRAPHY: EQUIPMENT AND TECHNIQUES FOR ADULTS 50+   0

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Designed for the adult 50+, this class presents camera choices, in particular digital cameras; camera use; photo quality, including setting, composition and light; downloading, storing and sharing images; and documenting life events and travel.

Repeatable.

ECOL 433   SENIOR SEMINAR   0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Discover the influences and connections between ideas, values and concepts on a variety of topics in areas such as health, culture, philosophy, psychology, economy, science, history, literature, current events, consumer awareness and finance. In a setting that encourages dialogue and interaction each class presents a specific subject or issue of interest to the older adult.

Repeatable.

ECOL 434   EXPLORATION IN ART   0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Encourages art appreciation, self-expression and creativity in a variety of art media. Projects give students experience with different creative traditional and/or nontraditional artistic methods, design techniques, tools and materials. Each class will focus on specific media and projects. Designed for adults 50+.

Repeatable.

ECOL 437   COMMUNITY MUSIC ENSEMBLE   0

0.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/0.50 - 6.00 lab hours)
Noncredit
Non-credit Course

Provides a venue for older adults to discover or strengthen their musical creativity, personal instrumental or vocal skill, performance standards, and self-confidence. Students will learn to play their instrument or sing and build or renew a repertoire of compositions and songs while strengthening their ability to express themselves musically. Each section of the course is offered for choral, symphonic, jazz or other ensemble. This course prepares concert performances.

Repeatable.

ECOL 439   COMPUTER BASICS   0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Introduces computer basics including machine functions, keyboard use, fundamental word processing, spreadsheets, presentations, email and web browsing. Designed for the adult 50+.

Repeatable.

ECOL 470   ADAPTED EXERCISE   0

2.00 hours per week: (0.00 lecture hours/2.00 lab hours)
Noncredit
Non-credit Course

Promotes maintenance of the physical and mental well-being of the older adult, this course is geared to increasing strength, range of motion/flexibility, balance, agility, eye/hand and foot coordination; enhancing the circulatory system; and increasing mental alertness of the older adult. Techniques are adapted to meet the needs of older adults at their various fitness levels and functional capacities.

Repeatable.

ECOL 471   MUSIC ARTS   0

2.00 hours per week: (0.00 lecture hours/2.00 lab hours)
Noncredit
Non-credit Course

Encourages appreciation of music from different time periods and genres. Through active participation in discussions, musical reminiscence, sing-along and rhythmic activities, the older adult student will engage with variety of music.

Repeatable.

ECOL 472   CREATIVE ARTS   0

2.00 hours per week: (0.00 lecture hours/2.00 lab hours)
Noncredit
Non-credit Course

Provides physical and mental stimulation through engagement with a variety of art media. Designed for older adults, project encourage expression and appreciation of art through artistic design, artistic methods, techniques, tools and materials. Eye-hand (fine motor) coordination will be utilized to develop, stimulate and enhance psycho-motor, perceptual, and cognitive skills.

Repeatable.

ECOL 473   FUN WITH FOOD   0

2.00 hours per week: (0.00 lecture hours/2.00 lab hours)
Noncredit
Non-credit Course

Presents a large variety of food topics and activities related to the health and well being of the older adult. Diverse topics of interest such as personal experiences and cultural traditions, nutrition, consumerism, entertaining, and health and safety will be discussed.

Repeatable.

ECOL 474   REMINISCING   0

2.00 hours per week: (0.00 lecture hours/2.00 lab hours)
Noncredit
Non-credit Course

Presents various topics as a basis for reminiscing about life experiences and for recalling cultural and historical events that marked one's life.

Repeatable.

ENGINEERING

ENGR 193   ENGINEERING SPECIAL TOPIC   0.50 to 4.00

Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

ENGR 201   PLANE SURVEYING   3.00

(Formerly CTCH201)
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: MATH 229 or MATH 231
Advisories: ENGR 226

Introduces the principles and practices of surveying, including the use of the engineer's tape, level, transit, and total station. This equipment will be used to perform computations for horizontal and vertical distances, profiles, azimuths and bearings, traverse closures, topographic mapping, earthwork and land grading, and horizontal

and vertical curves. Introduces maps and land descriptions.

Transfer: CSU; UC

ENGR 202   INTRODUCTION TO CIVIL 3D   2.00

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGR 201, ENGR 225, or ENGR 226

Presents an introduction on drawing civil engineering projects using Autodesk's Civil 3D software. Covers organizing project data, points, surfaces, road corridors, parcel layouts, grade and volume calculation tasks, and pipe networks.

Transfer: CSU

ENGR 205   SURVEY OF MANUFACTURING   3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces manufacturing technology. Topics include basic tool geometry, blueprint reading, shop math, precision measuring tools, coordinate systems and how to safely operate various types of industrial equipment.

Transfer: CSU; UC

ENGR 210   COMPUTATIONAL METHODS FOR ENGINEERS   3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Completion of MATH 265A or higher
Advisories: PHYS 205A or PHYS 208A

Utilizes the MATLAB and Excel environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics.

Transfer: CSU; UC
C-ID ENGR 220

ENGR 217   CIRCUIT ANALYSIS   4.00

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: PHYS 208B and MATH 287

Analyze and measurement of electrical circuits. Use of analytical techniques based on the application of circuit laws and network theorems. Analysis of DC and AC circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and/or switches. Natural and forced responses of first and second order RLC circuits; the use of phasors; AC power calculations; power transfer; and energy concepts.

Transfer: CSU; UC
C-ID ENGR 260 + 260L

ENGR 225   AUTOCAD   1.00

(Formerly ENGR125)
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: CIS 210 or basic knowledge of a Windows operating environment

Introduces AutoCAD. Topics include all basic drawing commands, layers, dimensioning, and editing objects. Intended for those students wanting to learn the software and not necessarily how to draw. Ideal for professional engineers and architects or students in architecture or interior design.

Transfer: CSU

ENGR 226   ENGINEERING DRAWING   4.00

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Introduces engineering drawing using AutoCAD (2D) and Solidworks (3D). Topics include geometric construction, orthographic projection, isometrics, sectionals, auxiliaries, descriptive geometry, fasteners, dimensioning and tolerances, working drawings, and the engineering design process.

Transfer: CSU; UC

ENGR 228   DETAILED DESIGN WITH SOLIDWORKS   3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ENGR 226 with a minimum grade of C or better

Drawing parts and assemblies with solid modeling using SOLIDWORKS. Techniques of advanced communication including weld symbols, threaded fasteners, dimensioning and tolerancing. Creation of design layouts and part models with varied configurations and dynamic assembly models. Introduction to section mass and inertia properties.

Transfer: CSU

ENGR 246   MATERIALS ENGINEERING   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: CHEM 201A and MATH 265A
Corequisites: ENGR 246L

Presents the fundamentals of the structure of matter. Introduces physical and mechanical properties of materials including metals, alloys, ceramics, semi-conductors, and polymers. Provides a study of heat treatments, materials selection, corrosion phenomena, and equilibrium phase diagrams.

Transfer: CSU; UC

ENGR 246L ENGINEERING MATERIALS LAB   1.00

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: CHEM 201A
Corequisites: ENGR 246

Presents laboratory experiments on the heat treatment and resulting proper ties of metals, effects of cold deformation of metals, brittle-ductile fracture behavior, equilibrium phase relationships, corrosion, mechanical behavior of polymers, as well as properties of semiconductor devices.

Transfer: CSU; UC

ENGR 247   INDEPENDENT STUDIES: ENGINEERING   0.50 to 2.00

1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the technical field in which the study is to be undertaken.

Provides an opportunity for in-depth study or practicum experience by an individual student in a selected topic in the engineering area with support and direction from an instructor.

Transfer: CSU

ENGR 248   INTRODUCTION TO ENGINEERING   2.00

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Explores the branches of engineering, the functions of an engineer, and the industries in which engineers work. Explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. Presents an introduction to the methods and tools of engineering problem solving

and design including the interface of the engineer with society and engineering ethics. Develops communication skills pertinent to the engineering profession. Explores various topics in how things work.

Transfer: CSU; UC
C-ID ENGR 110

ENGR 250   ENGINEERING STATICS   **3.00**
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: PHYS 208A and MATH 265B

Analyzes forces on structures in equilibrium, properties of forces, moments, couples and resultant, conditions for equilibrium, friction, centroids, and area moments of inertia. Introduces mathematical modeling and problem-solving utilizing vector mathematics.

Transfer: CSU; UC
C-ID ENGR 130

ENGR 251   ENGINEERING DYNAMICS   **3.00**
3.00 hours per week: (3.00 lecture hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ENGR 250: ENGINEERING STATICS

Analyze the fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion; Newton's second law, work-energy and momentum methods; kinematics of planar motions of rigid bodies; work-energy and momentum principles for rigid body motion.

Transfer: CSU; UC
C-ID ENGR 230

ENGR 252A STRENGTH OF MATERIALS I   **2.00**
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ENGR 250

Studies stresses, strains, and deformations associated with axial, torsional, and flexural loading of bars, shafts, and beams. Includes analysis of elementary determinate and indeterminate mechanical and structural systems.

Transfer: CSU; UC
ENGR 252A + ENGR 252B = C-ID ENGR 240

ENGR 252B STRENGTH OF MATERIALS II   **2.00**
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ENGR 252A

Studies stress and strain transformations, analysis of beam deflection and rotation, indeterminate beams, and column buckling. Prerequisite: ENGR 252A.

Transfer: CSU; UC (For UC, both ENGR 252A and 252B must be completed in order to receive transfer units).
ENGR 252A + ENGR 252B = C-ID ENGR 240

ENGR 295   UNDERGRADUATE STEM SEMINAR   **1.00 to 2.00**
1.00 - 2.00 hours per week: (1.00 - 2.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces students to a variety of STEM fields (science, technology, engineering and mathematics) using a seminar format. Explores a broad range of academic and career opportunities in STEM. Emphasizes professional and personal skills for success in STEM.

Same as ANTH 295, BIO 295, MATH 295, PSCI 295.
Transfer: CSU ; UC

ENGR 725   AUTOCAD   **0**
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Noncredit
Non-credit Course

Advisories: CIS 210 or basic knowledge of a Windows operating environment.
Introduces AutoCAD. Topics include all basic drawing commands, layers, dimensioning, and editing objects. Intended for those students wanting to learn the software and not necessarily how to draw. Ideal for professional engineers and architects or students in architecture or interior design.

Repeatable.

ENGLISH

ENGL 099   BASIC READING AND WRITING   **4.00**
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP
Prerequisites: Appropriate placement.

Introduces students to reading, writing, and critical thinking. Provides a basic course in paragraph and essay composition with students reading and writing both in class and out of class. Provides limited introduction to employment of sentence variety and recognition of some essential grammar and punctuation errors and rules. Emphasizes the process approach to reading and writing.

ENGL 101   SUPPORT FOR ENGLISH COMPOSITION   **1.00**
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only
Corequisites: ENGL 201A

Supports and develops the skills necessary to be successful in English 201A. Students will enhance their reading and writing skills through the practice of active reading, critical thinking, drafting, revising, and editing argumentative essays.

ENGL 156   COLLEGE READING AND WRITING   **4.00**
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP
Prerequisites: Appropriate Placement or ENGL 099 or ESL 099E

Provides a basic course in college reading and writing with individual attention to sentence structure, paragraph and essay structure, grammar, and critical thinking skills.

ENGL 180   INTRODUCTION TO ENGLISH COMPOSITION   **4.00**
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade Only
Prerequisites: Appropriate Placement

Provides an accelerated alternative to the English 099 and English 156 sequence that focuses on development of reading, writing, and critical thinking skills necessary in college-level composition, with individual attention to paragraph and essay structure, sentence structure, grammar, and punctuation.

ENGL 193   ENGLISH SPECIAL TOPICS   **0.50 to 4.00**
Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

ENGL 201A ENGLISH COMPOSITION   **4.00**
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Appropriate Placement or ENGL 180 or equivalent

Provides instruction in and study of expository and argumentative writing, appropriate and effective use of language, close reading, cogent thinking, research strategies, information literacy, and documentation.

Transfer: CSU; UC
C-ID ENGL 100

ENGL 201B COMPOSITION: INTRODUCTION TO LITERATURE/CRITICAL THINKING 4.00

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ENGL 201A or higher

Provides an introduction to the study of literature with an emphasis in both literary composition and critical thinking. This course develops critical thinking and writing skills through the close study of major genres of literature: poetry, fiction, and drama. Students receive instruction in analytical and argumentative writing by studying literature and criticism and by identifying sound and fallacious methods of reasoning in assessments of literature.

Transfer: CSU; UC
C-ID ENGL 110 and C-ID ENGL 120

ENGL 201C ENGLISH COMPOSITION: CRITICAL THINKING 4.00

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ENGL 201A

Presents an advanced composition course beyond ENGL 201A which emphasizes critical thinking, including reasoning, rhetoric, reading, and information fluency in order to develop argumentative skills for diverse contexts and audiences.

Transfer: CSU; UC
C-ID ENGL 105

ENGL 205 INTRODUCTION TO POETRY 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ENGL 201A

Introduces students to the formal and stylistic elements of poetry, providing them with a shared vocabulary for recognizing and analyzing different literary forms, and developing their reading, writing, and critical discussion skills by analyzing exemplary texts from a variety of historical periods, genres, and cultures.

Transfer: CSU; UC

ENGL 206 INTRODUCTION TO THE NOVEL 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ENGL 201A
Advisories: ENGL 201B

Introduces the study of the novel with emphasis on understanding, analysis, and appreciation of the novel through an in-depth examination of a variety of literary works.

Transfer: CSU; UC

ENGL 212A SURVEY OF AMERICAN LITERATURE I 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ENGL 201A

Presents a survey of American literature from the pre-colonial period to the Civil War era. Introduces the study of major American writers against their historical backgrounds. Writers such as Winthrop, Bradstreet, Rowlandson, Franklin, Jefferson, Douglass, Stanton, Fern, Melville, Hawthorne, Wheatley, Emerson, Whitman, and Dickinson are studied.

Transfer: CSU; UC
C-ID ENGL 130

ENGL 212B SURVEY OF AMERICAN LITERATURE 2 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ENGL 201A

Presents a survey of American literature from the post-Civil War era to the present. Introduces the study of American authors in the context of their historical backgrounds.

Transfer: CSU; UC
C-ID ENGL 135

ENGL 213 ETHNIC LITERATURE OF THE UNITED STATES 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ENGL 201A

Introduces the study of American literature by Black, Indigenous, Latinx, and Asian-American authors, including the application of literary theory and the analysis of core concepts such as racialization, equity, ethno-centrism, intersectionality, and oppression. Examines and emphasizes the shared and developing traditions of writers of color, focusing on themes of resistance, agency, and self-affirmation.

Same as ETHN 213.
Transfer: CSU; UC

ENGL 215 SHAKESPEARE 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ENGL 201A

Introduces Shakespeare's works with emphasis on analysis of character and structured scene and requires preparation of critical papers based on analytical reading and investigation.

Transfer: CSU; UC

ENGL 216 LITERATURE AND FILM 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ENGL 201A

Introduces students to formal methods for analyzing literature and film, providing them with a discipline-specific vocabulary, teaching them a variety of interpretive strategies and theories, and developing their skills in critical thinking during reading/viewing, class discussion, panel presentation, formal exam, and essay activities. Reading and film texts will represent a variety of genres, cultures, historical periods, and theoretical perspectives.

Transfer: CSU; UC

ENGL 217 WOMEN AND GENDER IN LITERATURE 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: ENGL 201A with a grade of C or better

Presents a survey of literature by women of English-speaking countries from the Middle Ages to the 21st century, with an emphasis on comparing historically oppressed women writers (including African-American and lesbian writers) to those in the mainstream. Writers covered may include Phillis Wheatley, Anne Bradstreet, Mary Wollstonecraft, Charlotte Bronte, Harriet Beecher Stowe, Kate Chopin, Willa Cather, Gertrude Stein, Virginia Woolf, Zora Neale Hurston, Anne Sexton, Maya Angelou, Doris Lessing, Adrienne Rich, Maxine Hong Kingston, Sylvia Plath, Audre Lorde, Alice Walker, Louise Erdrich, and Gloria Anzaldua.

Transfer: CSU; UC

ENGL 231 CREATIVE WRITING 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ENGL 201A

Presents an opportunity for creative literary expression and emphasizes techniques in writing poems, and/or short stories, and/or plays for informal discussion and criticism by the class and by the instructor. Provides the opportunity to discover one's talent and to practice writing skills.

Transfer: CSU; UC
C-ID ENGL 200

ENGL 237 INTRODUCTION TO FILM STUDIES 3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Introduces the close analysis of films ranging from the era of silent film to contemporary times. By examining the form, content, aesthetics, and meaning of a diverse series of films, students will be able to identify the historical and cultural significance of this art form. Topics include critical analysis of the function of visual design, editing, sound, genre forms, and ideology in a variety of narrative and non-narrative films produced by key filmmakers in cinema history.

Transfer: CSU; UC

ENGL 242 INTRODUCTION TO SCIENCE FICTION 3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Introduces students to the literary genre known as science fiction, which can be defined as a speculative, science-based genre of literature, but which can also include elements of fantasy and horror. The course will examine the canonical traditions of the genre as well as the socio-political contexts from which popular science-fiction stories derive. Students will study the history of science fiction as well as prevailing trends in contemporary SF.

Transfer: CSU; UC

ENGL 245A SURVEY OF WORLD LITERATURE 1 3.00
(Formerly ENGL244A)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ENGL 201A

Focuses on a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from antiquity to the mid or late seventeenth century; May include such readings as The Epic of Gilgamesh, the Odyssey, excerpts from the Old Testament, excerpts from the Koran, Lysistrata, Allegory of the Cave, the Aeneid, Marcus Aurelius's Meditations, the Inferno, the Canterbury Tales, and Don Quixote.

Transfer: CSU; UC
C-ID ENGL 140

ENGL 245B SURVEY OF WORLD LITERATURE 2 3.00
(Formerly ENGL244B)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ENGL 201A

Focuses on a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, South America, and other areas, from the mid or late seventeenth century to the present. May include readings from Rousseau, Johnson, Swift, the English Romantics, Hawthorne, Whitman, Dickinson, Chekhov, Tolstoy, Conrad, Kafka, Hughes, Baldwin, Stevens, Eliot, Woolf, Mishima, Neruda, Borges, Rushdie, Soyinka, and Silko.

Transfer: CSU; UC
C-ID ENGL 145

ENGL 246A SURVEY OF BRITISH LITERATURE 3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ENGL 201A

Presents a survey of British literature from the Middle Ages through the 18th century. Introduces the study of significant British writers and texts against their historical backgrounds. Such writers as Margery Kempe, Julian of Norwich, Chaucer, Spenser, Shakespeare, Barbauld, Queen Elizabeth I, Donne, Milton, Swift, Pope, Montagu, Haywood, Johnson, and Austen will be studied.

Transfer: CSU; UC
C-ID ENGL 160

ENGL 246B SURVEY OF BRITISH LITERATURE 3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ENGL 201A

Presents a survey of major British writers extending from the Romantic Period through the 20th century, focusing on such writers as William and Dorothy Wordsworth, Anna Letitia Barbauld, Olaudah Equiano, Mary and Percy Shelley, John Keats, Elizabeth Barrett Browning, Matthew Arnold, Elizabeth Gaskell, W. B. Yeats, T. S. Eliot, D. H. Lawrence, James Joyce, and Virginia Woolf.

Transfer: CSU; UC
C-ID ENGL 165

ENGL 247 INDEPENDENT STUDIES: ENGLISH 0.50 to 2.00
1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
P/NP Only,
Letter Grade Only

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of English under the direction of an instructor.

Transfer: CSU

ENGLISH AS A SECOND LANGUAGE

ESL 025 INTERMEDIATE LEVEL CONVERSATION 2.00 to 3.00
2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP

Develops English proficiency in listening comprehension and speaking skills for non-native speakers of English, and strengthens student ability to communicate in social, academic, and occupational settings at the intermediate level.

ESL 035 ADVANCED LEVEL CONVERSATION 2.00 to 3.00
2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP

Develops English proficiency in listening comprehension and speaking skills for speakers of other languages, and strengthens student ability to confidently and competently communicate in social and professional settings at the advanced level.

ESL 037 ACADEMIC LISTENING AND SPEAKING 2.00 to 3.00
2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Not Degree Applicable
P/NP Only
Advisories: Passing grade in ESL 035A, ESL 035B, or ESL 035C or placement into ESL 099E

Focuses on developing academic listening comprehension and speaking skills that are required in college courses and academic settings. May be taken concurrently with ESL 047 and ESL 099E or ESL 100E.

ESL 043   INTERMEDIATE GRAMMAR   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP

Increases intermediate students' knowledge and usage of present, past, and future verb tenses, sentence structures, and grammatical competency in reading, writing and speaking. Prepares students for ESL 044.

ESL 044   HIGH-INTERMEDIATE GRAMMAR   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP

Increases understanding and usage of grammatical forms in reading, writing, and oral/aural contexts. Continues building the foundation of English grammar to enable non-native English speakers to function at the high-intermediate level.

ESL 053   INTERMEDIATE READING AND WRITING   4.00 to 6.00

4.00 - 6.00 hours per week: (4.00 - 6.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP
Advisories: ESL 002 with a grade of C or better or a qualifying score on the ESL placement test

Focuses on building English language skills for speakers of other languages with an emphasis on reading and writing at the intermediate level. Provides instruction in sentence and paragraph writing. Introduces reading comprehension skills and strategies. This course prepares students for ESL 054. May be taken concurrently with ESL 043, ESL 025A, 025B, or 025C.

ESL 054   HIGH-INTERMEDIATE READING AND WRITING   4.00 to 6.00

(Formerly ESL006A, ESL006)
4.00 - 6.00 hours per week: (4.00 - 6.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP
Advisories: ESL 053 with a C or better or a qualifying score on the ESL placement test.

Focuses on building English language skills for speakers of other languages with an emphasis on reading and writing at the high-intermediate level. Provides instruction in paragraph writing. Develops reading comprehension skills and strategies. This course prepares students for ESL 099E. May be taken concurrently with ESL 044, ESL 035A, 035B, or 035C.

ESL 099E   ADVANCED READING AND WRITING   4.00 to 6.00

4.00 - 6.00 hours per week: (4.00 - 6.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP
Advisories: ESL 054 or qualifying score on the ESL or English placement test.

Focuses on building English language skills for speakers of other languages with an emphasis on reading, writing, and critical thinking at the advanced level. Provides instruction in essay writing and academic reading. This course prepares students for English 156. May be taken concurrently with ESL 044, ESL 035A, 035B, or 035C.

ESL 701   INTRODUCTION TO LITERACY   0

4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 lab hours)
Noncredit
P/NP Only,
Non-credit Course

Develops students? English literacy and study skills at the introductory literacy level. Focuses on basic language necessary to function successfully in everyday situations.
Repeatable.

ESL 702   LITERACY   0

4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 lab hours)
Noncredit
P/NP Only,
Non-credit Course
Prerequisites: ESL 701 or ESL placement test

Develops students? English literacy and study skills at the beginning literacy level. Builds basic reading, writing, listening and speaking skills.
Repeatable.

ESL 703   BEGINNING-LOW INTEGRATED SKILLS   0

4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 lab hours)
Noncredit
P/NP Only,
Non-credit Course
Prerequisites: ESL 702 or ESL placement test

Develops reading, writing, listening and speaking skills at the low-beginning level.
Repeatable.

ESL 704   BEGINNING-HIGH INTEGRATED SKILLS   0

4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-credit Course
Prerequisites: ESL 703 or ESL Placement test

Develops reading, writing, listening and speaking skills at the beginning-high level.
Repeatable.

ESL 705   INTERMEDIATE INTEGRATED SKILLS   0

4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-credit Course
P/NP Only
Advisories: ESL 704 with a minimum grade of P or better ESL placement test

Develops reading, writing, listening and speaking skills at the intermediate level.
Repeatable.

ESL 706   LOW-ADVANCED INTEGRATED SKILLS   0

4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
P/NP Only,
Non-credit Course
Advisories: ESL 705 with a minimum grade of P or better ESL Placement Test

Develops English reading, writing, listening and speaking skills at the low-advanced level.
Repeatable.

ESL 707A   U. S. CITIZENSHIP, LEVEL 1   0

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Advisories: ESL 702: or Placement into ESL 703 or higher

Introduces the U.S. Citizenship and Immigration Services application process. Focuses on building beginning level speaking and listening skills through study of U.S. history, government, and constitution.
Repeatable 99.

ESL 707B   U.S. CITIZENSHIP, LEVEL 2   0

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Advisories: ESL 704 or Placement to ESL 705 or higher

Prepares students for the U.S. Citizenship written and oral test. Focuses on building intermediate to advanced level speaking, listening, reading, and writing skills in the content areas of U.S. history, government, and constitution.
Repeatable 99.

ESL 713   BEGINNING INTEGRATED SKILLS   0
4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Advisories: ESL Placement Test

Develops reading, writing, listening and speaking skills at the beginning level.
Repeatable.

ESL 714   LOW INTERMEDIATE INTEGRATED SKILLS   0
4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Advisories: ESL 704 with a minimum grade of P or better or ESL Placement Test

Develops reading, writing, listening and speaking skills at the low-intermediate level.
Repeatable.

ESL 715   HIGH INTERMEDIATE INTEGRATED SKILLS   0
4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Advisories: ESL 705 with a minimum grade of P or better ESL Placement Test

Develops reading, writing, listening, and speaking at the high-intermediate level.
Repeatable.

ESL 716   ADVANCED INTEGRATED SKILLS   0
(Formerly ESL799)
4.00 - 6.00 hours per week: (4.00 - 6.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit

Non-Credit Gradeable Course/SP

Develops English reading, writing, listening, and speaking skills at the advanced level.
Repeatable.

ESL 720   ESL BASIC CONVERSATION, LOW BEGINNING   0
2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours)
Noncredit
Non-Credit Gradeable Course/SP

Develops basic communication skills including the use of appropriate pronunciation, vocabulary and grammar. Emphasis is on English for daily life. Prepares students for ESL 721. May be taken concurrently with ESL 701 or ESL 702.
Repeatable.

ESL 721   ESL BASIC CONVERSATION, BEGINNING   0
2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours)
Noncredit
Non-Credit Gradeable Course/SP

Develops listening and speaking skills and includes instruction in pronunciation, vocabulary, and grammar. Enables the beginning-level student to function in common English-speaking situations. May be taken concurrently with ESL 701 or ESL 702.
Repeatable.

ESL 725   ESL CONVERSATION, INTERMEDIATE   0
(Formerly ESL025A)
2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
P/NP Only,
Non-credit Course
Advisories: ESL 704 or qualifying score on the ESL placement test

Focuses on communication skills in listening comprehension and speaking for speakers of other languages and enables the intermediate-level student to function in everyday English-speaking situations (formerly ESL 025). Prepares students for ESL 735. May be taken concurrently with ESL 705 or ESL 706.
Repeatable.

ESL 735   ESL CONVERSATION, HIGH INTERMEDIATE   0
(Formerly ESL035A)
2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
P/NP Only,
Non-credit Course
Advisories: ESL 725 or qualifying score on the ESL placement test

Focuses on communication skills in listening comprehension and speaking for speakers of other languages and enables the high-intermediate level student to function in academic, professional and everyday English-speaking situations (formerly ESL 035). May be taken concurrently with ESL 705 or ESL 706.
Repeatable.

ESL 743   ACADEMIC GRAMMAR, INTERMEDIATE   0
(Formerly ESL043)
2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-credit Course
Advisories: ESL 704 or qualifying score on the ESL placement test

Focuses on building English language skills for speakers of other languages with an emphasis on grammar at the intermediate level. Provides instruction in present, past, and future tenses.
Repeatable.

ESL 744   ACADEMIC GRAMMAR, HIGH-INTERMEDIATE   0
(Formerly ESL044)
2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-credit Course
Advisories: ESL 743 or qualifying score on the ESL placement test

Focuses on building English language skills for speakers of other languages with an emphasis on grammar at the high-intermediate level. Provides instruction in present perfect, gerunds and infinitives, adjective clauses, and active vs. passive voice.
Repeatable.

ENVIRONMENTAL SCIENCES

ENVS 200   INTRODUCTION TO ENVIRONMENTAL SCIENCE   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Presents an introduction to the scientific principles, concepts, and methods necessary for examining humanity's impact upon the geological, biological, and physical systems present in the Earth's natural environment. The role of science in identifying and finding sustainable solutions to environmental changes resulting from natural causes and human activity will be explored.
Transfer: CSU; UC

ETHNIC STUDIES

ETHN 210   ETHNIC STUDIES FOR EDUCATORS   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Prepares students to utilize the concepts and methods of Ethnic Studies in teaching and pedagogical practice in K-12 education. Discusses the role of intersectionality, identity, and collective struggle in educational institutions, focusing on Native American, African American, Asian American and Latina and Latino American communities. Covers the historical inequalities reproduced within education and schools, the knowledge produced by these communi-

ties and the strategies used for resistance and liberation.

Same as EDUC 210.
Transfer: CSU; UC

ETHN 211   CRITICAL WHITENESS STUDIES   3.00

3.00 hours per week: (3.00 lecture hours/ lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces key concepts for analyzing white racial identity and white supremacy, including power, privilege, oppression, discrimination, and institutional racism. Examines how whiteness is produced and maintained through government institutions, businesses, families, and popular culture in the United States and around the world. Provides opportunities for reflection and teaches skills for productive dialogue and action.

Transfer: CSU

ETHN 213   ETHNIC LITERATURE OF THE UNITED STATES   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: ENGL 201A

Introduces the study of American literature by Black, Indigenous, Latinx, and Asian-American authors, including the application of literary theory and the analysis of core concepts such as racialization, equity, ethno-centrism, intersectionality, and oppression. Examines and emphasizes the shared and developing traditions of writers of color, focusing on themes of resistance, agency, and self-affirmation.

Same as ENGL 213.
Transfer: CSU; UC

ETHN 219   INTRODUCTION TO QUEER STUDIES   3.00

(Formerly HDHS219)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Examines a broad range of contemporary gay, lesbian, bisexual, transgender, intersexual, and pansexual issues and experiences in various contexts, including bio-medical; psycho-social development; socio-political, and race/ethnicity.

Transfer: CSU; UC
C-ID SJS 130

ETHN 230   INTRODUCTION TO SOCIAL JUSTICE
AND ETHNIC STUDIES   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Explores the evolution, impact, and future of Ethnic Studies through the history of the social justice and racial equality movements in the U.S. during the 1960s and 1970s. Shows how Ethnic Studies emerged as an academic discipline to provide a relevant education in contrast to ethno-centrism, eurocentrism, and white supremacy. Practices applied methodologies in Social Justice and Ethnic Studies, providing depth of insight into struggles and mobilization strategies for equity, self-determination, liberation, decolonization, and anti-racism.

Transfer: CSU; UC
C-ID SJS 110

ETHN 231   DECOLONIZATION
AND RACIAL JUSTICE MOVEMENTS   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ETHN 230

Examines movements for decolonization and racial justice in the United States and around the world among Native American and Indigenous peoples, as well as Black / African American, Asian

American and Chicanx/Latinx communities. Analyzes the socio-historical and cultural factors that lead to intersectional and decolonial struggles for racial, gender, economic, educational, and environmental justice using theories and methods of Ethnic Studies. Covers the history of racial justice movements, civil rights, struggles for Indigenous sovereignty, and contemporary mobilization at the local, state, national, and global levels. Pays special attention to movements that are currently working to eradicate racism, colonization, cisheterosexism, and xenophobia.

Transfer: CSU; UC

ETHN 234   WOMEN OF COLOR   3.00

3.00 hours per week: (3.00 lecture hours/ lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Examines the racialized experiences of women in the United States, centering the expertise of Black, Latinx/a, Asian American, Native American, Indigenous, and Pacific Islander women through Native American and Indigenous, Black, Asian American and Pacific Islander, and Chicanx/Latinx feminist perspectives. Analyzes the dynamics of intersectionality, racism, settler-colonialism, capitalism, patriarchy, and other forms of systemic oppression. Engages with interdisciplinary perspectives and sources to demonstrate the unique contributions of Native American and Indigenous, Black, Asian American and Pacific Islander, and Chicanx/Latinx women throughout history and in the present. Equips students with knowledge and skills to engage with current social issues affecting Native American and Indigenous, Black, Asian American and Pacific Islander, and Chicanx/Latinx women in the United States.

Transfer: CSU

ETHN 235   RACE, ETHNICITY, AND POP CULTURE   3.00

3.00 hours per week: (3.00 lecture hours/ lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ETHN 230

Examines the contributions of Native Americans and Indigenous peoples, Black / African American communities, Chicanx and Latinx communities, and Asian Americans and Pacific Islanders in media and popular culture. Covers the cultural, economic, social, and political forces that shape intersectional representations in media. Analyzes representations of race, ethnicity, Indigeneity, immigration, gender, and sexuality in film, television, music, art, and news media by utilizing Ethnic Studies theoretical frameworks and methods including queer of color critique, womxn of color feminisms, cultural studies, and new media studies. Interprets popular culture and independent productions to understand how media representations reproduce structural violence through controlling images and inspire audiences to imagine worlds beyond struggle.

Transfer: CSU; UC

ETHN 240   INTRODUCTION TO NATIVE AMERICAN
AND INDIGENOUS STUDIES   3.00

3.00 hours per week: (3.00 lecture hours/ lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the interdisciplinary field of Native American and Indigenous Studies. Explores the social, political, and cultural aspects of various Indigenous peoples in the Americas and around the world, focusing on contemporary and historical issues. Critically analyzes topics including Native and Indigenous philosophy and religious traditions, settler-colonialism, intersectionality, gender, class, immigration status, urbanization, intertribal relations, sovereignty, cultural productions, and environmental justice. Connects students to contemporary topics of social activism.

Transfer: CSU

ETHN 250   INTRODUCTION TO BLACK STUDIES   3.00

3.00 hours per week: (3.00 lecture hours/ lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Surveys the Black Studies discipline, including its social, political, and academic origins, as well as the current goals and development of the field. Provides students with conceptual and methodological tools from interdisciplinary perspectives to analyze the experiences of Black communities in the United States and around the world. Examines key contributions of Black individuals to culture, politics, science, and technology using conceptual frameworks of Black joy and Black futurities. Critically analyzes the intersectional dynamics within Black communities, including diversity by national background, immigration status, gender, sexuality, social class, age, religion, and ability. Emphasizes engagement with current issues and social movements, such as criminal justice and policing, healthcare, education, voting rights, and reproductive justice.

Transfer: CSU

ETHN 260   INTRODUCTION TO CHICANX AND LATINX STUDIES   3.00

3.00 hours per week: (3.00 lecture hours/ lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides students with an overview of the interdisciplinary fields of Chicanx and Latinx Studies. Critically analyzes the social, political, cultural, and institutional forces that impact the history of Chicanx and Latinx communities with a particular focus on intersecting factors of gender, class, Indigeneity, immigration status, and sexuality. Evaluates the contributions made by Chicanx and Latinx social movements advocating for racial justice and self-determination.

Transfer: CSU

ETHN 270   INTRODUCTION TO ASIAN AMERICAN AND PACIFIC ISLANDER STUDIES   3.00

3.00 hours per week: (3.00 lecture hours/ lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides an interdisciplinary review of the experiences, perspectives, and leadership of Asian Americans and Pacific Islanders (AAPI). Critically analyzes social, cultural, political, and historical factors influencing AAPI communities, with a focus on intersecting identities such as gender, sexuality, social class, ability, and age. Discusses the cultural, political, and historical backgrounds of diverse AAPI groups, including disparities by ethnicity, national origin, immigration status, and Indigeneity. Explores contemporary issues and social movement advocacy in AAPI communities, such as cultural identity, healthcare, language access, assimilation, family and gender norms, discrimination, generational conflict, education, and political leadership.

Transfer: CSU

FILM TELEVISION AND ELECTRONIC MEDIA

FTVE 101   SURVEY OF MOTION PICTURE AND TELEVISION PRODUCTION   1.00

(Formerly WEXP193Q, WEXP142)
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Not Degree Applicable
P/NP Only

Presents a basic overview of electronic filmmaking and television production in a hands-on environment, with an emphasis on the foundational knowledge and skills required for a basic entry level position.

FTVE 193   FILM, TELEVISION AND ELECTRONIC MEDIA SPECIAL TOPIC   0.50 to 4.00

(Formerly BCST193)
Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

FTVE 212   BEGINNING RADIO PRODUCTION   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Explores basic editing techniques in radio production. Students will gain a basic understanding of beginning radio production. This includes the use of microphones, audio editing software, digital audio production, radio program formats, basic broadcast writing and announcing skills needed to professionally produce audio programs, soundtracks, and voice overs.

Transfer: CSU
C-ID: FTVE 100

FTVE 221   INTRODUCTION TO ELECTRONIC MEDIA   3.00

(Formerly BCST221)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents the history, structure, function, economics, content and evolution of radio, television, film, the Internet, and new media, including preexisting formats, social, political, regulatory, ethical and occupational impact of the electronic media with cross-cultural and international comparisons. Topics covered include technological development, programming, ratings, social, legal and economic aspects of electronic media in America with cross-cultural, international comparisons.

Transfer: CSU; UC

FTVE 223   INTRODUCTION TO MOTION PICTURE AND TV PRODUCTION   3.00

(Formerly BCST223)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents the theory, techniques and demonstration of motion picture and television production. Offers beginning students a comprehensive overview of film, digital cinema, and multi-camera television production including technical fundamentals and basic program production including the operation of cameras, lighting, switchers, digital editing, and audio.

Transfer: CSU

FTVE 224A   AUDIO PRODUCTION   3.00

(Formerly BCST224A)
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Introduces the theory and practice of audio production for radio, television, film and digital recording applications. Students will learn the fundamentals of sound design and aesthetics, microphone use, and digital recording equipment. Students gain hands on experience recording, editing, mixing and mastering audio. Upon completion, students will have basic knowledge of applied audio concepts, production workflow, equipment functions, and audio editing software.

Transfer: CSU

FTVE 225A   VIDEO STUDIO PRODUCTION   3.00

(Formerly BCST225A)
7.00 hours per week: (1.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: FTVE 223

Presents an introduction to the theory, terminology and operation of a multi-camera television studio and control room. Topics include directing, theory and operation of camera and audio equipment, studio signal flow, switcher operation, fundamentals of lighting, graphics, video control and video recording and real-time video production.

Transfer: CSU

FTVE 225B SINGLE CAMERA TV PRODUCTION AND EDITING   3.00
(Formerly BCST225B)
7.00 hours per week: (1.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: FTVE 223 completion or concurrent enrollment

Provides an introduction to the theory, terminology, and operation of single camera video production including composition, editing techniques, camera operation, portable lighting, video recording, audio control, basic editing, and graphics; includes the aesthetics and fundamentals of scripting, producing, and directing on location, postproduction, and exhibition/distribution.
Transfer: CSU
C-ID FTVE 130

FTVE 226 WRITING FOR ELECTRONIC MEDIA   3.00
(Formerly BCST226)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: ENGL 201A

Presents an introduction to writing for film and electronic media. Emphasis on preparing scripts in proper formats, including fundamental technical, conceptual and stylistic issues related to writing fiction and non-fiction scripts for informational and entertainment purposes in film and electronic media. Includes a writing evaluation component as a significant part of the course requirement.
Transfer: CSU

FTVE 227 PRINCIPLES OF BROADCAST PERFORMANCE FOR RADIO AND PODCASTING   0.50 to 3.00
(Formerly BCST227)
0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Explores techniques necessary to effectively communicate messages through basic announcing skills including podcasting, radio news announcing, commercial announcing, ad-lib techniques, voice tracking and career exploration will be covered in-depth. Develops announcing skills needed to professionally perform in radio broadcasting as a career.
Transfer: CSU

FTVE 230A AUDIO/VIDEO INTERNSHIP   3.00
(Formerly BCST230A)
9.00 hours per week: (0.00 lecture hours/9.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: FTVE 224A or FTVE 225A or FTVE 225B and approval of production company

Provides practical supervised work experience as a regular staff member in a local area media company. May include work in a local radio station, television station, cable company or marketing firm in audio and/or video production. Only students who have been given permission from the chair of the Film, Television, and Electronic Media department may be allowed to interview for the internship program.
Transfer: CSU

FTVE 247 INDEPENDENT STUDIES: FILM, TELEVISION AND ELECTRONIC MEDIA   0.50 to 2.00
(Formerly BCST247)
1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of film, television, and electronic media under the direction of an instructor.
Transfer: CSU

FTVE 252 WORK EXPERIENCE IN FILM TELEVISION AND ELECTRONIC MEDIA   0.50 to 4.00
0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Film Television and Electronic Media to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.
Transfer: CSU

FRENCH

FR 110 BEGINNING FRENCH CONVERSATION AND READING   5.00
5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents basic vocabulary and pronunciation needed to converse in French. Students will also develop listening comprehension, reading skills and knowledge and understanding of French-speaking cultures.

FR 120 FRENCH CONVERSATION AND READING   5.00
5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: FR 110 or equivalent

Presents a continuation of FR 110 with intensive practice of oral communication skills and students will develop listening and reading strategies to access authentic cultural information.

FR 193 FRENCH SPECIAL TOPIC   0.50 to 4.00
Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

FR 201 FRENCH I   5.00
5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents a topic-based introduction to contemporary French language and culture with an emphasis on listening comprehension, oral interaction, culture-centered reading and writing basic French. Social and cultural aspects of the French-speaking world are presented along with some of the most essential structures and vocabulary.
Transfer: CSU; UC

FR 202 FRENCH II   5.00
5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: FR 201 or equivalent

Presents a continuation of FR 201 with intensive, topic-based practice in oral interaction, culture-centered reading and writing, and listening comprehension using recordings and video clips from the French-speaking world.
Transfer: CSU; UC

FR 247   INDEPENDENT STUDIES: FRENCH   0.50 to 2.00

1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for in-depth study by an individual student in a selected topic of French under the direction of an instructor.

Transfer: CSU

GEOGRAPHY

GEOG 201 PHYSICAL GEOGRAPHY   3.00

3.00 hours per week: (3.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Studies the spatial distribution of the Earth's physical systems and the interrelationships among environmental and human systems. Includes Earth-sun geometry, climate, water, soils, landforms, vegetation, and patterns of ecosystem distribution. Presents the scientific methods and tools of geographic research including maps, remote sensing, geographic Information Systems (GIS), and Global Positioning Systems (GPS).

Transfer: CSU; UC

C-ID GEOG 110

GEOG 202   CULTURAL GEOGRAPHY   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Studies human interaction with the basic elements of the cultural environment. Includes language, religion, economy, and other cultural phenomena and their patterns of distribution.

Transfer: CSU; UC

C-ID GEOG 120

GEOG 225   WORLD REGIONAL GEOGRAPHY   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Surveys the world's culture regions and nations as interpreted by geographers, including physical, cultural, and economic features. Emphasizes spatial and historical influences on population growth, transportation networks, and natural environments. Identifies the significant features of regions.

Transfer: CSU; UC

C-ID GEOG 125

GEOG 230   INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS   3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Introduces the concepts, techniques, and tools of a Geographic Information Systems (GIS), including data acquisition, management, manipulation, spatial analysis, and cartographic output. Emphasizes training in the use of technology and software in order to provide students with skills and a conceptual base on which they can build further expertise in GIS. Includes exercises using GIS as a tool for solving real-world problems across a wide spectrum of disciplines. Focuses on development of spatial reasoning skills with applications in fields such as natural hazards, environmental assessment, and resource management.

Same as GEOL 230.

Transfer: CSU; UC

C-ID GEOG 155

GEOLOGY

GEOL 193   GEOLOGY SPECIAL TOPIC   0.50 to 4.00

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

GEOL 193C GEOLOGIC FIELD TECHNIQUES   1.00

0 hours per week: (0.50 lecture hours/2.22 lab hours)

Credit - Degree Applicable

Letter Grade Only

Investigate methods of field geologic mapping and data acquisition.

GEOL 193D FIELD STUDIES IN GLOBAL WARMING   1.00

2.33 hours per week: (0.33 lecture hours/2.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 201A

Explores the principles of global warming as it relates to environmental changes. Data will be gathered on decreases in glacier size, increases in desert size, and changes in the health of coral reefs.

GEOL 210   PHYSICAL GEOLOGY   4.00

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: Elementary algebra or eligibility for college-level math using the current college process.

Introduces the fundamental principles of geology. Addresses the leading evidence explaining the origin of the Earth, its internal structure, and the internal and surface processes that change and shape it. Characterizes various Earth materials, their physical and chemical properties, and their associated formational processes. Includes a laboratory component to develop skills in identifying Earth materials, reading and interpreting maps (including topographic and geologic maps), classifying geologic structures (faults and folds), assessing earthquake and/or volcanic data, and characterizing how water and/or wind processes shape Earth's surface. Field trips to local areas of geologic interest may be required.

Transfer: CSU; UC

C-ID GEOL 101

GEOL 211   HISTORY OF THE EARTH   4.00

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: GEOL 210 or GEOL 220 and Elementary algebra or eligibility for college-level math using the current college process.

Journeys through the dynamic 4.6 billion-year history of Earth from Earth's formation, to the formation of the atmosphere, through simple and complex life, the paleogeography of continents and oceans, orogenies, and global climate change as supported by evidence in the geologic record (rocks, rock deformation, rock features, and fossils). Includes a laboratory component with an emphasis on developing an understanding and application of rock and mineral formation and identification, fossils and modes of fossilization, the process of geologic dating with a focus on stratigraphic principles, and the generation and interpretation of a variety of geologic maps. Field trips to local areas of geologic interest may be required.

Transfer: CSU; UC

C-ID GEOL 111

GEOL 212   ENVIRONMENTAL GEOLOGY   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Studies aspects of geology as they relate to human interaction with the environment. Addresses relevant geological aspects of the environment and the problems caused by humans as they use the earth and its resources. Investigates geological processes including earthquakes, volcanoes, mass movements, floods, groundwater and climate change. Emphasis on geological viewpoints concerning waste disposal, pollution, energy resources, and mining. Lectures include strategies for mitigating these issues.

Transfer: CSU; UC

GEOL 220   GEOLOGY OF CALIFORNIA   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the principles of geology and the tectonic/geologic evolution of California. Emphasizes the processes responsible for shaping the environment including seismology, and volcanology, the fossil record, and the mineral/energy resources of the state.

Transfer: CSU; UC
C-ID GEOL 200

GEOL 229A GEOSCIENCE FIELD STUDIES IN YOSEMITE AND EASTERN SIERRA   1.00

2.72 hours per week: (0.50 lecture hours/2.22 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENVS 200 or GEOL 210 or GEOL 211 or GEOL 212 or GEOL 220 or OCEN 210 or PSCI 211

Presents an on-site field study of Yosemite, the Sierra Nevada, Mono Basin, Long Valley Caldera, and Owens Valley area.

