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SOUTHWESTERN COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD OF TRUSTEES

2016-2017 CATALOG TEAM

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HOW TO USE THIS CATALOG TO...

...GET INFORMATION: See the catalog’s INDEX to find what you’re looking for quickly, the ACADEMIC CALENDER on the catalog’s inside front cover for important dates and deadlines, and the MAPS in the back of this catalog to learn more about Southwestern College’s (SWC) campuses and where things are located on them.

...find out about requirements for ASSOCIATE DEGREE: Turn to page 65.

...develop a path for TRANSFER TO EARN YOUR BA/BS at a four-year college or a university like a campus of the University of California or California State University: See pages 77–81, where you will learn about the requirements for the Intersegmental General Education Transfer Curriculum (IGETC) and other programs that can help you choose the classes that fulfill your transfer requirements.

...Learn about the requirements for our many CERTIFICATES OF ACHIEVEMENT: See the Majors and Areas of Emphasis section, starting on page 108.

...figure out HOW TO PAY FOR COLLEGE: See the Financial Aid information on page 36.

...discover the wide array of SPECIAL PROGRAMS AND SUPPORT SERVICES—as well as HONORS & AWARDS—that SWC offers students, on page 34.

...find out WHO’S WHO IN THE SWC COMMUNITY: See page 521 for information about our administrators, staff, and the instructors who will be teaching your classes.

...learn the details about HOW THINGS WORK here at SWC: Read the College’s ACADEMIC POLICIES AND PROCEDURES, which start on page 85.

CATALOG CONTENT DISCLAIMER

The Southwestern Community College District has made every reasonable effort to ensure the accuracy of this catalog at the time it was published. All catalog information is subject to change without notice. The District reserves the right to make changes to courses, programs, requirements, and other matters in response to student enrollment, level of financial support, or any other reason. The district further reserves the right to add, amend, or repeal any of its rules, regulations, policies, and procedures, consistent with applicable laws.

Addenda to the Southwestern Community College Catalog can be found at www.swccd.edu. Addenda may contain important updates to graduation, degree, and transfer information after the catalog has been printed. It is the responsibility of students to check for these addenda.
Welcome to Southwestern College and the 2016-2017 academic year.

There has never been a more exciting time to be a student at Southwestern College. If you’ve driven past the Chula Vista and National City campuses lately, you will see construction occurring. Southwestern College is building new science and wellness facilities that will be open for the fall 2018 semester. These new facilities will be some of the most energy efficient buildings to house our academically exciting programs.

Whether you are a new student or a returning student, you will find a revamped class schedule that puts your needs first and better meets the priorities of our working students. We’ve increased the number of classes available at 7 a.m., in the evening and on weekends. In fact, through our Weekend College students can complete their general education requirements in two semesters.

Southwestern College has also greatly increased the academic support systems available for our students. We have many more counselors to help you develop your education plans and more tutors to help you stay on track academically.

With the Associate Degree for Transfer (ADT) program, students earn guaranteed admission in the California State University by completing one of 23 different majors at Southwestern College. And Southwestern sends the largest number of ADT graduates to San Diego State University of any community college in San Diego County.

Thank you for choosing Southwestern College. We’re glad you’re here. #WeAreJaguars

I wish you the best for a successful year.

Robert P. Deegan, M.A.
Interim Superintendent/President

MISSION STATEMENT

Southwestern Community College District, the only public institution of higher education in southern San Diego County, provides services to a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services, including those offered through distance education. The College District also stimulates the development and growth of the region through its educational, economic and workforce opportunities, community partnerships and services.

Southwestern Community College District promotes student learning and success and prepares students to become engaged global citizens by committing to continuous improvement that includes planning, implementation and evaluation. The College District provides educational opportunities in the following areas: associate degree and certificate programs; transfer; professional, technical, and career advancement; basic skills; personal enrichment and continuing education.

Southwestern Community College District Policy No. 1200
Revised & Adopted by SWC Governing Board on January 14, 2015
GUIDING PRINCIPLES

Southwestern College is chartered by the State of California to provide lower-division educational programs that prepare students for transfer to senior institutions, career and technical programs leading to direct entry into the workforce or career advancement. It is also chartered to provide basic skills that prepare students for college-level educational pursuits and to contribute to the economic development of our region. Within that context, the Governing Board adopted the Southwestern College Mission Statement.

Selecting a program of study is one of the most important decisions a student will make. The following pages present a complete listing of programs, degree requirements, and courses, as well as information about the many services the College District provides to assist students in reaching their educational goals.

Southwestern College offers many transfer and vocational/career programs in a variety of departments which are needed to prepare a student for transfer to a college or university or employment in business and industry. In addition to the major educational programs taught at the Chula Vista campus, the College District also offers courses at Higher Education Centers throughout the South County area and the Crown Cove Aquatic Center in Coronado.

Faculty and staff at Southwestern College have earned an outstanding reputation. Faculty possess substantial academic and professional backgrounds. Whether they are writing books, composing music, or digging for the archaeological remains of ancient civilizations, Southwestern College faculty members distinguish themselves among college educators. Faculty are appreciated by their students because they are excellent teachers, are accessible, and are committed to student success.

STUDENT LEARNING OUTCOMES

Student Learning Outcomes (SLOs) describe the knowledge, skills, abilities, competencies, attitudes, beliefs, opinions, or values students gain as a result of learning. SLOs are assessed across the college in all academic programs, student services, and administrative offices and the results are used to make program improvements and increase student achievement.

Southwestern College faculty and staff are committed to communicating expectations for student learning and to supporting students in all aspects of their educational development.

All college SLOs are aligned to five Institutional Student Learning Outcome areas identified as critical for students to develop during their experiences in college courses and programs.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

COMMUNICATION SKILLS (LISTENING, SPEAKING, READING, WRITING)

1. Listen and speak actively and critically to identify a person’s position and then analyze it to determine its quality.
2. Present ideas in a clear and organized way to others.
3. Analyze and evaluate text in writing.

THinking AND REASONING (CREATIVE THINKING, CRITICAL THINKING, QUANTITATIVE REASONING)

4. Formulate and share ideas, analyze the ideas of others, integrate them into their thinking.
5. Assess and analyze data and information as they investigate issues and solve problems.
6. Use quantitative reasoning to identify, analyze and solve quantitative problems.