Transfer: CSU; UC

GEOL 229B GEOSCIENCE FIELD STUDIES IN DEATH VALLEY 1.00

2.72 hours per week: (0.50 lecture hours/2.22 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENVS 200 or GEOL 210 or GEOL 211 or GEOL 212 or GEOL 220 or OCEN 210 or PSCI 211

Presents an on-site field study of the Transverse Ranges, central San Andreas fault, Mojave desert, and the Death Valley area.

Transfer: CSU; UC

GEOL 229C GEOSCIENCE FIELD STUDIES ON COASTS AND COASTAL PROCESSES   1.00

2.72 hours per week: (0.50 lecture hours/2.22 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENVS 200 or GEOL 210 or GEOL 211 or GEOL 212 or GEOL 220 or OCEN 210 or PSCI 211

Provides an on-site field study of coastal features and/or coastal processes. Topics vary on a per-semester basis. Contact the instructor for topic and location specifics.

Transfer: CSU; UC

GEOL 229D GEOSCIENCE FIELD STUDIES   1.00

2.72 hours per week: (0.50 lecture hours/2.22 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENVS 200 or GEOL 210 or GEOL 211 or GEOL 212 or GEOL 220 or OCEN 210 or PSCI 211

Provides an on-site field study of geological features and/or geological processes. Topics vary on a per-semester basis. Contact the instructor for topic and location specifics.

Transfer: CSU; UC

GEOL 230   INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS   3.00

(Formerly GEOL225)
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable
Letter Grade or P/NP

Introduces the concepts, techniques, and tools of a Geographic Information System (GIS), including data acquisition, management, manipulation, spatial analysis, and cartographic output. Emphasizes training in the use of technology and software in order to provide students with skills and a conceptual base on which they can build further expertise in GIS. Includes exercises using GIS as a tool for solving real-world problems across a wide spectrum of disciplines. Focuses on development of spatial reasoning skills with applications in fields such as natural hazards, environmental assessment, and resource management.

Same as GEOG 230.
Transfer: CSU; UC
C-ID GEOG 155

GEOL 231   ADVANCED GEOGRAPHIC INFORMATION SYSTEMS   3.00

(Formerly GEOL226)
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: GEOL 230 or concurrent enrollment or GEOG 230 or concurrent enrollment

Introduces students to problem-solving and decision making using spatial analysis techniques, applicable to a range of disciplines. Directed at developing more advanced analysis tools in GIS software including but not limited to network analysis, geodatabases, and overlay analysis. Reinforces replication of methods and results through graphical scripting tools. Culminates in independent research project to apply skills and build a map portfolio.

Transfer: CSU

GEOL 232   WEB APPLICATIONS IN GEOGRAPHIC INFORMATION SYSTEMS   3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: GEOL 230 (Formerly GEOL225) or GEOG 230

Introduces the design and development, publishing, and maintenance of basic geospatial web services and applications. Includes an introduction to browser and mobile enabled interactive application.

Transfer: CSU

GEOL 233   DATA ACQUISITION AND MANAGEMENT IN GEOGRAPHIC INFORMATION SYSTEMS   3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Prerequisites: GEOL 230 (Formerly GEOL225) or GEOG 230

Introduces the fundamental concepts of data creation, database creation, and data management in geospatial analysis. Discusses quantitative techniques for the collection, classification, integration, and management of geospatial data.

Transfer: CSU

GEOL 234   INTRODUCTION TO REMOTE SENSING   3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: GEOL 230 (Formerly GEOL225) or GEOG 230

Introduces remote sensing of the Earth. Topics include the physical principles on which remote sensing is based, history and future trends, sensors and their characteristics, image data sources, and image classification, interpretation and analysis techniques.

Transfer: CSU

GEOL 240   GEOLOGY TEACHING ASSISTANT   0.50 to 2.00
0.50 - 2.00 hours per week: (0.50 - 2.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Instructor approval

Prepares students to facilitate geology courses by developing tutorial skills, understanding of the learning process, and effectiveness as a teaching assistant.
Transfer: CSU

GEOL 253   WORK EXPERIENCE IN GEOGRAPHIC
INFORMATION SYSTEMS   0.50 to 4.00
0 hours per week: ()
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Geographic Information Systems to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.
Transfer: CSU

GEOL 254   WORK EXPERIENCE IN GEOLOGY   0.50 to 4.00
0 hours per week
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Geology to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.
Transfer: CSU

GEOL 730   INTRODUCTION TO GEOGRAPHIC
INFORMATION SYSTEMS   0
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Noncredit
Non-credit Course

Introduces the concepts, techniques, and tools of a Geographic Information System (GIS), including data acquisition, management, manipulation, spatial analysis, and cartographic output. Emphasizes training in the use of technology and software in order to provide students with skills and a conceptual base on which they can build further expertise in GIS. Includes exercises using GIS as a tool for solving real-world problems across a wide spectrum of disciplines. Focuses on development of spatial reasoning skills with applications in fields such as natural hazards, environmental assessment, and resource management.
Repeatable.

GERMAN

GER 110   BEGINNING GERMAN CONVERSATION
AND READING   5.00
5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents an introduction to contemporary German with emphasis on basic vocabulary and pronunciation skills needed to converse in German, interpretive communication skills and awareness of the links between language and culture.

GER 120   GERMAN CONVERSATION AND READING   5.00
5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: GER 110 or equivalent

Presents a continuation of GER 110 with emphasis on interpersonal and interpretive communication skills, including reading strategies for authentic cultural material and expanding awareness of the relationship between language and culture.

GER 193   GERMAN SPECIAL TOPIC   0.50 to 4.00
Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

GER 201   GERMAN I   5.00
5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces standard, contemporary German in a topics-based framework; emphasizes listening comprehension, culture-centered readings and responses, and oral communication.
Transfer: CSU; UC

GER 202   GERMAN II   5.00
5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: GER 201 or equivalent

Continues introduction to standard, contemporary German in a topics-based framework; emphasizes listening comprehension, culture-centered readings and responses, and oral communication
Transfer: CSU; UC

GER 247   INDEPENDENT STUDIES: GERMAN   0.50 to 2.00
1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for in-depth study by an individual student in a selected topic of German under the direction of an instructor.
Transfer: CSU

GLOBAL STUDIES

GLST 210   INTRODUCTION TO GLOBAL STUDIES   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents an introduction to the interdisciplinary field of Global Studies and the major influences on the world and its people. Explores the history and contemporary processes of globalization, and the economic, political, social, cultural, geographical, and ecological factors that affect the world community. Examines interdependence and conflict in various global systems.
Transfer: CSU; UC

GLST 220   GLOBAL PROBLEMS AND ISSUES   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents an introduction to the origins, current status, and future trends of major transnational issues confronting the global community, with emphasis on the causes and solutions of global problems. Topics include population trends, immigration, economic development and inequality, basic human needs, human rights, interna-

tional conflict and security concerns, and environmental issues. The course also focuses on global governance, including collective global responsibilities and interdependence.

Transfer: CSU; UC

HEED 193   HEALTH EDUCATION SPECIAL TOPIC   0.50 to 4.00
Credit - Degree Applicable
Letter Grade Only

Examines a special topic in the field of study related to the discipline offering this course.

HEED 202   HEALTH EDUCATION   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents the exploration of major health issues and behaviors in the various dimensions of health. Emphasis is placed on individual responsibility for personal health and the promotion of informed, positive health behaviors. Topics include nutrition, exercise, weight control, mental health, stress management, violence, substance abuse, reproductive health, disease prevention, aging, healthcare, and environmental hazards and safety.

Transfer: CSU; UC
C-ID PHS 100

HEED 203   WOMEN'S HEALTH ISSUES   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents major health issues of special significance to women cross culturally. Emphasis will be placed on current trends in the prevention of chronic diseases and health disorders, the promotion of a positive body image, and self-empowerment. Identification of significant cultural obstacles of access for women's health care by non-dominant groups are presented. In addition, traditional, as well as, experiential and cooperative teaching/learning strategies will be used to explore the application of lifestyle changes to individual health beliefs and practices.

Transfer: CSU; UC

**HEED 204   STANDARD FIRST AID AND CPR
             (CARDIOPULMONARY RESUSCITATION)   3.00**
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides information and training in the immediate and temporary emergency care in case of accident or illness. The student will learn to assess a victim's condition and incorporate proper treatment. Standard first aid, C.P.R., and AED certificate examination(s) will be granted upon successful completion of requirements.

Transfer: CSU; UC
C-ID KIN 101

HEED 206   HEALTH ASPECTS OF DRUG USE   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents an in depth analysis of the major health problems associated with the use, misuse, and abuse of drugs including herbs/plants, performance enhancing, over-the-counter, prescription, controlled, and designer drugs. Emphasizes the metabolism of drugs, drug interactions, and addiction from various socio-cultural perspectives such as age, gender, and ethnicity.

Transfer: CSU; UC
C-ID PHS 103

HEED 208   MULTICULTURAL HEALTH   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Examines the major health problems facing non-dominant/minority ethnic groups related to acculturation, assimilation, and biological variations. Various health beliefs systems, folk remedies, health practices, and attitudes toward health will be analyzed to promote prejudice reduction and understanding of cultural differences. A variety of non-traditional and experiential teaching/learning strategies will be used to examine alternative approaches to healthy lifestyles and to develop a personal health plan.

Transfer: CSU; UC

HEED 210   INTRODUCTION TO PUBLIC HEALTH   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides an introduction to the discipline of Public Health. Students will gain an understanding of the basic concepts and terminologies of public health, and the history and accomplishments of public health officials and agencies. An overview of the functions of various public health professions and institutions, and an in-depth examination of the core public health disciplines is covered. Topics of the discipline include the epidemiology of infectious and chronic disease; prevention and control of diseases in the community including the analysis of the social determinants of health and strategies for eliminating disease, illness and health disparities among various populations; community organizing and health promotion programming; environmental health and safety; global health; and healthcare policy and management.

Transfer: CSU; UC
C-ID PHS 101

**HEED 252   WORK EXPERIENCE IN PUBLIC HEALTH
             SCIENCE   0.50 to 4.00**
0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides opportunities for students in Public Health Science to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

HIST 203A   HISTORY OF WORLD CIVILIZATIONS   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Surveys World Civilizations from antiquity to the 1500s, with a particular emphasis on the dynamic interaction and comparison of peoples and cultures. The focus is on the role played by social, political, economic, cultural, and religious forces in shaping the major world civilizations and the legacy of the subsequent civilizations for our world today. The course will analyze these forces within the context of such historical concepts as cause and effect, multiple causation, and historical interpretation.

Transfer: CSU; UC
C-ID HIST 150

HIST 203B   HISTORY OF WORLD CIVILIZATIONS   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Surveys World Civilizations from the 1500s to the present, with a particular emphasis on the increased integration of peoples and cultures as a result of the continuing process of globalization. The focus is on the transformations of human society and human social relations caused by such ideas as scientific racism, nationalism, imperialism, and constitutional government. This course also covers trends including the increasing prevalence of migration, the changing nature of warfare, the harnessing of fossil fuels, the growing integration of global economies, and the scientific and technological advances that continue to revolutionize humanity's understanding and relationship to the natural world. This course will investigate the roles played by social, political, economic, cultural, and religious forces in shaping the major world civilizations, and the legacy of these subsequent civilizations for our world today. The course will analyze these forces within the context of such historical concepts as cause and effect, multiple causation, and historical interpretation.
Transfer: CSU; UC
C-ID HIST 160

HIST 204A   HISTORY OF WESTERN CIVILIZATION   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Surveys the history of Western Civilization from its origins in the Ancient Middle East through the Renaissance. It emphasizes the interplay of social, political, cultural, and intellectual forces that have served to define Western Civilization; how these forces impacted and shaped ethnic, racial, gender, and class relations; and how these influence modern contemporary life. These analyses also emphasize such historical concepts as cause and effect, multiple causation, and historical interpretation.
Transfer: CSU; UC
C-ID HIST 170

HIST 204B   HISTORY OF WESTERN CIVILIZATION   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Surveys the history of Western Civilization from the Renaissance to contemporary times. It emphasizes the interplay of social, political, cultural, and intellectual forces that have served to define Western Civilization; how these forces impact and shape ethnic, racial, gender, and class relations, and how these influence modern contemporary life. These analyses also emphasize such historical concepts as cause and effect, multiple causation, and historical interpretation.
Transfer: CSU; UC
C-ID HIST 180

HIST 207A   HISTORY OF THE UNITED STATES   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Surveying United States history from its European, African, and Native American origins to 1865. It also analyzes many of America's political, social, economic, and intellectual institutions, as they impact ethnic, racial, gender, and class relations, and how these influence American contemporary life. These analyses also emphasize such historical concepts as cause and effect, multiple causation, and historical interpretation.
Transfer: CSU; UC
C-ID HIST 130

HIST 207B   HISTORY OF THE UNITED STATES   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Surveying United States History from 1865 to the present. It also analyzes many of America's political, social, economic, and intellectual institutions, as they impact ethnic, racial, gender, and class relations, and how these influence contemporary life. This course also examines this nation's increasing involvement in world affairs. These analyses are set within the context of such historical concepts as cause and effect, multiple causation, and historical interpretation.
Transfer: CSU; UC
C-ID HIST 140

HIST 210   HISTORY OF CALIFORNIA   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the concepts and issues that have shaped the history of California. Emphasizes the physical environment, the indigenous Indian culture, the Hispanic culture, and the American culture. Analyzes political, social, and economic factors.
Transfer: CSU; UC

HIST 212   HISTORY OF MEXICAN AMERICANS   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Examines the historical and contemporary experience of people of Mexican descent from pre-Contact indigenous Mexican societies to the present, focusing on the legacies of the U.S.-Mexican War, history of Mexican immigration, U.S.-Mexico relations, and the struggle for citizenship and civil rights.
Transfer: CSU; UC

HIST 233   HISTORY OF AFRICAN AMERICANS   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Examines the historical, cultural, political, economic, and social development of people of African descent from 1619 to the present, focusing on the legacies of slavery, abolitionism, emancipation, segregation, urban black migration, economic exploitation, and the continuous forms of black resistance in the struggle for civil rights.
Transfer: CSU; UC

HIST 237   HISTORY OF AMERICAN WOMEN   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Surveys the social, political, economic, and cultural history of women in America from pre-European Native American societies through the late twentieth century, with particular emphasis on the marginalization of women and their struggles for justice, power, and equality in America.
Transfer: CSU; UC

HIST 247   INDEPENDENT STUDIES: HISTORY   0.50 to 2.00
1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of history under the direction of an instructor.
Transfer: CSU

HIST 260   HISTORY OF THE SAN SIMEON REGION   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: HIST 207B, HIST 210, ART 203, ART 204

Focuses on the North Coast of San Luis Obispo County, the San

Simeon region, using the methods of environmental and public historical studies. The course will analyze and interpret the diverse communities present at different times in the San Simeon area, paying special attention to land use, social and cultural patterns, group relations and gender roles. Following a natural history and geographic study of the area, the class will move chronologically from the earliest human communities to the near present.

Transfer: CSU; UC

HOSPITALITY

HOSP 200   INTRODUCTION TO HOSPITALITY   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides a detailed overview of structure and financial performances of the hospitality and tourism industry. Topics include career paths, lodging and lodging operations, restaurants and restaurant operations, cruising, managed services, beverages, clubs, theme parks and attractions, gaming entertainment, meeting planning and special events. Topics incorporate sustainability, ethics, trends, leadership and customer service, cultural/economic trends and career opportunities.

Transfer: CSU
C-ID HOSP 100

HOSP 225   HOSPITALITY LAW   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only,
Letter Grade Only
Advisories: HOSP 200

Examines federal, state, and local laws applicable to the operation of food and lodging enterprises are discussed, as well as practical approaches to spotting and solving legal issues. The innkeeper/guest relationship will be explored from a legal standpoint. Emphasis will be on recognizing potential legal concerns and implementing preventative measures.

Transfer: CSU
C-ID HOSP 150

HOSP 230   INTRODUCTION TO FOOD AND BEVERAGE MANAGEMENT   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Explore and develop techniques and procedures of management as they relate to commercial and institutional food and beverage facilities. Topics include: functions of management, marketing, menu development, effective cost controls in purchasing, labor and service techniques.

Transfer: CSU
C-ID HOSP 130

HOSP 250   INTRODUCTION TO HOTEL MANAGEMENT   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the operating system and components of a hotel-resort facility, which includes: front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human resource management and information systems.

Transfer: CSU
C-ID HOSP 140

HOSP 252   WORK EXPERIENCE IN HOSPITALITY   0.50 to 4.00
0 hours per week
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Hospitality to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

HOSP 255   CATERING PRINCIPLES   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: CUL 215 or CUL 213

Examines the catering industry with special attention given to catering from a customer's perspective. Students completing this course should be able to plan and implement a variety of catering functions. Experiential learning opportunities will be included in this course.

Transfer: CSU

HOSP 270   HOSPITALITY COST CONTROL   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Analyzes food, beverage, labor and other costs within a hospitality operation. Emphasizes problem solving, applying cost control techniques to maximize profits while managing expenses. Topics include: establishing standards, cost-value-profit analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention and labor cost controls.

Transfer: CSU
C-ID HOSP 120

HOSP 700   INTRODUCTION TO HOSPITALITY   0
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Provides a detailed overview of structure and financial performances of the hospitality and tourism industry. Topics include career paths, lodging and lodging operations, restaurants and restaurant operations, cruising, managed services, beverages, clubs, theme parks and attractions, gaming entertainment, meeting planning and special events. Topics incorporate sustainability, ethics, trends, leadership and customer service, cultural/economic trends and career opportunities.

Repeatable.

HOSP 725   HOSPITALITY LAW   0
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course
Advisories: HOSP 700

Examines federal, state, and local laws applicable to the operation of food and lodging enterprises are discussed, as well as practical approaches to spotting and solving legal issues. The innkeeper/guest relationship will be explored from a legal standpoint. Emphasis will be on recognizing potential legal concerns and implementing preventative measures.

Repeatable.

HOSP 730   INTRODUCTION TO FOOD AND BEVERAGE MANAGEMENT   0
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Explore and develop techniques and procedures of management as they relate to commercial and institutional food and beverage facilities. Topics include: functions of management, marketing,

menu development, effective cost controls in purchasing, labor and service techniques.

Repeatable.

HOSP 750   INTRODUCTION TO HOTEL MANAGEMENT   0
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Introduces the operating system and components of a hotel-resort facility, which includes: front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human resource management and information systems.

Repeatable.

HOSP 770   HOSPITALITY COST CONTROL   0
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Analyzes food, beverage, labor and other costs within a hospitality operation. Emphasizes problem solving, applying cost control techniques to maximize profits while managing expenses. Topics include: establishing standards, cost-value-profit analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention and labor cost controls.

Repeatable.

JOURNALISM AND DIGITAL COMMUNICATION

JOUR 193   JOURNALISM SPECIAL TOPIC   0.50 to 4.00
Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

JOUR 200   INTRODUCTION TO MASS COMMUNICATION   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents a survey of mass communication and the interrelationships of media with society including history, structure and trends in a digital age. Discusses theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues, including gender and cultural diversity.

Transfer: CSU; UC
C-ID JOUR 100

JOUR 201   NEWS WRITING AND REPORTING   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces techniques of news reporting, synthesizing and writing across multiple platforms. Provides intensive practice in gathering and evaluating information and writing news stories. Considers ethical and legal issues in journalism, and historical impacts on society. Students will be aware of social justice issues and how journalism has affected the human condition. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings and other events, writing under deadline and use of AP Style.

Transfer: CSU
C-ID JOUR 110

JOUR 201C   JOURNALISM FIELD STUDIES   0.50 to 1.00
0.50 - 1.00 hours per week: (0.50 - 1.00 lecture hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents on-site studies of local, state, or national government entities, and/or publications and broadcasting stations. Students must pay their proportional part of the expenses resulting from transportation, meals, and lodging.

Transfer: CSU

JOUR 202A   INTRO TO NEWS PRODUCTION   4.00
8.00 hours per week: (2.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: JOUR 201 or concurrent enrollment

Introduces hands-on news production for The Cuestonian student newspaper and Cuestonian.com. Presents all aspects of the newspaper business including reporting, writing, editing, photography, design/layout, online publishing, multimedia journalism and emerging technologies. Includes weekly news assignments for publication across multiple platforms for publications produced with student leadership.

Transfer: CSU
C-ID JOUR 130

JOUR 202B   NEWS PRODUCTION   4.00
8.00 hours per week: (2.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: JOUR 202A

Involves students in editorial positions using state-of-the-art technology to produce The Cuestonian and Cuestonian.com. Continues the study of all aspects of the print and online news production business at a higher skill level and leadership involvement than JOUR 202A.

Transfer: CSU
C-ID JOUR 131

JOUR 202C   NEWS PRODUCTION   4.00
8.00 hours per week: (2.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: JOUR 202A and JOUR 202B

Involves students in major hands-on editorial positions and leadership in using state-of-the-art technology to produce The Cuestonian and Cuestonian.com. Continues the study of all aspects of the print and online news business at an advanced skill level and leadership involvement, which goes beyond JOUR 202A and JOUR 202B.

Transfer: CSU

JOUR 203A   NEWS PRODUCTION FOR VISUAL ARTISTS: PHOTO AND VIDEO   4.00
8.00 hours per week: (2.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: previous photography and/or videography experience highly recommended. Should have own equipment or ART 249A or FTVE 223

Introduces students to producing and editing photographs and/or video for The Cuestonian and Cuestonian.com, providing an opportunity for them to showcase their work. This course deals with the photographer/videographer as a journalist, with an emphasis on using the camera as a reporting and communications tool. Students complete assignments from the editorial board and capture images, for instance, from campus arts, sporting, music and news events. Includes news and feature images and photo and video essays. Ethics, legal issues and professional behavior are stressed.

Transfer: CSU

JOUR 203B   NEWS PRODUCTION FOR VISUAL ARTISTS: GRAPHICS AND DESIGN   4.00
8.00 hours per week: (2.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Previous digital graphic design and digital layout experience required.
Advisories: ART 255 or ART 258

Introduces students to the design and layout of The Cuestonian and Cuestonian.com. Students will create informational and interactive graphics and design and layout each publication using Adobe In-Design, Illustrator and PhotoShop. Students complete assignments from editors on the student-run publications and meet newspaper production deadlines. Professional behavior is stressed.

Transfer: CSU

JOUR 203C INTERMEDIATE NEWS PRODUCTION FOR VISUAL ARTISTS **4.00**

8.00 hours per week: (2.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: JOUR 203A or JOUR 203B

Involves students in editorial positions for the visual arts sections of The Cuestonian and Cuestonian.com. Students use state-of-the-art technology to continue the study of all aspects of the print and on-line news production business as it relates to visual arts at a higher skill level and leadership involvement than JOUR 203A-B.

Transfer: CSU

JOUR 203D ADVANCED NEWS PRODUCTION FOR VISUAL ARTISTS **4.00**

8.00 hours per week: (2.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: JOUR 203C

Involves students in major hands-on editorial positions and leadership for the visual arts sections of The Cuestonian and Cuestonian.com. Students use state-of-the art technology to continue the study of all aspects of the print and online news business as it relates to visual arts at an advanced skill level and leadership involvement which goes beyond J203C.

Transfer: CSU

JOUR 204 NONFICTION AND MAGAZINE WRITING FOR PUBLICATION **3.00**

(Formerly JOUR203)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A and JOUR 201

Introduces literary techniques and storytelling structures that can be applied to journalistic writing and other communications. Students will research, report and write nonfiction articles, take basic photographs and shoot brief video for potential publication on Cuestonian.com, the college's student news site and on professional local news sites. Students will participate in regular peer review sessions in a workshop style that will include intensive individualized instruction and continual feedback.

Transfer: CSU

JOUR 205 MULTIMEDIA JOURNALISM **3.00**

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: JOUR 201

Introduces the fundamentals of gathering, producing and presenting content for digital media. Explores ethical issues and stresses multimedia storytelling.

Transfer: CSU
C-ID JOUR 120

JOUR 206 SOCIAL MEDIA AND DATA VISUALIZATION **3.00**

5.00 hours per week: (2.00 lecture hours/ 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: JOUR 201

Introduces two techniques essential to modern journalism: social media and data visualization. The first section of this course is focused on journalism's evolving relationship with social media. Students will use social media sites including Twitter, Facebook, Instagram, and Snapchat to find and report stories, cultivate sources and develop ethical social media literacy. Considers the impact of social media on the news media and its relationship to political and social justice issues. Data visualization introduces techniques for finding data sets, cleaning and analyzing the data, and effective design to support audience comprehension. Students will use data visualization software to build stories using data sets. Also considers history and design of news/information visualizations and their impact on society and modern-day storytelling.

Transfer: CSU

JOUR 207 INTERMEDIATE REPORTING AND NEWSWRITING 3.00

3.00 hours per week: (3.00 lecture hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: JOUR 201 with a minimum grade of C or better

Introduces students to coverage of public affairs beats, including local or regional government, police, courts and education. It includes both on- and off-campus reporting; deadline, enterprise and long-form writing; and presenting news through multiple platforms, including text, photographs, video and audio. Potential for publication on Cuestonian.com, the college's student news site, and on professional local news sites. Emphasizes professional behavior, ethical principles and legal issues.

Transfer: CSU
C-ID JOUR 210

JOUR 247 INDEPENDENT STUDIES: JOURNALISM 0.50 to 2.00

1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of journalism under the direction of an instructor.

Transfer: CSU

JOUR 252 WORK EXPERIENCE IN JOURNALISM 0.50 to 4.00

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Journalism to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

KINESIOLOGY ACTIVITIES

KINA 193 KINESIOLOGY ACTIVITIES SPECIAL TOPIC **0.50 to 4.00**

Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

KINA 201 WEIGHT TRAINING **0.50 to 1.00**

(Formerly PEAC270)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable

Letter Grade or P/NP

Presents the fundamentals of weight training and the principles involved in developing a strength and endurance conditioning program. Students will learn proper training techniques utilizing a variety of exercise modalities to achieve strength, endurance and core stability.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 202   STRENGTH TRAINING FOR SPORT PERFORMANCE   0.50 to 1.00

(Formerly PEAC271)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Prerequisites: KINA 201 or by consent of the instructor

Presents concepts and techniques of strength and endurance training for the intermediate level student. Training strategies and their underlying principles will be emphasized, with the focus on more advanced program development.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 203   ENDURANCE CIRCUIT WEIGHT TRAINING   0.50 to 1.00

(Formerly PEAC269)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Recognize that circuit weight training is an approach to physical fitness that involves quick bursts of exercise with minimal rest intervals between each burst. The "circuit" in the term is a reference to students will move around a circuit to access different types of weight training equipment during their exercise sessions.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 204   POWER LIFTING   0.50 to 1.00

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Designed to offer students a chance to power train. Students will develop an understanding of power lifting and how to implement it into a fitness plan. Power lifting is a system of heavy resistance and low repetition exercise that builds power in large muscle groups. Recommended for students with experience in weight training.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 205   RESISTANCE TRAINING   0.50 to 1.00

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents a guided strength training course designed to sculpt and strengthen the body for general and/or sport specific fitness. The course utilizes muscular strength and endurance training using a variety of modalities and equipment including but not limited to: free weights, bars, exercise tubes, medicine balls, body weight, stability balls and cables.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 206   TRX FULL BODY FITNESS   0.50 to 1.00

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides the concepts of health and skill related fitness including muscular endurance, muscular strength, flexibility, agility, power and core development using the TRX Suspension Training System techniques in a group fitness setting.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 207   ADVANCED TRACK & FIELD APPLICATIONS   2.00

(Formerly PEAC209)
6.00 hours per week: (0.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Advisories: KINA 208

Designed for students of advanced skills and abilities in track and field. Fundamentals of jumping, throwing, sprinting, hurdling and distance running will be stressed. Recommended for those interested in club sport and/or intercollegiate competition.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 208   TRACK AND FIELD TECHNIQUES   0.50 to 1.00

(Formerly PEAC275)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides skills and techniques in multiple events for the sport of track & field.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 209   INTRODUCTION TO ULTIMATE FRISBEE   0.50 to 1.00

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides the basic concepts and skills associated with the sport of Ultimate Frisbee including game rules, game and tournament play, techniques and strategies, equipment, and sportsmanship.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 210   ADVANCED WEIGHT TRAINING   0.50 to 1.00

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Develops advanced weight lifting techniques and conditioning for sports activity and competition. Power lifting on free weights, resistance machines, and use of additional equipment. Focus is on maximizing muscle development through advanced training principles.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 212   CARDIO STEP TRAINING   0.50 to 1.00

(Formerly PEAC264)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents a total fitness program, including cardiovascular, muscular strength and flexibility fitness through a step training program.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 213   ZUMBA   0.50 to 1.00

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents a mix of Latin dance steps like the merengue, salsa, cambia, mambo, samba, as well as other dances from around the world. The dances are set to high energy Latin music that makes this total body workout an inspiring and energetic method for increasing cardiovascular fitness, muscular strength, and flexibility.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 214   CORE FITNESS WITH CARDIO   0.50 to 1.00

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces a variety of concepts and practices for muscular and cardiovascular conditioning, focusing on the core of the body. Presents movement skills using aerobics, body weight, stability balls, free weights, medicine balls, and other appropriate techniques to enhance core and cardiovascular fitness and weight management. Allows activities to be adapted to varied levels of ability and fitness.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 217   KICKBOXING FOR FITNESS   0.50 to 1.00

(Formerly PEAC210)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents the concepts of cardiorespiratory fitness, muscular endurance, muscular strength, and flexibility of exercise through high-intensity kickboxing techniques.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 222   PILATES   0.50 to 1.00

(Formerly PEAC206)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents a progressive exercise program using the Pilates method. Exercises encompass the strength and flexibility fitness components, while focusing on alignment, efficiency of movement, balance and coordination.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 223   PILATES BARRE   0.50 to 1.00

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents a fitness method that teaches the fundamentals of the Pilates technique using the ballet barre as a tool. Pilates Barre utilizes the barre warm-up in a complimentary fashion with various principles, exercises, poses, stretches, and breathing techniques from Pilates and Yoga. Correct anatomical alignment is taught by utilizing the barre to warm-up while also performing strengthening, lengthening, and aerobic conditioning exercises. Pilates mat exercises are used to develop and challenge core strength. Various Yoga poses are incorporated into the workout for their muscular strengthening and stretching benefits.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 224   CORE PILATES   0.50 to 1.00

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Incorporates the Pilates method into a strengthening and general core fitness and sport training course. Students will improve overall movement fluidity, breathing techniques, kinesthetic awareness, proprioception, core strength, and endurance while integrating the mind/body connection during movement based on the original techniques developed by Joseph H. Pilates. Students will learn principles of proper alignment, strength, endurance, flexibility, balance, and coordination using intermediate level mat exercises.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 225   BALLET FOR STRENGTH AND FLEXIBILITY   0.50 to 1.00

1.50 - 3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Employs a fitness method that teaches the fundamentals of strength and flexibility using the technique of Ballet. Utilization of the ballet barre and center floor includes basic ballet exercises and combinations to develop strength of the major muscle groups while also promoting flexibility through principles and stretches unique to Ballet.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 226   BODY FUSION   1.00

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Incorporates various body movement methods to present a complete fitness program for mind and body conditioning. Presents a blending of yoga, Pilates, fitness, and Barre while challenging mind and body. Principles of proper alignment, strength, endurance, flexibility, balance, and coordination are implemented.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 227   INDOOR CYCLING FOR FITNESS   0.50 to 1.00

(Formerly PEAC260)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents the concepts of cardio-respiratory fitness, muscular endurance, muscular strength and flexibility in a cycling format. Students will use a combination of cardio-respiratory training and strength work using stationary bikes to enhance overall fitness and health levels.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 228   INDOOR CYCLING FOR CROSS TRAINING   0.50 to 1.00

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents cardio-respiratory, fitness, muscular endurance, muscular strength, and flexibility in a cycling format. Students will perform cycling as a key component of an overall fitness program.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 229   TRX FOR HIGH INTENSITY INTERVAL TRAINING   0.50 to 1.00

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides training in cardiorespiratory concepts, high intensity interval training, and functional fitness movement utilizing TRX Suspension System techniques, and a variety of fitness equipment, in a group fitness setting.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 231   CARDIO BOOTCAMP   0.50 to 1.00

(Formerly PEAC288)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents the fundamentals and techniques of total body fitness including cardiovascular fitness, strength, agility and flexibility train-

ing. Students will learn proper techniques and exercise progression in a predominantly outdoor environment.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 232   CARDIO ENDURANCE CONDITIONING   0.50 to 1.00
(Formerly PEAC266)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents a programmed method of cardiovascular/respiratory fitness through walking, running, swimming and/or cycling.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 233   SPORT SPECIFIC CONDITIONING   0.50 to 1.00
(Formerly {PEAC267)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents general and sport-specific conditioning methods for inter-collegiate athletes. Course is designed to meet conditioning needs using a variety of modalities including running, swimming, cycling and resistance training.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 234   CROSS FITNESS TRAINING   0.50 to 1.00
(Formerly PEAC265)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents cross fitness training methods for general fitness and sport training. Training modalities include running, circuit training, interval training, swimming, cycling and resistance training.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 235   HIKING THE SAN LUIS OBISPO COUNTY TRAILS   0.50 to 1.00
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Introduces fundamental skills necessary for trail hiking including appropriate hiking gear, safety/risks, and trail etiquette. Emphasis will be placed on improving cardiovascular endurance, strength, and flexibility. Students will hike the many trails of San Luis Obispo County gaining information related to the history of specific trail locations, navigation of trail maps, and environmental awareness. Effectively prepares students to participate in KINA 236 Backpacking.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 236   BACKPACKING   1.00
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Must be able to complete a 2 mile time trial in under 20 minutes.

Identify principles, techniques, and methods for safe and responsible skills in backpack camping. Students will gain information on what to include in their pack, how to prepare a pack efficiently, trail etiquette, and risks associated with outdoor terrain and weather. Day backpacking at a local county park, an overnight backpacking trip, and an extended weekend experience at a California National or State Park.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 237   RACQUET SPORTS FOR LIFETIME FITNESS   0.50 to 1.00
(Formerly PEAC285)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the basic skills and strokes used in controlling play, rules, and etiquette of various racquet-based sports such as pickleball, tennis, and badminton. Provides basic instruction on movement fundamentals including ground strokes, serving, strategy patterns, and introduces advanced skills. Presents individual instruction to develop player's own personal stroke pattern and refine skills in a competitive atmosphere.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 238   GOLF   0.50 to 1.00
(Formerly PEAC238)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents an opportunity to develop one's knowledge and skills in the sport of golf. Instruction emphasizes swing fundamentals, rules, etiquette, history of the game and psychological aspects.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 241   WATER POLO TECHNIQUES   0.50 to 1.00
(Formerly PEAC242)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides the opportunity for swimmers to develop an interest in and knowledge of water polo. Presents the rules and fundamental skills of the game. Endurance training and cardiovascular fitness will be discussed.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 244   RESTORATIVE YOGA   0.50 to 1.00
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Introduces a light flow of basic yoga poses (asanas), mindful meditation, and proper breathing (pranayama) techniques. The course will also improve flexibility and skeletal alignment to promote overall physical wellness. Students will have the opportunity to explore the body-mind experience through calming techniques and recognizing senses which may improve attention.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 245   POWER YOGA   0.50 to 1.00
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: KINA 246

Introduces an intense power flow of yoga poses (asanas) to build strength, cardio-respiratory fitness, flexibility, and endurance. The course will incorporate weights, resistance bands, and various equipment for strength and power movements to improve skeletal alignment and promote overall physical health. Methods of proper breathing (pranayama) will also be incorporated into the course.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 246   YOGA FOR FITNESS   0.50 to 1.00
(Formerly PEAC262)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the fundamentals of Yoga as it relates to fitness. Students will learn a series of physical postures (asanas) as well as practical methods of proper breathing, relaxation, meditation, and concentration that promote health, alleviate stress, improve skeletal alignment and increase muscular strength and flexibility.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 247   INDEPENDENT STUDIES: KINESIOLOGY ACTIVITIES   0.50 to 2.00

(Formerly PEAC247)

1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or skill development experience by an individual student in a selected topic of physical education under the direction of an instructor.

Transfer: CSU

KINA 251   HALF/ MARATHON TRAINING   0.50 to 1.00

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents the key ingredients of successful half and full marathon training programs and their application to life long fitness. The class will prepare students for distance running; 13.1 - 26.2 miles.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 252   INTRODUCTION TO OUTDOOR FITNESS   0.50 to 1.00

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents key concepts of a successful trail hiking/running program including health related fitness, appropriate gear, safety and health considerations, environmental issues, and trail techniques. The course prepares student for establishing and meeting fitness goals using San Luis County parks, trails, and open space.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 256   VOLLEYBALL TECHNIQUES   0.50 to 1.00

(Formerly PEAC297)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Provides progressive instruction for skill development in both offensive and defensive systems of volleyball. Skills practice as well as rules and strategy of game play will be presented.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 260   SOCCER SKILLS AND TACTICS   0.50 to 1.00

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Introduces specific techniques, tactics, and skills inherent to successful development and implementation of offensive and defensive soccer strategies.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 261   SOCCER   0.50 to 1.00

(Formerly PEAC295)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Introduces techniques, tactics, skills, rules and attitudes inherent to the sport of soccer.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 266   WRESTLING   0.50 to 1.00

(Formerly PEAC250)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents the basic skill techniques involved in Folkstyle Wrestling. Emphasizes active participation in drill and scrimmage situations.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 267   FREESTYLE WRESTLING   0.50 to 1.00

(Formerly PEAC252)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents the basic skill techniques involved in International Wrestling: Freestyle and Greco-Roman. Designed for both the beginning and advanced wrestler.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 271   BASKETBALL TECHNIQUES   0.50 to 1.00

(Formerly PEAC292)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Students must possess advanced collegiate athletics skills and knowledge to participate, which will be determined by the instructor.

Considers broad aspects of intercollegiate basketball. Emphasizes offensive and defensive floor strategies, the physical conditioning necessary for engaging in competitive sports, and the responsibilities required of a player who participates in a team activity.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 272   FUNDAMENTALS OF BASKETBALL   0.50 to 1.00

1.50 - 3.00 hours per week: (0.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Considers broad aspects of intercollegiate basketball. Emphasizes offensive and defensive floor strategies, the physical conditioning necessary for engaging in competitive sports, and the responsibilities required of a player who participates in a team activity.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 277   BASKETBALL TECHNIQUES AND APPLICATIONS   0.50 to 1.00

(Formerly PEAC292)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Emphasizes basic skills, techniques, theories, strategies, and rule interpretations used in basketball.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 278   BASKETBALL FOR LIFETIME FITNESS   0.50 to 1.00

(Formerly PEAC293)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: Prior participation in a high school, collegiate or club level basketball program or consent of instructor.

Presents major concepts of basketball offense and defense, taught

and played in game-like situations.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 281   SOFTBALL FUNDAMENTALS   0.50 to 1.00

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents theory, practice, and strategy of fastpitch softball.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 286   ADVANCED BASEBALL APPLICATIONS   2.00

(Formerly PEAC296)
6.00 hours per week: (0.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: KINA 287

Designed for students of advanced ability in baseball. Fundamentals of offense, defense and advanced strategies will be stressed. Recommended for those interested in intercollegiate competition.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 287   BASEBALL TECHNIQUES   0.50 to 1.00

(Formerly PEAC291)
1.50 - 3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents the skills, drills, theory and practice of advanced baseball. Presents individual and team instruction to develop player's own personal skills in a competitive atmosphere.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 292   SWIMMING & DIVING APPLICATIONS   0.50 to 1.00

(Formerly PEAC299)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Designed for students of advanced ability in swimming. Fundamentals of all four competitive strokes and advanced strategies of how to compete as an individual/team will be incorporated. Recommended for those interested in intercollegiate competition.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 293   SWIMMING TECHNIQUES   0.50 to 1.00

(Formerly PEAC240)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: Float in water.

Emphasizes developing the fundamental techniques of swimming. All strokes will be taught along with elementary diving and basic survival skills. Endurance training and cardiovascular fitness will be discussed.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINA 294   LAP SWIMMING   0.50 to 1.00

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: Swim 25 yards.

Provides training for students wishing to improve swimming skills in order to increase recreational enjoyment, to improve stroke technique, and to increase endurance, strength, and stamina.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

KINESIOLOGY THEORY

KINE 193   KINESIOLOGY THEORY SPECIAL TOPICS   0.50 to 4.00

Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

KINE 201   INTRODUCTION TO KINESIOLOGY   3.00

(Formerly PETH201)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents the study of kinesiology including the history, subdisciplines, future trends, and career opportunities in the areas of teaching, coaching, allied health, and fitness professions.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)
C-ID KIN 100

KINE 202   PRINCIPLES OF COACHING   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents current theory and practice in coaching education, including sport pedagogy, physiology, psychology, administration, and risk management. Issues of performance and competition specific to child, youth, and collegiate coaching are emphasized. The course is designed to prepare students to take the American Sport Education Program Coaching Principles Certification Exam and/or the California Interscholastic Federation Exam.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

KINE 210   ATHLETIC TRAINING AND SPORTS MEDICINE LAB LEVEL 1   2.00 to 4.00

6.00 - 12.00 hours per week: (0.00 - 0.00 lecture hours/6.00 - 12.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides the beginning level athletic training student practical, hands-on experience within the field of sports medicine and athletic training. It is designed to present the student with knowledge of injury prevention and care by observing procedure, techniques and concepts applicable to the athletic training setting. Experiences will include observing taping for prevention of injury, use of modalities, and exercise programs in rehabilitation of injuries.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

KINE 211   ATHLETIC TRAINING AND SPORTS MEDICINE LAB LEVEL 2   2.00 to 4.00

6.00 - 12.00 hours per week: (0.00 - 0.00 lecture hours/6.00 - 12.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: KINE 210
Corequisites: KINE 213
Advisories: HEED 204 or current CPR certification

Provides the intermediate athletic training student practical, hands-on experience within the field of sports medicine and athletic training. It is designed to present an overview of sports medicine topics including medical terminology, therapeutic modalities, basic taping techniques, contagious skin diseases as related to athletics, and a variety of sports-related injuries.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

KINE 212   ATHLETIC TRAINING AND SPORTS MEDICINE LAB LEVEL 3   2.00 to 4.00

6.00 - 12.00 hours per week: (0.00 - 0.00 lecture hours/6.00 - 12.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Prerequisites: KINE 213 with a minimum grade of C or better and KINE 211 with a minimum grade of C or better and HEED 204 with a minimum grade of C or better or Current CPR/First Aid Certification

Provides the advanced level athletic training student practical, hands-on experience within the field of sports medicine and athletic training. It is designed to present the student with knowledge of therapeutic goals and objectives, therapeutic taping and bandaging, selection of therapeutic exercises, methods of evaluating and recording rehabilitation progress, and development of criteria for progression and return to function.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

KINE 213   INTRODUCTION TO SPORTS MEDICINE   3.00
(Formerly PETH213)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides the student with an introduction to sports medicine including education, training, and basic exposure to the care and prevention of activity injuries. Includes general principles in sports medicine and athletic training.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

KINE 214   INTRODUCTION TO EXERCISE SCIENCE   3.00
(Formerly PETH214)
4.00 hours per week: (3.00 lecture hours/1.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides foundational information for students interested in exercise science and those intent on pursuing a career as a fitness professional. Introduces muscular, cardiorespiratory, and other physiological systems essential for application to program design and its specificity to training goals. Includes muscular, neural, and skeletal anatomy in relation to proper movement, with the purpose of applying safe and effective exercise program design.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

KINE 215   THEORY OF BASEBALL   2.00
(Formerly PETH215)
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents all the fundamental phases of defensive and offensive baseball. Lectures, chalkboard discussion, demonstrations, and video studies are included in the course.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

KINE 216   THEORY OF TRACK AND FIELD AND CROSS COUNTRY   2.00
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Introduces the basic description and knowledge of all track and field and cross country events. Provides advanced understanding of rules, regulations, and organization of track and field and cross country including community events.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

KINE 217   THEORY OF SOFTBALL   2.00
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents all the fundamental phases of defensive and offensive fast-pitch softball. Lectures, chalkboard discussion, skill demonstrations, and video studies are included in the course.

Transfer: CSU; UC

KINE 218   EXERCISE LEADERSHIP   3.00
(Formerly PETH218)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: KINE 201

Presents the fundamentals of exercise programming and leadership in various group fitness settings. Prepares students to demonstrate skills in assessment and monitoring of group fitness participants, develop methods of teaching various group exercise classes, including general and special populations, as apply principles of adherence and motivation to group exercisers. Prepares students to take ACSM and/or ACE Group Exercise Leadership exams.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

KINE 219   COACHING WELLNESS BEHAVIORS   2.00
4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Offers students, interested in working as Fitness Professionals, the tools to promote behavior change and a foundation for a healthy lifestyle with clients. Trains students to coach clients of all backgrounds ways to discover movement through fitness, improve wellness habits, and make healthier decisions for themselves and their families.

Transfer: CSU

KINE 220   PERSONALIZED FITNESS PLANNING FOR LIFETIME WELLNESS   1.00
(Formerly PETH220)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents and applies the basic principles of behavior change, goal setting, and exercise to develop personal fitness. Prepares the student to be able to continue to apply and implement the fitness principles and basic behavior change concepts to lifetime fitness..

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

KINE 221   MENTAL ASPECTS OF SPORTS AND EXERCISE PERFORMANCE   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Evaluates scientific approaches to mental aspects of sports and exercise performance and apply practical application of that knowledge. Examines psychological factors that influence sport performance and/or exercise adherence, such as personality, cognitive processes, motivation, social dynamics, and leadership, are present in the course. Contrasts mental skills training methods such as arousal management, imagery, and goal setting is introduced. Analyzes the relationship between sport/exercise participation, and psychological health, wellness, and development is also initiated.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

KINE 224   CERTIFIED PERSONAL TRAINER   3.00
(Formerly PETH224)
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: BIO 212

Presents the principles of fitness training and its application to personal training for the health and fitness professional. Upon completion of this course, the student will be prepared to take the American College of Sports Medicine Certified Personal Trainer certification exam.

Transfer: CSU

KINE 252 WORK EXPERIENCE IN KINESIOLOGY 0.50 to 4.00
0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Kinesiology to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/ or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.
Transfer: CSU

LEADERSHIP

LDER 193 LEADERSHIP SPECIAL TOPIC 0 to 0
Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

LDER 262 STUDENT LEADERSHIP 1.00 to 3.00
3.00 - 9.00 hours per week: (0.00 - 0.00 lecture hours/3.00 - 9.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: Completion of or concurrent enrollment in LDER 261A or LDER 261B for first-time elected or appointed officers in the Student Senate.

Provides membership experience in the Student Senate with additional leadership experiences in the planning and implementation of student activities and services. Allows students to initiate on-campus and off- campus community projects and programs.
Transfer: CSU

LDER 263 EXPLORING LEADERSHIP-MAKING A DIFFERENCE 3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Evaluates how purpose in life influences goals and leadership in a rapidly changing world. Analyzes responsibilities and commitments in the context of leadership for the common good and for purposeful change. Examines leadership potential. Explores how leaders and participants mutually shape the environment of an organization and/or community.
Transfer: CSU

LEGAL

LGL 193 LEGAL SPECIAL TOPIC 0.50 to 4.00
Credit - Degree Applicable
Letter Grade or P/NP

Examine a special topic in the field of study related to the discipline offering this course.

LGL 217 INTRODUCTION TO LAW 3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the student to the study of law and the interrelationship between law and society as a whole. Addresses the fundamental but seemingly contradictory functions the law serves as an instrument of both social control and social change. Also examines the critical role the law plays in conflict resolution, especially with regard to conflicts between majority and minority interests in society. Explores the evolution and social impact of different legal systems, competing sources of the law, and conflicting theories of the law.

Integrates an examination of selected procedural and substantive areas of the law with a critical analysis of these areas as sources of social control, social change, and conflict mediation among various social groups.
Transfer: CSU; UC
C-ID LPPS 110

LGL 247 INDEPENDENT STUDIES: LEGAL 0.50 to 2.00
1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected legal topic under the direction of an instructor.
Transfer: CSU

LIBRARY AND INFORMATION TECHNOLOGY

LIBT 193 LIBRARY INFORMATION SPECIAL TOPIC 0.50 to 4.00
Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

LIBT 201 INTRODUCTION TO LIBRARY SERVICES 3.00
(Formerly LIBT101)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Completion of or concurrent enrollment in DIST 101

Surveys the history, organization, services, personnel and functions of libraries and information centers. Provides beginning library/information technology students with an introduction and overview to the field and identifies job opportunities.
Transfer: CSU

LIBT 204 ORGANIZING INFORMATION 3.00
(Formerly LIBT104)
4.00 hours per week: (2.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: LIBT 201

A practical introduction to the tasks involved with cataloging book and nonbook library materials. Includes descriptive cataloging using AACR2, subject cataloging, and classification. Covers MARC formats as well as their use in the OCLC bibliographic utility and local automated library systems.
Transfer: CSU

LIBT 205 LIBRARY/INFORMATION CENTER COLLECTIONS 3.00
(Formerly LIBT105)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: LIBT 201

Provides an overview of how to select, purchase, and organize print, electronic, and other materials to stock library/information center collections.
Transfer: CSU

LIBT 207 WEB PAGE DEVELOPMENT 3.00
(Formerly LIBT107)
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Introduces HTML and the steps necessary for the effective design and development of a web site. Covers all elements of web page design, including such topics as content, navigation and aesthetics. Provides students with the opportunity to demonstrate mastery of the subject by working on a collaborative web site project. Designed for students who are new to web page development.

Transfer: CSU

LIBT 208   LIBRARY TEAMWORK AND SUPERVISORY SKILLS   1.00

(Formerly LIBT108)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Completion of or concurrent enrollment in LIBT 201

Introduces teamwork and supervisory skills within the context of a library department or branch. Covers how to train, motivate, counsel and evaluate employees, time management, delegation of work, communication methods, and statistical reports.

Transfer: CSU

LIBT 209   LIBRARY PUBLIC SERVICES   3.00

(Formerly LIBT109)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: LIBT 201

Surveys all major library services provided to the public. Focuses on the philosophy, policies and procedures associated with reference/information and circulation services. Major emphasis is placed on skill building in defining and executing search strategies that answer information questions from the public.

Transfer: CSU

LIBT 210   SCHOOL LIBRARY/MEDIA CENTER SERVICES   3.00

(Formerly LIBT110)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: LIBT 201

Explores the role of the school library media program in the educational community. Introduces students to the basic skills and competencies necessary to provide effective school library media programs for grades K-12.

Transfer: CSU

LIBT 212   RESEARCH SKILLS FOR INFORMATION AGE   1.00

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

An information literacy course for students wishing to improve their research skills. This course will prepare students to effectively address different information questions, problems or issues by providing them with the skills to locate, interpret, analyze, synthesize, evaluate and communicate information.

Transfer: CSU; UC

LIBT 213   ADVANCED ONLINE SEARCHING   1.00

(Formerly LIBT113)
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Explores the current information ecosystem in which we're researching, living, and working. Teaches students to become critical consumers of information by introducing techniques and concepts for searching online, including strategies, database content, search options, evaluation standards, and understanding the current information environment.

Transfer: CSU

LIBT 214   INFORMATION TECHNOLOGY INTERNSHIP   2.00

(Formerly LIBT114)
5.00 hours per week: (0.50 lecture hours/4.50 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Completion of, with a grade of C or better, or concurrent enrollment in 10 Library/Information Technology units from LIBT 201, LIBT 204, LIBT 205, LIBT 208, LIBT 209, LIBT 213, LIBT 215, or LIBT 217 and consent of the instructor.

Provides structured on-the-job experience in an appropriate library/information technology environment.

Transfer: CSU

LIBT 215   TECHNOLOGY IN THE WORKPLACE   3.00

(Formerly LIBT115)
4.00 hours per week: (2.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only

This course offers a practical look at proper approaches and techniques used to understand, utilize and troubleshoot workplace technology-- particularly computer and multimedia technology.

Transfer: CSU

LIBT 217   ETHICS IN THE INFORMATION AGE   1.00

(Formerly LIBT117)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Focuses on ethical and legal issues of information access and publishing as applicable to the Internet. Include a basic knowledge of copyright laws, security and privacy issues, Internet advertising, and the appropriate use of the Internet as an information delivery system.

Transfer: CSU

LIBT 218   CONNECTING ADOLESCENTS WITH LITERATURE AND LIBRARIES   3.00

(Formerly LIBT118)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable

Letter Grade Only Explores the literature and electronic resources essential for library technicians to work effectively with adolescents in the information age. Issues of materials selection, evaluation and youth programming will be related to teenage trends, popular culture, multiculturalism and other contemporary subjects of importance to adolescents.

Transfer: CSU

LIBT 220   FUNDAMENTALS OF CASCADING STYLE SHEETS   1.00

(Formerly LIBT120)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: LIBT 207 or concurrent enrollment

Introduces the fundamentals of CSS for the Web Page Developer. The essential elements such as selectors, positioning, floating, and vertical alignment, tables, and other topics will be explored.

Transfer: CSU

LIBT 221   PRISON LIBRARY SERVICES   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade Only

Introduces students to the rehabilitative resources and programs utilized in prison libraries and the safety and security skills needed to successfully serve incarcerated patrons.

Transfer: CSU

**LIBT 247   INDEPENDENT STUDIES: LIBRARY/INFORMATION
              TECHNOLOGY   0.50 to 2.00**

1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
*Prerequisites: LIBT 201 and other preparatory course work in the field in which
the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experi-
ence by an individual student in a selected topic of Library/Informa-
tion Technology (more specialized than is covered in the curriculum)
under the direction of an instructor.

Transfer: CSU

LICENSED VOCATIONAL NURSING

**LVN 101   THEORY I: FUNDAMENTALS, PERIOPERATIVE
             AND ACUTE ADULT   7.00**

7.00 hours per week: (7.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Program admission
Corequisites: LVN 101A and LVN 101AL and LVN 101B

Prepares students to practice vocational nursing. Uses the Caring
Framework for the study of nursing fundamentals, nursing process,
and standard nursing care for a variety of common health and
illness states. Compares and contrasts nursing care systems and
roles employed in health maintenance, acute illness, surgical care,
rehabilitation nursing for adults and elderly, and perioperative
nursing. Prepares the vocational student nurse to care for patients
and integrate concepts of perioperative nursing, adapting standard
nursing care to meet the needs of the elderly is a focus for the LVN
role.

**LVN 101A   SKILLS THEORY I: ADULT, PERIOPERATIVE,
              AND MEDICATION ADMINISTRATION   7.00**

7.00 hours per week: (7.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Corequisites: LVN 101 and LVN 101AL and LVN 101B

Introduces theory of basic nursing skills including pharmacology,
medication administration and the LVN scope of practice. Incor-
porates this knowledge with the nursing process: assessment,
planning, implementing, evaluation and documentation.

**LVN 101AL   SKILLS LAB I: BASIC CARE, ADULT, PERIOPERATIVE,
               MEDICATION ADMINISTRATION   2.50**

7.50 hours per week: (0.00 lecture hours/7.50 lab hours)
Credit - Degree Applicable
P/NP Only
Corequisites: LVN 101 and LVN 101A and LVN 101B

Provides opportunity for supervised practice of basic nursing skills
in a simulated clinical setting. Applies theoretical concepts and
nursing skills to steps in the nursing process: assessment, plan-
ning, implementing, evaluations and documentation. Emphasizes
meeting critical elements of hands-on skills, practicing a consistent
method of medication administration and implementing accurate
documentation.

**LVN 101B   CLINICAL I: MEDICATION ADMINISTRATION,
              BASIC CARE   5.00**

15.00 hours per week: (0.00 lecture hours/ 15.00 lab hours)
Credit - Degree Applicable
P/NP Only
Corequisites: LVN 101 and LVN 101A and LVN 101AL

Applies fundamental principles of theory and skills courses in the
care of patients in long term-care and physical rehabilitation set-
tings. Explores mental & spiritual health concepts and socio- cultur-
al aspects as they apply to individually assigned patients.

**LVN 102   THEORY II: MATERNAL/NEWBORN,
             PEDIATRICS, CHRONIC DISEASE   7.00**

7.00 hours per week: (7.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: LVN 101B
Corequisites: LVN 102A and LVN 102AL and LVN 102B

Prepares the licensed vocational student nurse to care for patients
and integrate concepts of maternal/newborn nursing, pediatric nurs-
ing, chronic disease and dependent care across the lifespan.

**LVN 102A   SKILLS THEORY II: MATERNAL/NEWBORN,
              PEDIATRICS, CHRONIC DISEASE   7.00**

7.00 hours per week: (7.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: LVN 101B
Corequisites: LVN 102 and LVN 102AL and LVN 102B

Provides opportunity for supervised practice in a simulated clinical
setting. Applies theoretical concepts and nursing skills to the care of
the acute adult, the obstetric, neonate, and pediatric client. Empha-
sizes the normal growth and development process in relationship
to health and illness. Presents the family as a whole in the clinical
setting.

**LVN 102AL   SKILLS LAB II: MATERNAL/NEWBORN,
               PEDIATRICS, CHRONIC DISEASE   2.50**

7.50 hours per week: (0.00 lecture hours/7.50 lab hours)
Credit - Degree Applicable
P/NP Only
Prerequisites: LVN 101B
Corequisites: LVN 102 and LVN 102A and LVN 102B

Provides opportunity for supervised practice of specific nursing
skills in a simulated clinical setting. Applies relationships between
theory, concepts and nursing skills to steps in the nursing process:
assessment, planning, implementing, evaluations and documen-
tation. Emphasizes meeting critical elements of hands-on skills,
adhering to a consistent method of medication administration, and
implementing accurate documentation for perinatal, newborn and
pediatric clients, clients with chronic illness, and dependent care
clients.

**LVN 102B   CLINICAL II: ADULT ACUTE, MOTHER/BABY,
              PEDIATRIC CARE   5.00**

15.00 hours per week: (0.00 lecture hours/ 15.00 lab hours)
Credit - Degree Applicable
P/NP Only
Prerequisites: LVN 101B
Corequisites: LVN 102 and LVN 102A and LVN 102AL

Applies theory and skills learned to the care of the acute adult, the
obstetric, neonate, and pediatric client in the clinical setting. Empha-
sizes the normal growth and development process in relationship
to health and illness. Presents the family as a whole in the clinical
setting.

**LVN 103   THEORY III: COMMUNITY AND MENTAL HEALTH
             NURSING & LEADERSHIP   3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: LVN 102B
Corequisites: LVN 103A and LVN 103B

Prepares student in community health and mental health nursing.
Presents leadership and advanced supervision concepts. Prepares
students for NCLEX exam success.

LVN 103A SKILLS THEORY III: COMMUNITY AND MENTAL
HEALTH NURSING & LEADERSHIP   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: LVN 102B
Corequisites: LVN 103: and LVN 103B

Introduces nursing concepts of advanced vocational nursing skills to provide patient care in the community and psychiatric setting. Emphasizes the unique needs of the mental health and community-based patient with multiple health care needs. Presents concepts fundamental to the leadership, supervision and delegation roles of Vocation Nursing. Vocation Nursing NCLEX preparedness is part of this course.

LVN 103B CLINICAL III: MENTAL HEALTH, TEAM LEADING &
PRECEPTORSHIP   5.00

15.00 hours per week: (0.00 lecture hours/15.00 lab hours)
Credit - Degree Applicable
P/NP Only
Prerequisites: LVN 102B
Corequisites: LVN 103 and LVN 103A

Applies patient care knowledge and standards to more complicated patients in long term care, skilled nursing, and mental health nursing. Prepares students to make the transition from student nurse to entry-level practice nurse. Includes a preceptorship component.

LVN 104 BASIC INTRAVENOUS THERAPY, BLOOD
ADMINISTRATION, AND PHLEBOTOMY   1.50

1.50 hours per week: (1.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: LVN 103B or May have current and active LVN license from the Board of Vocational Nursing and Psychiatric Technicians of the State of California.
Corequisites: LVN 104L

Prepares the Licensed Vocational Nurse who has successfully completed LVN 103B or its equivalent to initiate intravenous therapy, phlebotomy, and blood product transfusion. This course prepares the LVN for certification that meets standards of the California State Board of Vocational Nurses and Psychiatric Technicians.

LVN 104L BASIC INTRAVENOUS THERAPY, BLOOD
ADMINISTRATION AND PHLEBOTOMY LAB   0.50

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: LVN 103B or May have current and active LVN license from the State of California Board of Vocational Nursing and Psychiatric Technicians of the State of California.
Corequisites: LVN 104

Prepares students to perform venipuncture and initiate and monitor administration of IV fluid, blood and blood products, and withdraw venous blood for diagnostic purposes. (Formerly part of LVN104 as one class)

LVN 193 LVN SPECIAL TOPICS   0.50 to 4.00

Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

MATHEMATICS

MATH 003 ARITHMETIC   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
P/NP Only

Provides a review of the basic skills of arithmetic. Designed as a transitional course for students who have either not taken a mathematics course for a considerable period of time or who have been in a tutorial program. This course is organized in a regular classroom setting to prepare students for a pre-algebra course.

MATH 007 PREALGEBRA   4.00

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP
Prerequisites: MATH 003

Presents the mathematical concepts and arithmetic skills necessary for success in elementary algebra and for further work in mathematics. The concepts are applied to numerous practical problems in order to demonstrate their applicability to real life situations. Not open to students with credit in MATH 123 or its equivalent or any course for which MATH 123 is the prerequisite.

MATH 021 TWO-SEMESTER BEGINNING ALGEBRA:
PART 1   5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP
Prerequisites: MATH 007

Presents the first half of a two-semester course in beginning algebra for the student who has no algebraic background. This course enables students to complete the equivalent of Elementary Algebra, (MATH 123) at a slower pace. Successful completion of MATH 021 or equivalent and MATH 122 is equivalent to MATH 123.

MATH 122 TWO-SEMESTER BEGINNING ALGEBRA:
PART 2   5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: MATH 021 with a minimum grade of C or better

Presents the second half of a two-semester course in beginning algebra for the student who has no algebraic background. This course enables the students to complete the equivalent of Elementary Algebra (MATH 123) at a slower pace. Successful completion of MATH 021 or equivalent and MATH 122 is equivalent to MATH 123.

MATH 123 ELEMENTARY ALGEBRA   5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents a first course in algebra for the student without any algebraic background. Topics include solving linear equations and inequalities, solving quadratic equations by factoring, polynomial expressions, factoring, graphing linear equations and inequalities in the variables, solving systems of two linear equations and radical expressions and equations.

MATH 126A TWO-SEMESTER INTERMEDIATE ALGEBRA-
PART 1   5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: MATH 122 or MATH 123

Presents the first half of a two-semester course in intermediate algebra. This course enables students to complete the equivalent of Intermediate Algebra (MATH 127) at a slower pace. Topics include factoring polynomial expressions, simplifying rational expressions, absolute value equations and inequalities, functions and relations, and solving systems of linear equations and inequalities.

MATH 126B TWO-SEMESTER INTERMEDIATE ALGEBRA-
PART 2   5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: MATH 126A

Presents the second half of a two-semester course in Intermediate Algebra. This course enables students to complete Intermediate Algebra (MATH 127) at a slower pace. Topics include functions and relations, quadratic equations, exponential and logarithmic functions, inverse functions, and sequences and series.

MATH 127   INTERMEDIATE ALGEBRA   5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Broadens and adds to the concepts of elementary algebra. Such additions include rational expressions, quadratic equations, functions, exponential and logarithmic functions, inverse of functions, solving systems of two or more linear equations, and sequences and series.

MATH 128   APPLIED BEGINNING AND INTERMEDIATE ALGEBRA   6.00

6.00 hours per week: (6.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Provides an alternative preparation for Introduction to Applied Statistics, College Algebra, or College Mathematics for the Humanities. Traditional beginning and intermediate algebra topics include the development of linear, quadratic, exponential, and logarithmic equations and functions as mathematical models, inverse functions and systems of linear equations. Preparation for transfer level statistics includes an introduction to categorical and numerical data analysis, measures of center, measures of spread, and introduction to probability. Not intended for science, technology, engineering, math, or business majors.

MATH 147S   STATISTICS SUPPORT   1.00

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

P/NP Only

Corequisites: MATH 247

Provides instruction and review of core prerequisite skills, competencies, and concepts necessary for success in Math 247, Introduction to Statistics. Topics include concepts from prealgebra, elementary and intermediate algebra, and the development of critical thinking skills needed for statistical analysis. Intended for students who are concurrently enrolled in Math 247.

MATH 193   MATH SPECIAL TOPIC   0.50 to 4.00

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

MATH 220   MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Intermediate Algebra or eligibility for transfer-level math using the current college process.

Focuses on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems; emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning.

Transfer: CSU; UC

C-ID MATH 120

MATH 227   COLLEGE MATHEMATICS FOR TECHNICAL FIELDS 4.00

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Intermediate Algebra or eligibility for transfer-level math using the current college process.

Presents a study of practical college level mathematics required in many career technical education fields. Includes topics from college algebra, trigonometry, geometry, statistics, measurement, and unit conversion.

Transfer: CSU

MATH 229   TRIGONOMETRY   4.00

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Intermediate Algebra or eligibility for transfer-level math using the current college process.

Advisories: MATH 242

Presents trigonometry from a function approach using both right triangle and circular relationships. The relationships between the angles and sides of triangles and relationships between central angles and the coordinates of points on a circle are developed. The course is designed to prepare the student for further study in the mathematics required in the sciences and technical areas.

Transfer: CSU

C-ID MATH 851. MATH 229 + MATH 242 = MATH 955

MATH 230   COLLEGE MATHEMATICS FOR THE HUMANITIES   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Intermediate Algebra or eligibility for transfer-level math using the current college process.

Presents applications of intermediate algebra and critical thinking to solving contemporary problems in mathematics. Topics include mathematical reasoning with four additional topics selected from number systems, number theory, finance, computer applications, probability, statistics and mathematical modeling.

Transfer: CSU; UC

MATH 231   TRIGONOMETRY WITH GEOMETRIC FOUNDATIONS   5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Intermediate Algebra or eligibility for transfer-level math using the current college process.

Presents the entire content of MATH 229 Trigonometry with additional geometry concepts. Topics include trigonometric functions, equations, graphs, identities, and solution of triangles. Also includes geometric congruence, properties of polygons, parallel lines, similarity, areas, and volumes.

Transfer: CSU

C-ID MATH 851. MATH 231+ MATH 242 = C-ID MATH 955

MATH 232   COLLEGE ALGEBRA   4.00

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Intermediate Algebra or eligibility for transfer-level math using the current college process.

Presents a study of college algebra and analytic geometry with an emphasis on mathematical modeling. Covers such topics as algebraic equations and inequalities, functions and graphs, zeros of functions, rational functions, exponential and logarithmic functions, conic sections, and systems of equations.

Transfer: CSU; UC

C-ID MATH 150

MATH 236　INTRODUCTION TO APPLIED STATISTICS　3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: MATH 127 or MATH 126B or MATH 128 or equivalent with a minimum grade of C or better

Presents an introduction to the study of basic descriptive and inferential statistical methods, with an emphasis on applications, to prepare students for work in the disciplines of psychology, sociology, education, life sciences, and applied science.

Transfer: CSU; UC

C-ID MATH 110

MATH 242　PRECALCULUS ALGEBRA　5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Intermediate Algebra or eligibility for transfer-level math using the current college process.

Presents a study of precalculus algebra and analytic geometry. Covers such topics as algebraic equations and inequalities, functions and graphs, zeros of functions, polynomial functions, rational functions, exponential and logarithmic functions, parametric equations, conic sections, systems of equations and inequalities, matrices, determinants, sequences and series. The course is designed to prepare the student for calculus.

Transfer: CSU; UC

C-ID MATH 151. MATH 229 + MATH 242 = MATH 955. MATH 231 + MATH 242 = MATH 955

MATH 247　INTRODUCTION TO STATISTICS　4.00

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Intermediate Algebra or eligibility for transfer-level math using the current college process.

Presents a study of basic descriptive and inferential statistics with applications using data from a broad range of disciplines and use of technology for statistical analysis.

Transfer: CSU; UC

C-ID MATH 110

MATH 255　CALCULUS FOR BUSINESS AND MANAGEMENT　3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Appropriate placement or MATH 242 or MATH 232 or equivalent course with a minimum grade of C or better

Presents a study of the techniques of calculus with emphasis placed on the application of these concepts to business and management. The applications of derivatives and integrals of functions including polynomials, rational, exponential and logarithmic functions are studied.

Transfer: CSU; UC

C-ID MATH 140

MATH 265A　CALCULUS I　5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Appropriate placement or MATH 242 and MATH 229 or MATH 231 or equivalent course with a grade of C or better

Presents a study of analytic geometry, limits, continuity, the calculus of algebraic, trigonometric, exponential and logarithmic functions as well as applications of the derivative and integral. Every topic will be taught geometrically, numerically, and algebraically.

Transfer: CSU; UC

C-ID MATH 210. MATH 265A + MATH 265B = MATH 900S

MATH 265B　CALCULUS II　5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: MATH 265A

Presents a continuing study on integration, some first and second order differential equations, infinite sequences and series, Taylor series, parameterized curves, polar curves, and their applications. Every topic will be taught geometrically, numerically, and algebraically.

Transfer: CSU; UC

C -ID MATH 220. MATH 265A + MATH 265B = MATH 900S

MATH 283　CALCULUS III: MULTIVARIABLE CALCULUS　5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: MATH 265B

Presents a study of vectors, differentiation and integration of multiple variable functions, parametric curves in two and three dimensions, optimization, line integrals, and the calculus of vector fields. Specific topics include vector functions, partial derivatives, surfaces, parametric equations, multiple integrals (with rectangular, polar, cylindrical, and spherical coordinates), and vector calculus (including line integrals, flux integrals, Greens Theorem, the Divergence Theorem, and Stokes Theorem). Every topic will be taught geometrically, numerically, and algebraically.

Transfer: CSU; UC

C-ID MATH 230

MATH 287　ORDINARY DIFFERENTIAL EQUATIONS AND LINEAR ALGEBRA　5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: MATH 265B with a minimum grade of C or better

Presents a study of separable and linear ordinary differential equations with selected applications; numerical and analytical solutions; second order differential equations; Laplace transforms. Delves into Linear Algebra with a study of vectors in n-space, matrices, linear transformations, eigenvalues, eigenvectors, diagonalization; applies linear algebra in the study of systems of linear differential equation.

Transfer: CSU; UC

C-ID MATH 910S

MATH 290　INTRODUCTION TO RESEARCH　1.00

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: MATH 247 or MATH 283 or MATH 287 or concurrent enrollment in MATH 287 or instructor approval

Introduces students to the fundamentals of mathematical research, including reading journal articles and working on open problems in mathematics. Includes instruction on writing up research results using an industry standard typesetting program, such as LaTeX, and finding opportunities to have original work published or disseminated.

Transfer: CSU; UC

MATH 291　INTERMEDIATE RESEARCH　1.00

1.00 hours per week: (1.00 lecture hours/ lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: MATH 290 with a minimum grade of C or better

Provides students the opportunity for further experience and independence in mathematical research, either continuing research begun in Math 290 or starting a new research topic. Includes finding relevant journal articles, working on open problems in mathematics, writing up research results using an industry standard type-

setting program, and finding opportunities to have original work published or disseminated.

Transfer: CSU; UC

MATH 295   UNDERGRADUATE STEM SEMINAR   1.00 to 2.00

1.00 - 2.00 hours per week: (1.00 - 2.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces students to a variety of STEM fields (science, technology, engineering and mathematics) using a seminar format. Explores a broad range of academic and career opportunities in STEM. Emphasizes professional and personal skills for success in STEM.

Same as ANTH 295, BIO 295, ENGR 295, PSCI 295.
Transfer: CSU; UC

MATH 703   ARITHMETIC   0

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides a review of the basic skills of arithmetic. Designed as a transitional course for students who have either not taken a mathematics course for a considerable period of time or who have been in a tutorial program. This course is organized in a regular classroom setting to prepare students for a pre-algebra course.

Repeatable.

MATH 707   PREALGEBRA   0

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents the mathematical concepts and arithmetic skills necessary for success in elementary algebra and for further work in mathematics. The concepts are applied to numerous practical problems in order to demonstrate their applicability to real life situations.

Repeatable.

MEDICAL ASSISTING

MAST 110   MEDICAL ASSISTING BASICS   2.00

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: NRAD 222

Present the role of the medical assistant along with concepts of ethics, law, professionalism, and computer basics to facilitate entry level medical assisting practice.

MAST 111A   MEDICAL ASSISTING FAST TRACK   9.50

11.34hours per week: (8.78 lecture hours/2.56 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: MAST 110 or Concurrent enrollment in MAST 110; Student must be 18 years of age by the first class meeting
Corequisites: MAST 111B and Current Health Care Provider CPR and Standard First Aid
Advisories: NRAD 222

Prepares the student for entry level employment as a medical assistant and eligibility for approved state certification exam. Must be 18 years of age by the first day of class to be certified.

MAST 111B   MEDICAL ASSISTING FAST TRACK LAB   1.00

3.34 hours per week: (0.00 lecture hours/3.34 lab hours)
Credit - Degree Applicable
P/NP Only
Prerequisites: Student must be 18 yrs of age by the first class meeting.
Corequisites: MAST 111A and Current Health Care Provider CPR and Standard First Aid

Provides the opportunity to apply theory during externship. Includes placement in a community front and back office site offering the opportunity to perform various skills, practice communication techniques, and learn about professionalism under the direction of a preceptor. Provides experience which contributes to marketability for employment as a medical assistant and eligibility for approved state or national certification exam. Must be 18 years or older to be certified

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MAST 193   MEDICAL ASSISTING SPECIAL TOPIC   0.50 to 4.00

Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

METEOROLOGY

METE 193   METEOROLOGY SPECIAL TOPIC   0.50 to 4.00

Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

METE 212   INTRODUCTION TO METEOROLOGY   3.00

(Formerly OCEN212)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Elementary algebra or eligibility for college-level math using the current college process.

Introduces the fundamentals of meteorology, including the nature and origin of the atmosphere. Topics include atmospheric circulation, humidity, cloud formation, precipitation, storm growth, cyclone development, climates of the earth, and global climate change.

Transfer: CSU; UC
C-ID GEOG 130

MUSIC

MUS 193   MUSIC SPECIAL TOPIC   0.50 to 4.00

Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

MUS 193E   CHORAL ENSEMBLE TOUR   3.00

9.00 hours per week: (0.00 lecture hours/9.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Studies, rehearses, and performs jazz and vocal chamber literature of French and American cultures. Nine performances in France, and two local performances (pre-tour and post-tour) will be a large part of the class.

MUS 201   FUNDAMENTALS OF MUSIC (MUSIC THEORY I)   3.00

(Formerly MUS239)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: No previous musical experience necessary

Enables students to feel the place of music in culture by providing the basic framework for reading, writing and making music. Explores the basics of tonal music, its place in culture and writing music using excerpts of great pieces and the opportunity to make original compositions. Topics include the basics of tonal music, music in our culture, creating your own music, staff notation in treble and bass clefs, rhythm and meter; basic properties of sound;

intervals; diatonic scales and triads; and diatonic chords. Aimed at the non-major or the potential music major who does not have the necessary background for MUS 204A.

Transfer: CSU; UC
C-ID MUS 110

MUS 204A   MUSIC THEORY II   3.00

4.00 hours per week: (2.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: MUS 201 or placement test
Corequisites: MUS 205A
Advisories: Keyboard skills or Piano class.

Incorporates the concepts from Music Fundamentals (Music Theory I) and continues the four semester program. Some students with prior music training maybe able to test into this course. Through guided composition and analysis, the course will include: an introduction to two-part counterpoint; voice leading involving four-part chorale writing; diatonic harmony; and an introduction to secondary/applied chords and modulation.

Transfer: CSU; UC
C-ID MUS 130

MUS 204B   MUSIC THEORY III   3.00

4.00 hours per week: (2.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: MUS 204A
Corequisites: MUS 205B

Incorporates the concepts from Music Theory II and continues the four semester program. Through writing and analysis, the course will include: introduction to chromatic harmony; secondary/applied chords; modulation; borrowed chords; introduction to Neapolitan and augmented-sixth chords. Required of all music majors.

Transfer: CSU; UC
C-ID MUS 140

MUS 204C   MUSIC THEORY IV   3.00

4.00 hours per week: (2.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: MUS 204B
Corequisites: MUS 205C

Incorporates the concepts from Music Theory III. Through writing and analysis, the course will include: post-Romantic techniques such as borrowed chords and modal mixture, chromatic mediants, Neapolitan and augmented-sixth chords, 9th, 11th and 13th chords, altered chords and dominants; and 20th century techniques such as: Impressionism, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm.

Transfer: CSU; UC
C-ID MUS 150

MUS 205A   MUSICIANSHIP II   1.00

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Corequisites: MUS 204A

Applies and develops the rhythmic, melodic, and harmonic materials of Music Theory II through ear training, sight singing, analysis, and dictation.

Transfer: CSU; UC
C-ID MUS 135

MUS 205B   MUSICIANSHIP III   1.00

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: MUS 205A
Corequisites: MUS 204B

Applies and develops the rhythmic, melodic, and harmonic materials of Music Theory III through ear training, sight singing, analysis, and dictation.

Transfer: CSU; UC
C-ID MUS 145

MUS 205C   MUSICIANSHIP IV   1.00

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: MUS 205B
Corequisites: MUS 204C

Applies and develops the rhythmic, melodic, and harmonic materials of Music Theory IV through ear training, sight singing, analysis, and dictation.

Transfer: CSU; UC
C-ID MUS 155

MUS 210   SONGWRITING I   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: MUS 201 or instructor approval

Introduces harmonic, rhythmic, and melodic aspects of songwriting. Guides students through basic composition, form, chord usage and the process of developing ideas into a fully composed and compelling work.

Transfer: CSU

MUS 211   MUSIC TECHNOLOGY   2.00

2.00 hours per week: (2.00 lecture hours/ lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: MUS 201 or instructor approval

Provides students with knowledge of music notation software, familiarity with simple DAWs (Digital Audio Workstations such as GarageBand, Ableton Live, etc.) and podcasting. This course gives students technical information they would need to succeed in the music industry.

Transfer: CSU

MUS 212   APPLIED MUSIC (PRIVATE LESSONS)   2.00

7.00 hours per week: (0.00 lecture hours/7.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Final admittance to course based on audition.
Corequisites: One of the following: MUS 201 or, MUS 204A and 205A or, MUS 204B and 205B or, MUS 204C and 205C AND one of the following: MUS 223 or, MUS 225 or, MUS 228 or, MUS 229 or, MUS 231 or, MUS 245

Consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. The student is required to practice on campus a minimum of five hours per week, and to enroll and participate in a large performing music ensemble. Applied lessons are available in voice, piano, strings, guitar, woodwinds, brass, and percussion.

Repeatable 3 time(s).
Transfer: CSU; UC
C-ID MUS 160

MUS 220   ELEMENTARY VOICE   2.00

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents a study of the techniques of voice training for solo singing. Music will range through appropriate song repertoire and selections from musicals. Class performance required.

Transfer: CSU; UC

MUS 222   INTERMEDIATE VOICE   2.00

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: MUS 220 or equivalent or audition and/or consent of instructor.

Provides an opportunity for students to continue with advanced study of singing and preparation of song repertoire on an individual basis. Public performance required.
Transfer: CSU; UC

MUS 223   VOCAL JAZZ ENSEMBLE   2.00 to 3.00

6.00 - 9.00 hours per week: (0.00 lecture hours/6.00 - 9.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: MUS 228 or MUS 229

Presents the study and performance of literature in the vocal jazz and popular music genre with emphasis upon vocal improvisation in the jazz and scat style. Student compositions and arrangements will be encouraged. Attendance at scheduled performances is required.
Repeatable 3 time(s).
Transfer: CSU; UC
C-ID MUS 180

MUS 224A   BEGINNING VOCAL JAZZ WORKSHOP   2.00

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Audition or consent of instructor

Practice and study vocal jazz literature and techniques. Introduce vocal jazz improvisation and vocal jazz harmonies.
Transfer: CSU; UC

MUS 224B   INTERMEDIATE VOCAL JAZZ WORKSHOP   2.00

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Audition or consent of instructor

Practice and study vocal jazz literature and performance techniques. Develop and expand vocal jazz improvisation jazz harmonic skills. Learn how to lead your own band.
Transfer: CSU; UC

MUS 225   WIND ENSEMBLE   2.00

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Audition or consent of director.

Studies, rehearses, and performs of wind band literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Choice of ensemble is based on each student's identified major instrument. Limited to those students who have had experience with wind and percussion instruments.
Repeatable 3 time(s).
Transfer: CSU; UC
C-ID MUS 180

MUS 227   CHAMBER MUSIC ENSEMBLE   1.00 to 3.00

3.00 - 9.00 hours per week: (0.00 - 0.00 lecture hours/3.00 - 9.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Audition or consent of instructor.

Studies, rehearses, and performs chamber music (small ensemble) literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester.
Repeatable 3 time(s).
Transfer: CSU; UC
C-ID MUS 180

MUS 228   MIXED CHORUS   1.00 to 3.00

3.00 - 9.00 hours per week: (0.00 lecture hours/3.00 - 9.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Audition or consent of instructor
Advisories: Knowledge of music notation

Presents the study and performance of appropriate choral literature selected from the wide variety of historic eras and musical styles from the 16th Century to the present. Public performance required.
Repeatable 3 time(s).
Transfer: CSU; UC
C-ID MUS 180

MUS 229   CHAMBER SINGERS   2.00

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Audition or consent of instructor
Advisories: Previous choral experience

Studies, rehearses, and public performs madrigals and vocal chamber literature of all cultures and time periods. Frequent performances on and off campus will be a large part of the class with different music each semester.
Repeatable 3 time(s).
Transfer: CSU; UC
C-ID MUS 180

MUS 231   JAZZ ENSEMBLE (BIG BAND)   1.50 to 3.00

2.50 - 5.00 hours per week: (1.00 - 2.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Ability to play an instrument and sight read. Audition or consent of instructor.

Provides for study, rehearsal, and public performance of big band literature. This course has an emphasis on the development of skills needed to perform this music in an ensemble. Attendance at scheduled performances is required.
Repeatable 3 time(s).
Transfer: CSU; UC
C-ID MUS 180

MUS 232   BEGINNING JAZZ IMPROVISATION   2.00

3.00 hours per week: (1.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: MUS 201

Introduces students to the skills and principles of Jazz Improvisation. Includes a basic study of scales, chords and the transcription process.
Transfer: CSU; UC

MUS 232A   CONCERT JAZZ ENSEMBLE   1.50 to 3.00

2.50 - 5.00 hours per week: (1.00 - 2.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: Ability to play an instrument is required.
Admission and chair placement will be based on instructor audition.

Acquaints the student with a wide variety of jazz and swing compositions, arrangers and guest soloists. This course will stress improvisation, stylistic interpretation, and ensemble playing. It will be limited to students with considerable experience.
Repeatable 3 time(s).
Transfer: CSU; UC

MUS 233   JAZZ IMPROVISATION   2.00

3.00 hours per week: (1.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: Completion of MUS 201 or equivalent and concurrent enrollment in

MUS 227

Provides an opportunity for the analysis and practice of jazz improvisation. Includes study of scales, chords and the transcription process.

Transfer: CSU; UC

MUS 234 ARRANGING, SCORING, AND ORCHESTRATION 2.00

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: MUS 204B or equivalent and knowledge of jazz literature, styles and basic piano skills.
Advisories: Concurrent enrollment in MUS 223, MUS 225, MUS 227, MUS 228, MUS 229, MUS 231, or MUS 232A.

Provides an opportunity for composing, arranging and orchestrating for jazz ensembles and orchestras. Focuses on the analysis of jazz and classical harmonic practices, relation of contemporary melodic and rhythmic concepts to instrumentation.

Transfer: CSU; UC

MUS 235 MUSIC APPRECIATION: CLASSICAL MUSIC 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Surveys classical art music in western civilization. Topics studied include but are not limited to elements of music, basic musical forms, music periods, styles, and the role of music and musicians in the western world.

Transfer: CSU; UC
C-ID MUS 100

MUS 236 MUSIC APPRECIATION: WORLD MUSIC 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Surveys the music that is unique to different parts of the world. There will be emphasis on the elements of each kind of music, the instruments, form, style and the role that each music plays in its society.

Transfer: CSU; UC

MUS 237 MUSIC APPRECIATION: ROCK AND ROLL 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the non-music major to the history and literature of the popular music movement in the United States. Emphasizes musical styles and personalities from the late forties to the present.

Transfer: CSU; UC

MUS 238 MUSIC APPRECIATION: JAZZ HISTORY 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the history and literature of jazz music in the United States. Emphasizes the styles and musical personalities involved from 1900 to the present. Designed for the non-music major.

Transfer: CSU; UC

MUS 240 RECORDING ARTS I: FUNDAMENTALS OF AUDIO TECHNOLOGY 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: MUS 201

Introduction to audio technology, including sound characteristics, signal flow, basic recording console functions, microphone types and techniques, signal processing , and mixing techniques.

Transfer: CSU
C-ID CMUS 130X

MUS 241 RECORDING ARTS II: STUDIO WORKSHOP 3.00

4.00 hours per week: (3.00 lecture hours/1.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: MUS 240

Provides the student with an in-depth introduction to audio equipment and techniques. Topics include basic studio procedures, equipment design and proper use of multitrack techniques using the Dididesign Pro Tools HD System and D-Command Console.

Transfer: CSU

MUS 242 RECORDING ARTS III: ADVANCED AUDIO TECHNOLOGY 3.00

4.00 hours per week: (3.00 lecture hours/1.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: MUS 241

Provides an advanced study of new technologies, focusing on an in-depth look at recording, editing and mixing within the AVID HDX Pro Tools environment and the AVID S6 M40 Digital Console.

Transfer: CSU

MUS 243 RECORDING ARTS IV: STUDIO WORKSHOP II 4.00

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: MUS 240 and MUS 241 and MUS 242 and MUS 201

Completes the Audio Technology Certificate of Specialization. This is a project-based course that offers students studio time to track, edit, mix, master and create a portfolio from a variety of musical sources selected by both the instructor and student.

Transfer: CSU

MUS 244A BEGINNING SMALL GROUP JAZZ PEDAGOGY PRACTICUM 1.00

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: MUS 245 or Consent of Instructor

Gives students a chance to develop rehearsal and teaching skills under the guidance of a master teacher in the small group jazz setting. Each student will be required to lead rehearsals and develop a notebook of rehearsal techniques.

Transfer: CSU; UC

MUS 244B ADVANCED SMALL GROUP JAZZ PRACTICUM 1.00

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: MUS 245

Gives students a chance to develop rehearsal and teaching skills under the guidance of a master teacher and experience leadership in the small group jazz setting. Each student will be required to lead rehearsals and develop a notebook of rehearsal techniques.

Transfer: CSU; UC

MUS 245 JAZZ WORKSHOP 2.00

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Audition or consent of instructor.
Advisories: Ability to play an instrument

Performs music for small jazz ensembles, with an emphasis on the development of skills needed to publicly perform this music. The

class is divided into different groups all playing different literature each semester. Stresses stylistic interpretation and ensemble playing.

Repeatable 3 time(s).
Transfer: CSU; UC
C-ID MUS 180

MUS 247   INDEPENDENT STUDIES: MUSIC   0.50 to 2.00
1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Audition and/or consent of instructor.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of music under the direction of an instructor.

Transfer: CSU

MUS 252   WORK EXPERIENCE IN MUSIC   0.50 to 4.00
0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Music to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

MUS 257   ELEMENTARY PIANO FOR MUSICIANS   2.00
4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The ability to read standard music notation.

Introduces the student to piano skills needed to pass a piano proficiency examination including practical keyboard facility, elementary sight-reading, harmony, transposition, ensemble playing, open score reading and performance of elementary and intermediate piano repertoire. It is assumed that the student can read standard music notation.

Transfer: CSU; UC

MUS 258   ELEMENTARY PIANO   2.00
4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the student to practical keyboard facility, reading music notation, elementary sight reading, harmony and performance of elementary piano repertoire.

Transfer: CSU; UC
C-ID MUS 170

MUS 259   INTERMEDIATE PIANO   1.00 to 2.00
2.00 - 4.00 hours per week: (0.50 - 1.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: MUS 258 or equivalent or audition and/or consent of the instructor.

The study and performance of concert piano literature from Baroque, Classic, Romantic, and 20th Century time periods. The student will develop and improve pianistic skills and repertoire.

Transfer: CSU; UC
C-ID MUS 171

MUS 263   CHORAL MUSIC OF THE ROMANTIC TO MODERN ERA   1.00 to 2.00
2.00 - 4.00 hours per week: (0.50 - 1.00 lecture hours/1.50 - 3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Advisories: Prior choral and solo experience is recommended.
Admission will be based on instructor audition.

Presents the study and performance of major historical choral works with concentration on the Romantic Period from the end of the Classical Period to the early 20th century. Students will develop and improve choral techniques and repertoire. Auditions will be scheduled at the beginning of each semester.

Repeatable 3 time(s).
Transfer: CSU; UC

MUS 266   CHORAL MUSIC 1: MUSIC OF THE MASTERS   2.00
4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Audition for placement and consent of the instructor

Study and performance of major historical choral works with emphasis on master composers. These include, but are not limited to, J.S. Bach, W.A. Mozart, Joseph Haydn, Felix Mendelssohn, Johannes Brahms, Ludwig van Beethoven, Giuseppi Verdi, Benjamin Britten, and Igor Stravinsky. Students will develop and improve choral music techniques through rehearsing great choral works. Auditions will be scheduled at the beginning of each semester. May be taken four semesters for credit.

Transfer: CSU; UC

MUS 267   OPERA/MUSICAL THEATER WORKSHOP   2.00
4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: MUS 220

Presents an opportunity for students to prepare dramatic musical material, including ensemble as well as solo pieces, and allow them to explore acting and movement principles in performance. The course will be a combination of discussions on dramatic and character analysis, individual coaching sessions, rehearsal and performances.

Transfer: CSU; UC

MUS 270   ELEMENTARY GUITAR   2.00
3.00 hours per week: (1.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only

Introduces the techniques of playing the guitar. Topics include reading music, flat picking and finger picking, chords, and the playing of melodies. No previous musical experience is required. Students must provide their own acoustic or electric guitar.

Transfer: CSU; UC

MUS 271   INTERMEDIATE GUITAR   2.00
3.00 hours per week: (1.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: MUS 270 or equivalent playing experience and ability to read standard music notation.

Continues the foundational techniques of playing the guitar and provides more depth of skill study. Topics include playing more advanced literature, chords, scales and accompaniment.

Transfer: CSU; UC

NONCREDIT ADULTS WITH DISABILITIES

NAWD 701   SKILL BUILDING FOR WORK AND COMMUNITY LIFE   0
(Formerly NCTE701)
0.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/0.50 - 6.00 lab hours)
Noncredit
Non-credit Course

Provides adults with basic skills to maximize their social, vocational and educational potential, while increasing capacity and facilitating

greater community integration. Students progress under multi-modal instruction with instructor support geared to promote self-determined and independent lives.

Repeatable

NAWD 705 TRANSITION READINESS PREPARATION   0
(Formerly NCTE705)
1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Noncredit
Non-credit Course

Provides students with programs designed to improve basic skills in reading, vocabulary, spelling, grammar, writing, mathematics, study skills, and English as a Second Language. Students work independently and at their own pace with faculty guidance and support using computers, audio-tutorial tapes, books and supplemental materials. This is a noncredit course designed to support the educational program for persons seeking employment and or to transition to other academic programs.

Repeatable

NAWD 710 EMPLOYABILITY SKILLS   0
(Formerly NCTE710)
3.00 - 6.00 hours per week: (0.00 - 0.00 lecture hours/3.00 - 6.00 lab hours)
Noncredit
Non-credit Course

Provides students with fundamental job exploration and workplace readiness skills. This course prepares students for successful employment by engaging them in job exploration and job-seeking, workplace, and life skills. This is a noncredit course designed to support the educational program for persons seeking employment.

Repeatable

NAWD730 WELLNESS ARTS FOR WORK
AND COLLEGE SUCCESS   0
(Formerly NCTE730)
3.00 hours per week: (1.50 lecture hours/1.50 lab hours)
Noncredit
Non-credit Course

Presents art as a tool for processing, expressing, and managing emotional health as a component of success in the college environment or workplace. Integrates art and the fundamentals of wellness to mitigate disability-related environmental, emotional, and sensory stressors, along with the anxiety, frustration, and self-doubt commonly experienced in college and work environments. This is a noncredit course designed to support the educational program for persons seeking employment or transitioning into other college programs.

Repeatable

NAWD 740 WORK SKILLS   0
(Formerly NCTE740)
3.00 - 6.00 hours per week: (0.00 - 0.00 lecture hours/3.00 - 6.00 lab hours)
Noncredit
Non-credit Course

Introduces technical, safety and workplace skills through work experience in a work environment in diverse areas of vocational activity aligned with local employment opportunities. This is a non-credit course designed to support the educational program for persons seeking employment.

Repeatable

NONCREDIT CAREER TECHNICAL EDUCATION

NCTE 510   CULINARY ARTS FUNDAMENTALS I   0
5.00 hours per week: (1.00 lecture hours/4.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the student to the culinary arts profession and the professional kitchen. Emphasis on basic cooking methods, equipment use, and ingredients provides the student with a beginning understanding of food chemistry and cooking techniques. The course includes "hands-on" experience managing the dining room and kitchen in the production of stocks, broths, sauces, gravies, soups, and breakfast cookery.

Repeatable.

NCTE 520   CULINARY ARTS FUNDAMENTALS II   0
4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Noncredit
Non-Credit Gradeable Course/S

Engages the student in the practical kitchen application of vegetable, grain, starch and the principles and practices used in producing pantry items in a commercial environment. A variety of menu items are prepared including salads, salad dressings, sandwiches, and vegetable, grain and legume dishes.

Repeatable.