INFORMATION COMPETENCY (RESEARCH AND TECHNOLOGY)

7. Research topics by identifying, analyzing, and assessing the ideas from a variety of sources to conduct research.
8. Students will use print material and technology to identify research needs and develop and evaluate information effectively and responsibly.

GLOBAL AWARENESS AND ETHICS (SOCIAL, CULTURAL, AND CIVIC RESPONSIBILITY)

9. Collegially work with diverse groups of people.
10. Identify and examine the cultural values of different ethnic groups in a sensitive and respectful manner.
11. Analyze and evaluate the influence that science, mass media, politics, socio-economics, technology, lifestyle, art, environment, or history have on society.
12. Analyze and critique the ethical implications of decision-making on personal behavior and on social, political, or economic institutions.
13. Evaluate and determine if a given set of economic, social, and environmental systems and practices are sustainable in the long term.

AESTHETIC SENSITIVITY AND HISTORICAL LITERACY (HISTORY, CREATIVITY, AND ARTISTIC AND PERCEPTUAL EXPERIENCES)

14. Identify, examine, and critique the aesthetic, political, scientific, philosophical, and historical elements of human culture.
15. Demonstrate creative thinking and artistic sensitivity in creating works of art and effectively describe the artistic processes used.
16. Analyze and critique the philosophical, technical, historical, cultural, and aesthetic qualities of works of art.

SLOs by Academic Program can be found next to each program in this catalog and on the Southwestern College website. SLOs for each course can be found in course syllabi and in CurricUNET via a “search by course” at: http://www.curricunet.com/Southwestern/search/course/.
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LEADERSHIP TEAM

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Interim Superintendent/President
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B.S., M.A., National University

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B.S., M.S., California State University, Long Beach
Ph.D., Loyola University Chicago

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Vice President for Academic Affairs
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M.S., University of Southern California, Los Angeles

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B.A., San Diego State University
M.S., Ph.D., Syracuse University

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M.A. University of San Diego

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B.S., M.A., New York University

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Dean, School of Wellness, Exercise Science and Athletics
B.A, San Diego State University
M.S., Azusa Pacific University

Mink Stavenga
Dean, Business and Technology
BSc, University of Kent at Canterbury, England
M.B.A., DBA, United States International University, San Diego

Joel Levine
Dean, School of Language and Literature
B.A., Manhattan School of Music
M.Ed., Ed.D., Columbia University
SCHOOLS, CENTERS, AND DEPARTMENTS

Arts, Communication and Social Sciences
Building 700
- Visual Arts
- Performing Arts
- Communication
- Behavioral Sciences
- Social Sciences & Cultural Studies

Instructional Support Services and Continuing Education
Building 213/660
- Instructional Support Services
- Learning Assistance Services
- Distance Education/OLC
- Library
- Continuing Education
- Economic & Workforce Development

Counseling & Student Support Programs
Cesar E. Chavez Building S200
- Assessment Center
- Career Center
- Counseling Center
- Disability Support Services
- EOPS/CARE
- First Year Experience (FYE)
- Learning Communities: Bayan, Puente Project, and TELA
- Student Success and Support Program
- Personal Development Instruction
- Student Employment Services
- Transfer Center
- Workability III

Wellness, Exercise Science and Athletics
Building 1700
- Exercise Science
- Health
- Athletics

Higher Education Center at National City
- Contracting Opportunities Center
- Dental Hygiene
- Medical Laboratory Technology
- Medical Office Professions
- Small Business Development Center

Higher Education Center at Otay Mesa
- Administration of Justice
- Emergency Medical Technology (EMT)
- Fire Science Technology
- Law Enforcement Training Academy
- Nursing and Health Occupations
- Paramedic (EMTP)

Higher Education Center at San Ysidro
- Family Studies

Language, Literature and Humanities
Building 430
- English
- English as a Second Language (ESL)
- World Languages
- Reading
- Humanities

Learning Resources
Building 620
- Distance Learning
- Library & Learning Resources

Mathematics, Science and Engineering
Building 210
- Life Science
- Mathematics
- Physical Sciences

Business and Technology
Building 470
- Accounting
- Business Administration
- Community, Economic and Urban Development
- Insurance
- International Business
- International Logistics and Transportation
- Leadership and Supervision
- Legal Translation and Interpretation
- Office Information Systems
- Office Information Systems Bilingual
- Payroll Clerk
- Travel and Tourism
- Applied Technology
- Computer Information Systems
- Electronics

Crown Cove Aquatic Center
Silver Strand State Beach, Coronado
- Outdoor Aquatic Recreation
- Boating and Water Safety Instruction
- Community Safety Program
- Youth Camps and Group Programs
SOUTHWESTERN COLLEGE PROGRAM ACCREDITATIONS AND AFFILIATIONS

The Accrediting Commission for the Community and Junior Colleges of the Western Association of Schools and Colleges (WASC)
10 Commercial Boulevard, Suite 204
Novato, CA 94949
415-506-0234
www.accjc.org

American Dental Association Commission on Dental Accreditation
211 E. Chicago Avenue
Chicago, IL 60611-2678
312-440-2500
www.ada.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

Commission on Accreditation of Allied Health Education Program (CAAHEP) in collaboration with:
Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-ST)
6 West Dry Creek Circle, Suite 110
Littleton, CO 80120
303-694-9262
303-741-3655 Fax
www.arcst.org

CoAEMSP
Committee on Accreditation of Educational Programs for the EMS Professions
8301 Lakeview Pkwy., Suite 111-312
Rowlett, TX 75088
www.coaemsp.org

National Association for the Education of Young Children (NAEYC)
1313 L St. NW, Suite 500
Washington, D.C. 20005
202-232-8777 | 800-424-2460
www.naeyc.org

National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Rd., Suite 720
Rosemont, IL 60018-5119
847-939-3597
www.naacls.org

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE Suite. 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

State of California Department of Justice Commission on Peace Officer Standards and Training
860 Stilwater Road, Suite 100
West Sacramento, CA 95605
916-227-3909
www.post.ca.gov

California State Approving Agency for Veterans Education
1227 “O” Street, Suite 625
Sacramento, CA 95814
P.O. Box 989006
Sacramento, CA 95814
916-503-8317
www.calvet.ca.gov/csaave

California Board of Registered Nursing
1747 North Market Boulevard, Suite 150
Sacramento, CA 94244
916-322-3350
Hearing impaired individuals can call our TDD number: 800-326-2297
www.rn.ca.gov

California Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833-2919
916-263-7800
www.bvnpt.ca.gov

California Department of Health Services Licensing and Certification Aide and Technician Certification Section (ATCS)
P.O. Box 979416, MS 3301
Sacramento, CA 95899-7377
916-327-2445
www.cdph.ca.gov

California Department of Public Health Laboratory Field Services Section (LFS)
850 Marina Bay Parkway Bldg. P
Richmond, CA 94804-6403
510-620-3800
www.cdph.ca.gov/programs/lfs

California Department of Public Health Laboratory Field Services
850 Marina Bay Parkway
Building P, 1st Floor
Richmond, CA 95804-6304
510-620-3800
LFSPersonnel@cdph.ca.gov

County of San Diego Emergency Medical Services (EMS)
6255 Mission Gorge Road
San Diego, CA 92120-3599
619-285-6429
www.sdcounty.ca.gov/hhsa/programs/phs/emergency_medical_services/

Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS)
12200 Ford Rd., Ste.478
Dallas, Texas 75234
972-247-4442
214-432-0545 Fax
www.cecbems.org

International Association of Healthcare Central Service Material Management (IAHCSMM)
55 West Wacker Drive, Suite 501
Chicago, IL 60610-9432
312-440-0078
www.iahcsmm.org/

National Institute of Automotive Service Excellence (ASE)
101 Blue Seal Drive, S.E. Suite 101
Leesburg, VA 20175
703-669-6600 | 800-390-6789
www.ase.com
## FREQUENTLY CALLED NUMBERS

**AREA CODE 619**

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<tr>
<th>Service</th>
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<tr>
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<td>Adjunct Faculty Voicemail</td>
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<td>Basic Police Academy</td>
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<td>Bookstore</td>
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<td>Cafeteria</td>
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<td>Career Center</td>
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<td>Cashier's Office</td>
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<td>College Police Emergency</td>
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<tr>
<td>Student Newspaper (Southwestern Sun)</td>
<td>482-6368</td>
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<td>Superintendent/President</td>
<td>482-6301</td>
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<tr>
<td>Tennis Courts and Tennis Center</td>
<td>421-6622</td>
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GETTING TO KNOW SOUTHWESTERN COLLEGE

SOUTHWESTERN COLLEGE HISTORY

The Southwestern Community College District, located south of San Diego and extending to the U.S.-Mexico border, is one of 72 community college districts in the California Community College system. It serves as the primary source of public higher education for approximately 400,000 residents of the South San Diego County area including the communities of Bonita, Chula Vista, Coronado, Imperial Beach, National City, Nestor, Otay Mesa, Palm City, San Ysidro and Sunnyside.

The College began offering classes to 1,657 students in 1961, with temporary quarters at Chula Vista High School. Groundbreaking for the present 156-acre Chula Vista campus was held in 1963; by September 1964, initial construction was completed and classes were being held at the new campus on the corner of Otay Lakes Road and H Street in Chula Vista.

In 1988, Southwestern College established its Higher Education Center at San Ysidro on the memorial site of the McDonalds tragedy. The College again expanded its off-campus locations in 1998 by establishing the Higher Education Center at National City. A new Higher Educational Center at Otay Mesa opened its doors in 2007 as a regional center for educational training and development. In 2009, a new state-of-the-art facility replaced the previous San Ysidro site to serve its students and the community.

In addition to its centers, Southwestern College also provides off-campus classes at several extension sites throughout the District and operates an Aquatic Center in Coronado in conjunction with the California Department of Boating and Waterways and the California Department of Parks and Recreation. Current enrollment—at all locations—exceeds 20,000 students. More than a half-million students have attended Southwestern College since its inception.

The Western Association of Schools and Colleges has continuously accredited SWC. The College offers a comprehensive curriculum, preparing students for transfer to four-year colleges or universities and for jobs and career advancement.

COMMITMENT TO DIVERSITY (BP 7100)

The College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Governing Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates. (See also, 3420 BP & AP – Equal Employment Opportunity.

PROHIBITION OF HARASSMENT & DISCRIMINATION (BP 3430)

Southwestern Community College District is committed to providing an academic and workplace environment which demonstrates respect for the dignity of all individuals, free from exclusion and prejudice, whether purposeful or inadvertent. The College District expressly prohibits and will not tolerate any form of discrimination or harassment.

The College District shall not discriminate against any person on the basis of age, ancestry, color, ethnic group identification, national origin, religion, race, gender, gender identity, sexual orientation, marital status, physical or mental disability or veteran status in admission, employment or access to programs and activities. (BP & AP 3430 – Prohibition of Harassment & Discrimination)

Questions about the Rehabilitation Act of 1973, Section 504, and student grievances should be directed to the Dean of Student Services at 619-482-6369. Title IX inquiries regarding gender equity, including sexual harassment and sexual misconduct, should be directed to the Title IX Administrator at 619-482-6329. Inquiries regarding unlawful discrimination should be directed to the Human Resources Compliance Coordinator at 619-482-6329.
HIGHER EDUCATION CENTERS

HIGHER EDUCATION CENTER AT NATIONAL CITY
880 National City Boulevard
National City, CA 91950
(619) 216-6665
www.swccd.edu/hecnc

Established in 1998, the Higher Education Center at National City (HEC, NC) was built in a collaborative effort with the City of National City and the San Diego County Office of Education (SDCOE) to serve the educational needs of the residents of National City and its surrounding communities. The Center is located at 880 National City Boulevard, which is approximately 10 miles from the Chula Vista campus. This state-of-the-art facility includes 15 “smart” classrooms, 20-station computer lab, biology lab, medical assistant lab, yoga and step aerobics lab, bookstore, library, health services center, career/transfer center, one-stop Student Services Center, Family Resource Center, and 22-chair Dental Hygiene Clinic.