NCTE 525   BAKING AND BAKING SCIENCE I   0
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Prerequisites: NCTE 520

Introduces the student to the basic skills needed for professional baking. Enables the student to learn and practice the skills and methods of the production of bread, desserts, and other baked goods using quantity production techniques.

Repeatable.

NCTE 713   FOOD SAFETY AND SANITATION   0
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Examines the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures and the food handler's responsibility in maintaining high sanitation and safety standards.

Repeatable.

NURSING ASSISTANT

NAST 148   NURSING ASSISTANT   3.00
3.34 hours per week: (3.34 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Corequisites: NAST 148L

Presents theory necessary for basic nursing care. Upon completion of this course, students are eligible to take the National Nurse Assistant Training and Assessment Program Test (NNAAP). Based on state background clearance and success on the NNAAP, students will obtain a certificate as a Certified Nurse Assistant in the state of California.

NAST 148L NURSING ASSISTANT LAB   2.00
6.00 hours per week: (0.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
P/NP Only
Corequisites: NAST 148

Presents skills necessary for basic nursing care. Requires supervised clinical experiences in a skilled nursing facility. Must be able to lift 50#. Upon completion of this course, students are eligible to take the National Nurse Assistant Training and Assessment Program Test (NNAAP). Based on state background clearance and success on the NNAAP, students will obtain a certificate as a Certified Nurse Assistant in the state of California.

NAST 193   NURSING ASSISTANT SPECIAL TOPIC   0.50 to 4.00
Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

NURSING REGISTERED ASSOCIATE DEGREE

NRAD 004E NCLEX PREPARATION   0.50
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
P/NP Only
Corequisites: NRAD 204B

This course is to help prepare the RN student for the state licensing exam. Critical thinking strategies required to answer the NCLEX questions are presented. A portion of this class will be hands-on computer testing to simulate the state board testing format.

NRAD 103H THIRD SEMESTER NURSING READINESS   0.50
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only
Corequisites: NRAD 203A

A course designed for registered nursing students entering the third semester. Nursing concepts necessary for success in the third semester are reviewed.

NRAD 120A   SUPPLEMENTARY NURSING SKILLS
PRACTICE FIRST SEMESTER   0.50
1.50 hours per week: (0.00 - 0.00 lecture hours/1.50 lab hours)
Credit - Degree Applicable
P/NP Only
Prerequisites: Enrollment in the nursing program.
Corequisites: NRAD 201B

Provides students the opportunity to practice first semester nursing skills acquired in 201B. Student will demonstrate application of theoretical knowledge into nursing practice. Practice opportunities vary from highly structured to less structured simulated clinical situations.

NRAD 120B   SUPPLEMENTARY NURSING SKILLS PRACTICE
SECOND SEMESTER   0.50
1.50 hours per week: (0.00 - 0.00 lecture hours/1.50 lab hours)
Credit - Degree Applicable
P/NP Only
Corequisites: NRAD 202B

Provides students the opportunity to practice second semester nursing skills acquired in 201B and 202B. Student will demonstrate application of theoretical knowledge into nursing practice. Practice opportunities vary from highly structured to less structured simulated clinical situations.

NRAD 120C   SUPPLEMENTARY NURSING SKILLS
PRACTICE THIRD SEMESTER   0.50
1.50 hours per week: (0.00 - 0.00 lecture hours/1.50 lab hours)
Credit - Degree Applicable
P/NP Only
Corequisites: NRAD 203B

Provides students the opportunity to practice third semester nursing skills acquired in 201B, 202B and 203B. Student will demonstrate application of theoretical knowledge into nursing practice. Practice opportunities vary from highly structured to less structured simulated clinical situations.

NRAD 120D   SUPPLEMENTARY NURSING SKILLS
PRACTICE FOURTH SEMESTER   1.00
3.00 hours per week: (0.00 - 0.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable
Letter Grade or P/NP
Corequisites: NRAD 204B

Provides students the opportunity to practice semester specific nursing skills acquired in 201B, 202B, 203B and 204B and demonstrate leadership and management skills as they transition into the RN role. Student will demonstrate application of theoretical knowledge into nursing practice. Practice opportunities vary from highly structured to less structured simulated clinical situations.

NRAD 193   NURSING SPECIAL TOPIC   0.50 to 4.00
Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

NRAD 201A NURSE CARING CONCEPTS   2.00
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Admittance into the registered nursing program.
Corequisites: NRAD 201B

Applies the foundational caring concepts of communication, teaching, learning, nursing process, caring, energy and life span as a structure for nursing practice. Provides a foundation for health promotion in a multicultural society.
Transfer: CSU

NRAD 201B NURSE CARING PRACTICUM I   5.00
11.00 hours per week: (2.00 lecture hours/9.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Admission to the registered nursing program and Current Health Care Provider CPR card is required
Corequisites: NRAD 201D

Applies nursing concepts to the practice of nursing. Presents related nursing procedures. Provides opportunities for student practice of procedures. Provides skill practice in lab setting for the student to perform nursing care for adults and geriatric clients through structured experiences in long-term care settings and acute care hospital settings. Student will identify personal biases as they relate to the provision of culturally sensitive nursing care. Application of nursing process and cultural concepts to individual nursing care.
Transfer: CSU

NRAD 201D DECISION MAKING DATA I   2.00
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Admittance into the registered nursing program
Corequisites: NRAD 201A

Presents fundamental concepts and nursing care problems related to pharmacology, nutrition, fluid and electrolyte balance, diagnostic testing, and pain for adult and geriatric patients. Introduces math calculations for medication administration. Explores application of nursing process to nursing care problems. Cultural concepts pertinent to nursing care are presented.
Transfer: CSU

NRAD 202A NURSE CARING FAMILY CONCEPTS   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: NRAD 201B and/or admission to the nursing program
Corequisites: NRAD 202B

Continues the study of caring concepts in greater depth and complexity. Teaches nursing care of the childbearing family, children and young through middle adulthood. Introduces family considerations

in establishing short-term and long-term goals for health promotion. Continues focus on the individual assuming responsibility for health promotion and learning. Emphasizes planning, implementation and evaluation of nursing process in a multicultural society.

Transfer: CSU

NRAD 202B NURSE CARING PRACTICUM II   7.00

18.00 hours per week: (2.00 lecture hours/ 16.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: NRAD 201B and/or Admission to the nursing program and Current Health Care Provider CPR card is required

Corequisites: NRAD 202D

Applies nurse caring concepts to the clinical practice of nursing in a wide variety of health care settings. Presents related nurse caring skills. Provides opportunity to deliver relevant nursing care for maternity patients, infants, children, and young/middle-aged adults in structured clinical practice in a way that is culturally competent.

Transfer: CSU

NRAD 202D DECISION MAKING DATA II   2.00

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: NRAD 201B and/or Admission to nursing program

Corequisites: NRAD 202A

Builds on fundamental concepts related to pharmacology, nutrition, diagnostic testing across the life span. Emphasis is placed on the role of the nurse in client education. Cultural concepts pertinent to nursing care problems are presented.

Transfer: CSU

NRAD 203A NURSE CARING CONCEPTS III   2.00

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: NRAD 202D and/or admission to the nursing program

Corequisites: NRAD 203B

Applies nurse caring concepts to care of child, adult, and elderly patients with goal setting, energy, and caring problems. Includes cultural diversity and ethnic considerations, gastrointestinal, liver, pancreatic, vascular, respiratory, integumentary, hematologic, autoimmune, musculoskeletal and reproductive health problems. Emphasizes nursing intervention.

Transfer: CSU

NRAD 203B NURSE CARING PRACTICUM III   5.00

11.00 hours per week: (2.00 lecture hours/9.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: NRAD 202D and/or admission to the nursing program and Current Health Care Provider CPR card is required

Corequisites: NRAD 203D

Applies nurse caring concepts to the clinical practice of nursing in a variety of health care settings. Presents advanced nursing skills. Provides opportunity to implement culturally relevant nursing care to clients with varied health problems in various clinical settings.

Transfer: CSU

NRAD 203D NURSE CARING FOR MEDICAL-SURGICAL
PATIENTS   2.00

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: NRAD 202D and/or admission to the nursing program

Corequisites: NRAD 203A

Applies nursing interventions of prevention, maintenance, restoration and caring to a variety of health problems: neurologic, genitourinary, renal, endocrine. Content is related to pathophysiology,

life span, barriers to goal-setting, nursing process and teaching/learning. Emphasis is also placed on the impact that this situational crisis has on the patient and families ability to cope.

Transfer: CSU

NRAD 204A NURSE CARING CONCEPTS FOR CLIENTS
PSYCHIATRICALLY AT RISK   2.00

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: NRAD 203D and/or admission to the nursing program

Corequisites: NRAD 204B

Applies nurse caring concepts to planning nursing care for patient at risk from mental illness, dysfunction and crisis. Presents assessment techniques, nursing diagnoses and specific nursing interventions.

Transfer: CSU

NRAD 204B NURSE CARING FOR PEOPLE AT RISK
PRACTICUM   5.00

15.00 hours per week: (0.00 lecture hours/15.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: NRAD 203D and/or admission to the nursing program and Current Health Care Provider CPR card is required

Corequisites: NRAD 204D

Applies culturally sensitive nursing care for people at risk in health care settings, which are varied and more complex. Provides client care experiences in a less structured environment and with increasing independence. Includes preceptorship experience, which covers a designated period of time and a variety of clients across the life span in a variety of settings.

Transfer: CSU

NRAD 204D NURSE CARING FOR PEOPLE AT RISK
CONCEPTS   2.00

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: NRAD 203D and/or admission to the nursing program

Corequisites: NRAD 204A

Applies nurse caring concepts to clients at risk. Emphasizes the nursing process as a framework for critical thinking for moderate to complex client situations. Introduces the critical care environment and establishment of priorities for clients in crisis. Emphasis is on clients with cardiovascular problems. Coping strategies, life style changes to promote health, and culturally relevant care are presented.

Transfer: CSU

NRAD 219A BEGINNING STUDENT INTERNSHIP   1.00

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

P/NP Only

Prerequisites: NRAD 202B: NURSE CARING PRACTICUM II

Provides the opportunity to practice selected nursing skills learned during the first and second semester of the Associate Degree Nursing program under the supervision of the agency Registered Nurse mentor. Offers work experience in a participating agency.

Transfer: CSU

NRAD 219B INTERMEDIATE STUDENT INTERNSHIP   1.00

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

P/NP Only

Prerequisites: NRAD 203B with a minimum grade of C or better

Provides the opportunity to practice selected nursing skills learned during the first, second and third semester of the Associate Degree Nursing program under the supervision of the agency Registered

Nurse mentor. Offers work experience in a participating agency.

Transfer: CSU

NRAD 222   MEDICAL TERMINOLOGY   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Introduces medical terminology for human body structures and systems, laboratory and diagnostic studies, clinical conditions and procedures. Terminology will also introduce terms related to health care specialties. Prefixes, suffixes and combining forms are used to identify the meaning of medical terms.

Transfer: CSU

NUTRITION

NUTR 193   NUTRITION SPECIAL TOPIC   0.50 to 4.00

Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

NUTR 210   NUTRITION   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Examines nutritional needs throughout the life cycle including the interpretation of the chemical composition of food as applied to the utilization of nutrients in the body.

Transfer: CSU; UC
C-ID NUTR 110

NUTR 211   INTRODUCTION TO NUTRITION FOR HEALTH PROFESSIONALS   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Studies the nutritional needs of the human life cycle and examines the biological function and chemical classification of nutrients. Relates nutrition concepts to health and disease. This course is designed for current or prospective members of health professions such as nurses, physicians, physician assistants, dietitians, dentists, dental hygienists, physical therapists and occupational therapists.

Transfer: CSU

NUTR 218   MATERNAL AND CHILD NUTRITION   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Examines the nutritional requirements of the pregnant woman, developing fetus, infant, toddler and child.

Transfer: CSU

NUTR 222   CULTURAL ASPECTS OF FOOD   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: NUTR 210

Examines the impact of stereotypes, stigmas, and discrimination on the health of non-dominant ethnic/racial and select minority groups (women, children and religious) based on their heritage consistent food patterns and preferences. Various socio-political, industrial, environmental, communication styles, and psychological factors influencing assimilation and acculturation will be analyzed to promote prejudice reduction and understanding of the meaning of food to cultures around the world. Non-traditional and/or experiential teaching/learning strategies may be used to evaluate nutritional excesses as well as deficiencies across the life span.

Transfer: CSU; UC

NUTR 224   GERONTOLOGICAL NUTRITION   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the basic nutrition concepts and theories that impact the nutritional status of older persons. Emphasis is placed on the physiologic changes of aging and the effect on nutrition status; the factors that influence nutrient intakes and what diet and/or exercise changes may correct nutrition deficiencies and/or stabilize chronic diseases.

Transfer: CSU

NUTR 230   NUTRITION FOR FITNESS AND SPORT   3.00

3.00 hours per week: (3.00 lecture hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: NUTR 210

Presents a specialized course relating nutrition to physical performance and fitness, exploring current trends, controversies, and analyzing various dietary recommendations relating them to specific physical needs.

Transfer: CSU

NUTR 232   PRINCIPLES OF FOOD WITH LAB   3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Applies food science principles with emphasis on ingredient function and interaction, food preparation techniques, sensory evaluation standards, food safety and sanitation, and nutritional values.

Transfer: CSU
C-ID NUTR 120

NUTR 240   PERSONALIZED NUTRITION PLANNING FOR LIFETIME WELLNESS   1.00

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: NUTR 210

Presents and applies the basic principles of behavior change, goal setting, and evidence-based nutrition to develop a personalized nutrition plan utilizing peer diet analysis assessment techniques and nutrition coaching methods.

Transfer: CSU

NUTR 247   INDEPENDENT STUDIES: NUTRITION   0.50 to 2.00

1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of nutrition under the direction of an instructor.

Transfer: CSU

NUTR 249   PLANT-BASED NUTRITION   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Identifies the science and history of plant-based nutrition, health promotion, and environmental sustainability. Examines the sources and functions of plant phytonutrients and fibers, and how the body utilizes and benefits from them. Describes how food choice can promote sustainable food industry, public policy, health, and equity. Explores plant-based sustainable eating from meal planning to shopping, storage, and preparation.

Transfer: CSU

NUTR 252   WORK EXPERIENCE IN NUTRITION   0.50 to 4.00

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable

Letter Grade Only

Provides opportunities for students in Nutrition to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.
Transfer: CSU

OCEANOGRAPHY

OCEN 210 OCEANOGRAPHY 3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Elementary algebra or eligibility for college-level math using the current college process.

An introductory course designed to acquaint the student with general oceanography. Topics treated include the history and scope of oceanography, properties of sea water, ocean currents, ocean waves and tides, submarine morphology and geology, marine sediments, life in the sea, and the significance of the oceans to local and global environments.
Transfer: CSU; UC

OCEN 210L OCEANOGRAPHY LABORATORY 1.00
3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Completion of or concurrent enrollment in OCEN 210.

Laboratory and field investigations of marine environments, including geologic, physical, chemical, and biological aspects of the ocean and coastal area. The course emphasizes changing physical factors and human activities as they affect the oceans.
Transfer: CSU; UC

OCEN 247 INDEPENDENT STUDIES: OCEANOGRAPHY 0.50 to 4.00
0.80 - 6.00 hours per week: (0.00 - 0.00 lecture hours/0.80 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Oceanography under the direction of an instructor.
Transfer: CSU

OCEN 252 WORK EXPERIENCE IN OCEANOGRAPHY 0.50 to 4.00
0 hours per week
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Oceanography to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.
Transfer: CSU

PARALEGAL

PLGL 131 CURRENT ETHICAL ISSUES FOR PARALEGALS 1.00
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Examines current ethical issues for paralegals using case law and examples of lawyer and paralegal misconduct.

PLGL 147 INDEPENDENT STUDIES: PARALEGAL 0.50 to 2.00
1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Paralegal under the direction of an instructor.

PLGL 201 INTRODUCTION TO PARALEGAL STUDIES 3.00
4.00 hours per week: (2.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the professional responsibilities of the paralegal, including rules regarding ethical conduct and a basic overview of the legal system and research. Covers different law office management functions commonly performed by paralegals such as basic correspondence, billing and financial management, calendar and docket control management, file and record management, and library management.
Transfer: CSU

PLGL 203 PARALEGAL INTERNSHIP 3.00
8.00 hours per week: (0.50 lecture hours/7.50 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: PLGL 220, PLGL 201, PLGL 205

Provides students an opportunity to experience the responsibilities of an employee in a legal setting related to their courses in paralegal studies.
Transfer: CSU

PLGL 205 CIVIL PROCEDURE and LITIGATION 4.00
5.00 hours per week: (3.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the principles and management of civil litigation in state and federal courts including pretrial, trial, and post trial practice and procedures. Covers pleadings, discovery, pretrial motions, trial preparation, trial motions, trial assistance, post trial motions, enforcement of judgments, and appeals. Procedures used in case settlement and in alternative dispute resolution such as mediation and arbitration will also be covered.
Transfer: CSU

PLGL 206 BUSINESS ORGANIZATIONS 3.00
(Formerly LGL206)
4.00 hours per week: (2.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the student to the substantive law and procedural aspects of business organizations, including sole proprietorships, partner ships, limited liability companies, and corporations. Includes a study of the relative advantages and disadvantages of the different business organizations as related to formation, management, liability, dissolution, regulation, and taxation. Also includes an overview of such related areas as agency law, employment law, and business ethics.
Transfer: CSU

PLGL 207   FAMILY LAW   3.00

(Formerly PLGL107, LGL207)
4.00 hours per week: (2.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the fundamental principles of California Family Law along with the terminology, procedures, and legal document and form preparation involved in family law matters. Topics include an overview of California law regarding marriage versus domestic partnerships, principles of community property law, marital and cohabitation agreements, legal separations, marital and domestic partnership dissolutions, annulments, spousal and domestic partner support, child custody and support, paternity, adoption, and domestic violence.
Transfer: CSU

PLGL 208   ESTATE PLANNING AND ADMINISTRATION   3.00

(Formerly LGL208)
4.00 hours per week: (2.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the fundamental principles of estate planning and administration along with the terminology, procedures, and legal document and form preparation involved in estate planning and administration matters. Topics cover aspects of estate planning including the preparation of wills, trusts, and related documents along with aspects of estate administration including probate proceedings and estate disposition outside of probate.
Transfer: CSU

PLGL 209   TECHNOLOGY IN THE LAW OFFICE   3.00

4.00 hours per week: (2.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: CIS 210

Introduces the student to the use of technology by paralegals in the law office. Includes an overview of technology in the law office and the ethical issues raised by the use of such technology. Covers computer applications in the law office including word processing and document assembly, spreadsheets, database management, law office management, case management and litigation support as well as electronic discovery. Also covers computer assisted legal research including CD-ROM and internet legal and factual research.
Transfer: CSU

PLGL 210   DEBT COLLECTION & ENFORCEMENT OF JUDGMENTS   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Explains the procedures, forms, and strategies for enforcing and satisfying a monetary judgment. Covers state and federal laws relating to consumer and business debt collection. Includes secured vs. unsecured debt, judicial liens, writs of execution, levying on personal and real property, preparing wage garnishments, claiming exemptions, and ethical considerations relating to debt collection.
Transfer: CSU

PLGL 220   LEGAL RESEARCH AND WRITING   4.00

(Formerly LGL220)
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Provides an introduction to the fundamental aspects of legal research by an in-depth analysis of case law, statutory law, and administrative law on both a federal and state level. Students will learn to locate authority relevant to selected legal issues. This skill is applied to writing clear and concise briefs, opinion letters, and memoranda, employing the IRAC (issue, rule, analysis, conclusion) legal analytical formula.
Transfer: CSU

PARAMEDIC

SEE EMERGENCY MEDICAL SERVICES

PERSONAL DEVELOPMENT STUDIES

PEDS 110   CAREER PLANNING: COMPREHENSIVE   3.00

(Formerly WEXP110)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only

Introduces a decision-making process that will help students envision and plan for a future that is productive, achievable, and stimulating. The culmination of this process is the development of an online career and education 10-year plan that can be used for advisory and academic coaching purposes and updated as students grow, change, or face transitions. The personalized 10-year plan provides the focus and intrinsic motivation to succeed in college, at work, and in life.

PEDS 111   CAREER PLANNING: ATTITUDES AND APTITUDES   1.00

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only

Presents students with the second installment of an online career and education 10-year plan. The personalized 10-year plan provides the focus and intrinsic motivation to succeed in college, at work, and in life. Students revisit the plan as they explore the following: how their year-to-year changes impact lifestyle, career and education goals; high-demand careers that match their interests and aptitudes; education and training options and how to make school affordable; skills needed for college and career success; and how to update their 10-year plan to keep their future on schedule.

PEDS 112   CAREER PLANNING: POST-SECONDARY EDUCATION PATH   1.00

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only

Presents students with the third installment of an online career and education 10-year plan. The personalized 10-year plan provides the focus and intrinsic motivation to succeed in college, at work, and in life. Students explore the following: determining a major and college or post-secondary educational options; writing important documents, such as a resume, college essay, and planning timelines; and developing an educational plan that will assure they are college and career ready.

PEDS 113   CAREER PLANNING: ACTING UPON THE 10-YEAR PLAN   1.00

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only

Presents students with the fourth and last installment of an online career and education 10-year plan. The personalized 10-year plan provides the focus and intrinsic motivation to succeed in college, at work, and in life. Students explore the following: developing a post-secondary education and training paths; writing a resume, college or job applications, admissions essays and timelines; and designing an education plan to assure they are college and career ready.

PEDS 120 WORKPLACE READINESS FUNDAMENTALS 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade Only

Introduces fundamentals of workplace readiness, job search and job retention. Students will gain an understanding of the role and value of working; identify and implement steps involved in obtaining employment; identify and demonstrate the employability skills associated with maintaining employment; and describe and apply basic employee money management skills.

PEDS 210 INTRODUCTION TO WORKPLACE READINESS 3.00

(Formerly WEXP10, WEXP 210)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces fundamentals of workplace readiness- career and job selection, job search tools and strategies and workplace standards and competencies. Students will identify and apply skills and strategies to pursue and maintain meaningful employment.

Transfer: CSU

PHILOSOPHY

PHIL 205 INTRODUCTION TO THE BIBLE 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the literature of the Hebrew scriptures and the Christian New Testament through their history, literary conventions, authors, and sources.

Transfer: CSU; UC

PHIL 206 INTRODUCTION TO PHILOSOPHY 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the ideas and methods of major philosophers through the critical reading of selections from primary texts. Emphasis will be placed on the philosophical subfields of metaphysics, epistemology, and ethics. May also include philosophical examination of topics in religion, science, language, art, or politics.

Transfer: CSU; UC
C-ID PHIL 100

PHIL 208 INTRODUCTION TO LOGIC 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the basic principles of both deductive and inductive reasoning. Treatment of deductive reasoning emphasizes translation, truth tables, and natural deduction in sentential logic. Treatment of inductive reasoning emphasizes inductive argument forms, functions of language, and informal fallacies.

Transfer: CSU; UC
C-ID PHIL 110

PHIL 209 WORLD RELIGIONS 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Presents the history, concepts, and cultures of the world's major religions. Emphasizes Judaism, Christianity, Islam, Hinduism, and Buddhism. Surveys Jainism, Confucianism, Taoism, Zoroastrianism, Shintoism, and Sikhism.

Transfer: CSU; UC

PHIL 212 PHILOSOPHICAL CLASSICS IN THEORY OF REALITY AND OF KNOWLEDGE 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Presents an in-depth study of problems in the theory of reality and the theory of knowledge by means of a critical analysis of a selection of classics in philosophy.

Transfer: CSU; UC

PHIL 213 PHILOSOPHICAL CLASSICS IN ETHICS AND SOCIAL PHILOSOPHY 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A

Studies problems in ethics and social philosophy by critically analyzing a selection of classic texts.

Transfer: CSU; UC
C-ID PHIL 120

PHIL 247 INDEPENDENT STUDIES: PHILOSOPHY 0.50 to 2.00

1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for in-depth study or a practicum experience by an individual student in a selected topic of philosophy under the direction of an instructor.

Transfer: CSU

PHLEBOTOMY

PHLB 109A PHLEBOTOMY 2.00

(Formerly MAST109 and MAST109A)
3.60 hours per week: (1.44 lecture hours/2.16 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: Student must be 18 years of age by the first class meeting. Proof of high school or equivalent education.
Corequisites: PHLB 109B and Health Care Provider CPR
Advisories: NRAD 222

Prepares the student in essential blood specimen collecting skills to fulfill the State of California phlebotomy certificate requirements for a Certified Phlebotomy Technician CPT-1). Prepares students for employment in hospitals, independent labs, physician offices, or public health clinics. Hands-on externship experience is part of the training via corequisite PHLB 109B). The Student is required to bring a valid CA driver's license or CA photo ID card to the first class meeting to show proof of age. The student must be 18 years of age by the first class meeting to be certified.

PHLB 109B PHLEBOTOMY EXTERNSHIP 1.00

(Formerly MAST109L and MAST109B)
3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
P/NP Only
Prerequisites: Student must be 18 years of age by the first class meeting.
Corequisites: PHLB 109A
Advisories: NRAD 222

Provides students the opportunity to participate in an externship that allows application of knowledge and skills in an acute and/or ambulatory care laboratory setting. Helps students obtain the minimum requirements for obtaining a State of California CPT-1 Certificate

PHYSICAL SCIENCE

PSCI 210   ENERGY AND MATTER   4.00
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Intermediate algebra or eligibility for college-level math using the current college process.

Investigates basic principles of physics and chemistry. This activity-based course provides an introduction to the basic concepts of physical science with emphasis on their practical importance and application in the real world. Designed for non-science majors, concepts are introduced in lab through inquiry and further developed during discussion.
Transfer: CSU; UC
C-ID CHEM 140

PSCI 211   EARTH SCIENCE FOR FUTURE EDUCATORS   4.00
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: Elementary algebra or eligibility for college-level math using the current college process.

Presents an introduction to the essentials of Earth Science with a laboratory. Topics include the geosphere, atmosphere, hydrosphere, and solar system. This course focuses on the interactions between physical and chemical systems of the Earth such as the tectonic cycle, rock cycle, hydrologic cycle, weather and climate.
Transfer: CSU; UC
C-ID GEOL 121

PSCI 295   UNDERGRADUATE STEM SEMINAR   1.00 to 2.00
1.00 - 2.00 hours per week: (1.00 - 2.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces students to a variety of STEM fields (science, technology, engineering and mathematics) using a seminar format. Explores a broad range of academic and career opportunities in STEM. Emphasizes professional and personal skills for success in STEM.
Same as ANTH 295, BIO 295, ENGR 295, MATH 295.
Transfer: CSU ; UC

PHYSICS

PHYS 193   PHYSICS SPECIAL TOPIC   0.50 to 4.00
Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

PHYS 193C   FIELD STUDIES IN PHYSICS   1.00
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Explores the principles of nuclear physics at the particle accelerator in CERN, Switzerland.

PHYS 193E   ADVANCED PROBLEM SOLVING FOR PHYS 208B   1.00
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only
Corequisites: PHYS 208B

Supplements PHYS 208B to further develop general physics skills and conceptual understanding. Provides the opportunity for additional assistance in developing and mastering problem-solving abilities.

PHYS 205A   GENERAL PHYSICS   4.00
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: MATH 229 or MATH 231

Presents the principles of statics and dynamics of particles and rigid bodies, harmonic motion, fluid mechanics, heat, thermodynamics, wave motion and sound using trigonometry.
Transfer: CSU; UC
C-ID PHYS 105. PHYS 205A+205B = C-ID PHYS 100S

PHYS 205B   GENERAL PHYSICS   4.00
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: PHYS 205A

Presents the principles of geometric optics, physical optics, static and dynamic electricity and magnetism, introductory DC and AC circuit theory, modern physics topics (relativity, particles and waves, atomic structure, radioactivity and nuclear reactions) using trigonometry.
Transfer: CSU; UC
C-ID PHYS 110. PHYS 205A+205B = C-ID PHYS 100S

PHYS 208A   PRINCIPLES OF PHYSICS 1   5.00
7.00 hours per week: (4.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: MATH 265A or equivalent

Presents the principles of statics and dynamics of particles and rigid bodies, fluids, harmonic motion, heat and thermodynamics using calculus.
Transfer: CSU; UC
C-ID PHYS 205. PHYS 208A+208B+208C = C-ID PHYS 200S

PHYS 208AX   DIRECTED PROBLEM SOLVING METHODS FOR PHYS 208A   1.00
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only
Corequisites: PHYS 208A

Presents problem-solving and fundamental reasoning skills needed for success in PHYS 208A, Principles of Physics I. This course is designed for students who are currently enrolled in PHYS 208A and seek to improve their problem solving skills and mastery of concepts presented in PHYS 208A. Topics include specific techniques for solving kinematics, force, energy, momentum, torque, thermodynamics, fluid mechanics, and simple harmonic motion problems, analysis of word problems, and the development of solution maps.
Transfer: CSU

PHYS 208B   PRINCIPLES OF PHYSICS 2   5.00
7.00 hours per week: (4.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: MATH 265B or equivalent and PHYS 208A

Presents the principles of wave motion, sound, geometric and physical optics, static and dynamic electricity and magnetism, D.C. and A.C. circuit theory and electromagnetic waves using calculus.
Transfer: CSU; UC
C-ID PHYS 210. PHYS 208A+208B+208C = C-ID PHYS 200S

PHYS 208BX   DIRECTED PROBLEM SOLVING METHODS FOR PHYS 208B   1.00
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only
Corequisites: PHYS 208B

Presents problem-solving and fundamental reasoning skills needed for success in PHYS 208B, Principles of Physics II. This course is

designed for students who are currently enrolled in PHYS 208B and seek to improve their problem solving skills and mastery of concepts presented in PHYS 208B. Topics include specific techniques for modeling wave phenomena including sound, electromagnetic, and physical waves, and problem solving techniques utilized in charged systems subjected to magnetic fields.

Transfer: CSU

PHYS 208C MODERN PHYSICS   4.00
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: PHYS 208B

Presents the principles of relativity, waves and particles, Bohr theory, quantum mechanics and Schroedinger's equation, elementary atomic structure, nuclear structure and radioactivity using calculus and vector algebra.

Transfer: CSU; UC
C-ID PHYS 215. PHYS 208A+208B+208C = C-ID PHYS 200S

PHYS 252 WORK EXPERIENCE IN PHYSICS   0.50 to 4.00
0 hours per week
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Physics to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

POLITICAL SCIENCE

POLS 201   INTRODUCTION TO POLITICAL SCIENCE   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Surveys the scope, methods and theories of political science with special emphasis on contemporary political issues and problems.

Transfer: CSU; UC
C-ID POLS 150

POLS 202   GOVERNMENT AND POLITICS OF THE UNITED STATES   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Presents an introduction to the institutions, operation, and policy outputs of the American political system at the national, state, and local levels. The structures and functions of American government will be explored in the context of their historical development and their relation to political power and interest today.

Transfer: CSU; UC
C-ID POLS 110

POLS 204   WORLD POLITICS   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Examines the nature of relations among states. Analyzes the basic forces affecting the formulation and implementation of foreign policy, and the dynamics of international politics. Emphasizes contemporary problems affecting the United States of America in re-lation to other nations of the world, and the consequences of those contemporary problems.

Transfer: CSU; UC
C-ID POLS 140

POLS 205   LAW AND POLITICS   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: ENGL 201A

Introduces the political and constitutional context of major legal controversies, including but not limited to civil rights, civil liberties, presidential versus congressional power, and national versus state and local power.

Transfer: CSU; UC

POLS 206   COMPARATIVE GOVERNMENT   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Compares and analyzes different kinds of political systems; their history, political institutions, political processes, and the environments in which they occur and their consequences.

Transfer: CSU; UC
C-ID POLS 130

POLS 209   INTRODUCTION TO POLITICAL THEORY   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: POLS 201 and ENGL 201A

Surveys the diversity of ideas and concepts in political thought from the ancients to the present, from Plato to contemporary feminism.

Transfer: CSU; UC
C-ID POLS 120

POLS 247   INDEPENDENT STUDIES: POLITICAL SCIENCE   0.50 to 2.00
1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides an opportunity for an in-depth study or practicum experience by an individual student in a selected topic of government under the direction of an instructor.

Transfer: CSU

PROFESSIONAL DEVELOPMENT STUDIES

PDS 030   WELLNESS ARTS   2.00
(Formerly ACSK093A, WEXP 030)
3.00 hours per week: (1.50 lecture hours/1.50 lab hours)
Credit - Not Degree Applicable
P/NP Only

Presents art as a tool for processing, expressing and managing mental health issues as they relate to succeeding in a college environment. Examines the fundamentals of mental wellness in the college setting and provides strategies for maintaining positive mental health. Designed for students who struggle with levels of anxiety, sadness, intrusive thoughts, and social phobia that may make attending and succeeding in college difficult.

PDS 101   SURVEY OF OFFICE PROCEDURES   1.00
(Formerly WEXP193R, WEXP143)
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Not Degree Applicable
P/NP Only

Presents a basic overview of professional office procedures in a

hands-on learning environment, with an emphasis on the foundational knowledge and skills required for a basic entry level administrative office support position.

PDS 102　SURVEY OF RETAIL PROCEDURES　1.00
(Formerly WEXP 193T, WEXP145)
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Not Degree Applicable
P/NP Only

Presents a basic overview of professional retail procedures in a hands-on environment, with an emphasis on the foundational knowledge and skills required for basic entry-level retail positions.

PDS 103　SURVEY OF GRAPHIC DESIGN　1.00
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces principles of using professional design software to create visual design works for screen and print media. Topics include using Photoshop for digital imaging projects, Illustrator for vector graphics and InDesign for Digital Layout Design projects. Brief introduction of video, UX design, and animation will provide a full spectrum exploration of career options in graphic design.

PDS 105　SURVEY OF EMERGENCY RESPONSE　1.00
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces students to concepts and practices of basic immediate care of an injured or ill person. Presents the American Red Cross "Before Giving Care and Checking an Injured or Ill Person" and CPR/AED training modules. Students successfully completing all requirements will earn a Responding to Emergencies First Aid/CPR/AED certification. Also introduces students to first responder and medical careers.

PDS 120　GREEN BUSINESS CERTIFICATION　0.50 to 2.00
0.50 - 2.00 hours per week: (0.50 - 2.00 lecture hours/0.00 - 0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces standards and practices in Green Business in California and the methods through which a business can achieve and certify those standards. Explores the business and environmental reasons for modifying practices and presents the areas of the certification assessment.

PDS 120A　BEGINNING COMPUTER KEYBOARDING AND DOCUMENT PROCESSING　3.00
(Formerly CAOA20A, CAOA120A)
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or for personal use. Provides basic keyboarding skills by touch, using a microcomputer with a 10-key pad. Includes basic formatting instructions for letters, tables, and reports.

PDS 120B　INTERMEDIATE COMPUTER KEYBOARDING AND DOCUMENT PROCESSING　3.00
(Formerly CAOA20B, CAOA120B)
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or personal use. Provides the primary purposes of building speed and accuracy and arranging letters, memos, reports, business forms and tables in proper format.

PDS 150　PROJECT MANAGEMENT FUNDAMENTALS　1.00
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides students with an overview of the concepts, tools, techniques and results of successful project management. Using hands-on learning activities, this course investigates the role and responsibilities of the Project Manager and introduces the student to the steps involved in planning and managing a project from beginning to end.

PDS 162　INTRODUCTION TO BEGINNING COMPUTER KEYBOARDING　1.00
(Formerly CAOA162)
1.50 hours per week: (0.75 lecture hours/0.75 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces typing fundamentals, machine functions, keyboard use, and speed and accuracy drills. Designed to develop a minimum typing speed of 20 words a minute.

PDS 166　INTRODUCTION TO COMPUTER BASICS　1.00
(Formerly CAOA266)
1.50 hours per week: (1.00 lecture hours/0.50 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Covers the basics of the computer's Windows operating system. Includes working with folders and files, customizing the operating system environment, using a browser to explore and search the World Wide Web.

PDS 170　DEALING WITH CHANGE　0.50
(Formerly BUS170)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides students with an understanding of change and the influence it has on an organization and the individuals in that organization. Topics will include understanding organizational and individual change, theoretical models of change, and how to manage change.

PDS 171　TEAM BUILDING　0.50
(Formerly BUS171)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides the student with an understanding of how teams work together, common problems teams encounter and how to solve them. Students will learn to recognize various team player styles. Students will be introduced to team building in the workplace.

PDS 172　COMMUNICATING WITH PEOPLE　0.50
(Formerly BUS172)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the student to key elements in communication within business organizations. Topics will include verbal and nonverbal communication, listening skills and specific supervisory communication skills.

PDS 173　CONFLICT RESOLUTION　0.50
(Formerly BUS173)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides the student with an analysis of attitudes and behavior which create conflict between individuals and groups within an organization.

PDS 174   CUSTOMER SERVICE   0.50

(Formerly BUS174)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides the student with certain key skills and attitudes in order to effectively meet the needs of customers. The student will be introduced to the concept of internal and external customers, customer satisfaction and customer retention.

PDS 175   VALUES & ETHICS   0.50

(Formerly BUS175)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Acquaints the student with the importance of values and ethics in the workplace. The importance of values and ethics involved in carrying out one's duties will be emphasized.

PDS 176   ATTITUDE IN THE WORKPLACE   0.50

(Formerly BUS176)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides the student with certain key skills in the area of attitude so that they may effectively maintain a positive attitude at the workplace and at home. Concepts of how attitudes are communicated, the three types of attitudes and how to adjust one's attitude will be presented.

PDS 177   STRESS MANAGEMENT   0.50

(Formerly BUS177)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Acquaints the student with various skills the supervisor needs to help employees. Included is the recognition of stress and how to manage it.

PDS 178   DECISION MAKING & PROBLEM SOLVING   0.50

(Formerly BUS178)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the student to decision making and problem solving for the workplace.

PDS 179   TIME MANAGEMENT   0.50

(Formerly BUS179)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the student to time management principles and specific tools that assist in making maximum use of time.

PDS 181   PROFESSIONAL IMAGE: APPEARANCE, ETIQUETTE & NETWORKING   0.50

(Formerly BUS181)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Engages the student in discussions and activities related to the significance of personal appearance, business appropriate behavior and etiquette, as well the process of networking to build professional relationships.

PDS 182   GOAL SETTING: VISION, GOALS AND JOB SEARCH STRATEGIES   0.50

(Formerly BUS182)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Engages the student in discussions and activities related to the significance of having a personal vision, setting attainable goals for the future, and employing useful job search strategies for pursuing a meaningful career and work life.

PDS 183   IMPACTS OF TECHNOLOGY ON COMMUNICATION   0.50

(Formerly BUS183)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Equips the student to communicate professionally and effectively when using various forms of electronic/technology communication tools. Includes telephone etiquette and techniques, e-mail, text messaging and other business-related technologies.

PDS 190   SUPERVISION AND MANAGEMENT ACADEMY: EXPAND YOUR MANAGEMENT PERSPECTIVE   0.50

(Formerly BUS190)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP

Builds on the students' past and current experience as a manager supervising employees. This advanced class facilitates and expands students' understanding of the significant change in perspective that must be adopted by supervisors in order to be effective at managing employees, and adhering to company policies and labor law.

PDS 191   SUPERVISION AND MANAGEMENT ACADEMY: THE PERFORMANCE MANAGEMENT CYCLE   0.50

(Formerly BUS191)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP

Enhances the students' current performance management practices from hiring to the formal appraisal by examining the performance management cycle. This is an advanced course designed for students who are currently employed with responsibility to formally manage employee performance.

PDS 192   SUPERVISION AND MANAGEMENT ACADEMY: THE ART OF REACHING MUTUAL UNDERSTANDING   0.50

(Formerly BUS192)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP

Learn state of the art communication skills necessary to reach mutual understanding and manage inevitable conflicts that supervisors must handle. This is an advanced communication and conflict management course designed for students who are currently employed with responsibility to supervise others.

PDS 194   SUPERVISION AND MANAGEMENT ACADEMY: MAKING CONSCIOUS, STRATEGIC DECISIONS   0.50

(Formerly BUS194)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP

Expounds on strategic methods for effective decision-making while exploring the implications of those decisions on the organizational and employees personal resistance to change. This is an advanced class that emphasizes the students' current ability to strategically and effectively lead the process of change as a working manager.

PDS 195 SUPERVISION AND MANAGEMENT ACADEMY: MOTIVATING PERFORMANCE THROUGH FEEDBACK AND DELEGATION 0.50

(Formerly BUS195)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP

Advance the students' success at using delegation as a motivational and time management tool. This course is specially designed for currently employed managers needing to effectively supervise employees.

PDS 197 SUPERVISION AND MANAGEMENT ACADEMY: LEADING A DIVERSE TEAM 0.50

(Formerly BUS197)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
Letter Grade or P/NP

Identifies the students' demonstrated strengths and areas of improvement for leading a diverse team. Improves the students' ability as a manager to value diversity and effectively use their legitimate and personal power to lead a highly effective team.

PDS 520A BEGINNING COMPUTER KEYBOARDING AND DOCUMENT PROCESSING 0

(Formerly BUS520A)
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Noncredit
Non-credit Course

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or for personal use. Provides basic keyboarding skills by touch, using a microcomputer with a 10-key pad. Includes basic formatting instructions for letters, tables, and reports.
Repeatable.

PDS 520B INTERMEDIATE COMPUTER KEYBOARDING AND DOCUMENT PROCESSING 0

(Formerly BUS520B)
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Noncredit
Non-credit Course
Advisories: PDS 120A, PDS 520A or ability to type 30 words per minute

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or personal use. Provides the primary purposes of building speed and accuracy and arranging letters, memos, reports, business forms and tables in proper format.
Repeatable.

PDS 520S SPEED AND ACCURACY COMPUTER KEYBOARDING 0

(Formerly BUS520S)
4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Noncredit
Non-credit Course
Advisories: Ability to type 20 words per minute or successful completion of PDS 120A.

Increases skills in typing speed and accuracy. Emphasizes keyboarding basics through keystroking analysis and corrective drills.
Repeatable.

PDS 562 INTRODUCTION TO BEGINNING COMPUTER KEYBOARDING 0

(Formerly BUS562)
1.50 hours per week: (0.75 lecture hours/0.75 lab hours)
Noncredit
Non-credit Course

Introduces typing fundamentals, machine functions, keyboard use, and speed and accuracy drills. Designed to develop a minimum typing speed of 20 words a minute.
Repeatable.

PSYCHIATRIC TECHNICIAN

PSYT 110 INTRODUCTION TO PSYCHIATRIC TECHNICIAN 6.50

6.67 hours per week: (6.67 lecture hours/0.00 lab hours)
Credit - Degree Applicable
P/NP Only
Prerequisites: Admission to the Psychiatric Technician Program

Introduces students to the psychiatric technician training program. Presents concepts necessary to practice safely and legally in a forensic mental institution. Emphasizes basic therapeutic communication, pharmacology, growth and development, developmental disabilities, behavior modification, nutrition, and nursing care, including application of basic skills to the care of patients with developmental disabilities

PSYT 193 PSYCHIATRIC TECHNICIAN SPECIAL TOPIC 0.50 to 4.00

Credit - Degree Applicable
Letter Grade Only

Examines a special topic in the field of study related to the discipline offering this course.

PSYT 207 NURSING SCIENCE 19.00

31.12 hours per week: (13.56 lecture hours/ 17.56 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: PSYT 110

Presents principles of Mental Health and Physical Health. Principles of Theory and Clinical Skills are applied in the care of patients in Long Term Care and Respite Day Care facilities. Students demonstrate competent skill performance in a simulated clinical setting. Principles of Nursing Process, Standard Nursing Care for a variety of common diseases and care of the elderly are also a focus.
Transfer: CSU

PSYT 208 CARE OF THE DEVELOPMENTALLY DISABLED 17.50

30.17 hours per week: (11.50 lecture hours/ 18.67 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: PSYT 207

Introduces concepts of care for the developmentally disabled. Presents causes, prevention, and treatment of developmentally disabled disorders. Provides practice and the rise of rehabilitative methods, problem solving, and communication in providing client care.
Transfer: CSU

PSYT 209 PSYCHIATRIC NURSING 18.50

31.12 hours per week: (12.56 lecture hours/ 18.56 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: PSYT 207

Introduces psychological and mental health concepts. Presents causes, prevention, and treatment of mental, emotional and behavior disorders. Provides practice in interpersonal skills, self understanding, problem solving, communication, and the use of rehabilitative methods in providing client care.
Transfer: CSU

PSYCHOLOGY

PSYC 200   RESEARCH METHODS FOR THE BEHAVIORAL AND SOCIAL SCIENCES   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: PSYC 201(or consent of instructor and MATH 236 (or consent of instructor) or MATH 247 (or consent of instructor)

Introduces research methods used in psychology and other social sciences. Topics include the logic and ethics of research; descriptive, correlational, and experimental methodology; instrumentation; strategies for searching research literature; basic statistical reasoning and methods; and the collection, analysis, interpretation, and reporting of research data.

Transfer: CSU; UC
C-ID PSY 200

PSYC 201   INTRODUCTORY PSYCHOLOGY   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces psychology as the study of behavior and mental processes involving biological, psychological and social influences that provide the basis for human experience. Principles involved in brain function, learning, development, motivation, perception, personality and social adjustment present the basic concepts, vocabulary and methods of psychology.

Transfer: CSU; UC
C-ID PSY 110

PSYC 202   INTRODUCTION TO BIOLOGICAL PSYCHOLOGY   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: PSYC 201

Presents an analysis of the biological bases of behavior and mental processes in terms of evolutionary, genetic, anatomical and physiological determinants. Examines heredity, development, cognitive processes, and the function of the nervous and endocrine systems.

Transfer: CSU; UC
C-ID PSY 150

PSYC 204   INTRODUCTION TO ABNORMAL PSYCHOLOGY   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: ENGL 201A and PSYC 201

Introduces the scientific study of psychopathology and disorders of cognition and behavior, broadly defined. Students investigate abnormal behavior from a variety of perspectives including biological, psychological, and sociocultural approaches. An integrative survey of theory and research in psychopathology, and the intervention and prevention strategies for psychological disorders are also introduced.

Transfer: CSU; UC

PSYC 206   INTRODUCTION TO SOCIAL PSYCHOLOGY   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: PSYC 201

This course considers individual human behavior in relation to the social environment. The power of the situation, other individuals, and the social group will be examined. Emphasized topics include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group phenomena, gender roles, cultural norms, person perception, and social cognition.

Transfer: CSU, UC
C-ID PSY 170

PSYC 233   PERSONALITY AND ADJUSTMENT   3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: PSYC 201

Presents the scientific study of personality with an applied focus on how psychological science is used for personal growth and adjustment to life experiences. The course surveys different psychological perspectives and theoretical foundations of personality development and change, with consideration of the influence of personal relationships, culture, gender, ethnicity, historical context, and socio-economic status.

Transfer: CSU; UC
C-ID PSY 115

PSYC 247   INDEPENDENT STUDIES: PSYCHOLOGY   0.50 to 2.00

1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of psychology under the direction of an instructor.

Transfer: CSU

RECREATION ADMINISTRATION

REC 201   INTRODUCTION TO RECREATION AND LEISURE SERVICES   3.00

(Formerly PETH207, REC207)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Introduces the history, philosophy, principles, organization and direction of recreation and leisure services in the public, voluntary, private and commercial sectors. Emphasizes functions, areas, facilities, clientele and career opportunities available within the profession.

Transfer: CSU

REC 203   INTRAMURAL AND RECREATIONAL SPORT PROGRAMMING   3.00

(Formerly PETH203)
4.00 hours per week: (2.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents philosophy, foundations, policy and techniques underlying intramurals and recreational sport programming in schools, public, private and commercial recreation settings. Analyzes program design for club, informal, league and tournament formats. Discusses appropriate means for promotion, safety and risk management and participant recognition. Detailed sport program plan created.

Transfer: CSU

REC 204   RECREATION PROGRAM PLANNING   3.00

(Formerly PETH204)
4.00 hours per week: (2.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents a theoretical and practical approach to program planning, organization, implementation, and evaluation of recreation services in public, non-profit, private, and commercial settings. Emphasis on

interrelationship of needs and interests of participants with goals and objectives, physical settings and activity content. Includes planning and conducting events under direct supervision of instructor and local agency supervisor.

Transfer: CSU

REC 205   LEADERSHIP AND DIVERSE GROUPS   3.00
4.00 hours per week: (2.50 lecture hours/1.50 lab hours)
Credit - Degree Applicable
Letter Grade Only

Application and development of leadership skills in the recreation setting. Emphasis on applicable leadership techniques including working with groups consisting of representatives from diverse populations such as those with disabilities or special needs, cultural and social differences, and diversity of all ages.

Transfer: CSU

SOCIOLOGY

SOC 201A   INTRODUCTION TO SOCIOLOGY   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces the basic principles of sociology. Studies human social life focusing on the modern world. Emphasizes the analyses of culture, social structure, and interaction. Includes topics on socialization, crime, stratification, gender, race/ethnicity, politics, economy, family, education, religion, health care, and social change.

Transfer: CSU; UC
C-ID SOCI 110

SOC 201B   SOCIAL INSTITUTIONS   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: SOC 201A

Studies the major social institutions, both the traditional ideas of social institutions family, education, economy, religion, and government/politics) and contemporary ideas of social institutions science, mass media, medicine, sports, and the military). Covers the structures and functions of social institutions. Considers major works and draws comparisons between our institutions and those of other societies.

Transfer: CSU; UC

SOC 202   SOCIAL PROBLEMS   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: SOC 201A

Examines current social problems and the sociological concepts, theories, and methods used in their analysis. Emphasizes the role of power and ideology in the definition of social problems, the causes and consequences of social problems, and the methods of intervention. Includes topics on crime, poverty, gender inequality, race/ethnic inequality, and family problems.

Transfer: CSU; UC
C-ID SOCI 115

SOC 204   INTRODUCTION TO CRIMINOLOGY   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: SOC 201A

Introduces the basic principles of criminology including the various theories of criminal behavior and the processing of delinquency

and crime including arrest, trial, detention, and release from prison.

Transfer: CSU; UC
C-ID SOCI 160

SOC 206   RACE AND ETHNIC RELATIONS   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Introduces students to the interdisciplinary analysis of race, ethnicity, and racism, focusing on the US American context. Examines the lived experiences and social struggles of various racial and ethnic groups. Critically examines the historical and contemporary patterns of interaction between racial and ethnic groups. Analyzes how institutions and socioeconomic, political, and cultural practices sustain or challenge racism and racial and ethnic inequality. Evaluates efforts to create a more just and equitable society at the individual, interpersonal, and societal levels.

Transfer: CSU; UC
C-ID SOCI 150

SOC 208   INTRODUCTION TO GENDER STUDIES   3.00
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Studies the interaction of gender and society. Introduces theories of gender differentiation, stratification, and gender roles. Discusses research methodology and examines current research on gender, both within and outside the United States. Investigates how social and cultural factors e.g., race, class) have shaped the lives of men and women as well as how they have affected their social and cultural environments. Examines the role and status of U.S. women and men within the larger social structure. Examines women and men in varying cultural settings with an emphasis on how social systems shape the roles of women and affect larger U.S. institutions.

Transfer: CSU; UC
C-ID SOCI 140

SOC 247   INDEPENDENT STUDIES: SOCIOLOGY   0.50 to 2.00
1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of sociology under the direction of an instructor.

Transfer: CSU

SPANISH

SPAN 193   SPANISH SPECIAL TOPIC   0.50 to 4.00
Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

SPAN 201   SPANISH I   5.00
5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Presents a topic-based, introductory language acquisition course in standard contemporary Spanish, with emphasis on listening comprehension, oral interaction, culture-centered readings, and writing of basic Spanish. Social and cultural aspects of the Spanish-speaking world are presented along with the most essential structures and vocabulary. Typed written exercises and online multimedia practice activities are required.

Transfer: CSU; UC
C-ID SPAN 100

SPAN 202   SPANISH II   5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: SPAN 201 or equivalent

Presents a continuation of SPAN 201 with a topic-centered, intensive practice in listening comprehension, oral interaction, and writing. Selected readings from the Hispanic world include cultural vignettes, prose selections, and poetry. Typed written exercises and online multimedia practice activities are required.

Transfer: CSU; UC
C-ID SPAN 110

SPAN 203   SPANISH III   5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: SPAN 202 or equivalent

Presents a continuation of SPAN 202 incorporating a review with topic-centered intensive practice in listening comprehension, oral interaction, and paragraph writing. Selected readings from the Hispanic world include social, cultural, and history-themed vignettes, prose selections, and poetry. Typed written exercises and online multimedia practice activities are required.

Transfer: CSU; UC
C-ID SPAN 200

SPAN 204   SPANISH IV   5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: SPAN 203 or equivalent

Presents an expansion of SPAN 203 focusing on 4 skills: listening , conversation, reading and presentational writing. Drawing from authentic materials, SPAN 204 is an intermediate course that provides a comprehensive grammar review, extensive oral practice and an introduction to literary concepts. Competency reflects the students' emerging ability to perform both orally and in written form with complex situations. Online multimedia practice is required and includes audio and video and extensive online resources.

Transfer: CSU; UC
C-ID SPAN 210

SPAN 247   INDEPENDENT STUDIES: SPANISH   0.50 to 2.00

1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Spanish under the direction of an instructor.

Transfer: CSU

VOCATIONAL EDUCATION

VOCE 500   INTRODUCTION TO HAND-HELD DEVICES   0

(Formerly NCTE500)
0.50 - 3.00 hours per week: (0.00 lecture hours/0.50 - 3.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces practical use of a variety of handheld computer devices including music players, e-Books, Smartphones, iPods, iTouch, and iPads. The use of common PC and Mac applications to run devices, find tutorials or manuals, and identify useful settings, will also be covered. Information learned in this course will provide tips on how to use handheld devices effectively and observe protocol when determining proper use of these devices in a work environment.

Repeatable

VOCE 501   KEEPING A PC HARD DISK CLEAN
AND ORGANIZED   0

(Formerly NCTE501)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Examines how to organize, clean, and optimize a PC hard disk drive to maximize performance. Course topics include techniques for file organization, program removal, garbage identification and the removal of malware, and basic maintenance.

Repeatable

VOCE 502   TECH TALK: WHAT'S NEW
IN COMPUTERS AND TECHNOLOGY?   0

(Formerly NCTE502)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Examines the rapidly evolving technical world and its future. This course will guide students as they explore the many practical questions that arise as computers, cell phones, eBooks, social networks, email, the internet and other technology become more central to our daily lives. This course may be taught bilingually.

Repeatable

VOCE 503   OPTIMIZE AND UPGRADE YOUR PC   0

(Formerly NCTE503)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces a variety of hardware and software tools as well as strategies to improve the productivity and efficiency of PC systems. The course teaches how to optimize the PC's operation and how to upgrade memory, disk drives and other components at a reasonable cost to extend the life of a PC system or design and build an entirely new system. Topics also include how to rid a system of viruses and spyware and how to back up a system and valuable data.

Repeatable

VOCE 504   INSTALLING AND CONFIGURING
WINDOWS SERVER   0

(Formerly NCTE504)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the processes of installing and configuring a Windows server. Some of the areas covered will include: configuring storage, configuring print and document services, remote management, IP addressing, and configuring DHCP and DNS Services.

Repeatable

VOCE 505   ADMINISTERING WINDOWS SERVER   0

(Formerly NCTE505)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides an introduction to the skills required to administer Windows servers. Some of the skills to be discussed and practiced in this course include: deploying and managing server images, configuring advanced audit policies, configuring VPNs, configuring DNS zones and records.

Repeatable

VOCE 506   INTRODUCTION TO 3-D PRINTING   0

(Formerly NCTE506)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces fundamental concepts of 3D printing. Topics include: History of 3-D Printing, present and potential developments, best practices, and materials for additive manufacturing applications. This course also identifies sources for 3-D printing and software appropriate for rapid prototyping as well as service and maintenance of 3-D printers.

Repeatable

VOCE 507   PRODUCT DESIGN AND PROTOTYPING WORKSHOP 0
(Formerly NCTE507)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides an overview of the Prototyping and Fabrication methods for Product Design. Presents the knowledge and skills needed to turn design concepts into digital objects and examines multiple fabrication processes. Provides opportunities for hands-on experience using digital tools through visits to industry workshops. Selected software for Product design and Prototyping is also introduced. The emphasis of the course is on 3D modeling with support for 3D printers and fabrication tools.

Repeatable

VOCE 508   PRODUCING A DIGITAL NEWSLETTER   0
(Formerly NCTE508)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Focuses on formatting a newsletter for digital platforms. Guidance will be provided on how to lay out an actual publication of the students own choosing. If the student does not have an actual publication to work with a prototype will be provided.

Repeatable

VOCE 509   PRODUCING A DIGITAL MAGAZINE   0
(Formerly NCTE509)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Focuses on the basic techniques of formatting a magazine cover and interior master pages for digital platforms. Guidance is provided on the use of a variety of tools while applying skills to a real-time project.

Repeatable

VOCE 511   DIGITIZING DOCUMENTS   0
(Formerly NCTE511)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces how to create secure forms and interactive documents for electronic distribution using Adobe Acrobat Pro. Instruction is included on securing forms with passwords and digital signatures. Additional topics include: strategies for good design utilizing industry standard software, conversion to secure PDF forms, creation of interactive fields and calculations.

Repeatable

VOCE 512   PREPARING DIGITAL IMAGES   0
(Formerly NCTE512)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces pixels, the building blocks for digital images, and how they relate to image size and resolution. Discusses how the "intent" (print, web, digital documents) determines the size and resolution. Provides instruction how to use Photoshop to perform basic photo editing and re-touching.

Repeatable

VOCE 513   INTRODUCTION TO ADOBE ACROBAT TOOLS   0
(Formerly NCTE513)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides instruction in how to download PDFs from the web and share them as emails. Explains what PDFs actually are and how they make our lives easier. This course demonstrates the basics of working with PDF's including: how to create, combine, edit, export, review, annotate, comment and share documents.

Repeatable

VOCE 514   ADVANCED APPLICATIONS OF ADOBE ACROBAT   0
(Formerly NCTE514)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides instruction in how to streamline workflow and eliminate paper as additional Adobe Acrobat skills are learned. This course demonstrates the use of PDF's to convert paper documents into digital archives, combine documents from various applications into one cohesive file or portfolio, add interactivity to manuals and newsletters, and create interactive forms for easy data collection.

Repeatable

VOCE 516   HIGH IMPACT PRESENTATIONS
AND PROPOSALS FOR THE WORK PLACE   0
(Formerly NCTE516)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the best approach to craft a presentation focused on the message you need to convey to your audience. Instruction is focused on how to consider the audience's expectations, biases, emotions, needs and wants when planning a slideshow. Course topics will explore the logical order to convey your information, what makes for a successful slide design, how to maintain consistency, how to edit for simplicity and how to use powerful imagery and meaningful data.

Repeatable

VOCE 517   BASIC POWERPOINT   0
(Formerly NCTE517)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Identifies approaches to turn facts, figures and photos into a creative display of slides, outlines, graphs, and multimedia using Microsoft PowerPoint. Instruction is provided in the basics of presentation design and how to use templates, insert graphics, add animation, rehearse timings, and run and share a presentation.

Repeatable

VOCE 518   ONLINE RESEARCH SKILLS   0
(Formerly NCTE518)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Teaches advanced internet search skills to yield relevant, credible sources. The course will provide instruction in how to locate, evaluate, and organize information sources to create a research pathfinder that will inform others and demonstrate their research expertise.

Repeatable

VOCE 519   PRESENTING RESEARCH WITH INFOGRAPHICS   0
(Formerly NCTE519)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Examines data visualization to communicate information clearly

and efficiently. Instruction is provided in how to locate, evaluate, and organize information to create infographics that will inform others and demonstrate their research expertise.

Repeatable

VOCE 523   INTRODUCTION TO ITUNES, IPODS, AND IPADS   0

(Formerly NCTE523)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents how to use MP3 players and hand-held computers. Focuses on iPods, iPod Touch, and iPads. Instruction is provided on how to download music, videos, and podcasts to a computer. Topics include the applications available on iDevices, such as calendars, contacts, and games.

Repeatable

VOCE 524   LIVING THE ILIFE   0

(Formerly NCTE524)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Explores how to use Apple's iLife suite of programs-iPhoto, iMovie HD, iDVD, Garage Band, and iWeb-to produce and distribute creative ideas through words, pictures, music or video.

Repeatable

VOCE 526   MICROSOFT OFFICE FOR THE MAC   0

(Formerly NCTE526)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Focuses on Microsoft Office for the MAC. Instruction is provided in how the office programs are designed to work as a single application. Topics include: MS Word (Word Processing), Excel (Spreadsheet), PowerPoint (multi-media/graphics/slides), and Outlook (mail/calendar/contacts).

Repeatable

VOCE 534   ADOBE LIGHTROOM ESSENTIALS   0

(Formerly NCTE534)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the basics of the Lightroom Software and how to both manage libraries of files and increase the quality of photographs and videos using editing techniques.

Repeatable

VOCE 536   PHOTOSHOP FOR IMAGING   0

(Formerly NCTE536)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces an overview of Photoshop tools and operations leading to the discovery of the creative potential of image editing. Familiarizes participants with the Photoshop window, tools, and main menu bar.

Repeatable

VOCE 558   BEST BUSINESS APPS   0

(Formerly NCTE558)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces a variety of apps that provide powerful and helpful tools for keeping track of, or handling all of the information you accumulate in a day. Course discussion will include apps for: tracking projects, research, emails, to-dos, follow-ups and more. Course material will help students to choose, install and sync apps with your different technology to help you become more successful and productive in the workplace.

Repeatable

VOCE 559   INTRODUCTION TO GOOGLE DRIVE   0

(Formerly NCTE559)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides different methods to effectively use Google Drive as powerful Cloud resource for organization of files, collaboration with coworkers, and promoting going paperless. Course discussion will include: various types of drive storage, Sheets, and Slides.

Repeatable

VOCE 560   THE BEST CLOUD BACKUP OPTIONS TO PROTECT YOUR DATA   0

(Formerly NCTE560)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides instruction in effectively using the Cloud to protect data from fire, theft, and / or hardware failure. Also provides instruction on how to take advantage of the anytime access to data that using the Cloud provides. Assessing data needs, choosing the best cloud backup option and creating a backup plan will be some of the areas of discussion.

Repeatable

VOCE 565A INTRODUCTION TO FARM MAINTENANCE   0

1.00 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.00 - 6.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides students with an introduction to different types of agricultural operations, and a working knowledge of basic farm safety, farm, ranch and landscape construction and maintenance. Covers fundamental construction and maintenance of shelters, fencing, water systems, pastures and landscaping, and general handling and care of livestock. Covers the application of sustainable and holistic agricultural practices, and exploration of potential career paths.

Repeatable.

VOCE 565B INTRODUCTION TO LIVESTOCK IDENTIFICATION AND HANDLING   0

1.00 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.00 - 6.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides students with an introduction to livestock species and breeds, and a working knowledge of the fundamental requirements of animal husbandry and farm safety. Covers animal handling and restraint, general care, housing, feeding and basic health requirements. Includes identification of sustainable agricultural practices, and introduction to potential career paths.

Repeatable.

VOCE 565C INTRODUCTION TO LAND USE PLANNING AND GRAZING   0

1.00 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.00 - 6.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides students with an introduction to land use and grazing planning using holistic and sustainable planning methods. Covers interpreting and applying county land use regulations, operation design, planning and mapping methods, and planning targeted grazing. Emphasizes holistic management principles. Includes identification and application of sustainable and holistic agricultural practices, and exploration of potential career paths.

Repeatable.

VOCE 565D INTRODUCTION TO LIVESTOCK HEALTH   0
1.00 - 6.00 hours per week: (1.00 - 6.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides students with an introduction to livestock health including applicable requirements of animal husbandry and farm safety. Applies principles that address animal care, housing, and feeding as they relate to animal health. Includes the evaluation of techniques for avoiding, recognizing, and treating common health problems. Covers the application of sustainable agricultural practices, and exploration of potential career paths.

Repeatable.

VOCE 583   INFORMATION DESIGN FOR PRINT   0
(Formerly NCTE583)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the foundation of information design and creation for print distribution. Concepts discussed in this course will assist designers with telling stories visually through the understanding of data types, graphic design principles, and current software tools.

Repeatable

VOCE 584   INTERACTIVE INFORMATIVE DESIGN
FOR THE SCREEN   0
(Formerly NCTE584)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Explores the potential of coding used for interactive designs. The course will focus on providing a strong foundation in basic coding structures, the application of design principals, and the analysis of visualization styles.

Repeatable

VOCE 585   INTRODUCTION TO MAC OS X LEVEL 1   0
(Formerly NCTE585)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the basics of Mac OS and some of its most popular programs. Concepts presented include: learning how to make, name, and rename files and folders; find lost files using Find and Spotlight; use of the sidebar and dock; and use of most of the basic program features.

Repeatable

VOCE 586   INTRODUCTION TO MAC OS X LEVEL 2   0
(Formerly NCTE586)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Reviews some of the programs examined in VOCE 585 Introduction to MAC OS Level 1 in more detail, then proceeds with a more in-depth examination of Mac OS, including ways to customize the Mac. May be taught bilingually.

Repeatable

VOCE 587   INTRODUCTION TO THE MACINTOSH   0
(Formerly NCTE587)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces basic functions of the computer, how to set it up, and how to perform simple tasks like typing a letter, browsing the web, and getting email. Features an overview of the software that comes pre-installed on the Macintosh computer.

Repeatable

VOCE 588   WEB DESIGN BASICS   0
(Formerly NCTE588)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces methods used to structure website content to create a positive user experience. This course will introduce website design methods that result in website that are easy to use and efficient. This course will be taught from the perspective of using Dreamweaver's Fluid Grid layout framework.

Repeatable

VOCE 589   WEB CODING FUNDAMENTALS   0
(Formerly NCTE589)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the basic fundamental skills needed to write HTML. Participants will gain an understanding of HTML as well as how to use Structural tags and semantic markup. Skills taught in this course will enable participants to turn a design created in Photoshop into a fully functioning website in Dreamweaver.

Repeatable

VOCE 590   PHOTOSHOP FOR WEB DESIGN   0
(Formerly NCTE590)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the basic tools and techniques in Photoshop that lie behind great images and graphics in web design. Includes the fundamental concepts and techniques for working with type in Photoshop, UI elements, web graphics, wireframes, and functional mockups that transition beautifully and easily to production with Photoshop. Incorporates principles of design such as contrast, unity, and balance in specific ways that improve your website.

Repeatable

VOCE 594   SEARCHING THE WEB   0
(Formerly NCTE594)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Defines the internet and provides navigational tools necessary to search the Web effectively in order to obtain desired information. Introduces techniques and methods used to narrow search results.

Repeatable

VOCE 595   E-MAIL FOR BEGINNERS   0
(Formerly NCTE595)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides a basic introduction to e-mail, including how e-mail works and its uses, setting up an e-mail account, reading and sending e-mail, and managing attachments.

Repeatable

VOCE 596   OPTIMIZING PHOTOS FOR THE INTERNET
AND EMAIL   0
(Formerly NCTE596)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces manipulation of photos for efficient e-mailing or uploading to the internet. Using Adobe Photoshop or other graphic editing software, instruction will be given in how to crop, color-correct, apply text and effects, sharpen, resample, and save files in the appropriate formats for maximum quality and efficiency when emailing

or posting to the internet. This course develops photo editing and basic internet skills for business or personal use.

Repeatable

VOCE 597   COMPUTERS FOR BEGINNERS   0
(Formerly NCTE597)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Designed for students with limited experience with computers, this course introduces how to perform basic computer tasks. Includes how to turn a computer on and off correctly, send and receive email, navigate the internet, open and save a file, and use computer terminology. Course may be taught bilingually.

Repeatable

VOCE 598   HOW TO USE A COMPUTER KEYBOARD
AND MOUSE FOR BEGINNERS   0
(Formerly NCTE598)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides an orientation to the computer keyboard and mouse, including the layout and function of special computer keys, properly holding the mouse, and practice in using the mouse. No previous typing or computer experience required.

Repeatable

VOCE 599   INTRODUCTION TO WINDOWS   0
(Formerly NCTE599)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the Windows Operating System. Instructor-led guided exploration includes Help, windows navigation and management, file management, desktop customization, and other Windows Operating System tools and applications.

Repeatable

VOCE 600   WINDOWS BASICS   0
(Formerly NCTE600)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the Windows Operating System in a slow-paced environment. Instructor-led guided exploration activities will include Help, windows navigation and management, file management, desktop customization, and other Windows Operating system tools and applications.

Repeatable

VOCE 601   LEARN TO TYPE   0
(Formerly NCTE601)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides instruction in correct finger and wrist placement, and keyboard reaches for typing and texting. Refreshes skills in keyboarding, increases speed, and provides techniques and strategies to prevent carpal tunnel syndrome. Individualized instruction allows students to work at own pace. May be taught bilingually.

Repeatable

VOCE 602   PHOTOSHOP   0
(Formerly NCTE602)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces Photoshop for the PC and Mac. The class presents a solid foundation in basic tools and techniques for creating, enhancing, and collaging images. Skills will be taught and practiced in a lab setting. This course may be taught bilingually.

Repeatable

VOCE 603   PHOTOSHOP FOR DIGITAL PHOTOGRAPHERS   0
(Formerly NCTE603)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Illustrates the capabilities of Photoshop for the PC and Mac. Topics will include, advanced layering and retouching techniques. Practice in a lab setting will reinforce concepts presented through lecture and demonstration. Familiarity with Photoshop on the PC or Macintosh recommended. This course may be taught bilingually.

Repeatable

VOCE 604   INTRODUCTION TO ADOBE ILLUSTRATOR   0
(Formerly NCTE604)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the basics of Adobe Illustrator. Skills taught will include creating illustrations, logos, and more. Effective use of tools will be demonstrated, and projects will be assigned to ensure hands on practice in all key areas.

Repeatable

VOCE 605   DIGITAL CAMERAS, DIGITAL PHOTOS   0
(Formerly NCTE605)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the basics of photography, the features of digital cameras, how to take better digital photos, and how to correct common photo problems using photo editing software. The course is designed for beginners or students with some experience in digital photography. Students should bring cameras and sample digital pictures to class.

Repeatable

VOCE 606   DIGITAL DESIGN TECHNIQUES   0
(Formerly NCTE606)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the skills which are needed to create flyers, brochures, logos, and more using Illustrator, Photoshop, and InDesign. Examines how the programs work together to seamlessly combine photos, graphics, and page layouts to produce high quality products. This course may be taught bilingually.

Repeatable

VOCE 607   INTRODUCTION TO DREAMWEAVER   0
(Formerly NCTE607)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the basic skills necessary to use Dreamweaver to create a professional Website. Provides hands on practice integrating Dreamweaver, HTML, and CSS. Basic knowledge of PC or Mac and internet navigation skills recommended.

Repeatable

VOCE 608   BASIC WORD PROCESSING   0
(Formerly NCTE608)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides instruction in successfully navigating the computer screen and composing and editing a short document. Class pace allows students to become comfortable with the computer and editing techniques.

Repeatable

VOCE 609   BASIC OUTLOOK   0
(Formerly NCTE609)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces skills which are needed to stay up to date at home and at work through the use of Microsoft Outlook. Covers the basics of how to connect with colleagues, customers, family and friends. Topics include writing and searching email, organizing work tasks, and using the calendar to share information with others.

Repeatable

VOCE 610   BASIC SPREADSHEETS FOR BEGINNERS   0
(Formerly NCTE610)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces basic concepts and functions of Microsoft Excel. Topics include the basics of creating a spreadsheet, using formulas and functions, and creating charts.

Repeatable

VOCE 611   INTRODUCTION TO MS EXCEL   0
(Formerly NCTE611)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the basic concepts and characteristics of Microsoft Excel. Course topics will explore various uses of spreadsheets. Topics covered include the basics of creating a spreadsheet, using formulas and functions, creating charts, and using the database feature in Microsoft Excel.

Repeatable

VOCE 612   INTRODUCTION TO MS WORD   0
(Formerly NCTE612)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces key functions and skills which are used for document creation in Microsoft Word. Includes entering text, doing revisions, formatting, previewing, and printing. Provides practice through the use of a variety of instructor assigned documents.

Repeatable

VOCE 615   FOSTER YOUTH CHILD ADVOCATE 1   0
(Formerly NCTE615)
0.50 - 1.00 hours per week: (0.50 - 1.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-credit Course

Prepares participants to be volunteers as a Court Appointed Special Advocate (CASA) by taking the first of two courses for certification. Course will cover the basic roles and responsibilities of volunteering as a child advocate, basic child development concepts, and the importance of effective communication. Individuals who complete this course may choose to use their new knowledge and skills with a variety of organizations including CASA.

Repeatable

VOCE 616   FOSTER YOUTH CHILD ADVOCATE 2   0
(Formerly NCTE616)
0.50 - 1.00 hours per week: (0.50 - 1.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-credit Course

Prepares participants to be volunteers as a Court Appointed Special Advocate (CASA) by taking the second of two courses for certification. Course will cover the basic roles and responsibilities of volunteering as a child advocate, basic child development concepts, and the importance of effective communication. Individuals who complete this course may choose to use their new knowledge and skills with a variety of organizations including CASA.

Repeatable

VOCE 720   GREEN BUSINESS CERTIFICATION   0
(Formerly NCTE720)
0.50 - 2.00 hours per week: (0.50 - 2.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-credit Course

Introduces standards and practices in Green Business in California and the methods through which a business can achieve and certify those standards. Explores the business and environmental reasons for modifying practices and presents the areas of the certification assessment.

Repeatable

VOCE 725A CALIFORNIA CONSERVATION AWARENESS-
             AN INTRODUCTION   0
(Formerly NCTE725A)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides students with an overview of the concepts and current status of biological conservation of California ecosystems. This course explores the biodiversity, food web interactions, natural resources and ecosystem services within the redwood/coastal, chaparral/oak woodland, Sierra/pine, and urban systems, with emphasis placed on their status, impacts and solutions. This course is designed to benefit to those actively participating in hands-on conservation efforts throughout the state.

Repeatable

VOCE 725B CALIFORNIA CONSERVATION EMPLOYMENT   0
(Formerly NCTE725B
2.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides students seeking employment in conservation-related fields with an overview of the safety, workplace, job search and preparation skills through local and regional employment opportunities.

VOCE 780   TRANSFER SKILLS TRAINING FOR CAREGIVERS
             AND MEDICAL PROFESSIONALS   0
(Formerly NCTE780
0.50 - 1.00 hours per week: (0.00 - 0.00 lecture hours/0.50 - 1.00 lab hours)
Noncredit
Non-credit Course

Presents evidence-based approaches to transferring patients with a variety of diagnoses and conditions. This course covers the bio mechanics of lifting, basic anatomy of the back, fall prevention and basic transfer techniques, including techniques specific to particular conditions. Students will demonstrate transfer skills presented in the class, thus developing increased safety and efficiency for both the patient and the caregiver.

Repeatable

VOCATIONAL ENGLISH AS A SECOND LANGUAGE

VESL 711   WORK-RELATED COMMUNICATION AND COMPUTER LITERACY, LEVEL 1   0
(Formerly VESL701)
2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
P/NP Only
Advisories: placement into ESL 701, 702, 703

Develops basic computer skills and communication strategies for successful interaction in the workplace for beginning level ESL learners.
Repeatable.

VESL 712   WORK-RELATED COMMUNICATION AND COMPUTER LITERACY, LEVEL 2   0
(Formerly VESL702)
2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
P/NP Only
Advisories: placement into ESL 704, 705, 706

Develops computer skills and communication strategies for successful interaction in the workplace for intermediate level ESL learners.
Repeatable.

WATER SCIENCES AND OPERATIONS

WATR 270   BASIC WATER TREATMENT   3.00
(Formerly CTCH176, CTCH270)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: MATH 123: or higher.

Prepares the student to take the California's State Water Treatment Plant Operator, Grade 1 or Grade 2 exam. Includes the study of plant operation, water sources and treatment, reservoir management, coagulation and flocculation, sedimentation, filtration, disinfection, taste and odor control, and corrosion control.
Transfer: CSU

WATR 272   WATER DISTRIBUTION SYSTEMS   3.00
(Formerly CTCH177, CTCH272)
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Advisories: MATH 123 or higher.

Prepares the student to take the California's State Water Distribution Plant Operator, Grade 1 exam. Provides an understanding of the basic operational and maintenance concepts of water distribution systems. Develops the ability to analyze and solve problems such as tastes and odors, corrosion damage, and system failures when they occur.
Transfer: CSU

WELDING

WELD 101   SURVEY OF WELDING   2.00
4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides welding process instruction to include Shielded Metal Arc Welding (SMAW), Oxy Acetylene Welding (OAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), and Flux Core Arc Welding (FCAW).Also includes instruction in Oxy Fuel Cutting (OFC) and Plasma Arc Cutting (PAC).Safety instruction will include

industry standard Job Safety Analysis (JSA) with material from ANSI Z49.1.

WELD 193   WELDING TECHNOLOGY SPECIAL TOPIC   0.50 to 4.00
Credit - Degree Applicable
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

WELD 247   INDEPENDENT STUDIES: METALS TECHNOLOGY   2.00
6.00 hours per week: (0.00 lecture hours/6.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the technical field in which the study is to be undertaken.

Provides an opportunity for in-depth study or practicum experience by an individual student in a selected topic in the Welding Technology area with support and direction from an instructor.
Transfer: CSU

WELD 252   WORK EXPERIENCE IN WELDING   0.50 to 4.00
0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students in Welding to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.
Transfer: CSU

WELD 270A   BASIC WELDING   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Provides basic instruction in oxyacetylene and shielded metal arc welding. Begins with the fundamentals and quickly progresses through intermediate skills for welding steel. Includes information on cutting, braze welding, metallurgy, vertical arc welding and non-ferrous welding. Emphasizes the development of good manipulative welding skills for joining steel in the flat and horizontal positions.
Transfer: CSU

WELD 270B   ADVANCED WELDING   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: WELD 270A

Continues WELD 270A with emphasis placed on vertical and overhead welding with the shielded metal arc processes. Includes instruction on air carbon arc gouging, flux core arc welding, and development of welding procedures and techniques.
Transfer: CSU

WELD 270C   WELDING: GMAW & GTAW   3.00
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Prerequisites: WELD 270A

Focuses on using the Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW) processes to produce complex welded joints on ferrous and nonferrous materials in a variety of positions.
Transfer: CSU

WELD 273   METALLURGY   3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Emphasizes the mechanical and physical properties of ferrous and non-ferrous metals. Includes preparation and inspection of metal samples and manufacturing and forming processes.

Transfer: CSU

WELD 275   BLUEPRINT READING AND INDUSTRY PRACTICES   3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: WELD 270A: BASIC WELDING
Advisories: MATH 123: ELEMENTARY ALGEBRA

Provides students with instruction and experience with structural, architectural and shop blueprints commonly utilized in the welding industry. Interpretation, drawing, and application of skills will be applied to determining job cost, material acquisition and project construction.

Transfer: CSU

WELD 276   WELDING POWER   3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP

Applies principles of selection, maintenance, diagnostics and repair of various welding power supplies and external drive mechanisms. Includes instruction and hands on experiences in electrical principles as they pertain to machine selection, installation, operation and maintenance. Manual, semiautomatic and automatic equipment will be included as focus topics for this course.

Transfer: CSU

WELD 277   METAL FABRICATION   3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: WELD 270A

Design and construct major projects from metal. Manufacturing processes and production techniques are included in planning and developing projects.

Transfer: CSU

WELD 280A   STRUCTURAL STEEL WELDING CERTIFICATION   3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: WELD 270B and WELD 270C:

Continues WELD 270B. Prepares the student to meet industry standards in shielded metal arc welding on plate steel. Includes performance and procedure qualification, workmanship, techniques, inspection. Provides opportunity for certification to the American Welding Society D1.1 Structural Welding Code.

Transfer: CSU

WELD 280B   PIPE WELDING CERTIFICATION   3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Credit - Degree Applicable
Letter Grade Only
Advisories: WELD 270B

Prepares the student to meet industry standards in Shielded Metal Arc Welding (SMAW) on plate and pipe, as well as introduces Gas Tungsten Arc Welding (GTAW) on pipe. Includes workmanship and pipe fitting techniques, providing opportunity for certification to the American Society of Mechanical Engineers (ASME) Section IX Boiler and Pressure Vessel code.

Transfer: CSU

WELD 770A   BASIC WELDING   0

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides basic instruction in oxyacetylene and shielded metal arc welding. Begins with the fundamentals and quickly progresses through intermediate skills for welding steel. Includes information on cutting, braze welding, metallurgy, vertical arc welding and non-ferrous welding. Emphasizes the development of good manipulative welding skills for joining steel in the flat and horizontal positions.

Repeatable.

WELD 770B   ADVANCED WELDING   0

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Prerequisites: WELD 270A and/or WELD 770A

Continues WELD 270A with emphasis placed on vertical and overhead welding with the shielded metal arc processes. Includes instruction on air carbon arc gouging, flux core arc welding, and development of welding procedures and techniques.

Repeatable.

WELD 780A STRUCTURAL STEEL WELDING CERTIFICATION   0

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Prerequisites: WELD 270B or WELD 770B and WELD 270C

Continues WELD 270B. Prepares the student to meet industry standards in shielded metal arc welding on plate steel. Includes performance and procedure qualification, workmanship, techniques, inspection. Provides opportunity for certification to the American Welding Society D1.1 Structural Welding Code.

Repeatable.

WELLNESS

WELL 000   ADULT FITNESS   0

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Noncredit
Non-credit Course

Presents an opportunity to begin or continue a lifetime fitness program. Students will participate in activities developing flexibility, muscular endurance, muscular strength, cardiovascular and general conditioning. Group or individual activities may include weight training, aerobics, step training, running, walking, water exercise, resistance workout, use of exercise equipment, etc.

Repeatable.

WELL 001   ADAPTED AQUATICS   0

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Noncredit
Non-credit Course

Provides an individualized aquatic exercise program for students with a disability. Improves flexibility, strength, and endurance using the water as a source of buoyancy and resistance.

Repeatable.

WORK EXPERIENCE

WEXP 131   MENTAL HEALTH FIRST AID   0.50

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Credit - Not Degree Applicable
P/NP Only

Presents the 5-step action plan of Mental Health First Aid, an internationally recognized certificate training in identifying and respond-

ing in a potential metal health crisis. This first aid aims to preserve life when a person may be a danger to self or others, provide help to prevent the problem from becoming more serious, promote and enhance recovery, and provide comfort and support.

WEXP 147 INDEPENDENT STUDIES: WORK EXPERIENCE 0.50 to 2.00

0.00 - 0.00 hours per week: (0.00 lecture hours)
Credit - Degree Applicable
Letter Grade or P/NP
Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Work Experience under the direction of an instructor.

WEXP 193 WORK EXPERIENCE SPECIAL TOPICS 0.50 to 4.00

Credit - Degree Applicable
Letter Grade Only

Examines a special topic in the field of study related to the discipline offering this course. Occupational Work Experience Education - This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 8 units per semester for a total of 16 units. Additionally, students must work 75 paid hours or 60 non-paid hours per units earned.

WEXP 251 COOPERATIVE WORK EXPERIENCE – GENERAL 0.50 to 4.00

(Formerly WEXP151L)
0.00 -0.00 hours per week: (0.00 - 0.00 lecture hours/0.00 -0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students to acquire and demonstrate employer-desired workplace competencies and skills. Employment need not be related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Transfer: CSU

WEXP 252 COOPERATIVE WORK EXPERIENCE – OCCUPATIONAL 0.50 to 4.00

(Formerly WEXP252L)
0.00 -0.00 hours per week: (0.00 - 0.00 lecture hours/0.00 -0.00 lab hours)
Credit - Degree Applicable
Letter Grade Only

Provides opportunities for students to acquire and demonstrate employer-desired workplace competencies and skills. Employment is related to the student's educational major and/or career goals. Students may earn a maximum of four credits per semester and a total of 16 Work Experience credits over four semesters. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned. There are required meetings with the Faculty Advisor and workplace supervisor.

Repeatable 3 time(s).
Transfer: CSU

WORKFORCE PREPARATION

WKFP 500A WORKPLACE READINESS FUNDAMENTALS A 0

(Formerly NCTE500A)
0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces fundamentals of career exploration and planning. Stu-

dents develop a personal identity profile in relation to job and career clusters characteristics and local job opportunities to establish an education and career plan.

Repeatable.

WKFP 500B WORKPLACE READINESS FUNDAMENTALS B 0

(Formerly NCTE500B)
0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces fundamentals of job search skills. Prepares students to implement steps involved in obtaining employment and develop a personal budget.

Repeatable.

WKFP 501A WORKPLACE STANDARDS A 0

(Formerly NCTE501A)
0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces fundamentals of workplace standards in employability skills. Students will identify and apply basic employability skills needed to be successful in the workplace.

Repeatable.

WKFP 515 SUCCESSFULLY MANAGING AND DEVELOPING PEOPLE 0

(Formerly NCTE515)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Develops the skills needed to be an effective manager or supervisor. Topics covered include: adapting your management style to every situation, communicating effectively, developing your employees through delegation, managing conflict, motivating staff, and facilitating change.

Repeatable.

WKFP 521 CLOSING TECHNIQUES THAT WIN THE SALE 0

(Formerly NCTE521)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces basic concepts needed to effectively close sales. Provides information on the appropriate use of different types of sales approaches, and discussion on when each different approach is most effective.

Repeatable.

WKFP 522 WINNING SALES SCRIPTS 0

(Formerly NCTE522)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces techniques for successful "inside" sales where persons contact perspective buyers using phone and email. Includes script writing to increase the effectiveness of "inside" sales in order to maximize this revenue source.

Repeatable.

WKFP 527 WORKPLACE COMMUNICATION STRATEGIES 0

(Formerly NCTE527)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces new assessment skills to empower the student to optimize their current workplace communications. The skills introduced in this course help students to differentiate content, emotions, perceptions, and intentions in interpersonal communications.

Repeatable.

WKFP 528 DIFFICULT CONVERSATIONS 0
(Formerly NCTE528)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Develops skills needed for difficult conversations. Topics include: how to clarify intentions and assumptions, simple methods to stay centered while having difficult conversations, and how to constructively shape conversations to achieve desired results. The course also provides scripts and tips that can be used to prepare for future difficult conversations.
Repeatable.

WKFP 529 BUSINESS WRITING IN A TECHNOLOGICAL WORLD 0
(Formerly NCTE529)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces and develops effective and professional business writing skills. Emphasis is on using proper business tone, organization, formatting, word choice, and persuasion. Additionally, concepts for effectively matching content to delivery method will be presented and discussed. A variety of scenarios will be studied including how to the most effective methods to deliver bad news.
Repeatable.

WKFP 530 WORKPLACE POLITICS 0
(Formerly NCTE530)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces constructive political behavior to create more win-win situations, unblock barriers to change, create greater "buy-in" on key projects, develop cohesion and improve decision making.
Repeatable.

WKFP 531 RESOLVING DIFFERENCES IN THE WORKPLACE 0
(Formerly NCTE531)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces collaboration skills which will help to build high trust relationships. Assesses conflict management skill strengths and weaknesses, and helps strengthen weak areas. These activities will be used throughout the course to help students to strengthen their weak areas. Specific areas to be covered during the course will include but are not limited to: Problem solving with multiple parties, nonverbal communication, and the importance of empathy, active listening, and paraphrasing.
Repeatable.

WKFP 532 ASSERTIVE COMMUNICATION 0
(Formerly NCTE532)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Enhances assertiveness skills for immediate on the job use. Introduces techniques for assertiveness communications, while acquiring tools to give and receive feedback where use of professionalism and assertiveness are required.
Repeatable.

WKFP 533 EMOTIONAL INTELLIGENCE IN THE WORKPLACE 0
(Formerly NCTE533)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Explores the importance of Emotional Intelligence (EI) as it relates to being an effective and high-performing employee, supervisor and leader. Topics include EI competencies: self-awareness, social awareness, self-management and relationship management. Through hands on activities, students will apply the tools and techniques for mastering each domain. Assists students in the creation of strategies using the EI framework which can optimize their professional performance and working relationships.
Repeatable.

WKFP 537 BEST PRACTICES IN CUSTOMER SERVICE 0
(Formerly NCTE537)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Applies practical strategies to assist in retaining a valuable customer base, diffuse difficult situations and earn repeat business. Topics include the anatomy of a complaint, regulating verbal and nonverbal responses, active listening skills, creative problem solving, customer perceptions and expectations, adapting to different conflict styles, and steps to defuse angry customers.
Repeatable.

WKFP 538 THE ART OF NEGOTIATING AND COLLABORATING 0
(Formerly NCTE538)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Applies collaboration tools for building high-trust synergistic relationships and analyzing the conflict cycle. Uses practice skills to diffuse mock situations at each stage of conflict. Skills presented include re-framing, neutralizing language, discovering of interests, and leveraging innovative solutions through a collaborative negotiation process.
Repeatable.

WKFP 539 EFFECTIVE COMMUNICATION AND PERSONALITY STYLES 0
(Formerly NCTE539)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides guided exploration of different behaviors and personality styles, while teaching how to adapt one's behavior to be effective with a variety of personality styles in a variety of work situations. Emphasis is placed on dealing with difficult relationships and communicating in a way that matches the needs of all involved to achieve relationship satisfaction and organizational objectives.
Repeatable.

WKFP 540 EFFECTIVE COMMUNICATION IN PROMOTIONAL MARKETING 0
(Formerly NCTE540)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Explores the promotional aspect of marketing and the different communication techniques used to raise customer awareness and interest. Emphasis is placed on how to identify the mediums that will be most effective to a targeted market. Both business-to-customer and business-to-business strategies will be covered. Techniques discussed can be applied towards various careers such as sales, public relations, copywriting, and other marketing positions.
Repeatable.

WKFP 541 MANAGING A MARKETING CAMPAIGN 0
(Formerly NCTE541)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit

Non-Credit Gradeable Course/SP

Focuses on the research, planning, execution, and evaluation of a marketing campaign. Examines the specific activities used to promote products, services, and businesses. Multiple mediums that carry the message of the marketing campaign will be covered. Explores how companies use marketing campaigns to reinforce branding and positioning.

Repeatable.

WKFP 542 SELF-MANAGEMENT AND DEVELOPMENT 0

(Formerly NCTE542)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Focuses on self-management skills that encourage behavior re-sulting in the achievement of personal and professional goals. This can include activities that improve awareness and identity, develop talents and potential, build human capital, facilitate employability, enhance quality of life, and contribute to the realization of dreams and aspirations.

Repeatable.

WKFP 543 BUILDING HIGH PERFORMANCE TEAMS 0

(Formerly NCTE543)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Explores and applies key team-building skills for working within or leading a team. Emphasis is on stages of team development, team roles, supportive communication climate, meeting strategies, and tools for first-rate problem solving and decision making. Practical applications within a team structure is also emphasized.

Repeatable.

WKFP 544 CHANGE IS THE NEW CONSTANT IN THE WORKPLACE 0

(Formerly NCTE544)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents strategies in managing the continual changes taking place in the workplace. Provides practice in identifying opportunities for change, initiating change, and how to support staff during the change process.

Repeatable.

WKFP 546 COACHING TO IMPROVE MANAGERIAL EFFECTIVENESS 0

(Formerly NCTE546)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents coaching techniques to solve workplace problems, energize employees, improve performance outcomes, turn around problem situations, and increase team members overall enthusiasm and motivation. Skills taught and practiced also help participants learn to close the gap between actual and desired performance within their teams.

Repeatable.

WKFP 549 TIME MANAGEMENT 0

(Formerly NCTE549)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Explores time management strategies and tools for effectively managing expanding workloads, shifting priorities and increasing demands. Includes practice activities prioritizing "important" versus "urgent" activities. Emphasis is placed on analyzing current use of time; identifying organizational goals, roles and priorities; identify-ing barriers to achieving goals; identifying effective ways to work around the barriers to complete important priorities.

Repeatable.

WKFP 551 CRITICAL THINKING, PROBLEM SOLVING AND DECISION MAKING 0

(Formerly NCTE551)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents a variety of critical thinking concepts from the perspective that today's workplace functions best when all team members are involved in the process of problem solving and decision making. The process of using analytical thinking to break things down into their component parts will be studied and practiced. Live interac-tive activities will be used to develop skills which help participants become more efficient with generating new ideas, decision making, and problem solving.

Repeatable.

WKFP 552 BUSINESS BRANDING 0

(Formerly NCTE552)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Examines processes successful businesses use to identify and implement a branding strategy. Effective methods to respond to ex-isting needs and wants of customers will also be covered. Emphasis will be placed on the use of social media in effective brand building.

Repeatable.

WKFP 553 PROMOTIONAL MARKETING TOOLS 0

(Formerly NCTE553)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces different types of marketing tools used in the creation and maintenance of product brand awareness development. Strate-gies presented will include: the use of major marketing tools, public relations techniques, advertising techniques, relationship selling techniques, and the use of social media.

Repeatable.

WKFP 554 MARKETING MAPS 0

(Formerly NCTE554)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Examines how business success begins with responding to target markets by positioning them in the minds of customers via knowledge of their demographics, psychographics, and geographic information. Presents different methods to effectively identify target markets, and effectively position a business within that market, while also delivering the right message to the right mix of people.

Repeatable.

WKFP 555 MOBILE MARKETING 0

(Formerly NCTE555)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents how mobile marketing encompasses global exchange ac-tivities on devices such as smartphones, tablets, and others. Discus-sions will include how todays businesses look for customer-based profitability and investment solutions using mobile devices. Effective ways to use these devices to attract, engage, acquire, and retain local and international customers will be one of the focuses of this course.

Repeatable.