The Center’s faculty and staff members are committed to serve the academic needs of a diverse student population seeking personal enrichment, professional development, technical certification, and university transfer opportunities. General class offerings include full-semester, late-start and fast-track courses available in the day and evening. In addition, the Center offers a number of signature programs including the Dental Hygiene Program, Medical Laboratory Technician Program, and Medical Office Professional Program.

The nationally acclaimed Dental Hygiene Program houses a 22-chair state-of-the-art clinic where students offer free dental hygiene services to the community. Since the program's inception in 2000, more than 400 students have graduated and passed rigorous State and National Dental Hygiene Board examinations. Most are employed as registered dental hygienists in San Diego County.

The Medical Laboratory Technician Program (established in 2009) is one of the only two nationally accredited programs in the state of California. Students are prepared for success on two national certification examinations and subsequent state licensure, followed by fulfilling careers in medical laboratory science.

In 2010, the Medical Office Professions Program relocated to the National City Higher Education Center from the Chula Vista campus. The program prepares students to enter the medical assisting profession as clinical medical assistants, administrative medical assistants, or billing and coding specialists. Students practice techniques and procedures in classroom, laboratory, and clinical settings. Upon program completion, students are able to apply for medical assistant certification.

HIGHER EDUCATION CENTER AT OTAY MESA
8100 Gigantic Street
San Diego, CA 92154
(619) 216-6750
www.swccd.edu/hecom

Opening its doors in fall 2007 and located in Otay Mesa, only minutes away from the United States/Mexico International Border, the Higher Education Center at Otay Mesa reflects a full-service philosophy. It offers broad-based curriculum with over 200 different courses so students can pursue an associate degree, complete general education requirements for transfer or develop occupational skills for employment. The 70,000 square-foot facility has the capacity to serve up to 5,000 students.

The academic programs at the Center include courses in general education and transfer studies, as well as basic skills, community, and business interest classes. In addition, this new facility houses a number of signature programs including the Police Academy, Nursing and Health Occupations, Fire Science Technology, Emergency Medical Technician, Paramedic, Office Information Systems—Bilingual, International Business, Logistics, and Community Development programs. To meet students’ diverse scheduling needs, classes are offered at the Center and also online in a full-semester and short-session format, during the day, evenings, and weekends.

To help students achieve success, the Center also provides the necessary student support services—admissions and records, counseling, tutoring, financial aid, and disability support services. Furthermore, the facility houses a career/transfer center, library, health services center, student center, bookstore, conference center, fitness center, and science and computer labs.

HIGHER EDUCATION CENTER AT SAN YSIDRO
460 W. San Ysidro Boulevard
San Ysidro, CA 92173
(619) 216-6790
www.swccd.edu/hecsy

Academic excellence, learning, growth, and student success typify the educational program at the Higher Education Center at San Ysidro (HEC, SY).

First established in 1988, the HEC, SY is located only minutes away from the U.S.-Mexico International Border. Rebuilt and reopened in 2009, the state-of-the-art 18,000 sq. ft. building has more classrooms and improved facilities to serve 2,000 students. The HEC, SY continues to reflect a full-service philosophy, providing quality instruction and student services in one convenient location.

The HEC, SY’s instructional program is proud to house the Child Development and Legal Interpretation and Translation programs, in addition to offering courses for students wishing to pursue an associate degree, complete general education requirements for transfer, develop occupational skills for employment, or undertake personal development courses. Examples of courses offered include Art, Child Development, Communication, Computer Literacy, English, English as a Second Language, Interpretation and Translation, Mathematics, Reading, and Social Sciences. Courses are offered via a flexible schedule, including day and evening classes, in a full-semester or fast-track format. In support of students’ academic achievement, the HEC, SY offers a variety of student services including, but not limited to, admissions, counseling, EOPS, financial aid, health services, disability support services, and tutoring. Additionally, the Center features a student center, library, and open computer lab.

HIGHER EDUCATION CENTER AT SAN YSIDRO LIVING MEMORIAL
Located at the front of the Center is the San Ysidro Memorial, which honors the memory of the 21 victims of the 1984 tragedy on the McDonald’s restaurant site. Southwestern College officials worked with civic leaders to solicit contributions for the construction of the memorial. The San Ysidro Memorial was dedicated in December 1990, and today the memorial continues to serve as a tribute and a promise to enhance the lives of the people of San Ysidro and its neighboring communities through education.
The Southwestern College (SWC) Foundation was established as a separate private nonprofit corporation in 1982 to solicit and receive real and personal property from public agencies, individuals or estates; and to manage, invest and/or distribute such real and personal property for the promotion of educational services, programs, and facilities at Southwestern College and/or within the Southwestern Community College District.

Southwestern College Foundation funds are primarily used to award student scholarships, sponsor campus activities, participate in community events, and build the College's endowment.

The SWC Foundation Directors are goodwill ambassadors for the College, giving of their time, talent, and treasury. Members are elected to serve three-year terms and officers are elected on an annual basis.

**OFFICERS**

**President** – Ricardo A. Macedo  
Bank of America

**Vice President** – Joseph Martinez  
Seltzer, Caplan, McMahon, Vittek

**Secretary**— Halé Richardson  
HomeFed Corporation

**Treasurer**—Cynthia Reyna  
USE Credit Union

**Ex-Officio**—Griselda A. Delgado  
Governing Board Member  
Southwestern Community College District

**Ex-Officio**—Robert P. Deegan  
Interim Superintendent/President  
Southwestern College

**BOARD OF DIRECTORS**

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  Seacoast Commerce Bank

- **Sofia Corona**  
  Appreciation Financial

- **Patti Finnegan**  
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- **Chayo Moreno**  
  Chayo Moreno Insurance Agency

- **Jesse Navarro**  
  San Diego County District Attorney’s Office

- **Jean Roesch, Ed.D.**  
  Community Member

- **Mitch Thompson**  
  T & T Community Properties

- **Lorena Victoria**  
  Action Cleaning Corporation

**EXECUTIVE DIRECTOR**  
Zaneta Salde Encarnacion  
Southwestern College

**HONORARY DIRECTOR**  
Harry Shank  
Southwest Community Bank
The Seymour-Campbell Student Success Act of 2012 established the SSSP “to increase California community college student access and success by providing effective core matriculation services, including orientation, assessment and placement, counseling, and other educational planning services, and academic interventions” and follow-up services for at-risk students. The Act emphasized support for “entering students’ transition into college in order to provide a foundation for student achievement and successful completion of students’ educational goals, with priority placed on serving students who enroll to earn degrees, career technical certificates, transfer preparation, or career advancement.”