WKFP 561   PERSONALIZED CAREER PLANNING   0
(Formerly NCTE561)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Focuses on the assessment of individuals' strengths, interests, values, personality and abilities in the context of career and education planning. Guided discussion and activities will help to improve participants decision-making skills by exploring their own decision-making styles and applying specific decision making models to their career-planning process.
Repeatable.

WKFP 562   STRATEGIC JOB SEARCH   0
(Formerly NCTE562)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces skills and knowledge students need to develop and implement a strategic career and job search plan. Different sources of occupational information and how to utilize this information in the career planning and job search process will be presented and discussed.
Repeatable.

WKFP 563   LINKEDIN FOR BUSINESS   0
(Formerly NCTE563)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Covers how to use LinkedIn to develop business through relationship marketing. Topics include optimizing a company profile, developing content that engages a target audience, building a professional brand, marketing a company, showcasing credentials, getting business advice, reconnecting with former colleagues and connecting with businesses around the globe.
Repeatable.

WKFP 564   LEADERSHIP SKILLS   0
(Formerly NCTE564)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Explores and applies the top ten skills that every leader must have. Group activities will encourage live practice of the skills enabling participants to effectively learn to use these new approaches in real business situations. Participants will gain an understanding of the differences between leaders and managers.
Repeatable.

WKFP 565   SUPERVISORY SKILLS   0
(Formerly NCTE565)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the key tools for effective management and supervision. Covers delegation, feedback, communicating with employees, motivation, and management styles.
Repeatable.

WKFP 566   MOTIVATING YOURSELF AND OTHERS   0
(Formerly NCTE566)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Explores the key ingredients for strengthening workplace commitment, engagement, and career satisfaction. Introduces various reward and recognition strategies to increase engagement in the workplace.
Repeatable.

WKFP 567   SETTING UP QUICKBOOKS FOR SMALL BUSINESS   0
(Formerly NCTE567)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the basics of small business bookkeeping using QuickBooks and including financial reporting, how to analyze and record financial transactions, accounts receivable, accounts payable, payroll procedures, sales taxes, and common banking activities.
Repeatable.

WKFP 568   MONTHLY PROCEDURES FOR USING QUICKBOOKS   0
(Formerly NCTE568)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces how to develop and apply monthly accounting procedures for use in small business with Quickbooks. Practical assignments, either real or instructor provided, will be used to help students become proficient managing day to day transactions. Reconciling balance sheets, auditing income statements, adjusting journal entries, and preparing financial statements are some examples of what will be covered. This course expands on the information taught in WKFP 567 by providing instruction on the proper monthly activities businesses need to do to maintain accurate books.
Repeatable.

WKFP 569   YEAR END PROCEDURES   0
(Formerly NCTE569)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Develops skills in applying year-end procedures used in accounting for small businesses. Presents how to prepare closing journal entries for year-end and reports for tax accountants, purging files, and preparing for the new year.
Repeatable.

WKFP 570   ACCOUNTABILITY   0
(Formerly NCTE570)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the skills needed to effectively manage an individual's own workplace performance and advancement by becoming proactive and accountable.
Repeatable.

WKFP 571   CHAMPIONING DIVERSITY IN THE WORKPLACE   0
(Formerly NCTE571)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Examines diversity within organizations to increase one's awareness of different attitudes, beliefs, lifestyles, sexual preferences, and values that we all bring to work. Discusses how these things affect our behavior and perceptions. This course encourages focus on self-awareness and the impact that our behaviors can have on our co-workers.
Repeatable.

WKFP 572   SECRETS OF A GREAT EMPLOYEE   0
(Formerly NCTE572)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the secrets that make employees irreplaceable. Introduces skills and concepts that will help participants challenge old habits and foster new strategies to empower them to become the best that they can be. Course activities will encourage participants

to share and discuss their past and current successes and failures. This course will give employees a renewed self-worth, and a strong appreciation for professional effectiveness.

Repeatable.

WKFP 574   PROCESS IMPROVEMENT   0
(Formerly NCTE574)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces methods and techniques for assessing and improving processes. Covers strategies that will increase efficiency, improve quality, and increase employee satisfaction and motivation.

Repeatable.

WKFP 575   PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS   0
(Formerly NCTE575)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents strategies for task management and small projects, applying a structured approach to ensure success. Provides practice in the basic principles of project management in the workplace and in creating action plans for on-the-job application. Introduces strategies for effective communication with team members and stakeholders.

Repeatable.

WKFP 576   INNOVATION AND CREATIVITY IN THE WORKPLACE 0
(Formerly NCTE576)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents the importance of being innovative in the workplace in order to stay viable as a business. Discusses what it means to be innovative, how to create and nurture an innovative environment, how to engage employee participation and more.

Repeatable.

WKFP 577   PINTEREST AND INSTAGRAM FOR BUSINESS   0
(Formerly NCTE577)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces skills needed to effectively market and expand a brand using Pinterest and Instagram. Provides the basics and beyond for effectively using these platforms.

Repeatable.

WKFP 578   YOU TUBE FOR BUSINESS   0
(Formerly NCTE578)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the skills needed to use YouTube to broadcast user and business-generated videos. Topics include creating a custom channel and building a following by uploading and sharing videos that communicate a brand and engage an audience. Learn new techniques to view, upload, and share videos; create playlists and optimize videos for search engines; and add annotations, notes and links. Uploading and editing film for YouTube is also covered.

Repeatable.

WKFP 579   FACEBOOK FOR BUSINESS   0
(Formerly NCTE579)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Examines why Facebook is the most popular social network and a powerful tool for growing and promoting your business. Introduces the steps for creating effective profiles, pages, groups, and ads. Discusses how to establish goals, and how to post to achieve them. Presents a variety of methods to build relationships with current and new customers. Develops skills to increase traffic to your website, and understand the importance of being able to measure the success of your Facebook marketing.

Repeatable.

WKFP 581   TWITTER FOR BUSINESS   0
(Formerly NCTE581)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the steps to take to set up a Twitter business presence which will enable organizations to leverage the power of real-time marketing, optimize and manage an account, and find and follow influencers and leads.

Repeatable.

WKFP 582   PROFESSIONAL ETIQUETTE   0
(Formerly NCTE582)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents the behavior, communication, and appearance standards needed for professionalism to survive and thrive in the workplace.

Repeatable.

WKFP 591   DOMESTIC AND GLOBAL ISSUES IN EMPLOYMENT   0
(Formerly NCTE591)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces and discusses contemporary issues in U.S. and global employment law. Covers regulations and legal issues faced in the workplace including sexual harassment, discrimination, whistleblowing, immigration, legal procedures for filing EEO claims, alternatives to litigation, as well as employer defense options.

Repeatable.

WKFP 592   INTERVIEWING AND HIRING IN THE GLOBAL MARKETPLACE   0
(Formerly NCTE592)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Discusses techniques and trends which are used in the global marketplace for recruitment, investigation, interviewing, and hiring. Discussions will include methods for effective hiring and supervision.

Repeatable.

WKFP 593   EVALUATING AND MONITORING PERFORMANCE OF YOUR GLOBAL TEAM   0
(Formerly NCTE593)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Discusses ways in which employee relationships factor into a global organizations view of its own successes. This course is designed to teach techniques to measure which employees understand, communicate and respond to legal and ethical organizational values and performance standards.

Repeatable.

WKFP 775   PLANNING YOUR NEXT CAREER   **0**

(Formerly NCTE775)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Designed for older adults who wish to explore new work and career opportunities. Students develop work-related goals, examine their work histories, identify marketable employment skills, and identify local employment resources and supports.

Repeatable.

COURSES OF INSTRUCTION NON-CREDIT

2023-2024
CUESTA COLLEGE CATALOG
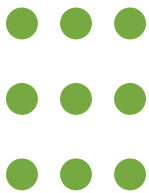
ACADEMIC SKILLS

ACSK 500   GED TEST PREPARATION   0
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Designed to prepare students in basic skills, including the five areas of the GED examination: Mathematics, Science, Social Studies, Language Arts-Writing I and II, and Language Arts-Reading. Material is presented through a variety of methods, including teacher-led, computer- assisted and individualized instruction as well as working at problem -solving in pairs and small groups. The course is repeatable.
Repeatable.

AUTO BODY TECHNOLOGY

ABOD 570   AUTO BODY REPAIR I   0
(Formerly ATCH570)
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Noncredit
Letter Grade or P/NP,
Non-Credit Gradeable Course/SP

Presents the fundamentals of automotive body repair. Includes instruction in body construction, welding, metalworking methods and equipment used in the auto body repair industry. Emphasis is placed on developing the knowledge and manipulative skill necessary for gainful employment in the auto body repair industry.
Repeatable.

ABOD 571   ADVANCED AUTO BODY   0
(Formerly ATCH571)
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP,
Letter Grade or P/NP

Presents an advanced course in automotive body and fender repair which combines laboratory work on campus and on-site research in a commercial repair facility. This course covers estimating damage, frame alignment, trim work, upholstery removal and installation, shop management, and major collision damage repair. Emphasis is placed on developing the knowledge and manipulative skill necessary for gainful employment in the automotive collision repair industry.
Repeatable.

ABOD 575   AUTOMOTIVE PAINTING   0
(Formerly ATCH575)
9.00 hours per week: (3.00 lecture hours/6.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP,
Letter Grade or P/NP

Covers surface preparation, selection and application of undercoats, topcoats and other types of refinishing materials and equipment which are compliant with current Air Pollution Control District rulings and laws governing commercial automotive refinishing operations. Addresses health, safety, and environmental concerns relative to the automotive painting industry. Emphasizes development of the knowledge and manipulative skills necessary for gainful employment in the automotive painting industry.
Repeatable.

ABOD 577   ADVANCED AUTOMOTIVE PAINTING   0
(Formerly ATCH577)
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Noncredit
Letter Grade or P/NP,

Non-Credit Gradeable Course/SP
Prerequiste: ABOD 570 and ABOD 575 (Formerly ATCH 570 and ATCH 575)
Advisory: ESL 706

Presents complete vehicle refinishing, color matching techniques, color theory and custom painting as well as vehicle detailing. Prepares students for employment as an automotive painter.
Repeatable.

BASIC SKILLS HIGH SCHOOL

BSHS 404   NONCREDIT BASIC SKILLS BIOLOGY   0
(Formerly HSD404 and NABE404)
4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Designed to introduce students to the living world and its systems. Introduces concepts of cell biology, genetics, evolution, and physiology will be presented. This is an elective course towards a high school diploma.
Repeatable

BSHS 405   NONCREDIT BASIC SKILLS ENGLISH   0
(Formerly NABE405)
4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces skills in language arts. Develops skills through active reading of literary and informational texts, academic language development of text-embedded vocabulary, oral language practice, and writing of informational argumentative, synthetic, and narrative pieces. Provides practice with critical thinking, comprehension, and application skills through thematic units centered on topics such as plot and conflict, themes and symbols, argument and persuasion, and drama.
Repeatable

BSHS 406   NONCREDIT BASIC SKILLS ECONOMICS   0
(Formerly HSD406 and NABE406)
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduce students to microeconomics, macroeconomics, and international economic relationships. Presents vocabulary and the technical knowledge needed for an understanding of economic issues, both in the media and at the collegiate level of study. Provides the student with information and analytical tools useful in developing a personal system of values in regard to economic issues.
Repeatable

BSHS 407   NONCREDIT BASIC SKILLS WORLD HISTORY   0
(Formerly HSD407 and NABE407)
4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces major turning points that shaped the modern world, from the late eighteenth century through the present, including the cause and course of two world wars. Tracing the rise of democratic ideas and develop an understanding of the historical roots of current world issues, especially as they pertain to international relations. Develop an understanding of current world issues and relate them to their historical, geographic, political, economic, and cultural contexts.
Repeatable

BSHS 408   NONCREDIT BASIC SKILLS U.S. HISTORY   0
(Formerly HSD408 and NABE408)
4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the major turning points in American history in the twentieth century. Following a review of the nation's beginnings and the impact of the Enlightenment on US democratic ideals, students build upon the tenth grade study of global industrialization to understand the emergence and impact of new technology and a corporate economy, including the social and cultural effects.
Repeatable

BSHS 409   NONCREDIT BASIC SKILLS ALGEBRA I   0
(Formerly HSD409 and NABE409)
4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Designed to cover symbolic reasoning and calculations with symbols allowing a student to develop an understanding of the symbolic language of mathematics and the sciences. The range of problem solving situations allow for the development of algebraic skills and concepts.
Repeatable

BSHS 410   NONCREDIT BASIC SKILLS ALGEBRA II   0
(Formerly HSD410 and NABE410)
4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces Algebra II topics including linear equations and inequalities, systems of equations and polynomial, exponential and logarithmic functions. Geometric topics covered are: triangular and circular trigonometry. Other topics covered are: probability, conic sections and trigonometric functions and their graphs.
Repeatable

BSHS 411   NONCREDIT BASIC SKILLS GEOMETRY   0
(Formerly HSD411 and NABE411)
4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Focuses on fundamental knowledge of basic geometric postulates and theorems and their use in proofs. Integrating algebra in a geometric setting. Using formulas to calculate perimeter, area, and volume of a variety of geometric shapes. This is an elective course towards a high school diploma.
Repeatable

BSHS 412   NONCREDIT BASIC SKILLS POLITICAL SCIENCE   0
(Formerly HSD412 and NABE412)
4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents the organization and mechanics of our federal, state, and local systems of government. Explores the basic ideals of American democracy as well as contemporary issues relevant to American government.
Repeatable

BSHS 414   NONCREDIT BASIC SKILLS SPANISH I   0
(Formerly HSD414 and NABE414)
4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Focuses on reading, writing, speaking and understanding standard Spanish at a basic level. Acquiring basic vocabulary and grammar structures, including the simple present tense, noun-adjective agreement, subject-verb agreement, interrogatives, the immediate future tense, and the preterite tense. Exposure to and interaction with the cultures of the Spanish-speaking countries of the world. Using Spanish selectively both within and beyond the school setting. Participating in cultural projects, including comparing and contrasting other cultures to their own.
Repeatable

BASIC SKILLS NONCREDIT

BSNC 500A GED PREPARATION A   0
1.00 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.00 - 3.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides a review of basic skills and prepares students for the computerized General Education Development (GED) Test. The course focuses on the computer and technical skills needed for basic skills preparation and to study for the GED. Presents the core knowledge and skills needed to pass each of the four content areas of the GED: Language Arts, Mathematics, Science, and Social Studies.
Repeatable

BSNC 500B GED PREPARATION B   0
1.00 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.00 - 3.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides a review of basic skills and prepares students for the computerized General Education Development (GED) Test. Focuses on test taking strategies to be successful on the GED exam. Presents the core knowledge and skills needed to pass each of the four content areas of the GED: Language Arts, Mathematics, Science, and Social Studies.
Repeatable

COLLEGE SUCCESS STUDIES

CSS 099   NON-CREDIT SUPERVISED TUTORING   0
(Formerly ACSK099)
4.00 hours per week: (0.00 lecture hours/4.00 lab hours)
Noncredit
Non-credit Course
Prerequisites: Enrollment in a Cuesta College credit course and referral by a counselor and/or instructor.

Provides non-credit basic skills and all other content area courses supervised tutoring for students one-to-one and in small groups. Includes assessment of study skills, exam reviews and study sessions.
Repeatable.

CSS 758   GRAMMAR STRATEGIES   0
2.00 hours per week: (2.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Focuses on sentence structure, punctuation, and common errors in writing. Provides extensive practice in grammar usage to improve writing effectiveness and reading comprehension. Instruction is contextualized through student reading and writing assignments.
Repeatable.

CSS 768   TUTOR TRAINING: SELECTED TOPICS   0
0.50 - 1.00 hours per week: (0.50 - 1.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Advisories: ENGL 156 with a minimum grade of C or better

Presents effective tutoring strategies, problem-solving techniques, and ways to build learner motivation. Explores factors that impact student learning, the Tutor's role, and academic success strategies. Trains academic tutors to work in the Student Success Center.
Repeatable.

CSS 789   INTEGRATED READING AND WRITING   0
3.00 - 5.00 hours per week: (3.00 - 5.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Develops essential reading and writing skills necessary to succeed in developmental and transfer level English. Increases reading efficiency, comprehension, and vocabulary skills as well as retention of textbook information. Introduces students to the sequential development of paragraph writing beginning with sentence structure.
Repeatable.

COMPUTER AND NETWORKING TECHNOLOGY

CNET 735   COMPUTER SYSTEM SECURITY   0
6.00 hours per week: (3.00 lecture hours/3.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Conducts a comprehensive examination of the types of attacks launched against networks and computer system. Teaches students how to use network security products, operating system security features, and other hardware/software-based tools to counter these threats.
Repeatable.

CNET 753   COMPUTER TECHNICIAN FUNDAMENTALS   0
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Advisories: EET 213

Introduces fundamental concepts involved with upgrading and repairing personal computers such as basic server hardware and mobile computing devices. The course will also discuss topics covered in the A+ computer service technician certification. Additional material covered in this course will include: internal computer operation, operating systems, primary and secondary storage methods, adapter cards, computer connectivity, and power supplies.
Repeatable.

CNET 760   NETWORKING FUNDAMENTALS   0
3.50 hours per week: (2.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Advisories: CNET 253

Introduces the TCP/IP networking protocols, network topologies and media, and internet working devices. The course will include hands on practice in the following areas: use sophisticated network design, configuration, and analysis CAD tools to select different networking media types, implement cabling and wiring connections, and develop IP addressing and subnetting schemes.
Repeatable.

CNET 761   ROUTER THEORY AND TECHNOLOGY   0
3.50 hours per week: (2.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Advisories: CNET 760

Introduces dynamic routing and packet switching concepts, routing tables, interface configuration, IPv4 and IPv6 addressing schemes, and network security (IPSec) protocols. Configuration and troubleshooting activities will focus on IPSec (data encryption and security), OSPF (Open Shortest Path First), and EIGRP (Enhanced Interior Gateway Routing Protocol).
Repeatable.

CULINARY ARTS

CUL 713   BASIC FOOD SAFETY AND SANITATION   0
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Examines the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures and the food handlers responsibility in maintaining high sanitation and safety standards.
Repeatable.

EMERITUS COLLEGE

ECOL 406   COMPOSING YOUR LIFE STORY   0
0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Presents creative approaches to telling your life story. This course engages students in the process of composing meaningful and engaging life stories, including identifying and reflecting on themes, locating records and memory treasures, and writing and other forms of life review. Participants with ongoing memoir writing projects are welcome as well as those who just beginning and would like direction and guidance. Designed for adults over 50.
Repeatable.

ECOL 408   MUSIC APPRECIATION   0
0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Introduces students to many styles and genres of music, including Western music and music of traditions and cultures from around the world. Develops critical listening ability and enriches musical experiences with the study of genres and forms, composers, historical context and influences of a variety of musical selections. Designed for Adults 50+.
Repeatable.

ECOL 409   CHORAL ENSEMBLE   0
0.50 - 6.00 hours per week: (0.00 lecture hours/0.50 - 6.00 lab hours)
Noncredit
Non-credit Course

Offers students an opportunity to sing a variety of music styles and improve their choral techniques in a community chorus setting. A performance will conclude the class. This course is designed for adults over 50.
Repeatable.

ECOL 411   CREATIVE WRITING FOR SENIORS   0
1.50 hours per week: (1.50 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Introduces the writing of creative nonfiction, plays, poetry, OR short fiction. Students read and discuss published writing and workshop their own writing. This course is designed for adults over 50.
Repeatable.

ECOL 412   BRAIN LONGEVITY: WAYS TO PRESERVE AND RESTORE MEMORY ADULTS 50+   0
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

ECOL 412 BRAIN LONGEVITY: WAYS TO PRESERVE AND RESTORE MEMORY ADULTS 50+ 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit

Designed for the adult 50+, this class will present information about brain longevity, including preventing and reversing memory loss effects of diet and physical and mental exercises; causes and treatments of Alzheimer's disease; and psychological approaches to memory preservation.

Repeatable.

ECOL 414 ART: DRAWING 0

1.00 - 3.00 hours per week: (1.00 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Presents basic drawing as well as exploration of a variety of drawing materials and applications which will guide the student in using technique and observation skills in creative endeavors. Advanced approaches will be introduced as student skills expand. This course is designed for adults over 50.

Repeatable.

ECOL 415 YOGA 0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Presents yoga practice to promote balance, muscle strength and stamina, which are performed at each student's ability. Through demonstration and explanation this class introduces poses, breathing, body alignment and relaxation techniques. Students will discover how yoga promotes wellness, reduces stress and heals. Designed for adults 50+.

Repeatable.

ECOL 417 LAWS AND PROGRAMS AFFECTING ADULTS 50+ 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Designed for the adult 50+, this class will presents information about laws and programs affecting older citizens such as Medicare, Medi-Cal, SSI; energy, nutrition, transportation; legal assistance; education and recreation; veterans' benefits; home health and day care.

Repeatable.

ECOL 418 ADVENTURES IN READING FOR ADULTS 50+ 0

1.50 hours per week: (1.50 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Presents a guided reading of a particular literary genre--short story, poetry, novel, drama, including analysis and discussion, historical and biographical information about the writer. This course is designed for adults over 50.

Repeatable.

ECOL 420 FINANCE: WILLS AND TRUSTS 0

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Presents the pros and cons of wills and trusts, the process of probate, the types of trusts and of powers of attorney. Students find out what they need to know to make informed estate-planning decisions. This course is designed for adults over 50.

Repeatable.

ECOL 421 GREAT LITERATURE: SELECTED READING 0

1.50 hours per week: (1.50 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Presents a guided reading of a selected great work of literature such as Dante's Inferno or Virgil's Aeneid or a play by William Shakespeare. Reading selection changes each session. Discussion of theme, setting, characterization occurs in class; in addition, students read aloud portions of the work and learn about the historical and cultural context of its writing. This course is designed for adults over 50.

Repeatable.

ECOL 423 ART: WATERCOLOR 0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Introduces watercolor fundamentals as well as using and caring for materials, color mixing and application techniques, design and composition, and developing personal creativity. Advanced Approaches will be introduced as student skills expand. This course is designed for adults over 50.

Repeatable.

ECOL 424 ART: PAINTING 0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Introduces fundamentals of painting. This includes knowledge and care of materials, color mixing and characteristics, brush applications, composing, finishing and evaluation of art of various subjects. Advanced approaches will be introduced as student skills expand. This course is designed for adults over 50.

Repeatable.

ECOL 425 ART APPRECIATION 0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Presents an historical overview of art in all its dimensions, from prehistory to the present. This course focuses on the fundamentals and aesthetics of the visual arts, as well as the major developments that shaped the evolution of art. Each class will focus on a significant artist, movement, genre or time period and will explore the history, culture and humanity present in the art. Designed for adults over 50.

Repeatable.

ECOL 427 CREATIVE COOKING AND HEALTH EATING 0

1.00 - 3.00 hours per week: (1.00 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Presents healthful food and cooking choices that maintain optimum health for active older adults. Students learn basic concepts of nutrition as well as how to prepare tasty, flavorful and nutritious meals using fresh food from local markets. Designed for adults 50+.

Repeatable.

ECOL 428 FILM APPRECIATION 0

1.50 hours per week: (1.50 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Studies major films to consider historical context, dramatic issues, artistic and technical objectives, and the process and elements of filmmaking. This course is designed for adults over 50.

Repeatable.

ECOL 429 PHOTOGRAPHY: EQUIPMENT AND TECHNIQUES FOR ADULTS 50+ 0

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Designed for the adult 50+, this class presents camera choices, in

particular digital cameras; camera use; photo quality, including setting, composition and light; downloading, storing and sharing images; and documenting life events and travel.

Repeatable.

ECOL 433   SENIOR SEMINAR   0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Discover the influences and connections between ideas, values and concepts on a variety of topics in areas such as health, culture, philosophy, psychology, economy, science, history, literature, current events, consumer awareness and finance. In a setting that encourages dialogue and interaction each class presents a specific subject or issue of interest to the older adult.

Repeatable.

ECOL 434   EXPLORATION IN ART   0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Encourages art appreciation, self-expression and creativity in a variety of art media. Projects give students experience with different creative traditional and/or nontraditional artistic methods, design techniques, tools and materials. Each class will focus on specific media and projects. Designed for adults 50+.

Repeatable.

ECOL 439   COMPUTER BASICS   0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)
Noncredit
Non-credit Course

Introduces computer basics including machine functions, keyboard use, fundamental word processing, spreadsheets, presentations, email and web browsing. Designed for the adult 50+.

Repeatable.

ECOL 470   ADAPTED EXERCISE   0

2.00 hours per week: (0.00 lecture hours/2.00 lab hours)
Noncredit
Non-credit Course

Promotes maintenance of the physical and mental well-being of the older adult, this course is geared to increasing strength, range of motion/flexibility, balance, agility, eye/hand and foot coordination; enhancing the circulatory system; and increasing mental alertness of the older adult. Techniques are adapted to meet the needs of older adults at their various fitness levels and functional capacities.

Repeatable.

ECOL 471   MUSIC ARTS   0

2.00 hours per week: (0.00 lecture hours/2.00 lab hours)
Noncredit
Non-credit Course

Encourages appreciation of music from different time periods and genres. Through active participation in discussions, musical reminiscence, sing-along and rhythmic activities, the older adult student will engage with variety of music.

Repeatable.

ECOL 472   CREATIVE ARTS   0

2.00 hours per week: (0.00 lecture hours/2.00 lab hours)
Noncredit
Non-credit Course

Provides physical and mental stimulation through engagement with a variety of art media. Designed for older adults, project encourage expression and appreciation of art through artistic design, artistic methods, techniques, tools and materials. Eye-hand (fine motor) coordination will be utilized to develop, stimulate and enhance psycho-motor, perceptual, and cognitive skills.

Repeatable.

ECOL 473   FUN WITH FOOD   0

2.00 hours per week: (0.00 lecture hours/2.00 lab hours)
Noncredit
Non-credit Course

Presents a large variety of food topics and activities related to the health and well being of the older adult. Diverse topics of interest such as personal experiences and cultural traditions, nutrition, consumerism, entertaining, and health and safety will be discussed.

Repeatable.

ECOL 474   REMINISCING   0

2.00 hours per week: (0.00 lecture hours/2.00 lab hours)
Noncredit
Non-credit Course

Presents various topics as a basis for reminiscing about life experiences and for recalling cultural and historical events that marked one's life.

Repeatable.

ENGLISH AS A SECOND LANGUAGE

ESL 701   INTRODUCTION TO LITERACY   0

4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 lab hours)
Noncredit
P/NP Only,
Non-credit Course

Develops students? English literacy and study skills at the introductory literacy level. Focuses on basic language necessary to function successfully in everyday situations.

Repeatable.

ESL 702   LITERACY   0

4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 lab hours)
Noncredit
P/NP Only,
Non-credit Course
Prerequisites: ESL 701 or ESL placement test

Develops students? English literacy and study skills at the beginning literacy level. Builds basic reading, writing, listening and speaking skills.

Repeatable.

ESL 703   BEGINNING-LOW INTEGRATED SKILLS   0

4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 lab hours)
Noncredit
P/NP Only,
Non-credit Course
Prerequisites: ESL 702 or ESL placement test

Develops reading, writing, listening and speaking skills at the low-beginning level.

Repeatable.

ESL 704   BEGINNING-HIGH INTEGRATED SKILLS   0

4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-credit Course
Prerequisites: ESL 703 or ESL Placement test

Develops reading, writing, listening and speaking skills at the beginning-high level.

Repeatable.

ESL 705   INTERMEDIATE INTEGRATED SKILLS   0

4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-credit Course
P/NP Only
Advisories: ESL 704 with a minimum grade of P or better ESL placement test

Develops reading, writing, listening and speaking skills at the intermediate level.

Repeatable.

ESL 706   HIGH-INTERMEDIATE INTEGRATED SKILLS   0

4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
P/NP Only,
Non-credit Course
Advisories: ESL 705 with a minimum grade of P or better ESL Placement Test

Develops English reading, writing, listening and speaking skills at the high-intermediate level.

Repeatable.

ESL 707A   U. S. CITIZENSHIP, LEVEL 1   0

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Advisories: ESL 702: or Placement into ESL 703 or higher

Introduces the U.S. Citizenship and Immigration Services application process. Focuses on building beginning level speaking and listening skills through study of U.S. history, government, and constitution.

Repeatable.

ESL 707B   U.S. CITIZENSHIP, LEVEL 2   0

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Advisories: ESL 704 or Placement to ESL 705 or higher

Prepares students for the U.S. Citizenship written and oral test. Focuses on building intermediate to advanced level speaking, listening, reading, and writing skills in the content areas of U.S. history, government, and constitution.

Repeatable 99.

ESL 713   BEGINNING INTEGRATED SKILLS   0

4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Advisories: ESL Placement Test

Develops reading, writing, listening and speaking skills at the beginning level.

Repeatable.

ESL 714   LOW INTERMEDIATE INTEGRATED SKILLS   0

4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Advisories: ESL 704 with a minimum grade of P or better or ESL Placement Test

Develops reading, writing, listening and speaking skills at the low-intermediate level.

Repeatable.

ESL 715   HIGH INTERMEDIATE INTEGRATED SKILLS   0

4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Advisories: ESL 705 with a minimum grade of P or better ESL Placement Test

Develops reading, writing, listening, and speaking at the high-intermediate level.

Repeatable.

ESL 725   ESL CONVERSATION, INTERMEDIATE   0

(Formerly ESL025A)
2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
P/NP Only,
Non-credit Course
Advisories: ESL 704 or qualifying score on the ESL placement test

Focuses on communication skills in listening comprehension and speaking for speakers of other languages and enables the intermediate-level student to function in everyday English-speaking situations (formerly ESL 025). Prepares students for ESL 735. May be taken concurrently with ESL 705 or ESL 706.

Repeatable.

ESL 735   ESL CONVERSATION, HIGH INTERMEDIATE   0

(Formerly ESL035A)
2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
P/NP Only,
Non-credit Course
Advisories: ESL 725 or qualifying score on the ESL placement test

Focuses on communication skills in listening comprehension and speaking for speakers of other languages and enables the high-intermediate level student to function in academic, professional and everyday English-speaking situations (formerly ESL 035). May be taken concurrently with ESL 705 or ESL 706.

Repeatable.

ESL 743   ACADEMIC GRAMMAR, INTERMEDIATE   0

(Formerly ESL043)
2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-credit Course
Advisories: ESL 704 or qualifying score on the ESL placement test

Focuses on building English language skills for speakers of other languages with an emphasis on grammar at the intermediate level. Provides instruction in present, past, and future tenses.

Repeatable.

ESL 744   ACADEMIC GRAMMAR, HIGH-INTERMEDIATE   0

(Formerly ESL044)
2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-credit Course
Advisories: ESL 743 or qualifying score on the ESL placement test

Focuses on building English language skills for speakers of other languages with an emphasis on grammar at the high-intermediate level. Provides instruction in present perfect, gerunds and infinitives, adjective clauses, and active vs. passive voice.

Repeatable.

ESL 797   COLLEGE AND CAREER FOUNDATIONS   0

4.00 - 6.00 hours per week: (4.00 - 6.00 lecture hours)
Noncredit
Non-Credit Gradeable Course/SP

Develops language and critical thinking skills for non-native English language learners at the advanced level. Provides instruction in reading and paragraph writing, focusing on the writing process as well as grammar and sentence structure. Integrates digital literacy skills and civics education with an emphasis on goal setting and academic study strategies.

Repeatable.

ESL 798   TRANSITIONS TO COLLEGE AND CAREER   0

4.00 - 6.00 hours per week: (4.00 - 6.00 lecture hours)
Noncredit
Non-Credit Gradeable Course/SP

Prepares non-native English language learners for transition to credit classes by developing academic reading, writing, vocabulary, and critical thinking skills. Provides instruction in essay writing focusing on the writing process as well as grammar and sentence structure. Offers practice in gathering, analyzing, and communicating information. Integrates digital literacy skills and civics instruction related to researching local educational and career opportunities.

Repeatable.

ESL 799 ADVANCED READING AND WRITING 0

4.00 - 6.00 hours per week: (4.00 - 6.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit

Non-Credit Gradeable Course/SP

Advisories: ESL 706: HIGH INTERMEDIATE INTEGRATED SKILLS with a minimum grade of P or better or ESL Placement Test

Focuses on building English language skills for speakers of other languages with an emphasis on reading, writing, and critical thinking at the advanced level. Provides instruction in essay writing and academic reading. This course prepares students for English 156 and other college coursework.

Repeatable.

HOSPITALITY

HOSP 700 INTRODUCTION TO HOSPITALITY 0

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Noncredit

Non-credit Course

Provides a detailed overview of structure and financial performances of the hospitality and tourism industry. Topics include career paths, lodging and lodging operations, restaurants and restaurant operations, cruising, managed services, beverages, clubs, theme parks and attractions, gaming entertainment, meeting planning and special events. Topics incorporate sustainability, ethics, trends, leadership and customer service, cultural/economic trends and career opportunities.

Repeatable.

HOSP 725 HOSPITALITY LAW 0

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Noncredit

Non-credit Course

Advisories: HOSP 700

Examines federal, state, and local laws applicable to the operation of food and lodging enterprises are discussed, as well as practical approaches to spotting and solving legal issues. The innkeeper/guest relationship will be explored from a legal standpoint. Emphasis will be on recognizing potential legal concerns and implementing preventative measures.

Repeatable.

HOSP 730 INTRODUCTION TO FOOD AND BEVERAGE MANAGEMENT 0

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Noncredit

Non-credit Course

Explore and develop techniques and procedures of management as they relate to commercial and institutional food and beverage facilities. Topics include: functions of management, marketing, menu development, effective cost controls in purchasing, labor and service techniques.

Repeatable.

HOSP 750 INTRODUCTION TO HOTEL MANAGEMENT 0

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Noncredit

Non-credit Course

Introduces the operating system and components of a hotel-resort facility, which includes: front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human resource management and information systems.

Repeatable.

HOSP 770 HOSPITALITY COST CONTROL 0

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Noncredit

Non-credit Course

Analyzes food, beverage, labor and other costs within a hospitality operation. Emphasizes problem solving, applying cost control techniques to maximize profits while managing expenses. Topics include: establishing standards, cost-value-profit analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention and labor cost controls.

Repeatable.

MATHEMATICS

MATH 703 ARITHMETIC 0

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)
Noncredit

Non-Credit Gradeable Course/SP

Provides a review of the basic skills of arithmetic. Designed as a transitional course for students who have either not taken a mathematics course for a considerable period of time or who have been in a tutorial program. This course is organized in a regular classroom setting to prepare students for a pre-algebra course.

Repeatable.

MATH 707 PREALGEBRA 0

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)
Noncredit

Non-Credit Gradeable Course/SP

Presents the mathematical concepts and arithmetic skills necessary for success in elementary algebra and for further work in mathematics. The concepts are applied to numerous practical problems in order to demonstrate their applicability to real life situations.

Repeatable.

NONCREDIT ADULTS WITH DISABILITIES

NAWD 701 SKILL BUILDING FOR WORK AND COMMUNITY LIFE 0

(Formerly NCTE701)

0.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/0.50 - 6.00 lab hours)
Noncredit

Non-credit Course

Provides adults with basic skills to maximize their social, vocational and educational potential, while increasing capacity and facilitating greater community integration. Students progress under multi-modal instruction with instructor support geared to promote self-determined and independent lives.

Repeatable

NAWD 705 TRANSITION READINESS PREPARATION 0

(Formerly NCTE705)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)
Noncredit

Non-credit Course

Provides students with programs designed to improve basic skills in reading, vocabulary, spelling, grammar, writing, mathematics, study skills, and English as a Second Language. Students work independently and at their own pace with faculty guidance and support using computers, audio-tutorial tapes, books and supplemental materials. This is a noncredit course designed to support the educational program for persons seeking employment and or to transition to other academic programs.

Repeatable

NAWD 710 EMPLOYABILITY SKILLS 0

(Formerly NCTE710)

3.00 - 6.00 hours per week: (0.00 - 0.00 lecture hours/3.00 - 6.00 lab hours)
Noncredit

Non-credit Course

Provides students with fundamental job exploration and work-

place readiness skills. This course prepares students for successful employment by engaging them in job exploration and job-seeking, workplace, and life skills. This is a noncredit course designed to support the educational program for persons seeking employment.
Repeatable

NAWD730 WELLNESS ARTS FOR WORK AND COLLEGE SUCCESS 0
(Formerly NCTE730)
3.00 hours per week: (1.50 lecture hours/1.50 lab hours)
Noncredit
Non-credit Course

Presents art as a tool for processing, expressing, and managing emotional health as a component of success in the college environment or workplace. Integrates art and the fundamentals of wellness to mitigate disability-related environmental, emotional, and sensory stressors, along with the anxiety, frustration, and self-doubt commonly experienced in college and work environments. This is a noncredit course designed to support the educational program for persons seeking employment or transitioning into other college programs.
Repeatable

NAWD 740 WORK SKILLS 0
(Formerly NCTE740)
3.00 - 6.00 hours per week: (0.00 - 0.00 lecture hours/3.00 - 6.00 lab hours)
Noncredit
Non-credit Course

Introduces technical, safety and workplace skills through work experience in a work environment in diverse areas of vocational activity aligned with local employment opportunities. This is a non-credit course designed to support the educational program for persons seeking employment.
Repeatable

NONCREDIT CAREER TECHNICAL EDUCATION

NCTE 510 CULINARY ARTS FUNDAMENTALS I 0
5.00 hours per week: (1.00 lecture hours/4.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the student to the culinary arts profession and the professional kitchen. Emphasis on basic cooking methods, equipment use, and ingredients provides the student with a beginning understanding of food chemistry and cooking techniques. The course includes "hands-on" experience managing the dining room and kitchen in the production of stocks, broths, sauces, gravies, soups, and breakfast cookery.
Repeatable.

NCTE 520 CULINARY ARTS FUNDAMENTALS II 0
4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Noncredit
Non-Credit Gradeable Course/S

Engages the student in the practical kitchen application of vegetable, grain, starch and the principles and practices used in producing pantry items in a commercial environment. A variety of menu items are prepared including salads, salad dressings, sandwiches, and vegetable, grain and legume dishes.
Repeatable.

NCTE 525 BAKING AND BAKING SCIENCE I 0
2.00 hours per week: (0.50 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Prerequisites: NCTE 520

Introduces the student to the basic skills needed for professional baking. Enables the student to learn and practice the skills and

methods of the production of bread, desserts, and other baked goods using quantity production techniques.
Repeatable.

NCTE 713 FOOD SAFETY AND SANITATION 0
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Examines the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures and the food handler's responsibility in maintaining high sanitation and safety standards.
Repeatable.

PROFESSIONAL DEVELOPMENT STUDIES

PDS 520A BEGINNING COMPUTER KEYBOARDING AND DOCUMENT PROCESSING 0
(Formerly BUS520A)
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Noncredit
Non-credit Course
Advisories: ENGL 156

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or for personal use. Provides basic keyboarding skills by touch, using a microcomputer with a 10-key pad. Includes basic formatting instructions for letters, tables, and reports.
Repeatable.

PDS 520B INTERMEDIATE COMPUTER KEYBOARDING AND DOCUMENT PROCESSING 0
(Formerly BUS520B)
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)
Noncredit
Non-credit Course
Advisories: PDS 120A, PDS 520A or ability to type 30 words per minute

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or personal use. Provides the primary purposes of building speed and accuracy and arranging letters, memos, reports, business forms and tables in proper format.
Repeatable.

PDS 520S SPEED AND ACCURACY COMPUTER KEYBOARDING 0
(Formerly BUS520S)
4.00 hours per week: (1.00 lecture hours/3.00 lab hours)
Noncredit
Non-credit Course
Advisories: Ability to type 20 words per minute or successful completion of PDS 120A.

Increases skills in typing speed and accuracy. Emphasizes keyboarding basics through keystroking analysis and corrective drills.
Repeatable.

PDS 562 INTRODUCTION TO BEGINNING COMPUTER KEYBOARDING 0
(Formerly BUS562)
1.50 hours per week: (0.75 lecture hours/0.75 lab hours)
Noncredit
Non-credit Course

Introduces typing fundamentals, machine functions, keyboard use, and speed and accuracy drills. Designed to develop a minimum typing speed of 20 words a minute.
Repeatable.

VOCATIONAL EDUCATION

VOCE 500   INTRODUCTION TO HAND-HELD DEVICES   0
(Formerly NCTE500)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces practical use of a variety of handheld computer devices including music players, e-Books, Smartphones, iPods, iTouch, and iPads. The use of common PC and Mac applications to run devices, find tutorials or manuals, and identify useful settings, will also be covered. Information learned in this course will provide tips on how to use handheld devices effectively and observe protocol when determining proper use of these devices in a work environment.
Repeatable

**VOCE 501   KEEPING A PC HARD DISK CLEAN
              AND ORGANIZED   0**
(Formerly NCTE501)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Examines how to organize, clean, and optimize a PC hard disk drive to maximize performance. Course topics include techniques for file organization, program removal, garbage identification and the removal of malware, and basic maintenance.
Repeatable

**VOCE 502   TECH TALK: WHAT'S NEW
              COMPUTERS AND TECHNOLOGY?   0**
(Formerly NCTE502)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Examines the rapidly evolving technical world and its future. This course will guide students as they explore the many practical questions that arise as computers, cell phones, eBooks, social networks, email, the internet and other technology become more central to our daily lives. This course may be taught bilingually.
Repeatable

VOCE 503   OPTIMIZE AND UPGRADE YOUR PC   0
(Formerly NCTE503)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces a variety of hardware and software tools as well as strategies to improve the productivity and efficiency of PC systems. The course teaches how to optimize the PC's operation and how to upgrade memory, disk drives and other components at a reasonable cost to extend the life of a PC system or design and build an entirely new system. Topics also include how to rid a system of viruses and spyware and how to back up a system and valuable data.
Repeatable

**VOCE 504   INSTALLING AND CONFIGURING
              WINDOWS SERVER   0**
(Formerly NCTE504)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the processes of installing and configuring a Windows server. Some of the areas covered will include: configuring storage, configuring print and document services, remote management, IP addressing, and configuring DHCP and DNS Services.
Repeatable

VOCE 505   ADMINISTERING WINDOWS SERVER   0
(Formerly NCTE505)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides an introduction to the skills required to administer Windows servers. Some of the skills to be discussed and practiced in this course include: deploying and managing server images, configuring advanced audit policies, configuring VPN's, configuring DNS zones and records.
Repeatable

VOCE 506   INTRODUCTION TO 3-D PRINTING   0
(Formerly NCTE506)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces fundamental concepts of 3D printing. Topics include: History of 3-D Printing, present and potential developments, best practices, and materials for additive manufacturing applications. This course also identifies sources for 3-D printing and software appropriate for rapid prototyping as well as service and maintenance of 3-D printers.
Repeatable

VOCE 507   PRODUCT DESIGN AND PROTOTYPING WORKSHOP 0
(Formerly NCTE507)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides an overview of the Prototyping and Fabrication methods for Product Design. Presents the knowledge and skills needed to turn design concepts into digital objects and examines multiple fabrication processes. Provides opportunities for hands-on experience using digital tools through visits to industry workshops. Selected software for Product design and Prototyping is also introduced. The emphasis of the course is on 3D modeling with support for 3D printers and fabrication tools.
Repeatable

VOCE 508   PRODUCING A DIGITAL NEWSLETTER   0
(Formerly NCTE508)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Focuses on formatting a newsletter for digital platforms. Guidance will be provided on how to lay out an actual publication of the students own choosing. If the student does not have an actual publication to work with a prototype will be provided.
Repeatable

VOCE 509   PRODUCING A DIGITAL MAGAZINE   0
(Formerly NCTE509)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Focuses on the basic techniques of formatting a magazine cover and interior master pages for digital platforms. Guidance is provided on the use of a variety of tools while applying skills to a real-time project.
Repeatable

VOCE 511   DIGITIZING DOCUMENTS   0
(Formerly NCTE511)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces how to create secure forms and interactive documents

for electronic distribution using Adobe Acrobat Pro. Instruction is included on securing forms with passwords and digital signatures. Additional topics include: strategies for good design utilizing industry standard software, conversion to secure PDF forms, creation of interactive fields and calculations.

Repeatable

VOCE 512   PREPARING DIGITAL IMAGES   0
(Formerly NCTE512)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces pixels, the building blocks for digital images, and how they relate to image size and resolution. Discusses how the "intent" (print, web, digital documents) determines the size and resolution. Provides instruction how to use Photoshop to perform basic photo editing and re-touching.

Repeatable

VOCE 513   INTRODUCTION TO ADOBE ACROBAT TOOLS   0
(Formerly NCTE513)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides instruction in how to download PDFs from the web and share them as emails. Explains what PDFs actually are and how they make our lives easier. This course demonstrates the basics of working with PDF's including: how to create, combine, edit, export, review, annotate, comment and share documents.

Repeatable

VOCE 514   ADVANCED APPLICATIONS OF ADOBE ACROBAT 0
(Formerly NCTE514)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides instruction in how to streamline workflow and eliminate paper as additional Adobe Acrobat skills are learned. This course demonstrates the use of PDF's to convert paper documents into digital archives, combine documents from various applications into one cohesive file or portfolio, add interactivity to manuals and newsletters, and create interactive forms for easy data collection.

Repeatable

VOCE 516   HIGH IMPACT PRESENTATIONS
                AND PROPOSALS FOR THE WORK PLACE   0
(Formerly NCTE516)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the best approach to craft a presentation focused on the message you need to convey to your audience. Instruction is focused on how to consider the audience's expectations, biases, emotions, needs and wants when planning a slideshow. Course topics will explore the logical order to convey your information, what makes for a successful slide design, how to maintain consistency, how to edit for simplicity and how to use powerful imagery and meaningful data.

Repeatable

VOCE 517   BASIC POWERPOINT   0
(Formerly NCTE517)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Identifies approaches to turn facts, figures and photos into a creative display of slides, outlines, graphs, and multimedia using Microsoft PowerPoint. Instruction is provided in the basics of presentation design and how to use templates, insert graphics, add animation, rehearse timings, and run and share a presentation.

Repeatable

VOCE 518   ONLINE RESEARCH SKILLS   0
(Formerly NCTE518)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Teaches advanced internet search skills to yield relevant, credible sources. The course will provide instruction in how to locate, evaluate, and organize information sources to create a research pathfinder that will inform others and demonstrate their research expertise.

Repeatable

VOCE 519   PRESENTING RESEARCH WITH INFOGRAPHICS   0
(Formerly NCTE519)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Examines data visualization to communicate information clearly and efficiently. Instruction is provided in how to locate, evaluate, and organize information to create infographics that will inform others and demonstrate their research expertise.

Repeatable

VOCE 523   INTRODUCTION TO ITUNES, IPODS, AND IPADS   0
(Formerly NCTE523)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents how to use MP3 players and hand-held computers. Focuses on iPods, iPod Touch, and iPads. Instruction is provided on how to download music, videos, and podcasts to a computer. Topics include the applications available on iDevices, such as calendars, contacts, and games.