The purpose of the SSSP is to ensure that all students promptly define their educational and career goals, complete their courses, persist to the next academic term, and career goals. It is Southwestern’s way of supporting your right to succeed in college. SSSP is a partnership between you and Southwestern College.

SSSP RIGHTS AND RESPONSIBILITIES
SSSP is a process that assists you in choosing, planning, and achieving your educational and career goals. It is Southwestern’s way of supporting your right to succeed in college. SSSP is a partnership between you and Southwestern College.

Southwestern College agrees to:
• Evaluate your English, math, and reading skills.
• Help you register for appropriate classes.
• Provide you with an orientation, information on services available, and possible majors and/or careers.
• Provide access to counselors and instruction.
• Help you to develop a Student Educational Plan.
• Monitor your progress and provide follow-up services.

You agree to:
• Decide upon your major and goal or select a course of study.
• Complete assessment and orientation.
• Work with us to develop a Student Educational Plan by the time you have completed 15 units.
• Attend and complete courses to make the best use of the time you spend at Southwestern College.

The College may suspend or terminate services to any student who fails to fulfill his/her responsibilities. However, the College may never suspend or terminate any service for which a student is otherwise entitled under any other provision of law. In addition, students may challenge any SSSP requirement or regulation using the petition process. Petitions are available in the Assessment Center or the Office of the Dean of Counseling and Student Support Programs.

SSSP PROCESS
All non-exempt students are required to complete core services provided by SSSP. Those include: assessment and placement, orientation, counseling and advisement, and a Student Educational Plan. Completing these important first steps will also improve your Enrollment Priority date for registration. These steps are described more fully on the following pages.

New, returning, or transfer students who may be exempt from the SSSP process are students who:
• Already have an associate or bachelor’s degree.
• Are attending Southwestern for personal enrichment.
• Are enrolled only in noncredit community education courses.
• Are taking classes only to upgrade job skills.
• Are enrolled in apprenticeship or other special vocational education programs.
• Are concurrently enrolled in another college or university.

Exempt students are not required to participate in the SSSP process, but are encouraged to see a counselor at any time.

STEPS TO SUCCESS: APPLYING AND REGISTERING

STEP 1: APPLY FOR ADMISSION TO SOUTHWESTERN COLLEGE

Admission to Southwestern College is open to anyone who has graduated from US high school or has equivalency, or is 18 years of age or older and is able to benefit from instruction at Southwestern College. Persons must be 18 years of age by the day preceding the opening day of the semester. In addition, high school students are admitted, if qualified, while concurrently completing their high school programs. Anyone under 18 years of age must provide proof of high school graduation. (AP 5011 Admissions & Concurrent Enrollment of High School Students).

APPLICATION PROCEDURE

All new and returning students must submit an application and be admitted to the college before registering. Go to the College website at www.swccd.edu and click on “apply online” for information and instruction to file an application.

Computer terminals are available to apply online in the lobby of the Student Services Center in the Cesar E. Chavez Building at the Chula Vista campus, or the Higher Education Centers located in National City, Otay Mesa and San Ysidro.

CLASSIFICATION OF STUDENTS

Students admitted to the College will be classified under one or more of the following designations:

FRESHMAN: Has earned fewer than 30 semester units of college credit.

SOPHOMORE: Has earned 30 semester units or more of college credit and has not attained an associate or higher degree.

OTHER: Attained an associate or higher degree.

FULL-TIME: Enrolled in 12 or more units.

3/4-TIME: Enrolled in 9 to 11.5 units.

HALF-TIME: Enrolled in 6 to 8.5 units.

PART-TIME: Enrolled in fewer than 6 units.

DAY: Enrolled in class(es) meeting before 4:30 p.m.

EVENING: Enrolled in class(es) meeting 4:30 p.m. or later.

NEW: Not previously enrolled at Southwestern College.

CONTINUING: Enrolled in the previous semester at Southwestern College.

FORMER: Enrolled in the past, but not in the previous semester at Southwestern College.
PROGRAMS REQUIRING SPECIAL APPLICATION FOR ADMISSION

AIR FORCE RESERVE OFFICERS TRAINING CORPS

Through an agreement between the Southwestern Community College District and the Air Force ROTC at San Diego State University, students can enroll in Air Force ROTC while attending Southwestern. Contact the Department of Military Science at San Diego State University for enrollment information.

ARMY RESERVE OFFICERS TRAINING CORPS

Through an agreement between the Southwestern Community College District and the Army ROTC at San Diego State University, students can enroll in Army ROTC while attending Southwestern. Contact the Department of Military Science at San Diego State University for enrollment information.

HIGH SCHOOL STUDENTS

High school students enrolled in 10th through 12th grades may apply for concurrent enrollment at Southwestern College to enroll in Advanced Scholastic or Career and Technical Education courses not offered at their high school. Students admitted in this category are subject to college regulations regarding admissions, attendance, prerequisites, scholarship, and personal conduct. All courses attempted and the units earned will be recorded on the student’s permanent record for future use toward college graduation requirements. High School Special forms are available at www.swccd.edu. Click on Admissions, then select Printable Forms.

Students must have a minimum overall high school grade point average of 2.5 and are limited to taking no more than two classes or six (6) semester units per semester or summer session. A high school student may petition to attend Southwestern College on a full-time basis only if the student submits a letter from their high school releasing them to attend Southwestern College. Students enrolled in home school programs must meet one of the following criteria:

1. Home school program must be affiliated with a County Department of Education program;
2. Be taught by a person holding a California teaching credential;
   OR
3. Hold a current private school affidavit filed with the State Superintendent of Public Instruction. Documentation must be provided at the time of application.

(AP 5011- Admission & Concurrent Enrollment of High School Students)

INTERNATIONAL STUDENTS

Southwestern College encourages enrollment of students from other countries who have the academic background and potential to succeed in a collegiate institution.

Prospective International Students applying for admission for an F-1 student visa need to meet the following requirements:

- Submit an International Student application by June 3 for the fall semester or by November 1 for the spring semester. Applications may be accepted for summer sessions.
- The College District shall charge a non-refundable fee to process the application for admission.
- Submit a passport-size photograph.
- Submit copies of passport, visa, I-20’s, and I-94 (if currently in possession).
- All applicants whose native language is not English must meet a minimum score on either: Test of English as a Foreign Language (TOEFL) and/or International English Language Testing System (IELTS).
- Students who have attended college outside the United States must provide an official transcript evaluation from a member of the National Association of Credential Evaluation Services, Inc. (NACES is licensed and bonded to evaluate foreign transcripts.)
- Students must submit proof of high school completion or equivalent to U.S. standards.
- International Students transferring from another United States college or university must:
  - Fulfill all the admissions requirements previously listed.
  - Have a valid F-1 student visa status (currently attending the school specified on most current I-20 form).
  - Have completed college-level work at the college or university with a minimum of 2.5 grade point average on a 4.0 scale. International students who are on academic probation or have been disqualified at last institution attended will not be considered for admission. Obtain transfer clearance from the previous college, university or language school and submit to Southwestern College.

Upon acceptance to SWC, applicants should request that current institution transfer their SEVIS record to SWC to proceed with I-20 issuance.

Upon acceptance:

A letter of acceptance will be issued to student with all necessary details.

- I-20 is issued to the prospective international student.

The additional steps are:

- Complete an online SWC application for admission.
- Must declare a major for the associate degree.
- Attend SWC International Student Orientation prior to the semester.
- Take the SWC basic skill placement tests. Assessment results will be used to determine appropriate class levels.
- Pay the non-resident tuition fees in addition to enrollment fees.
- Register in courses and complete a minimum of 12 units with a minimum 2.0 grade point average each semester.

International Students transferring from another United States college or university must:

- Submit affidavit statement of support from a financial sponsor accompanied by a certified letter or bank statement from the sponsor’s bank, verifying in U.S. dollars that sufficient funds are available to meet all the student’s educational and financial needs. Scholarship recipients need to submit official scholarship award letter from scholarship agency outlining amount of the award and scholarship criteria, in lieu of financial statement. Please refer to college website for current information.
- Students with dependents will be required to submit additional documentation, including additional financial sponsorship statement and evidence of applicant’s relation/dependency to student.
Admission requirements: Mexican Nationals/Commuting from Mexico to the United States – F-3 visa

- Complete and submit an International Commuter Student Application.
- Fulfill all the admissions requirements listed on the Commuter Student Application.
- Verify permanent residence in Mexico and provide documentation. International students must maintain residency in Mexico throughout duration of study at SWC. If student would like to change to F-1 visa status, he/she must fulfill all F-1 visa application requirements.
- Must declare a major for associate degree.
- May be enrolled as a full (12 units or more) or part-time (less than 12 units) student.
- Must determine and verify funds for tuition and other fees per Term.

Student must declare part-time or full-time status upon admission, and notify Admissions if there are any subsequent changes to their enrollment status. The student’s SEVIS record will be updated to reflect full-or part-time status, as required by SEVIS compliance.

Concurrent enrollment of International Students – students attending another college or institution

- Complete an online SWC application for admission.
- Submit official letter from current school’s international student office, verifying concurrent enrollment at Southwestern College has been authorized. Letter must identify the specific authorized semester and the specific classes.
- Submit copies of current passport, visa, I-20, and I-94.
- Letter of authorization from concurrent college must be submitted every semester.

International students are required to provide evidence of health insurance coverage.

All international students must become familiar with the regulations of the United States Citizenship and Immigration Services and assume full responsibility for complying with those regulations. Southwestern College will report required events into the SEVIS program as mandated by the United States Citizenship and Immigration Service (USCIS). (AP5012 - International Students)

CENTRAL FOR HEALTH AND LAW ENFORCEMENT OCCUPATION PROGRAMS

A special admission procedure has been instituted for the following occupational programs:

- Certified Nursing Assistant (CNA)
- Dental Hygiene (DH)
- Emergency Medical Technology (EMT)
- Medical Laboratory Technician (MLT)
- Nursing (RN)
- Paramedic (EMTP)
- Vocational Nursing (LVN)
- Operating Room Nurse (ORN)
- Surgical Technology (ST)
- Law Enforcement Training Academy
- Central Services Technician

NOTE: A separate application is required for these programs.

CONTACT INFORMATION:

Dental Hygiene Program
Higher Education Center at National City
619-216-6663

EMT and Paramedic
Higher Education Center at Otay Mesa
Room 4105A
619-216-6760

Fire Science
Higher Education Center at Otay Mesa
Room 4105
619-216-6760

Law Enforcement Training Academy
Higher Education Center at Otay Mesa
Room 4315
619-482-6462

Medical Laboratory Technician Program
Higher Education Center at National City
619-216-6673

Nursing and Health Occupations Programs (ADN, CNA, ORN, ST, and VN)
Higher Education Center at Otay Mesa
Room 4401
619-482-6352
RESIDENCY REQUIREMENTS

GENERAL GUIDELINES
The California Education Code states that all public institutions of higher education shall apply uniform rules in determining a student’s residency classification. Each student applying for admission to Southwestern College will be classified as a resident or nonresident of California in accordance with the Education Code. Each student shall provide such information and evidence of residency as deemed necessary. The day immediately preceding the first day of instruction for the semester shall be the residency determination date for the fall and spring semesters. The day immediately preceding the first day of instruction for the first summer session shall be the residency determination date for all summer sessions.

RESIDENCY CATEGORIES
Applicants for admission to Southwestern College shall be classified under one of the two categories listed below.

Resident
A resident is classified as an applicant whose legal residence is in the Southwestern Community College District and who is classified as a resident of the state of California.

Nonresident
A nonresident is classified as an applicant who has not maintained a full year of continuous legal residency in California immediately prior to the residency determination date for the summer session or semester for which he/she seeks admission.