Repeatable

VOCE 524   LIVING THE ILIFE   0
(Formerly NCTE524)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Explores how to use Apple's iLife suite of programs-iPhoto, iMovie HD, iDVD, Garage Band, and iWeb-to produce and distribute creative ideas through words, pictures, music or video.

Repeatable

VOCE 526   MICROSOFT OFFICE FOR THE MAC   0
(Formerly NCTE526)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Focuses on Microsoft Office for the MAC. Instruction is provided in how the office programs are designed to work as a single application. Topics include: MS Word (Word Processing), Excel (Spreadsheet), PowerPoint (multi-media/graphics/slides), and Outlook (mail/calendar/contacts).

Repeatable

VOCE 534   ADOBE LIGHTROOM ESSENTIALS   0
(Formerly NCTE534)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the basics of the Lightroom Software and how to both manage libraries of files and increase the quality of photographs and videos using editing techniques.

Repeatable

VOCE 536   PHOTOSHOP FOR IMAGING   0
(Formerly NCTE536)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces an overview of Photoshop tools and operations leading to the discovery of the creative potential of image editing. Familiarizes participants with the Photoshop window, tools, and main menu bar.

Repeatable

VOCE 558   BEST BUSINESS APPS   0

(Formerly NCTE558)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces a variety of apps that provide powerful and helpful tools for keeping track of, or handling all of the information you accumulate in a day. Course discussion will include apps for: tracking projects, research, emails, to-dos, follow-ups and more. Course material will help students to choose, install and sync apps with your different technology to help you become more successful and productive in the workplace.

Repeatable

VOCE 559   INTRODUCTION TO GOOGLE DRIVE   0

(Formerly NCTE559)

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides different methods to effectively use Google Drive as powerful Cloud resource for organization of files, collaboration with coworkers, and promoting going paperless. Course discussion will include: various types of drive storage, Sheets, and Slides.

Repeatable

VOCE 560   THE BEST CLOUD BACKUP OPTIONS
TO PROTECT YOUR DATA   0

(Formerly NCTE560)

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides instruction in effectively using the Cloud to protect data from fire, theft, and / or hardware failure. Also provides instruction on how to take advantage of the anytime access to data that using the Cloud provides. Assessing data needs, choosing the best cloud backup option and creating a backup plan will be some of the areas of discussion.

Repeatable

VOCE 583   INFORMATION DESIGN FOR PRINT   0

(Formerly NCTE583)

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the foundation of information design and creation for print distribution. Concepts discussed in this course will assist designers with telling stories visually through the understanding of data types, graphic design principles, and current software tools.

Repeatable

VOCE 584   INTERACTIVE INFORMATIVE DESIGN
FOR THE SCREEN   0

(Formerly NCTE584)

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Explores the potential of coding used for interactive designs. The course will focus on providing a strong foundation in basic coding structures, the application of design principals, and the analysis of visualization styles.

Repeatable

VOCE 585   INTRODUCTION TO MAC OS X LEVEL 1   0

(Formerly NCTE585)

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the basics of Mac OS and some of its most popular programs. Concepts presented include: learning how to make, name, and rename files and folders; find lost files using Find and Spotlight; use of the sidebar and dock; and use of most of the basic program features.

Repeatable

VOCE 586   INTRODUCTION TO MAC OS X LEVEL 2   0

(Formerly NCTE586)

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Reviews some of the programs examined in VOCE 585 Introduction to MAC OS Level 1 in more detail, then proceeds with a more in-depth examination of Mac OS, including ways to customize the Mac. May be taught bilingually.

Repeatable

VOCE 587   INTRODUCTION TO THE MACINTOSH   0

(Formerly NCTE587)

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces basic functions of the computer, how to set it up, and how to perform simple tasks like typing a letter, browsing the web, and getting email. Features an overview of the software that comes pre-installed on the Macintosh computer.

Repeatable

VOCE 588   WEB DESIGN BASICS   0

(Formerly NCTE588)

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces methods used to structure website content to create a positive user experience. This course will introduce website design methods that result in website that are easy to use and efficient. This course will be taught from the perspective of using Dreamweaver's Fluid Grid layout framework.

Repeatable

VOCE 589   WEB CODING FUNDAMENTALS   0

(Formerly NCTE589)

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the basic fundamental skills needed to write HTML. Participants will gain an understanding of HTML as well as how to use Structural tags and semantic markup. Skills taught in this course will enable participants to turn a design created in Photoshop into a fully functioning website in Dreamweaver.

Repeatable

VOCE 590   PHOTOSHOP FOR WEB DESIGN   0

(Formerly NCTE590)

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the basic tools and techniques in Photoshop that lie behind great images and graphics in web design. Includes the fundamental concepts and techniques for working with type in Photoshop, UI elements, web graphics, wireframes, and functional mockups that transition beautifully and easily to production with Photoshop. Incorporates principles of design such as contrast, uni-

ty, and balance in specific ways that improve your website.

Repeatable

VOCE 594   SEARCHING THE WEB   0
(Formerly NCTE594)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Defines the internet and provides navigational tools necessary to search the Web effectively in order to obtain desired information. Introduces techniques and methods used to narrow search results.

Repeatable

VOCE 595   E-MAIL FOR BEGINNERS   0
(Formerly NCTE595)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides a basic introduction to e-mail, including how e-mail works and its uses, setting up an e-mail account, reading and sending e-mail, and managing attachments.

Repeatable

VOCE 596   OPTIMIZING PHOTOS FOR THE INTERNET
             AND EMAIL   0
(Formerly NCTE596)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces manipulation of photos for efficient e-mailing or uploading to the internet. Using Adobe Photoshop or other graphic editing software, instruction will be given in how to crop, color-correct, apply text and effects, sharpen, resample, and save files in the appropriate formats for maximum quality and efficiency when emailing or posting to the internet. This course develops photo editing and basic internet skills for business or personal use.

Repeatable

VOCE 597   COMPUTERS FOR BEGINNERS   0
(Formerly NCTE597)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Designed for students with limited experience with computers, this course introduces how to perform basic computer tasks. Includes how to turn a computer on and off correctly, send and receive email, navigate the internet, open and save a file, and use computer terminology. Course may be taught bilingually.

Repeatable

VOCE 598   HOW TO USE A COMPUTER KEYBOARD
             AND MOUSE FOR BEGINNERS   0
(Formerly NCTE598)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides an orientation to the computer keyboard and mouse, including the layout and function of special computer keys, properly holding the mouse, and practice in using the mouse. No previous typing or computer experience required.

Repeatable

VOCE 599   INTRODUCTION TO WINDOWS   0
(Formerly NCTE599)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the Windows Operating System. Instructor-led guided exploration includes Help, windows navigation and management,

file management, desktop customization, and other Windows Operating System tools and applications.

Repeatable

VOCE 600   WINDOWS BASICS   0
(Formerly NCTE600)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the Windows Operating System in a slow-paced environment. Instructor-led guided exploration activities will include Help, windows navigation and management, file management, desktop customization, and other Windows Operating system tools and applications.

Repeatable

VOCE 601   LEARN TO TYPE   0
(Formerly NCTE601)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides instruction in correct finger and wrist placement, and keyboard reaches for typing and texting. Refreshes skills in keyboarding, increases speed, and provides techniques and strategies to prevent carpal tunnel syndrome. Individualized instruction allows students to work at own pace. May be taught bilingually.

Repeatable

VOCE 602   PHOTOSHOP   0
(Formerly NCTE602)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces Photoshop for the PC and Mac. The class presents a solid foundation in basic tools and techniques for creating, enhancing, and collaging images. Skills will be taught and practiced in a lab setting. This course may be taught bilingually.

Repeatable

VOCE 603   PHOTOSHOP FOR DIGITAL PHOTOGRAPHERS   0
(Formerly NCTE603)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Illustrates the capabilities of Photoshop for the PC and Mac. Topics will include, advanced layering and retouching techniques. Practice in a lab setting will reinforce concepts presented through lecture and demonstration. Familiarity with Photoshop on the PC or Macintosh recommended. This course may be taught bilingually.

Repeatable

VOCE 604   INTRODUCTION TO ADOBE ILLUSTRATOR   0
(Formerly NCTE604)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the basics of Adobe Illustrator. Skills taught will include creating illustrations, logos, and more. Effective use of tools will be demonstrated, and projects will be assigned to ensure hands on practice in all key areas.

Repeatable

VOCE 605   DIGITAL CAMERAS, DIGITAL PHOTOS   0
(Formerly NCTE605)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the basics of photography, the features of digital cameras, how to take better digital photos, and how to correct common photo problems using photo editing software. The course is

designed for beginners or students with some experience in digital photography. Students should bring cameras and sample digital pictures to class.

Repeatable

VOCE 606   DIGITAL DESIGN TECHNIQUES   0
(Formerly NCTE606)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the skills which are needed to create flyers, brochures, logos, and more using Illustrator, Photoshop, and InDesign. Examines how the programs work together to seamlessly combine photos, graphics, and page layouts to produce high quality products. This course may be taught bilingually.

Repeatable

VOCE 607   INTRODUCTION TO DREAMWEAVER   0
(Formerly NCTE607)
1.50 hours per week: (0.00 lecture hours/1.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the basic skills necessary to use Dreamweaver to create a professional Website. Provides hands on practice integrating Dreamweaver, HTML, and CSS. Basic knowledge of PC or Mac and internet navigation skills recommended.

Repeatable

VOCE 608   BASIC WORD PROCESSING   0
(Formerly NCTE608)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides instruction in successfully navigating the computer screen and composing and editing a short document. Class pace allows students to become comfortable with the computer and editing techniques.

Repeatable

VOCE 609   BASIC OUTLOOK   0
(Formerly NCTE609)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces skills which are needed to stay up to date at home and at work through the use of Microsoft Outlook. Covers the basics of how to connect with colleagues, customers, family and friends. Topics include writing and searching email, organizing work tasks, and using the calendar to share information with others.

Repeatable

VOCE 610   BASIC SPREADSHEETS FOR BEGINNERS   0
(Formerly NCTE610)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces basic concepts and functions of Microsoft Excel. Topics include the basics of creating a spreadsheet, using formulas and functions, and creating charts.

Repeatable

VOCE 611   INTRODUCTION TO MS EXCEL   0
(Formerly NCTE611)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the basic concepts and characteristics of Microsoft Excel. Course topics will explore various uses of spreadsheets. Topics covered include the basics of creating a spreadsheet, using formulas and functions, creating charts, and using the database feature in Microsoft Excel.

Repeatable

VOCE 612   INTRODUCTION TO MS WORD   0
(Formerly NCTE612)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces key functions and skills which are used for document creation in Microsoft Word. Includes entering text, doing revisions, formatting, previewing, and printing. Provides practice through the use of a variety of instructor assigned documents.

Repeatable

VOCE 615   FOSTER YOUTH CHILD ADVOCATE 1   0
(Formerly NCTE615)
0.50 - 1.00 hours per week: (0.50 - 1.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-credit Course

Prepares participants to be volunteers as a Court Appointed Special Advocate (CASA) by taking the first of two courses for certification. Course will cover the basic roles and responsibilities of volunteering as a child advocate, basic child development concepts, and the importance of effective communication. Individuals who complete this course may choose to use their new knowledge and skills with a variety of organizations including CASA.

Repeatable

VOCE 616   FOSTER YOUTH CHILD ADVOCATE 2   0
(Formerly NCTE616)
0.50 - 1.00 hours per week: (0.50 - 1.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-credit Course

Prepares participants to be volunteers as a Court Appointed Special Advocate (CASA) by taking the second of two courses for certification. Course will cover the basic roles and responsibilities of volunteering as a child advocate, basic child development concepts, and the importance of effective communication. Individuals who complete this course may choose to use their new knowledge and skills with a variety of organizations including CASA.

Repeatable

VOCE 720   GREEN BUSINESS CERTIFICATION   0
(Formerly NCTE720)
0.50 - 2.00 hours per week: (0.50 - 2.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-credit Course

Introduces standards and practices in Green Business in California and the methods through which a business can achieve and certify those standards. Explores the business and environmental reasons for modifying practices and presents the areas of the certification assessment.

Repeatable

VOCE 725A CALIFORNIA CONSERVATION AWARENESS-
AN INTRODUCTION   0
(Formerly NCTE725A)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides students with an overview of the concepts and current status of biological conservation of California ecosystems. This course explores the biodiversity, food web interactions, natural resources and ecosystem services within the redwood/coastal, chaparral/oak woodland, Sierra/pine, and urban systems, with emphasis placed on their status, impacts and solutions. This course is designed to benefit to those actively participating in hands-on conservation efforts throughout the state.

Repeatable

VOCE 725B CALIFORNIA CONSERVATION EMPLOYMENT   0
(Formerly NCTE725B
2.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides students seeking employment in conservation-related fields with an overview of the safety, workplace, job search and preparation skills through local and regional employment opportunities.

VOCE 780   TRANSFER SKILLS TRAINING FOR CAREGIVERS
AND MEDICAL PROFESSIONALS   0
(Formerly NCTE780
0.50 - 1.00 hours per week: (0.00 - 0.00 lecture hours/0.50 - 1.00 lab hours)
Noncredit
Non-credit Course

Presents evidence-based approaches to transferring patients with a variety of diagnoses and conditions. This course covers the bio mechanics of lifting, basic anatomy of the back, fall prevention and basic transfer techniques, including techniques specific to particular conditions. Students will demonstrate transfer skills presented in the class, thus developing increased safety and efficiency for both the patient and the caregiver.
Repeatable

VOCATIONAL ENGLISH AS A SECOND LANGUAGE

VESL 711   WORK-RELATED COMMUNICATION AND
COMPUTER LITERACY, LEVEL 1   0
(Formerly VESL701)
2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
P/NP Only
Advisories: placement into ESL 701, 702, 703

Develops basic computer skills and communication strategies for successful interaction in the workplace for beginning level ESL learners.
Repeatable.

VESL 712   WORK-RELATED COMMUNICATION AND
COMPUTER LITERACY, LEVEL 2   0
(Formerly VESL702)
2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
P/NP Only
Advisories: placement into ESL 704, 705, 706

Develops computer skills and communication strategies for successful interaction in the workplace for intermediate level ESL learners.
Repeatable.

WELDING

WELD 770A BASIC WELDING   0
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides basic instruction in oxyacetylene and shielded metal arc welding. Begins with the fundamentals and quickly progresses through intermediate skills for welding steel. Includes information on cutting, braze welding, metallurgy, vertical arc welding and non-ferrous welding. Emphasizes the development of good manipulative welding skills for joining steel in the flat and horizontal positions.
Repeatable.

WELD 770B ADVANCED WELDING   0
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Prerequisites: WELD 270A and/or WELD 770A

Continues WELD 270A with emphasis placed on vertical and overhead welding with the shielded metal arc processes. Includes instruction on air carbon arc gouging, flux core arc welding, and development of welding procedures and techniques.
Repeatable.

WELD 780A STRUCTURAL STEEL WELDING CERTIFICATION   0
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP
Prerequisites: WELD 270B or WELD 770B and WELD 270C

Continues WELD 270B. Prepares the student to meet industry standards in shielded metal arc welding on plate steel. Includes performance and procedure qualification, workmanship, techniques, inspection. Provides opportunity for certification to the American Welding Society D1.1 Structural Welding Code.
Repeatable.

WELLNESS

WELL 000   ADULT FITNESS   0
3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Noncredit
Non-credit Course

Presents an opportunity to begin or continue a lifetime fitness program. Students will participate in activities developing flexibility, muscular endurance, muscular strength, cardiovascular and general conditioning. Group or individual activities may include weight training, aerobics, step training, running, walking, water exercise, resistance workout, use of exercise equipment, etc.
Repeatable.

WELL 001   ADAPTED AQUATICS   0
3.00 hours per week: (0.00 lecture hours/3.00 lab hours)
Noncredit
Non-credit Course

Provides an individualized aquatic exercise program for students with a disability. Improves flexibility, strength, and endurance using the water as a source of buoyancy and resistance.
Repeatable.

WORKFORCE PREPARATION

WKFP 500A WORKPLACE READINESS FUNDAMENTALS A   0
(Formerly NCTE500A)
0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces fundamentals of career exploration and planning. Students develop a personal identity profile in relation to job and career clusters characteristics and local job opportunities to establish an education and career plan.
Repeatable.

WKFP 500B WORKPLACE READINESS FUNDAMENTALS B   0
(Formerly NCTE500B)
0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces fundamentals of job search skills. Prepares students to

implement steps involved in obtaining employment and develop a personal budget.

Repeatable.

WKFP 501A WORKPLACE STANDARDS A　　0
(Formerly NCTE501A)
0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces fundamentals of workplace standards in employability skills. Students will identify and apply basic employability skills needed to be successful in the workplace.

Repeatable.

WKFP 515 SUCCESSFULLY MANAGING AND DEVELOPING PEOPLE　　0
(Formerly NCTE515)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Develops the skills needed to be an effective manager or supervisor. Topics covered include: adapting your management style to every situation, communicating effectively, developing your employees through delegation, managing conflict, motivating staff, and facilitating change.

Repeatable.

WKFP 521 CLOSING TECHNIQUES THAT WIN THE SALE　　0
(Formerly NCTE521)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces basic concepts needed to effectively close sales. Provides information on the appropriate use of different types of sales approaches, and discussion on when each different approach is most effective.

Repeatable.

WKFP 522 WINNING SALES SCRIPTS　　0
(Formerly NCTE522)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces techniques for successful "inside" sales where persons contact perspective buyers using phone and email. Includes script writing to increase the effectiveness of "inside" sales in order to maximize this revenue source.

Repeatable.

WKFP 527 WORKPLACE COMMUNICATION STRATEGIES　　0
(Formerly NCTE527)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces new assessment skills to empower the student to optimize their current workplace communications. The skills introduced in this course help students to differentiate content, emotions, perceptions, and intentions in interpersonal communications.

Repeatable.

WKFP 528 DIFFICULT CONVERSATIONS　　0
(Formerly NCTE528)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Develops skills needed for difficult conversations. Topics include: how to clarify intentions and assumptions, simple methods to stay centered while having difficult conversations, and how to constructively shape conversations to achieve desired results. The course also provides scripts and tips that can be used to prepare for future difficult conversations.

Repeatable.

WKFP 529 BUSINESS WRITING IN A TECHNOLOGICAL WORLD　　0
(Formerly NCTE529)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces and develops effective and professional business writing skills. Emphasis is on using proper business tone, organization, formatting, word choice, and persuasion. Additionally, concepts for effectively matching content to delivery method will be presented and discussed. A variety of scenarios will be studied including how to the most effective methods to deliver bad news.

Repeatable.

WKFP 530 WORKPLACE POLITICS　　0
(Formerly NCTE530)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces constructive political behavior to create more win-win situations, unblock barriers to change, create greater "buy-in" on key projects, develop cohesion and improve decision making.

Repeatable.

WKFP 531 RESOLVING DIFFERENCES IN THE WORKPLACE　　0
(Formerly NCTE531)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces collaboration skills which will help to build high trust relationships. Assesses conflict management skill strengths and weaknesses, and helps strengthen weak areas. These activities will be used throughout the course to help students to strengthen their weak areas. Specific areas to be covered during the course will include but are not limited to: Problem solving with multiple parties, nonverbal communication, and the importance of empathy, active listening, and paraphrasing.

Repeatable.

WKFP 532 ASSERTIVE COMMUNICATION　　0
(Formerly NCTE532)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Enhances assertiveness skills for immediate on the job use. Introduces techniques for assertiveness communications, while acquiring tools to give and receive feedback where use of professionalism and assertiveness are required.

Repeatable.

WKFP 533 EMOTIONAL INTELLIGENCE IN THE WORKPLACE 0
(Formerly NCTE533)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Explores the importance of Emotional Intelligence (EI) as it relates to being an effective and high-performing employee, supervisor and leader. Topics include EI competencies: self-awareness, social awareness, self-management and relationship management. Through hands on activities, students will apply the tools and techniques for mastering each domain. Assists students in the creation of strategies using the EI framework which can optimize their professional performance and working relationships.

Repeatable.

WKFP 537   BEST PRACTICES IN CUSTOMER SERVICE   0
(Formerly NCTE537)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Applies practical strategies to assist in retaining a valuable customer base, diffuse difficult situations and earn repeat business. Topics include the anatomy of a complaint, regulating verbal and nonverbal responses, active listening skills, creative problem solving, customer perceptions and expectations, adapting to different conflict styles, and steps to defuse angry customers.
Repeatable.

WKFP 538   THE ART OF NEGOTIATING AND COLLABORATING 0
(Formerly NCTE538)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Applies collaboration tools for building high-trust synergistic relationships and analyzing the conflict cycle. Uses practice skills to diffuse mock situations at each stage of conflict. Skills presented include re-framing, neutralizing language, discovering of interests, and leveraging innovative solutions through a collaborative negotiation process.
Repeatable.

WKFP 539   EFFECTIVE COMMUNICATION AND PERSONALITY STYLES   0
(Formerly NCTE539)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Provides guided exploration of different behaviors and personality styles, while teaching how to adapt one's behavior to be effective with a variety of personality styles in a variety of work situations. Emphasis is placed on dealing with difficult relationships and communicating in a way that matches the needs of all involved to achieve relationship satisfaction and organizational objectives.
Repeatable.

WKFP 540   EFFECTIVE COMMUNICATION IN PROMOTIONAL MARKETING   0
(Formerly NCTE540)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Explores the promotional aspect of marketing and the different communication techniques used to raise customer awareness and interest. Emphasis is placed on how to identify the mediums that will be most effective to a targeted market. Both business-to-customer and business-to-business strategies will be covered. Techniques discussed can be applied towards various careers such as sales, public relations, copywriting, and other marketing positions.
Repeatable.

WKFP 541   MANAGING A MARKETING CAMPAIGN   0
(Formerly NCTE541)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Focuses on the research, planning, execution, and evaluation of a marketing campaign. Examines the specific activities used to promote products, services, and businesses. Multiple mediums that carry the message of the marketing campaign will be covered. Explores how companies use marketing campaigns to reinforce branding and positioning.
Repeatable.

WKFP 542   SELF-MANAGEMENT AND DEVELOPMENT   0
(Formerly NCTE542)
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Focuses on self-management skills that encourage behavior resulting in the achievement of personal and professional goals. This can include activities that improve awareness and identity, develop talents and potential, build human capital, facilitate employability, enhance quality of life, and contribute to the realization of dreams and aspirations.
Repeatable.

WKFP 543   BUILDING HIGH PERFORMANCE TEAMS   0
(Formerly NCTE543)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Explores and applies key team-building skills for working within or leading a team. Emphasis is on stages of team development, team roles, supportive communication climate, meeting strategies, and tools for first-rate problem solving and decision making. Practical applications within a team structure is also emphasized.
Repeatable.

WKFP 544   CHANGE IS THE NEW CONSTANT IN THE WORKPLACE   0
(Formerly NCTE544)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents strategies in managing the continual changes taking place in the workplace. Provides practice in identifying opportunities for change, initiating change, and how to support staff during the change process.
Repeatable.

WKFP 546   COACHING TO IMPROVE MANAGERIAL EFFECTIVENESS   0
(Formerly NCTE546)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents coaching techniques to solve workplace problems, energize employees, improve performance outcomes, turn around problem situations, and increase team members overall enthusiasm and motivation. Skills taught and practiced also help participants learn to close the gap between actual and desired performance within their teams.
Repeatable.

WKFP 549   TIME MANAGEMENT   0
(Formerly NCTE549)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Explores time management strategies and tools for effectively managing expanding workloads, shifting priorities and increasing demands. Includes practice activities prioritizing "important" versus "urgent" activities. Emphasis is placed on analyzing current use of time; identifying organizational goals, roles and priorities; identifying barriers to achieving goals; identifying effective ways to work around the barriers to complete important priorities.
Repeatable.

WKFP 551   CRITICAL THINKING, PROBLEM SOLVING AND DECISION MAKING   0
(Formerly NCTE551)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Presents a variety of critical thinking concepts from the perspective that today's workplace functions best when all team members are involved in the process of problem solving and decision making. The process of using analytical thinking to break things down into their component parts will be studied and practiced. Live interactive activities will be used to develop skills which help participants become more efficient with generating new ideas, decision making, and problem solving.

Repeatable.

WKFP 552   BUSINESS BRANDING   0

(Formerly NCTE552)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Examines processes successful businesses use to identify and implement a branding strategy. Effective methods to respond to existing needs and wants of customers will also be covered. Emphasis will be placed on the use of social media in effective brand building.

Repeatable.

WKFP 553   PROMOTIONAL MARKETING TOOLS   0

(Formerly NCTE553)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces different types of marketing tools used in the creation and maintenance of product brand awareness development. Strategies presented will include: the use of major marketing tools, public relations techniques, advertising techniques, relationship selling techniques, and the use of social media.

Repeatable.

WKFP 554   MARKETING MAPS   0

(Formerly NCTE554)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Examines how business success begins with responding to target markets by positioning them in the minds of customers via knowledge of their demographics, psychographics, and geographic information. Presents different methods to effectively identify target markets, and effectively position a business within that market, while also delivering the right message to the right mix of people.

Repeatable.

WKFP 555   MOBILE MARKETING   0

(Formerly NCTE555)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Presents how mobile marketing encompasses global exchange activities on devices such as smartphones, tablets, and others. Discussions will include how todays businesses look for customer-based profitability and investment solutions using mobile devices. Effective ways to use these devices to attract, engage, acquire, and retain local and international customers will be one of the focuses of this course.

Repeatable.

WKFP 561   PERSONALIZED CAREER PLANNING   0

(Formerly NCTE561)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Focuses on the assessment of individuals' strengths, interests, values, personality and abilities in the context of career and education planning. Guided discussion and activities will help to improve participants decision-making skills by exploring their own decision-making styles and applying specific decision making models to their career-planning process.

Repeatable.

WKFP 562   STRATEGIC JOB SEARCH   0

(Formerly NCTE562)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces skills and knowledge students need to develop and implement a strategic career and job search plan. Different sources of occupational information and how to utilize this information in the career planning and job search process will be presented and discussed.

Repeatable.

WKFP 563   LINKEDIN FOR BUSINESS   0

(Formerly NCTE563)

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Covers how to use LinkedIn to develop business through relationship marketing. Topics include optimizing a company profile, developing content that engages a target audience, building a professional brand, marketing a company, showcasing credentials, getting business advice, reconnecting with former colleagues and connecting with businesses around the globe.

Repeatable.

WKFP 564   LEADERSHIP SKILLS   0

(Formerly NCTE564)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Explores and applies the top ten skills that every leader must have. Group activities will encourage live practice of the skills enabling participants to effectively learn to use these new approaches in real business situations. Participants will gain an understanding of the differences between leaders and managers.

Repeatable.

WKFP 565   SUPERVISORY SKILLS   0

(Formerly NCTE565)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the key tools for effective management and supervision. Covers delegation, feedback, communicating with employees, motivation, and management styles.

Repeatable.

WKFP 566   MOTIVATING YOURSELF AND OTHERS   0

(Formerly NCTE566)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Explores the key ingredients for strengthening workplace commitment, engagement, and career satisfaction. Introduces various reward and recognition strategies to increase engagement in the workplace.

Repeatable.

WKFP 567   SETTING UP QUICKBOOKS FOR SMALL BUSINESS 0

(Formerly NCTE567)

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the basics of small business bookkeeping using QuickBooks and including financial reporting, how to analyze and record

financial transactions, accounts receivable, accounts payable, payroll procedures, sales taxes, and common banking activities.
Repeatable.

WKFP 568   MONTHLY PROCEDURES FOR USING QUICKBOOKS 0
(Formerly NCTE568)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces how to develop and apply monthly accounting procedures for use in small business with Quickbooks. Practical assignments, either real or instructor provided, will be used to help students become proficient managing day to day transactions. Reconciling balance sheets, auditing income statements, adjusting journal entries, and preparing financial statements are some examples of what will be covered. This course expands on the information taught in WKFP 567 by providing instruction on the proper monthly activities businesses need to do to maintain accurate books.
Repeatable.

WKFP 569   YEAR END PROCEDURES   0
(Formerly NCTE569)
1.00 hours per week: (0.00 lecture hours/1.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Develops skills in applying year-end procedures used in accounting for small businesses. Presents how to prepare closing journal entries for year-end and reports for tax accountants, purging files, and preparing for the new year.
Repeatable.

WKFP 570   ACCOUNTABILITY   0
(Formerly NCTE570)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the skills needed to effectively manage an individual's own workplace performance and advancement by becoming proactive and accountable.
Repeatable.

WKFP 571   CHAMPIONING DIVERSITY IN THE WORKPLACE   0
(Formerly NCTE571)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Examines diversity within organizations to increase one's awareness of different attitudes, beliefs, lifestyles, sexual preferences, and values that we all bring to work. Discusses how these things affect our behavior and perceptions. This course encourages focus on self-awareness and the impact that our behaviors can have on our co-workers.
Repeatable.

WKFP 572   SECRETS OF A GREAT EMPLOYEE   0
(Formerly NCTE572)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the secrets that make employees irreplaceable. Introduces skills and concepts that will help participants challenge old habits and foster new strategies to empower them to become the best that they can be. Course activities will encourage participants to share and discuss their past and current successes and failures. This course will give employees a renewed self-worth, and a strong appreciation for professional effectiveness.
Repeatable.

WKFP 574   PROCESS IMPROVEMENT   0
(Formerly NCTE574)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces methods and techniques for assessing and improving processes. Covers strategies that will increase efficiency, improve quality, and increase employee satisfaction and motivation.
Repeatable.

WKFP 575   PROJECT MANAGEMENT FOR NON-PROJECT
MANAGERS   0
(Formerly NCTE575)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents strategies for task management and small projects, applying a structured approach to ensure success. Provides practice in the basic principles of project management in the workplace and in creating action plans for on-the-job application. Introduces strategies for effective communication with team members and stakeholders.
Repeatable.

WKFP 576   INNOVATION AND CREATIVITY IN THE WORKPLACE 0
(Formerly NCTE576)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents the importance of being innovative in the workplace in order to stay viable as a business. Discusses what it means to be innovative, how to create and nurture an innovative environment, how to engage employee participation and more.
Repeatable.

WKFP 577   PINTEREST AND INSTAGRAM FOR BUSINESS   0
(Formerly NCTE577)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces skills needed to effectively market and expand a brand using Pinterest and Instagram. Provides the basics and beyond for effectively using these platforms.
Repeatable.

WKFP 578   YOU TUBE FOR BUSINESS   0
(Formerly NCTE578)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the skills needed to use YouTube to broadcast user and business-generated videos. Topics include creating a custom channel and building a following by uploading and sharing videos that communicate a brand and engage an audience. Learn new techniques to view, upload, and share videos; create playlists and optimize videos for search engines; and add annotations, notes and links. Uploading and editing film for YouTube is also covered.
Repeatable.

WKFP 579   FACEBOOK FOR BUSINESS   0
(Formerly NCTE579)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Examines why Facebook is the most popular social network and a powerful tool for growing and promoting your business. Introduces the steps for creating effective profiles, pages, groups, and ads. Discusses how to establish goals, and how to post to achieve them. Presents a variety of methods to build relationships with current

and new customers. Develops skills to increase traffic to your website, and understand the importance of being able to measure the success of your Facebook marketing.

Repeatable.

WKFP 581   TWITTER FOR BUSINESS   0
(Formerly NCTE581)
0.50 hours per week: (0.00 lecture hours/0.50 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces the steps to take to set up a Twitter business presence which will enable organizations to leverage the power of real-time marketing, optimize and manage an account, and find and follow influencers and leads.

Repeatable.

WKFP 582   PROFESSIONAL ETIQUETTE   0
(Formerly NCTE582)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Presents the behavior, communication, and appearance standards needed for professionalism to survive and thrive in the workplace.

Repeatable.

WKFP 591   DOMESTIC AND GLOBAL ISSUES IN
EMPLOYMENT   0
(Formerly NCTE591)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Introduces and discusses contemporary issues in U.S. and global employment law. Covers regulations and legal issues faced in the workplace including sexual harassment, discrimination, whistleblowing, immigration, legal procedures for filing EEO claims, alternatives to litigation, as well as employer defense options.

Repeatable.

WKFP 592   INTERVIEWING AND HIRING IN THE GLOBAL
MARKETPLACE   0
(Formerly NCTE592)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Discusses techniques and trends which are used in the global marketplace for recruitment, investigation, interviewing, and hiring. Discussions will include methods for effective hiring and supervision.

Repeatable.

WKFP 593   EVALUATING AND MONITORING PERFORMANCE OF
YOUR GLOBAL TEAM   0
(Formerly NCTE593)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Discusses ways in which employee relationships factor into a global organizations view of its own successes. This course is designed to teach techniques to measure which employees understand, communicate and respond to legal and ethical organizational values and performance standards.

Repeatable.

WKFP 775   PLANNING YOUR NEXT CAREER   0
(Formerly NCTE775)
0.50 hours per week: (0.50 lecture hours/0.00 lab hours)
Noncredit
Non-Credit Gradeable Course/SP

Designed for older adults who wish to explore new work and career opportunities. Students develop work-related goals, examine their work histories, identify marketable employment skills, and identify local employment resources and supports.

Repeatable.

FACULTY AND ADMINISTRATION
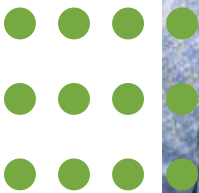
MANAGEMENT

Bell, Alexandra (2021)

Director of Institutional Grants
  B.A., University of Miami, Coral Gables;
  M.A., University of California, Santa Barbara

Bermudez, Claudan (2019)

Associate Director of Marketing and Communications
  B.A. Hofstra University, New York

Bitz, Cinda (2022)

Assistant Director of Human Resources

Borgeson, Aaron (2022)

Director of Outreach and Enrollment Services
  B.A., M.A., California Polytechnic State University, San Luis
  Obispo

Camarillo, Richard (2017)

Director of Foundation Fiscal Services
  B.A., California State University, Fresno

Cano, Mark (2021)

Assistant Director of Bond Projects

Cartnal, Ryan (1994)

Executive Director, Institutional Effectiveness and Research
  B.A., Occidental College; Los Angeles;
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Chevalier, Madelyn (2021)

Director, Children's Center
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Coria, Elizabeth (2021)

Assistant Superintendent/Vice President, Student Success and
Support Programs
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Curtis, Jason (2014)

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Associate Dean of Student Equity and Special Programs
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Evans, Michelle (2019)

Associate Director of Accounting
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Green, Christopher (2002)

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Green, Matthew (2002)

Director, Community Engagement and Dual Enrollment
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Guardado, Siboney (2017)

Associate Director of Student Success Centers
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  M.A., Cal Lutheran University, Thousand Oaks

Hill, Shannon (2011)

Executive Director, Foundation/Institutional Advancement
  B.F.A., University Of Tennessee;
  M.S., University Of Oregon

Ingram, Shelly (2022)

Associate Director of Varian Ranch Education Center
  B.A., Eastern Oregon University, La Grande;
  M.A., Kansas State University, Manhattan

Johnson, Nicole (2019)

Director, Student Health Services
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  M.S. California State University, Sacramento

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Dean of Instruction
  B.A., Providence University;
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  M.A., Monterey Institute of International Studies

Mariucci, Robert (2001)

Director, Athletics
  B.S., M.A., Northern Michigan University

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Director, Facilities Services, Planning & Capital Projects

McDonald, Zhrinna (2020)

Associate Dean, Financial Aid & Records
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Naegle, Erin (2023)

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  B.S., Utah State University;
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Person. Mozell (2023)

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Robert "Rich" Randolph (2022)

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Stearns, Jill (2018)

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Strano, Jessica (2021)

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Troy, Daniel (2016)

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  B.A., Dickenson College;
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Vastine, Kristina (2021)

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FACULTY: FULL-TIME

Adams, Elizabeth (2022)

Engineering and Technology
  B.A., Boise State University;
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Alvarez Pardo, Guillermo (2019)

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  M.B.A. Institute of Technology and Higher Studies of
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Physical Sciences
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Physical Sciences
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Mathematics
  B.A., University Of California, Berkeley;
  M.A., University Of Houston, Texas

Kline, Susan (2012)

Business Education
  B.A., Pace University, New York;
  M.S., University Of California; Irvine

Knudsen, Matthew (2000)

Mathematics
  B.A., University Of California, Santa Cruz;
  M.S., University Of California, Irvine

Knutson, John (2001)

Performing Arts
  B.M., University Of Minnesota, Twin Cities;
  M.M., Northern Arizona University

Koeninger, Anthony (2001)

Social Sciences
  B.A., M.A., Ph.D., University Of California, Santa Barbara

Korisheli, Margaret (2002)

Fine Arts
  B.S., University Of California, Los Angeles;
  M.A., California State University, Northridge

Krulikowski, Victor (2001)

Social Sciences
  B.A., University Of Delaware;
  M.A., University Of California, Santa Barbara

LaMon, Brent (1999)

Social Sciences
  B.S., California Polytechnic State University,
  San Luis Obispo;
  M.Phil., Ph.D., Graduate School And University Center Of
  The City University Of New York

Langer, Bradley (2014)

Languages and Communications
  B.A., University of Santa Barbara, Santa Barbara
  M.A., Ph.D., University of California, Davis

Len, Patrick (2003)

Physical Sciences
  B.A., Washington State University, Missouri;
  Ph.D., University Of California, Davis

Leonard, Tonya (1995)

Counseling & Guidance
  B.A., California Polytechnic State University,
  San Luis Obispo;
  M.S., University Of La Verne

Leone, Stephen (1999)

English
  B.A., M.A., California State University, Fresno

Lidoff, Genevieve (2020)

Nursing/Allied Health
  B.A., Vassar College, Poughkeespsie;
  M.S., University of San Francisco;
  M.S., CSU East Bay, Hayward

Liu, Canguo (2015)

Fine Arts
  B.S., M.S., Beijing Film Academy, China;
  M.S., University of Massachusetts Dartmouth,
  North Dartmouth

Lobo, Elizabeth (2012)

Biological Sciences
  B.S., University Of San Francisco; San Francisco;
  Ph.D., City Of Hope Beckman Research Institute; Duarte

Love, Carina (2004)

Library/Learning Resources and Distance Education
  B.A., University Of California, Santa Barbara;
  M.A., University Of California, Los Angeles

Lowenstein, Ryan (2019)

Mathematics
  B.S. Chapman University;
  M.S. California State University, Long Beach

Machado, Christopher (2014)

Biological Sciences
  B.A., University of California, Davis;
  Ph.D., University of Texas Health Science Center, Houston,
  Texas

Maddelein, Michalyn (2018)

Nursing/Allied Health
  B.S., M.S., Western Governors University

Maliszewski, Ann (2006)

Biological Sciences
  B.S., Keene State College, New Hampshire;
  M.A., Kent State University, Ohio;
  Ph.D., University Of Massachusetts

Marini, Amelia (2019)

English
  B.A. Bard College;
  M.A. City University of New York

Marroquin, Nolberto (2021)

Counseling Services
  B.S., M.A., California Polytechnic State University, San Luis
  Obispo

Marsh, John (2004)

Kinesiology, Health Science and Athletics
  B.A., M.A., California Polytechnic State University,
  San Luis Obispo

Martin, Jennifer (2004)

Performing Arts
  B.A., California State University, Fullerton;
  M.M., University Of Redlands

McCarley, Ronald (2005)

Performing Arts
  B.A., Westmont College;
  M.F.A., California Institute Of The Arts

McConnico, Laurie (2007)

Biological Sciences
  B.S., University Of California, San Diego;
  M.S., Moss Landing Marine Laboratories, San Jose State
  University

McDonald, Ronald (2007)

Engineering and Technology
  A.S., Cuesta College

McKiernan, Zachary (2017)

Social Sciences
  B.A., Loyola University of Chicago;
  M.A., Ph.D., University of California, Santa Barbara

Meyer, Jodi (2001)

Mathematics
  B.S., California Polytechnic State University,
  San Luis Obispo;
  M.S., Northern Arizona University

Mifsud, Lise (2008)

Social Sciences
  B.A., University Of California, Berkeley;
  M.A., University Of Tennessee, Knoxville

Millard, Monica (2014)

Nursing/Allied Health
  A.D.N, Santa Barbara City College

Miller, Kenneth "Bob" (2003)

Kinesiology, Health Science and Athletics
  B.S., University Of Redlands;
  M.S.S., United States Sports Academy, Alabama

Miller, Sarah (2019)

English
  B.A., M.A. California Polytechnic State University, San Luis
  Obispo;
  M.A. Florida State University;
  Ph.D. Arizona State University

Millich, Stacy (2008)

Engineering and Technology
  B.A., California State University; Chico;
  J.D., Santa Clara University; School Of Law

Mogull, Michael (2014)

Mathematics
  B.S., M.S., California Polytechnic State University,
  San Luis Obispo

Mojo, Brittany (2019)

Ceramics
  B.A. California State University, Long Beach
  M.A. University of California, Los Angeles

Moore, Cherie (1995)

Applied Behavioral Sciences
  B.A., University Of Hawaii At Manoa;
  M.S., California Polytechnic State University,
  San Luis Obispo

Moscoso, Glenda (2005)

Counseling & Guidance
  B.A., M.A., California Polytechnic State University,
  San Luis Obispo

Munoz, Magdalena (2021)

Counseling Services
  B.S., University of California, San Diego;
  M.S., California State University; Long Beach

Orefice, Angela (2008)

Kinesiology, Health Science and Athletics
  B.A., California Polytechnic State University,
  San Luis Obispo;
  M.S., University Of Arkansas; Fayetteville;
  M.A., State University Of New York; Stony Brook

Novitsky, Eric (2018)

Physical Sciences
  B.S., University of Illinois;
  Ph.D., University of California, Irvine

Patchell, Thomas (2006)

English
  B.A., M.A., California Polytechnic State University,
  San Luis Obispo

Peters, Kathleen (1997)

Disabled Student Programs And Services
  B.A., M.A., California Polytechnic State University,
  San Luis Obispo

Porter Kathleen (2006)

Counseling & Guidance
  B.A., California State University – Sacramento;
  M.A., California Polytechnic State University,
  San Luis Obispo

Prochaska, David (1997)

Fine Arts
  B.F.A., College Of Creative Studies, University Of
  California, Santa Barbara;
  M.F.A., University Of California, Santa Barbara

Reed, Blake (1997)

Counseling & Guidance
  B.A., M.A., California Polytechnic State University,
  San Luis Obispo

Ross, Alan (1998)

Engineering & Technology
  B.S., M.S., Ph.D., University Of California, Los Angeles

Rubin, Gary (2004)

Business Education
  B.S., DePaul University, Chicago;
  J.D., California Western School of Law

Sanders-Moreno, Jennifer (2001)

Mathematics
  B.S., M.S., California Polytechnic State University,
  San Luis Obispo

Schwennicke, Robert (1998)

Mathematics
  B.A., California State University, Long Beach;
  M.A., Ph.D., University Of California, Santa Barbara

Scovil, Randy (2001)

Business Education
B.A., San Diego State University;
M.S., California Polytechnic State University,
San Luis Obispo

Sherman, Teri (2002)

Counseling & Guidance
B.A., California State University, Fresno;
M.A., California Polytechnic State University,
San Luis Obispo

Simonds, Melina (2021)

Applied Behavioral Sciences
B.A., University of California, Los Angeles;
M.A., Pacific Oaks College, Pasadena

Sims, Wesley (2015)

English
B.A., Mount Vernon Nazarene University;
M.A., Texas A&M, College Station;
Ph.D., University of Illinois, Chicago

Staley, Richard (2006)

Nursing/Allied Health
B.S., California State University, Fresno;
M.A., California Polytechnic State University,
San Luis Obispo

Stapp, Amy (2015)

Business Education
B.A., Wheaton College, Wheaton;
M.S., California Polytechnic State University,
San Luis Obispo

Stever, Cindy (2006)

Counseling & Guidance
B.A., M.A., California Polytechnic State University,
San Luis Obispo

Stokes, John (2006)

Engineering and Technology
B.S., California Polytechnic State University,
San Luis Obispo

Stone, George (1998)

Performing Arts
B.A., California State University, Northridge;
M.A., University Of La Verne

Tucker, Erich (2017)

Languages & Communications
B.A., Arizona State University;
M.A., University of Northern Colorado

Tucker, Heather (2014)

Nursing/Allied Health
B.A., American Public University System, Charles Town

Turner, Mark (1995)

Mathematics
B.A., California State University, Fullerton;
M.S., California Polytechnic State University,
San Luis Obispo

Valle, Bree (2001)

Performing Arts
B.A., B.Ed., Lakehead University, Canada;
M.F.A., Arizona State University

Vasques, Matt (1998)

Languages and Communications
B.A., California Polytechnic State University,
San Luis Obispo;
M.A., University Of Maine

Vasta, Joseph (2001)

Mathematics
B.S., M.S., Ph.D., University Of California, Riverside

Veres, John (1999)

Biological Sciences
B.A., Rutgers University, New Jersey;
M.S., Washington State University;
Ph.D., Duke University, North Carolina

Voge, Regina (2006)

English as a Second Language
B.A., M.A., California Polytechnic State University

Wages, Nancy (2022)

Nursing/Allied Health
A.A., Cuesta College, San Luis Obispo

Wearda, Lisa B. (2007)

Counseling & Guidance
B.S., M.A., California Polytechnic State University,
San Luis Obispo

Webber, Heidi (2016)

Counseling & Guidance
B.A., Portland State University, Portland, Oregon;
M.A., California Polytechnic State University,
San Luis Obispo

Weber, Mark (1989)

Social Sciences
B.A., Humboldt State University;
M.A., Vanderbilt University, Tennessee

West, James (1999)

English
B.A., M.A., California Polytechnic State University,
San Luis Obispo

Wilshusen, Cynthia (2016)

Distance Education Instructional Designer
B.S., California Polytechnic State University,
San Luis Obispo;
M.B.A., University of Phoenix

EMERITI: FACULTY

Upon retirement, regular (tenured) and temporary faculty members who have served as faculty at Cuesta College for a minimum of fifteen years shall be eligible for emeritus faculty status if they have fulfilled at least nine full-time equivalent years.