AB 540 Students
On October 12, 2001, Governor Davis signed into law Assembly Bill 540, which adds a new section to the California Education Code. It creates a new exemption from payment of nonresident tuition for certain nonresident students who have attended high school in California and received a high school diploma or its equivalent. This law provides an exemption from paying non-resident fees. However, it does not give the student resident classification status for any other purpose. Students who receive this exemption would be required to establish residency for any state-funded program (EOPS, BOGW, CalGrants). For more information contact Admissions at (619) 421-6700, ext. 5215 or 5216.

Establishing Residency
In order to be eligible to establish residency, a student must be a citizen of the United States, a permanent resident or an approved applicant for permanent residency, or on visa status that does not preclude him/her from establishing domicile in the United States. It is necessary that there be a union of act and intent. The act necessary to establish legal residency is physical presence in California. While intent may be subjective, there are many possible indications of one’s intent to maintain legal residency in California. It is the responsibility of the applicant to furnish information and evidence of both physical presence and intent, as requested by Admissions.

RESIDENCY DETERMINATION OF STUDENT
The following items are pertinent to community colleges and are quoted from specific sections of the Education Code:

Legal Requirement
California state law requires that each student enrolled in or applying for admission to a California community college provide such information and evidence as deemed necessary by the Governing Board of the Southwestern Community College District to determine his/her residency classification.

Statutes
The statutes regarding residency determination are found in Sections 68000–68090 and 76140 of the Education Code, Sections 54000–54082 of the California Administrative Code, and Regulations of the Southwestern Community College District. These regulations are available in Admissions and are subject to the interpretation of the College.

RULES OF RESIDENCY
Adults over 19 years of age and married minors may establish California residency. A California resident, for purposes of postsecondary education, is defined as a person who has not only lived in the state for a minimum of one year prior to the residency determination date for the semester or summer session to which he/she is applying but can also verify clear intent to become a permanent resident of the state. (The residency determination date is the day immediately preceding the first day of instruction for the semester).

NOTE: It must be understood that no one factor is controlling and the burden of proof to establish residency is upon the student.

Primary Determinants
- Paying California state income tax as a resident.
- Maintaining California as legal state of residency on Leave and Earnings Statement (LES) and W-2 form while in the armed forces for one year prior to enrollment.
- Possessing California resident motor vehicle license plates and registration.
- Possessing valid California driver license.
- Registering to vote and voting in California.

Secondary Determinants
- Showing California as a home address on federal tax forms.
- Being a petitioner for divorce in California.
- Obtaining license from California for professional practice.
- Establishing and maintaining active California bank accounts.
- Owning residential property in California.
- Holding active membership in service or social clubs.
- Having spouse, children, or other close relatives reside in California.

Conduct Inconsistent with a Claim for California Residence
Conduct inconsistent with a claim of California residency includes, but is not limited to:
- Maintaining voter registration in another state.
- Being a petitioner for a divorce in another state.
- Attending an out-of-state institution as a resident of that state.
- Declaring nonresident for state income tax purposes.
- Retaining a driver’s license and/or keeping a vehicle registered in another state during the time period for which California residency is claimed.
- Paying as a resident state income tax in another state.
- Having an alien status which is precluded by the Immigration and Nationality Act from establishing a residence in the United States.

For a listing of precluded visas or statutes, contact any Southwestern College Admissions Office or log onto www.swccd.edu select Admissions, then Residency.
Rules of Residency, Married Minors
A married student under 18 years of age may establish residency in the same manner as an adult.

Rules of Residency, Unmarried Minors
These conditions apply unless the minor is precluded by the Immigration and Nationality Act from establishing residency in the United States:

An unmarried student under 18 years of age derives residency from the parent with whom he or she is residing. If the student lives with neither parent, residency is derived from the parent with whom he or she last lived. The student may be classified as a resident if the parent has been a legal resident of California for more than one year immediately preceding the semester of admission. For more information please see, Nonresident Fee Exemption.

OTHER RESIDENCY OPTIONS
A student is also entitled to residency classification under the following circumstances:

- Student has been present with intent to become a resident in California for more than one year prior to the semester of admission.
- Student is over 18 years of age and has resided in California as a permanent resident more than one year prior to the semester of admission.
- Student is under 18 years of age and has resided with parent(s) as permanent resident(s) more than one year prior to the semester of admission.
- Student is a full-time employee of a public school district in a position requiring certification.
- Student is an apprentice as defined in Section 3077 of the Labor Code and enrolling in apprentice or related classes only.
- Student has earned livelihood primarily by performing agricultural labor for hire in California for at least two months per year in each of the two years preceding the semester of admission.
- Student has lived with parent(s) who is/are agricultural laborer(s) as specified above and is claimed as a tax dependent.
- Minor student has been under continuous care and control of adult(s), not a parent, for more than two years prior to the semester of admission. Such adult(s) must have been a California resident during the most recent year. Minor students must be enrolled full time.
- Student is active military.

A student is entitled to resident classification for the minimum time necessary to become a resident if the following circumstances apply:

- Minor student in continuous full-time attendance, whose parents had established California residency (one year) and left the state, may be classified as a resident until he/she has attained the age of 18 and can achieve residency on his/her own.
- Student is a dependent natural or adopted child, stepchild, or spouse of active military service person stationed in California.
- Student is a full-time contract/regular employee of the Southwestern Community College District.
- Student has not been an adult resident for one year and is a dependent child of a California resident.
- Student is a member of the armed forces who was stationed in California on active duty for more than one year prior to being discharged from the service.

Nonresident Student
A student classified as a nonresident will be required to pay tuition as a condition of and at the time of enrollment in an amount set forth by the Board of Trustees of the Southwestern Community College District. Information regarding tuition fees and refunds is found in the fee section of this catalog. (BP & AP 5020 Non-Resident Tuition)

Nonresident Fee Exemption
Effective January 1, 2002, a new law (AB540) went into effect in the State of California providing an exemption from paying nonresident fees for certain nonresident students. While this exemption allows students to pay resident fees, it does not grant them resident status that would give them eligibility for any state-funded program. To be eligible for this exemption a student must meet the following criteria:

- Attendance at a high school in California for three or more years
- Graduation or attainment of a high school equivalency from a California high school
- Enrollment in college not earlier than the fall 2001 semester

For more information on this fee exemption, contact Admissions and Records.