*Deceased

Allen, Laurie (2001-2018)
Library/ Learning Resources

Ambrose, Mary Ann (2007-2016)
Nursing

Amyx, Chester L. (1965-1993)
Fine Arts

Amyx, Guyla (1988-2010)
Fine Arts

Andrews, Katchy (1991-2011)
Counseling and Guidance

Asire, Joseph J. (1967-1995)
Physical Sciences

Aleshire, Evlyne (1975-2008)
Biological Sciences

Avila, Frank W.* (1965-1974)
Social Sciences

Baeyen, Dennis (1988-2018)
English

Bailey, Lorraine H. (1975-1993)
Human Development

Balfour, D.M.E., Warren H. (1973-2001)
Performing Arts

Basseri, Ed.D., Jamshid* (1965-1996)
Business Education

Barclay, Judith (1985-2008)
Mathematics

Barker, Deborah (1990-2019)
Biological Sciences

Bauer, Paul G. (1971-2006)
Physical Sciences

Bedell, Lee L. (1966-2006)
English

Belden, Lonnie M. (1966-1999)
Biological Sciences

Biering, Ruth (1987-2017)
Business Education

Blakeslee, D.S.M., Earle B.* (1965-1973)
Fine Arts

Blazej, Donald (1987-2012)
Business Education

Boster, Elizabeth A. (1974-2011)
Human Development

Bowen, Terry C. (1978-2004)
Physical Education

Bower, Donna (2001-2019)
Student Development and Success

Bowen, John E.* (1965-1988)
Physical Sciences and Mathematics

Brady, Linda (1986-2010)
Counseling and Guidance

Bramson, Tricia (1994-2016)
Human Development

Brudney, Kent (1986-2010)
Social Sciences

Brundage II, Joe R. (1965-2003)
Physical Sciences

Bursey, Victoria D. (1989-2006)
English

Cakshiri, Barbara (1998-2016)
Mathematics

Canney, D.A., Daniel J.* (1966-1995)
Language Arts

Cardinale, Joe (1985-2012)
Counseling Services

Carra, Hedy (1979-2009)
Academic Support/Disabled Students Program and Services

Chandler, Arlene B. (1965-1986)
Human Development

Chausse, Delbert (1979-2022)
Library

Clayton, Petra (1987-2017)
Languages & Communications

Cleeves, Marilyne (1991-2022)
Business Education

Clickard, Christine (2006-2020)
Student Health Center

Collier, Margaret (1975-2005)
Human Development

Conklin, Edward (1990-2018)
English

Conklin, Lucy (1991-2020)
Humanities, Student Development and Success (ESL)

Corey, Jean (2004-2012)
Nursing and Allied Health

Crystal, Ed.D., Delbert G.* (1966-1993)
Engineering and Technology

Diaz, David (1984-2009)
Kinesiology, Health Sciences and Athletics

Dill, Peter (1983-2010)
Social Sciences

Dockstader, Mary Ann (2001-2020)
Student Development and Success

Dunn, Betsy (2006-2016)
Languages & Communications

Eister, J. Owen (1965-1993)
Language Arts

English, Wallace E. (1972-1995)
Engineering and Technology

Erickson, Lenore A. (1967-2000)
Social Sciences

Evans, Valerie (1986-2001)
Business Education

Findley, Virginia (1983-2010)
Business Education

Fisher, Richard L.* (1965-1998)
Physical Sciences

Florez, Janet (1994-2021)
Counseling

Frank, Arnold F. W.* (1965-1990)
Engineering and Technology

Frantz, Barry J. (1967-2001)
Fine Arts

Frey, Adele H. (1965-1992)
Physical Education

Frost, Ramona Z.* (1965-1988)
Language Arts

Galczenski, Marian (1990-2013)
Fine Arts

Genereux, Marilyn Kay* (1989-2001)
Disabled Student Programs and Services/Learning Skills

Gillette, Jan* (1997-2014)
Human Development

Girard, Sally (1984-2010)
Languages and Communications

Girolo, Nella S. (1972-2003)
Performing Arts

Gold, Ph.D., Randall (1968-2010)
Social Sciences

Grover, Jeffrey (1988-2018)
Physical Sciences

Guglielmo, Sarah (1998-2021)
Kinesiology

Guidi, Addie (1972-1991)
Nursing and Allied Health

Hansen, Donald F. (1965-2000)
Business Education/Men's Basketball

Hansen, Mary El (1985-2001)
Counseling Services

Harris, Linda (1998-2008)
Nursing/Allied Health

Hartwig, Robert L.* (1976-2005)
Languages and Communications

Hendricks, Judith E.* (1987-2003)
Human Development

Herbekian, Steve (1996-2012)
Mathematics

Hesson, Ed.D., J. C. (1965-1995)
Language Arts

Hitchman, Richard J. (1967-2003)
Social Sciences

Hoffman-Rose, Julie (1999-2020)
Mathematics

Hollis, Thomas (1997-2021)
Physical Science

Hughes, Patrick (1989-2010)
Mathematics

Jagger, Ellen (2001-2019)
Library/Learning Resources

Jimison, Katherine (1996-2018)
Physical Sciences

Johns, Marvin (1984-1995)
Physical Sciences and Mathematics

Johnson, Fay (1999-2020)
Nursing/Allied Health

Johnson, Jani N. (2002-2015)
Kinesiology/Athletics

Johnson, Joyce R. (1965-1986)
Business Education

Johnson, Richard E. (1989-2005)
English

Johnston, Laurence (1990-2012)
Mathematics

Jones, Jeff (1990-2021)
Engineering and Technology

Judd, Dennis (1988-2015)
Social Sciences

Kanbara, Jack N. (1969-1990)
Library Services

Kelley, James David (1965-1990)
Social Sciences

Ladd, Laurie (2006-2020)
English

Lagomarsino, Peter (1976-2008)
Construction

Lane, Irene O.* (1969-1986)
Counseling Services

Larsen, Marie (1999-2018)
Mathematics

Larson, Beverly (1998-2010)
Business Education

Lau, Christina (1991-2012)
Library/Learning Resources

Lee, Roger (2003-2016)
Fine Arts

Lewis, Greg (1992-2022)
Mathematics

Lilley, Keith (1974-2008)
Library/Learning Resources

Lloyd, Susan (1992-2018)
Languages and Communications

MacArthur, Suzanne (1997-2021)
Mathematics

Mann, Nancy (1990-2018)
Biological Sciences

Marchant, Christine (1987-2011)
English

Marsala, Susan (1989-2020)
English

Marshall, A. Robert (1977-2005)
Mathematics

Mauro, Carmen L.* (1965-1987)
Physical Education

McAustin, Michelle (1990-2018)
Business Education

McBade, Jayson (1967-1986)
Fine Arts

McCorkle, Mary (1975-2010)
Languages and Communications

McGee, Barbara (1989-2012)
Mathematics

McGill, Paul L.* (1966-1983)
Language Arts

Medeiros, Madeline (2001-2022)
English as a Second Language

Meissner, Gary C. (1971-2002)
Physical Education

Ann Miller (2008-2020)
Nursing

Miller, Barbara (1996-2018)
Mathematics

Monteath, Douglas (1978-2016)
Languages & Communications

Mooney, Amy (1997-2018)
English

Napoli, Michael (1985-2011)
Kinesiology, Health Sciences and Athletics

Nelson, Darlene L. (1986-2004)
Learning Skills/Disabled Students Programs and Services

Nunez, Daniel J.* (1972-1992)
Engineering and Technology

Nunez, Irene (1986-2016)
Counseling

Olds, Alexis (1995-2016)
Languages & Communications

O'Neill, Megan (1999-2021)
Biological Sciences

Panter, Dwight (1976-2016)
Engineering and Technology

Peachey, Pam (1995-2014)
Nursing and Allied Health

Pedersen, Pete K. (1971-2006)
Biological Sciences

Pelfrey, Robert H. (1972-2003)
Fine Arts

Peluso, Marta (1986-2016)
Fine Arts

Peter, Gilbert M.* (1966-1993)
Physical Sciences and Mathematics

Phipps, Richard (1990-2022)
Fine Arts

Pierce, Jill (1990-2016)
Human Development

Pillsbury, Douglas (1990-2010)
English as a Second Language

Platou, Harald S.* (1965-1989)
Biological Sciences

Platou, Teofila A. (1968-1991)
Nursing and Allied Health

Platt, Jr., Hugh H. (1981-1999)
Language Arts

Powers, Robin (1996-2016)
Disabled Students Programs and Services

Rackley, David (1997-2016)
Performing Arts

Ralston, Irmtraud (1986-2010)
Counseling and Guidance

Rector-Cavagnaro, Anthony (1989-2022)
Languages and Communications

Rehm, Walt (1990-2012)
Kinesiology, Health Sciences and Athletics

Rich, Darrell L. (1972-2002)
Physical Education

Richmond, William F. (1972-2004)
Engineering and Technology

Robert, Karen (1989-2006)
Student Life and Leadership

Rodrigues, Aaron (1991-2020)
Social Sciences

Rossa, Marilyn (1984-2018)
English

Rumore, George (1968-2001)
Business Education

Sanchez, David (2007-2019)
Criminal Justice

Schnoor, Gail (1991-2013)
Languages and Communications

Scott, David (1987-2020)
Fine Arts

Shearer, Nancy (1988-2008)
Languages and Communications

Shelton, Eugene R.* (1969-1995)
Language Arts

Silverberg, Bruce (2004-2019)
Architecture

Smith, Darlene (1976-2010)
Social Sciences

Smith, Dawn (1993-2015)
Nursing and Allied Health

Smith, Eleanor (1995-2016)
Nursing

Smith, Julie (2006-2016)
Counseling

Snider, William R. (1989-2015)
Business Education

Solis, Yolanda (1994-2013)
Languages and Communications

Stakes, Debra (2006-2020)
Physical Sciences

Stanford, Ph.D., Barbara (1971-1992)
Social Sciences

Steinberg, Elizabeth D. (1986-2013)
Human Development

Stewart, James (1973-2010)
Counseling and Guidance

Stone, Richard M.* (1971-2002)
Business Education

Stout, Leland K. (1971-1988)
Engineering and Technology

Sullivan, John* (1987-2012)
Business Education

Sutter, Ralph (1987-2011)
Languages and Communications

Taylor, Richard (1999-2017)
Mathematics

Thompson, Stanley E. (1970-1998)
Engineering and Technology

Thoresen, George "Rob" (2005-2020)
Engineering and Technology

Thorup, Ph.D., H. Christian* (1966-1995)
Social Sciences

Tomes, Mark (1989-2017)
Disabled Students Programs and Services

Tomlinson, Robert S. (1966-1987)
Language Arts

Torrey, Antonia (2001-2018)
Nursing/Allied Health

Villa, Gary (2001-2017)
Engineering and Technology

Vriend, Regina (2001-2018)
Counseling & Guidance

Ward, Janis (1982-2017)
Languages and Communications

Ward, Ken (1999-2020)
Physical Sciences

Waska, Karen (1990-2015)
College Success Studies

Welch, D.A., C. Lee (1965-1991)
Physical Sciences and Mathematics

Wilson, Jonathan (1993-2021)
Social Sciences

Windsor, Aloha (1989-2012)
English

Wright, Margaret "Peggy" (1997-2020)
Math

Wulfeck, Susan (1998-2016)
Fine Arts

Ziehl, Cheryl (1982-2017)
Student Development and Success

Zin, Kyi (2009-2018)
Mathematics

Zipperian, Kathryn (1997-2021)
English

EMERITI: MANAGEMENT

Upon retirement, management, supervisory, confidential, and classified employees who have served at Cuesta College for a minimum of fifteen years shall be eligible for management, supervisor, confidential, or classified staff emeritus status if they have fulfilled at least nine full-time equivalent years.

Deceased

Agostini, Hank (1985-2019)
Supervisor, Skilled Maintenance

Anderson, Darrell (1995-2019)
Supervisor, Custodial Services

Bell, Trudy (1981-2018)
Director of Bookstore and Auxilliary Services

Bennett, Sidney S. (1968-1995)
Counseling Services/Director of Career-Transfer Center and Job Placement

Booth, Juanita A.* (1966-1975)
Director of Nursing Programs

Cementina, Ed.D., Ernest G.* (1966-1992)
Dean of Instruction, Humanities

Choate, Dean (1975-1992)
Director of Building Maintenance and Operations

Dressler, Ed.D., Susan J. (1992-2005)
Assistant Superintendent/Vice President, Instructional Services

Eisenbise, Ph.d./L.L.D., Merlin E.* (1964-1977)
President/Superintendent

Evans, Robert J. (1968-2001)
Dean of Instruction, Humanities

Frady Kelley, Ed.D., Lynn (1973-2001)
Director of Learning Support/Disabled Student Programs and Services

Gabriel, Douglas J. (1975-1992)
Director of Grounds

Garrett, Richard L. (1967-1989)
Director of Student Affairs

George, Ed.D., Barbara H. (1977-2004)
Executive Director of Institutional Advancement

Grant, RN, Ph.D., Ann B. (1981-2004)
Dean of Instruction, Sciences, Mathematics, Nursing and Physical Education

Greathouse, Ed.D., Jim J.* (1966-1992)
Vice President/Assistant Superintendent, Educational Services

Hafley Kluver, Haila (2005-2017)
Director of Children's Center/Early Childhood Education Laboratory

Hagen, Ph.D., Peter F. * (1988-2004)
Director of Matriculation and Research Services

Hansen, Warren E. (1965-2001)
Director Of Athletics and Physical Education

Hastings, Mary (1987-2013)
Supervisor Tutorial Services, Academic Support

Hendricks, Orville L.* (1966-1998)
Dean of Instruction, Business, Engineering/Technology, and Human Development

Henry, Joy F.* (1965-1989)
Registrar

House, Janice (1990-2013)
Director of Computer Services

Judson, Laurie (1968-1992)
Director of Public Affairs

Manyak, John N. (1965-1993)
Director of Counseling Services

Martinez, Ed.D., Frank R.* (1964-1988)
President/Superintendent

McGinnis, Ed.D., George C.* (1964-1972)
Assistant Superintendent, Business Services

McLaughlin, Sandee (1986-2016)
Assistant Superintendent/Vice President Student Services

Miller, Wilma J.* (1971-2000)
Director of Fiscal Services

Mitchell, Ed.D., Grace N.* (1989-1999)
Superintendent/President

Munoz, Candelario (1989-2016)
Director of Counseling & 3SP

Parker, Ed.D., Mary N. (1973-2006)
Director of Nursing/Allied Health

Pearce, Edwin M. (1968-2002)
Dean of Vocational Education, Community Programs/
Recreation, and Economic Development

Perkins, Cynthia S.* (1964-1969)
Director of Counseling and Guidance

Pimentel, Kristin (1990-2019)
Director, Admissions and Records

Reece, Terry (1996-2019)
Director, Facilities Services, Planning & Capital Projects

Schaub, John G.* (1965-1985)
Administrative Dean of Student Services

Sommer, Toni (1998-2015)
Assistant Superintendent/Vice President Administrative
Services

Stork, Ed.D., Gilbert H. (1967-2018)
Superintendent/President

Urquhart Tacket, Karen (2004-2021)
Director of Development

Wambolt, Connie * (1981-1998)
Director of Community Services

Wilhelm, Mary Lou * (1976-1993)
Director of Library Services

Wong, Emery (1968-2000)
Director of Bookstore and Auxiliary Services

Workman, Burma (1980-2004)
Director of Human Resources

EMERITI: SUPPORT STAFF

Upon retirement, management, supervisory, confidential,
and classified employees who have served at Cuesta
College for a minimum of fifteen years shall be eligible for
management, supervisor, confidential, or classified staff
emeritus status if they have fulfilled at least nine full-time
equivalent years.

*Deceased

Acebo, Nancy (1989-2014)
Fiscal Services

Allred, Margie (1997-2020)
Instruction Office

Amader, Jeanie (2001-2016)
Library Technician III

Amborn, Sandra (1996-2009)
Counseling and Guidance

Anderson, Barbara (1989-2016)
Fine & Performing Arts Support Coordinator

Andrews, Karen (1995-2022)
Veterans Coordinator

Bachmann, Anne (1980-2004)
Administrative Services

Baggett, Linda (1993-2010)
Student Services

Bartell, Jean (1995-2017)
Library/Learning Resources

Bartholow, Bonnie* (1976-2001)
Student Services

Bartholow, Sid (1985-2005)
Physical Plant

Beanway, Guadalupe (1995-2015)
Career/Transfer Placement Assistant

Beier, Judy (2001-2018)
Division Assistant, English

Brizzolara, Linda (1988-2016)
Purchasing Technician II

Brown, Celeste (1986-2019)
Purchasing Technician II

Brown, Judi (1990-2009)
Health Services

Cattoir, Martin (1974-2019)
Groundskeeper-Heavy Equipment

Carver, Leon D.* (1986-2006)
Learning Resources

Cater, Katherine (1988-2014)
Administrative Services

Chesy, Grant (2001-2021)
Senior Network Administrator

Coats, Elaine H. (1964-1992)
Educational Services

Cook, Sally (1969-2000)
President's Office

Croxton, Terry (1971-2016)
Biology Lab Technician

Cudigan, Karen (1971-2000)
Fiscal Services

Davenport, Joyce (1998-2015)
Facilities Services

DeCou, Kathy (1990-2013)
Library/Learning Resources and Distance Education

Deschler, Fred "Ric" (1981-2001)
Fiscal Services

Dewing, James (1997-2015)
Facilities Services

Donnelly, Linda (2001-2019)
User Support/Support Assistant, Information Technology

Eddy, Edna M.* (1973-1996)
Library Services

Ellithorpe, Larry* (1965-1998)
Business Services

Eminhizer, Ronald (1985-2018)
Performing Arts

Fazio, Gloria (1976-2001)
Counseling Services

Feil, Jennifer (1988-2012)
Bookstore

Foppiano, Merlynn (2005-2020)
Administrative Services

French, Ilene (1990-2016)
DSPS Support Services Coordinator

Gillette, Suellen (1992-2015)
Division /Department Assistant

Goldstein, Margie (1988-2005)
Admissions and Records

Harling, Evelyn* (1973-1991)
Physical Education

Harris, Susan (2002-2014)
Admissions & Records

Hayner, Claudia L. (1968-2004)
Executive Dean's Office, North County Campus

Hollenbach, Paula (1965-1983)
Business Services

Hollenbach, Robert* (1966-1981)
Physical Education

Hudson, Margaret (1990-2013)
Administrative Services

Hunsaker, Pam (1977-2003)
Fiscal Services

Ingram, Ira Leon (1971-1993)
Physical Plant

Johnson, Randall (1985-2007)
Fine Arts

Jones, Marla (1975-2010)
Institutional Research and Assessment

Jonsson, Jodi (1997-2012)
Reprographics

Katz, Terri (1996-2016)
Health Services Assistant

Kim, Dorrae (1998-2013)
Human Resources/Payroll

Kirstatter, Ruth (1993-2011)
Nursing and Allied Health

Knerr, Betta (1993-2017)
Fiscal Services

Lacross, Maryann (1995-2012)
Fine Arts

Landers, Sean (2004-2018)
Information Technology

Lawson, Lori (1973-2008)
Human Resources

Leleaux, Jean (2001-2018)
Vice President of Academic Affairs office

Linn, Karen (1973-2012)
Workforce Economic Development & Community Programs

Maddelein, Robert (1998-2017)
Facilities

Malmen, Jeff (1980-2007)
Facilities Services

Martin, Madeline (1998-2011)
Telecommunications

May, Kathryn (1969-1990)
Library Services

McCrea, Roland (1995-2018)
Library

McDaniel, Judy (1998-2020)
Instructional Support

McDonough, Denise (1993-2021)
Division/Department Assistant

Meissner, Darlene (1977-2001)
Sciences, Mathematics, Nursing and Physical Education

Miller, Glover* (1965-1980)
Public Safety

Munson, Marcia (1971-1992)
Study Center

Nelson, Ed (1968-1991)
Physical Plant

Overton, Linda (2000-2014)
Workforce Economic Development & Community
Programs

Parker, Bruce (1977-1995)
Physical Plant

Pedroni, Pete* (1972-2007)
Facilities Services

Penncock, Frank (1999-2015)
Facilities Services

Robinson, Paula (1990-2012)
Academic Support/Disabled Student Programs and Services

Rodriguez, Rogelio (1999-2015)
Facilities Services

Rossa-Quade, Louie (1989-2020)
Academic Support/Disabled Student Programs and Services

Ryan, William (1979-2010)
Facilities Services

Sawyer, Darlene (1987-2013)
Facilities Services

Schoenfeld, Lola "Willie"* (1981-2001)
English

Scott, Linda (1995-2012)
Social Sciences

Scott Dewing, Judith (1975-2008)
North County Campus

Simonson, Vicki (1999-2016)
Division/Department Assistant

Siu, Julieta (1997-2017)
Admissions/Records

Spatafora, Sharon (1988-2015)
Administrative Assistant Supt/VP Student Services

Summers, Noma (1979-2004)
Career Transfer Services

Swan, Elaine (1981-2009)
Library, Learning Resources and Distance Education

Tway, Edith* (1989-2015)
Financial Aid

Villador, Ed (1965-1981)
Maintenance and Operations

Vogel, Janet* (1979-1995)
Admissions and Records

Waddell, Yolanda (1978-2000)
Information Technology Services

Wagoner, Wendy (1993-2018)
Reprographics

Wayland, Kris (1985-2016)
Student Services Resolution Specialist

Whitten, Kevin (2000-2020)
Facilities Services

Wilmer, Elizabeth (1993-2013)
Library/Learning Resources and Distance Education

Winterberg, Stephen* (1987-2012)
Facilities Services

Wise, Kathryn Claire (1975-1995)
Learning Resources

Yerger, Stephen (1987-2010)
Facilities Services

CUESTA COLLEGE FOUNDATION

Since 1973, the foundation has worked with generous donors to support student access and success at Cuesta College. Each year, the foundation raises millions of dollars on behalf of the college for programs, capital needs, scholarships and grants.

Because of our generous donors, over $750,000 of scholarships are available for students annually, including the Cuesta College Promise, which provides the first two years of college fee-free to new San Luis Obispo County high school graduates. For more information about applying for scholarships offered by the foundation, see the Financial Aid section of this catalog.

The foundation is led by a board of directors, representing volunteer community members from across San Luis Obispo County. Additional information about the foundation's programs and ways to give can be found on the website: https://www.cuesta.edu/about/foundation/ or by calling (805) 546-3279.

MISSION

The Cuesta College Foundation supports the excellence of Cuesta College by engaging the community and building philanthropic resources.

The funds raised and managed by the Foundation strengthen college programs, provide educational opportunities, and empower students to succeed.

The following is a listing of perpetual endowments with earnings available for scholarships, departments or specially designated awards (year indicated is date funded).

AAUW Reentry Student Endowed Scholarship (2020)

AB 540 Endowment (2018)

Acorn Scholarship (2001)

Ada Irving Nursing Endowment Fund (1991)

Afghanistan and Iraq Wounded War Veterans Scholarship Endowment (2007)

Alice Thompson Scholarship Fund (1995)

Alvin E. and Mary S. Rhodes Trustee Award (1990)

Ann Grant Nursing Endowment Scholarship (2012)

Anna Adams-Gohler Nursing Scholarship (1997)

Arlene B. Chandler and Everett M. Chandler Endowment (2002)

Arletta Dennis Moore Scholarship Fund (1991)

Audrey J. English and Wallace E. English Memorial Endowment (1992)

Avis J. Madden, R.N., Memorial Scholarship (1987)

B.T. and Bonnie Mills Scholarship Fund (2000)

Barry Frantz Scholarship Fund (2001)

Baywood Park Women's Club Scholarship Endowment (1973)

Be Happy, Smile at a Stranger Drama Scholarship in Memory of Daniel Cicchini, Danny Boy (2005)

BeJae Mallory Blake Endowment (2007)

Bert Conklin Scholarship Endowment (1996)

Bessie Barnes Scholarship (1989)

Betty A Cousins Endowment (2013)

Betty A. Cousins "Queenie" Scholarship (1999)

Betty Nielsen Scholarship Fund (1994)

Beverly Batdorf and Specialty Silicone Fabricators Endowment (2014)

Beverly Mick Art Maintenance Endowment (2018)

Blezilda "Blez" Soriano Maduli Memorial Scholarship (2008)

Blue Shield Wellness Endowment Fund (2014)

Brian Caldwell Scholarship Fund (1989)

Bud and Grace Myers Scholarship Quota International of Paso Robles (2000)

Burt W. Polin and Virginia Polin Visual Arts Endowed Scholarship Fund (2012)

Burt W. Polin and Virginia Polin Nursing Endowed Scholarship Fund (2012)

C. Baring Farmer, M.D., Scholarship (1989)

C.C.F.T. Robert Hartwig Memorial Broadcast Endowment (2006)

C.M. Peart Family Endowment (2001)

Cagliero Viticulture T/T Endowment (2013)

Calvin and Ruth Gabriel Family Scholarship (1994)

Carl A. Carlson Scholarship Fund (2001)

The Carl and Carol Schliep Fund (1983)

Carmen Mauro Scholarship (1990)

Carol S. Judd Scholarship Endowment (2007)

Carolyn Ragsdale Nursing Scholarship (2005)

Central Coast Women's League Scholarship (1985)

Central Shores Chapter of the Oncology Nursing Society Excellence in Nursing Scholarship (2001)

Charles and Marjorie Burkhardt Endowment (1991)

Charline Albertine Knight Nursing Scholarship (1993)

Chris Stodolka Scholarship for Academic Excellence (1994)

Christopher Giambalvo Memorial Fund (1995)

Christy Sweeny Scholarship Fund for Nursing Students (2004)

Cliff M. Morris Student Athletic Award Endowment (2017)

Clifford Engineering and Science Scholarship (2001)

College Grant Fund (1993)

College Readiness Endowment (1991)

Craig Farley Ryan Gift of Life Scholarship (1985)

Cuesta College Endowment Fund (1982)

Cynthia Rose Sargen Endowment (2014)

Dallons/Bennett LRC Endowment (2013)

Darnell Scholarship for Criminal Justice Endowment (2018)

David A. Finley and Eva A. Finley Endowment (2002)

Disabled Student Programs and Services Endowment Fund (1989)

Dolores McLaughlin Fine Arts Endowment for the North County Campus (2007)

Don and Elaine Holley Coats Scholarship Endowment (2002)

Don Hansen Basketball Camp Scholarship (2000)

Doreen Chapman Bird Scholarship (2007)

Dori Lynn Deutsche Scholarship (2003)

Dorothy B. Stork Memorial Endowment (2005)

Dowell Fund for Technology Advancement (2000)

Dr. Barbara H. George Fund for the Greatest Need (2004)

Dr. Danny Lickness Nursing Scholarship (1998)

Dr. Gilbert H. Stork Scholarship (2004)

Dr. Martin E. Dempsey Fund (2012)

Dr. R's Excellence Fund (2006)

Dr. R's Speech Scholarship (2006)

Dr. W. Boyd and Mrs. Carol Judd Scholarship in Honor of Anita Judd (2002)

Earle B. and Diane P. Blakeslee Endowment Fund (1988)

The Earle B. Blakeslee Music Award (1999)

Ed Atkinson Memorial Nursing Scholarship (1978)

Edith M. Iwata Endowed Scholarship (2015)

Eleanor Sears Memorial Scholarship Endowment (1988)

Elizabeth Brown Endowment (1994)

Elizabeth Tudor Scholarship of the Central Coast Renaissance Historical Society (1995)

Emile and Pat Attala Endowed Scholarship (2012)

Ethel Cooley Scholarship Endowment Fund (1993)

Evelyn E. Cunningham Endowment (2010)

Faculty Grants Endowment Fund (1994)

Farrer Family Emergency Grant Fund (2018)

The Farrer Family Women in Technology Scholarship Fund (2000)

The Fely and Harald Platou Scholarship Fund (1997)

Fine Arts Gallery Endowment Fund (2012)

Florence Eileen Shaffer Memorial Scholarship (1994)

Fox Family Trust (2008)

Frady Family Scholarship Endowment (1998)

Frances A. French and Marion E. French Memorial Nursing Scholarship Endowment (2007)

Francis Vincent See Memorial Fund (1993)

Frank A. "Tony" Sprague Memorial Award (1989)

Frank and Josephine Avila Endowment Fund (1993)

Frank and Lois Martinez "President's Scholarship" Endowment Fund (1988)

Frederick G. Novy III History Scholar Award (1991)

Friends of the Library Lyn Vivrette Scholarship (2005)

G. D. Wallace Endowment for Public and Community Events (1997)

Gaye L. Galvan Endowed Scholarship (2017)

The Gene and Dorothy Miller Endowed Scholarship Fund (2012)

The Gene and Fern Hulse "Twiggy" Award (1994)

General Foundation Administration Endowment (1988)

Gil Peter "S.A.M." (Scholastic Achievement in Mathematics) Scholarship Endowment Fund (1996)

Glenn H. Robinson Memorial Scholarship Fund (2003)

Grace Crittenden Promise Endowment (2019)

Grace N. Mitchell Opportunity Scholarship (1999)

Grace Strange Nursing Endowment (2018)

The Grover City Civic Women's Club Scholarship (2000)

Harold J. Miossi Art Gallery Endowment (2018)

Harold J. Miossi Promise Endowment (2017)

Harry K. Wolf Scholarship Endowment (2007)

Hassiba Williams Scholarship (2001)

Helen Novy Art Fund (1995)

Helen R. "Pat" Allen-Kennedy Scholarship Fund (1990)

Henry L Simpson Scholarship For Graphic Design (2018)

Heritage Oaks Bank Endowment Fund (2012)

Hopkins Trust Scholarship (2013)

Independent Insurance Agents and Brokers of San Luis Obispo County Endowment Fund (1981)

J. Neil Moses Scholarship (1986)

J. Vard Loomis Memorial Scholarship Fund (1977)

Jack E. Robinson Geology Endowment (2009)

James K. Ekegren, M.D., Nursing Scholarship Fund (1992)

James T. Clarke Scholarship (2009)

Jane Barnes Williams Endowment Fund (1990)

Janet Pollock Gillette Memorial Scholarship Endowment (2017)

Jean Ann Miller Memorial Endowment (1995)

Jerry and Sandy Boxer Endowment (2018)

Jessie H. Ray Encouragement Endowment (1991)

Jim and Maxine Greathouse Endowment (1992)

Joan Carl Nursing Endowed Scholarship (2020)

Joann D. Morrow NCC Library Endowment (2018)

Johannah Varland Endowed Scholarship (2020)

John and Dorothy Hayner Memorial Scholarship (2002)

John Bowen Memorial Scholarship (1989)

John and Marion Schaub Memorial Scholarship Endowment (1999)

John Gyselbrecht Endowment (2015)

John K. and Vivian B. Christian Scholarship (1999)

Joseph J. Cabassi Endowed Scholarship Fund (2014)

The Joseph T. and Amy Silva Arsenio Endowment (1998)

Joyce Williams Smith Memorial Scholarship (1987)

Judy Barclay Mathematics Endowment (2008)

Judy Hendricks Endowed Scholarship for Reentry Women (2015)

June and Jayson McBade Endowment Fund (1989)

Kathryn Trout Memorial Fund (1984)

Kenneth Diefenderfer Scholarship Endowment (2007)

Kristen Tuculet Excellence Drama Endowment (2016)

The Laumann Family Scholarship Endowment (1986)

Laura Coats North County Promise Endowment (2018)

LaVonne Gaebe Nursing Scholarship Fund (1997)

League of Women Voters Scholarship in Memory of Beverly Hund (1993)

Lillian Dean Memorial Fund (2006)

The Linnaea Phillips Endowment (1998)

Lorraine V. Erno, R.N., Memorial Scholarship (1998)

Lucille Peyton Endowment (1989)

M. L. Duke Scholarship (1985)

Margaret Peart-Collier Early Childhood Education Endowment Scholarship (1989)

Margaret Templeton Scholarship (2004)

The Marianne Michels College for Kids Memorial Scholarship (1998)

Marie Alice Peart and Gilbert M. Peart Scholarship Fund (1992)

Mario Rizzoli Automotive Scholarship (2004)

Mark Corey Pitchlyn Textbook Grant (1992)

Martha and George Locke Memorial Endowment (2016)

Martha C. and Joseph A. Bennett Nursing Endowment (2005)

Mary Mae McQuaid Scholarship Fund (1997)

Mary E. Smith Memorial Marine Biology Award (1983)

Mary Schwartz North County Promise Endowment (2017)

Matthew Aydelott Endowment For Youth (2008)

Maude E. Shawhan Scholarship Endowment (1991)

Merlin and June Eisenbise Endowment Fund (1996)

The Michael James Sotelo Scholarship (2005)

Mickey Testa Memorial Scholarship (1998)

Military Officers Association of America Ladies (MOAAL) Scholarship (1991)

Milton and Margaret Levy Endowment Scholarship Fund (1989)

Missie Hobson Endowed Scholarship (2012)

Mr. and Mrs. Charles Dovica Endowed Scholarship (aka The Cuesta Promise) (2013)

Mr. and Mrs. Robert Lutz Scholarship Fund (1989)

Nancy Victor Music Award Endowment (2017)

Nellie Bjorn Nursing Scholarship (2002)

Norberto G. Diaz Scholarship Fund (2004)

The Norby-Perkins Scholarship Fund (2001)

The Patrick A. Walsh Memorial Scholarship Fund (1999)

Patty Riley "Big Sun Peppermint Willow" Scholarship (1999)

The Patty, Fred and Diane Diamond Fund (2005)

Paul and Katherine Schmitt Scholarship Fund (2002)

Pease Endowment (2008)

The Pete Cagliero Family Endowment (2005)

Peter and M'May Diffley Award for Faculty Excellence (1989)

Peter and Maria Nappi Scholarship (1990)

Peter K. Pedersen Endowment (2006)

PG&E Promise Endowment (2017)

Portraits in Music/Public Events Endowment (1989)

Quota International of Morro Bay Garnet Coughlin Scholarship (1991)

Quota International of San Luis Obispo Endowment Fund (1994)

The Ralph M. and Grace Warten Scholarship (1997)

Ralph Waldo and Opal Lucy Daugherty Scholarship Fund (2000)

Ralston Family Scholarship Fund (1993)

Ramona Frost Foreign Language Scholarship (1988)

Renee Cunningham Nursing Endowed Scholarship Fund (2014)

Rev. Doctor Sharon Rose Daugherty Scholarship Fund (2000)

Robert David Endowment (1999)

Rose and Robert Lane Music Endowment (2008)

Rose Polin McKeen and William Henry McKeen Scholarship (1994)

The Rose Sargen Endeavor Scholarship (2005)

Rosie Benevedo Endowment (2008)

Roxanne Carr Distance Education Endowed Scholarship Fund (2016)

The Roy E. Coats Endowed Memorial Fund (2012)

Ruth Whipple and Genevieve Coolidge Endowment (1972)

San Luis Obispo General Hospital Auxiliary Endowment Fund (1990)

Scholarship Endowment for Nursing Students (1989)

The Schwartz Family (Stella, Barney, Dorothy, Mary, and Dale) Scholarship (1999)

Schwartz-Studer Scholarship Fund (2000)

Shultz Family Trust Endowment (2015)

Sid and Bonnie Bartholow Scholarship (2002)

Sidney R. Broadbent, M.D., Nursing Training Fund (2005)

Sierra Vista Hospital Volunteer Auxiliary Scholarship (1990)

SLO County Physicians Endowment Fund (1995)

Soroptimist International of San Luis Obispo

Scholarship Award (1991)

Stanley W. Welchert Veterans Emergency Grant Fund (2011)

Stollmeyer Promise Endowment (2017)

Susan Dressler and Jack Bohannon Scholarship

Endowment Fund (2008)

Teaching and Service Excellence Awards (1992)

Thomas B. and Margrethe T. Friedman Endowed

Scholarship (2017)

Thomas and Susan Davies Master Chorale

Endowment (2004)

Tibor Kalman String Quartet Award (1991)

Twin Cities Community Hospital Volunteers Scholarship Fund (2002)

Veterinarians of San Luis Obispo County Scholarship Fund (1996)

Vicki Farrer Endowment (1989)

Virgie L. Lebo Scholarship Endowment (1996)

The W. Boyd Judd Math Scholarship Fund (2011)

Wallace and Frances J. Reynolds Scholarship Fund (1994)

Walter Conley Endowment (1993)

Wanetta Thomas Endowment Fund (1984)

Wendi Lawless Interior Design Endowment Fund (1999)

Wilhelm Book Endowment Fund (1993)

William and Jeanne Greene Scholarship Endowment Fund (2014)

William Larrick Trevathan Fund to Benefit the Learning Disabled (1989)

William R. Broadbent Endowment (2016)

Women's Program Endowment Fund (1990)

Zelle Diefenderfer Endowment (1988)

CUESTA COLLEGE FOUNDATION BOARD OF DIRECTORS 2022-2023

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* Deceased

INDEX

San Luis Obispo Campus (805) 546-3100

Parking Lot 3

Parking Lot 1A

Parking Lot 2A

Parking Lot 1

6100 Language Arts

7300 Harold J Miossi Cultural and Performing Arts Center

6600 Administration

6200 Faculty Offices

6300 Humanities Forum

7100 Art & Music

Parking Lot 2

1805 Softball

Parking Lot 4

3100-3400 Dovica Learning Resource Center

5100 Cafeteria

5400 Associated Students Auditorium

5600-5900 Administration

1804 Soccer

1806 Track & Field

4300 Faculty Offices

4100 Business Ed/ Engineering

5300 Student Life & Leadership

5200 Bookstore

4200 Auto/ Welding

4400 Engineering Technology

2100 Physical Sciences

2400 Faculty Offices

1300 Faculty Offices

1100 Women's Kinesiology

2600/2700 Martinez Building

2300 Faculty Offices

2200 Biology

1200 Weight Room

1600 Pool

1000 Men's Kinesiology

1807 Baseball

4600 Auto Body

4500 Electronics Lab

2500 Callahan/Irving Nursing & Allied Health

Parking Lot 5

1400 Stork Gym

Parking Lot 6

4000 Children's Center

7500 Campus Police

7400 Shipping/ Receiving

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San Luis Obispo Campus

Admissions & Registration	3100
Administration: President's Office	6600B
Administration: Human Resources	6600D
Advancement/Foundation	6600C
Administration: Fiscal Services	5900
Administration: Purchasing	5600
Adminstrative Services Vice President	5800
Associated Students Auditorium	5400
Auto Body	4600
Auto Technology & Welding	4200

Biological Sciences	2200
Bookstore	5200
Business Education/Engineering	4100

CCAP	2700
CalWORKs/EOPS/Foster Youth	3100
Cafeteria	5100
Campus Police/Parking	7500
Career Connections	5300
Cashier	3100
Charles & Leeta Dovica Learning Resource Center	3100-3400
Children's Center (Early Childhood Education)	4000
Classrooms	2600
Community Programs/Youth Programs	4103
Construction Technology	4800
Continuing Education (ESL Credit & Non-Credit/GED/Emeritus)	3100
Cooperative Work Experience	5300
Counseling	3100

Data Center	2800
Disability Support Programs & Services (DSPS)	3300

Electronics Power Control Lab	4500
Engineering Technology/Electronics Lab	4400
English as a Second Language Outreach	3100

Faculty Offices: Biological & Physical Sciences	2300
Faculty Offices: Business/Engineering	4300
Faculty Offices: English	3400
Faculty Offices: Human Development	4000
Faculty Offices: Language Arts/Social Sciences	6200
Faculty Offices: Math	2700
Faculty Offices: Nursing/Allied Health	2700
Faculty Offices: Physical Education	1300
Financial Aid	3100
Fine Arts	7100
Dr. Frank R. Martinez Instructional Building	2600-2700

Harold J. Miossi Art Gallery	7100
Harold J. Miossi Cultural & Performing Arts Center	7300
Harold R. Callahan & Ada Callahan Irving Allied Health/Nursing	2500
Human Development	4000
Humanities Forum	6300

Information Technology	3100

Kinesiology: Men's	1000
Kinesiology: Women's	1100
Language Arts	6100
Library	3200

Marketing & Communications	5700
Math Lab	3400

Physical Sciences	2100
Pool	1600

Reprographics	3100

Science Forum	2400
Dr. Gilbert H. Stork Gymnasium	1400
Student Health Center	3100
Student Life & Leadership	5300
Student Success Center/Math Tutoring	3400
Student Success Center/Tutoring	3300
Student Support Services	3100

Track & Field	1800
Transfer/Career Counseling Center	3100

University Partners	3400

Weight Room	1200

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North County Campus (805) 591-6200

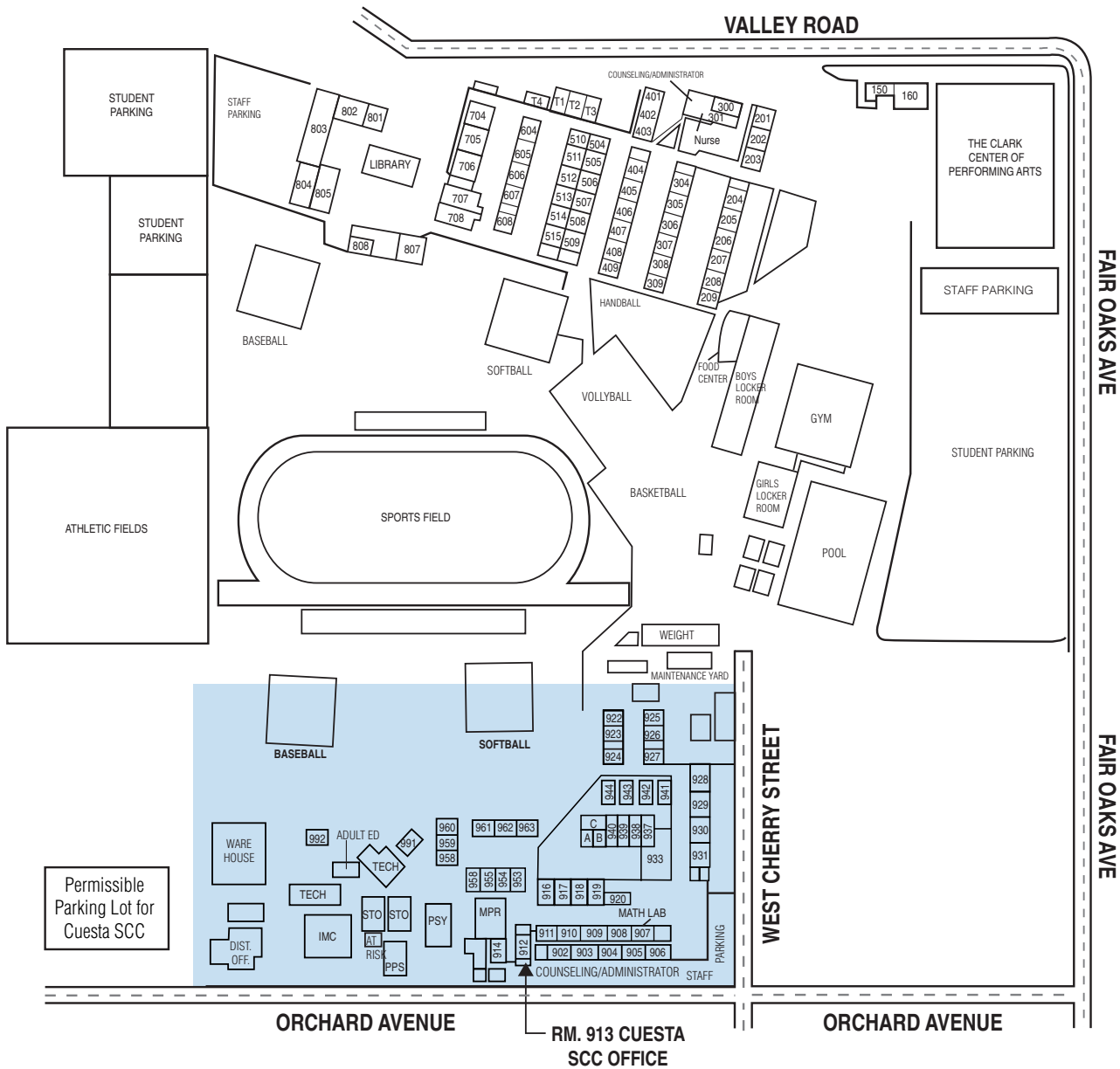|					
Admissions & Registration	N1100	Dean's Office	N1129	Schultz Early Childhood Education Center	N4000
		Disabled Student Programs & Services (DSPS)	N3121	Schwartz Learning Resource Center	N3100/N3200
Bookstore	N1017				
				Student Life & Leadership	N1005
CalWORKs/EOPS/Foster Youth	N1100	Faculty Support Office	N2432	Student Success Center/Academic Tutoring	N3130
Cafeteria	N1022	Financial Aid	N1125 & N1126		
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Campus Center, Check-in, Information N1100					
Campus Police/Parking	N1021	Health Center & Mental Health Counseling	N1013	Veteran's Resource Center	N1008
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Computer Lab & Assessment Lab	N1002				
Continuing Education (ESL Credit & Non-Credit/GED/Emeritus)	N1108	Library	N3113		
Continuing Education Computer Lab	N1002	LVN Simulation Lab	N2805		
Counseling	N1001				
		Math Annex	N2800		
		Mechanical Yard	N9800		

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South County Center (SCC) at Arroyo Grande High School (805) 474-3913

VALLEY ROAD

STUDENT PARKING

STAFF PARKING

STUDENT PARKING

LIBRARY

BASEBALL

SOFTBALL

ATHLETIC FIELDS

SPORTS FIELD

VOLLYBALL

HANDBALL

BASKETBALL

COUNSELING/ADMINISTRATOR

Nurse

FOOD CENTER

BOYS LOCKER ROOM

GIRLS LOCKER ROOM

GYM

POOL

THE CLARK CENTER OF PERFORMING ARTS

STAFF PARKING

STUDENT PARKING

FAIR OAKS AVE

WEIGHT

MAINTENANCE YARD

WEST CHERRY STREET

BASEBALL

SOFTBALL

WARE HOUSE

ADULT ED

TECH

TECH

IMC

STO STO

AT RISK

PPS

PSY

MPR

MATH LAB

PARKING

STAFF

COUNSELING/ADMINISTRATOR

Permissible Parking Lot for Cuesta SCC

DIST. OFF.

ORCHARD AVENUE

ORCHARD AVENUE

FAIR OAKS AVE

RM. 913 CUESTA SCC OFFICE

Area that holds Cuesta College classes

Corner of Orchard Avenue and West Cherry Avenue
Arroyo Grande, CA 93420
(805) 474-3913

Office in Room 913
Admissions and Records Office: (805) 546-3955
Counseling: For an appointment at the SCC, call the San Luis Obispo Campus at (805) 546-3138.
Parking Permits: Parking permits are not required for Cuesta College classes held at Arroyo Grande High School.
Textbooks: Books are available for purchase at the SCC, "900 Wing" each semester only during the first two weeks of classes. Textbooks are also available at the Bookstore on the San Luis Obispo Campus.

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CUESTA COLLEGE

cuesta.edu

ASSOCIATE DEGREES FOR TRANSFER (ADT)

Administration of Justice
Agriculture Business
Agriculture Plant Science
Anthropology
Art History
Biology
Business Administration
Child & Adolescent Development
Communication Studies

Early Childhood Education
Economics
Elementary Teacher Education
English
Environmental Sciences
Film, Television & Electronic Media
Geology
Global Studies
History

Journalism
Kinesiology
Law Public Policy & Society
Mathematics
Music
Nutrition & Dietetics
Philosophy
Physics
Political Science

Psychology
Public Health Science
Social Justice Studies
Social Work/Human Services
Sociology
Spanish
Studio Arts
Theatre Arts

SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

San Luis Obispo Campus
Highway 1
San Luis Obispo, CA 93403-8106
(805) 546-3100

North County Campus
2800 Buena Vista Dr.
Paso Robles, CA 93446
(805) 591-6200

South County Center at Arroyo Grande High School
Office in Room 913
Corner of Orchard St. and W. Cherry Ave.
Arroyo Grande, CA 93420
(805) 474-3913