Incorrect Classification
A student incorrectly classified as a California resident is subject to reclassification as a nonresident and to payment of nonresident tuition. If incorrect classification results from false or misleading facts, a student may be subject to disciplinary action.

Reclassification
Reclassification to resident status must be requested by the student. Financial independence during the current year and preceding two years will be considered at the time the student requests reclassification. Information regarding requirements for reclassification is available in Admissions located in the Cesar E. Chavez Student Services Building.

Tuition fees will not be refunded to a student classified as a nonresident due to lack of documentation if at a later date documentation is presented for that previous semester.

Limitation of Residency Rules
The student is cautioned that this summation of rules regarding residency determination is by no means a complete explanation of their meaning. For further information, contact the residency clerk in Admissions. The student should also note that changes might have been made in the statutes and in the regulations between the time this statement is published and the beginning of the semester.

Appeal of Residency
A student may petition and appeal the residency classification decision within three days to the Dean of Student Services or designee.

The determination will be made based on the statement of legal residency, pertinent information contained in the student’s file, and student’s appeal. Notification will be sent to the student by email.

Admission in Error
Nonresident students, subject to payment of nonresident fees, who have been admitted to a class or classes in error without payment of the required fees, shall be excluded from such class or classes upon discovery pending payment of the fees.

Admission by Falsification
Falsification of information submitted on the application for admission will be grounds for exclusion from the College. Students excluded shall not be readmitted during that session or semester from which they were excluded. All debts incurred as a result of falsification must be paid prior to readmission.
STEP 2: ASSESSMENT, ORIENTATION AND ADVISEMENT

COMPLETE THE COLLEGE ASSESSMENT

Computerized assessment (basic skills placement testing) is available at the Assessment Center located in Room S107 in the Cesar E. Chavez Student Services Building. You should plan to take the assessment after you have completed Part 1 of the Online Orientation, and before you complete Part 2 of the Orientation. We highly recommend that you prepare and review materials before taking the assessment examinations. Information directing you to prepare is located in Part 1 of the Online Orientation or at the Assessment Centers webpage.

English, reading, and mathematics assessments are essential to evaluate skill levels and to assist in the selection of the proper level of coursework. These assessments are recommended before enrolling in English, reading, and mathematics courses. Many courses also have a recommended reading level that may be attained on the SWC Reading Assessment prior to enrollment.

Why should I take the assessment?

Assessment is a key component to effectively helping you start your college career at the levels most appropriate with your skills. Southwestern College has taken steps to ensure that our placement tests exceed state standards for effective placement so that you will not have to begin college in math and English courses that are too easy for you or too difficult for you.

Do I need to study or review any material for this assessment?

Assessment is an important process that evaluates your English, reading, and math skill levels. While you cannot “fail” these tests, it is critical that you take the assessment seriously and that you take the time to prepare for the tests as your results will directly impact the coursework you will need to complete at Southwestern College. Doing so could save you time and money!

If you do not take these tests seriously or if you are not prepared to take the tests, you could spend 3 or more semesters in math, 2 or more semesters in English, and 3 or more semesters in reading before you reach college-level or transfer-level coursework.

Therefore, it is recommended that you become familiar with the types of test items you will experience when you take the College Assessment. Practice tests and test guides are available online at http://www.swccd.edu/assessment. These free practice tests and guides are also available at the Assessment Center located in Room S107 in the Cesar E. Chavez Student Services Building. More extensive math practice tests are available at the College Bookstore for a nominal fee.

Who should be assessed?

Assessment is strongly recommended, and usually required, if you indicate on your admissions application that your primary educational objective at Southwestern College is:

- Career/Technical
- Associate degree
- Transfer to a four-year college/university
- Undecided
- Major other than self-improvement or job advancement

Assessment is also highly recommended if you plan to:

- Enroll in courses with recommended reading preparation
- Enroll in any reading, math, English, or English as a Second Language (ESL) course requiring or recommending specified assessment skill levels

It is important to take all three assessments before registering for your first semester at Southwestern College. English, reading, and math results are considered valid for three years. You may attempt each of the placement tests twice in any one semester and a total of three times during your enrollment at Southwestern College. If your assessment results have become invalid due to a three-year lapse, you may retake the tests but are subject to the same retest policy (twice in one semester and a total of three times). You may attempt to have the three-test limitation waived by filing an appeal through the Assessment Center.

ESL placement results are valid for only one year. The ESL assessment may be repeated after one year.

All placement tests are strongly recommended but not mandatory. Assessment assists in matching you with courses most appropriate to your skill levels. If you decide not to be assessed, it is recommended that you complete a self-exemption form available in the Assessment Center.

You may also be matched with appropriate courses without taking the placement tests if you have:

- Completed courses (with a grade of “C” or better, or “Pass”) at another college or university that are equivalent to Southwestern College courses requiring or recommending specified assessment skill levels (proof of successful course completion must be submitted with a Prerequisite Evaluation Request form to the Assessment Center)

OR

- Assessment results from other colleges or universities (documents showing raw test scores taken within the last three years must be submitted with a Prerequisite Evaluation Request form to the Assessment Center)

When and where is the assessment given?

Assessment is offered at the Assessment Center located in Room S107 in the Cesar E. Chavez Student Services Building. Assessment is also often available at all three Higher Education Centers.

Assessment schedules for all sites are listed on the College website at http://www.swccd.edu/assessment. Placement tests are given on a walk-in basis within the times listed on the schedules.

Are the placement test timed?

Yes. Most students complete the English, reading, and math tests in about two hours and 15 minutes. Students with disabilities may request additional time to complete the tests.

When will I receive the results from my assessment?

You will receive English, reading, and mathematics results immediately upon completion of your assessment. ESL placement results are available at the Assessment Center within two weeks after you tested. You can also access all of your placement results in the Academic Profile section of WebAdvisor.

Are special accommodations available for students with disabilities?

Individualized accommodations are provided to meet the needs of students with disabilities. Accommodations offered include extended testing time, reader and/or writer, large-print tests, and Zoom Text. Students needing such accommodations should contact Disability Support Services (Room S108 in the Cesar E. Chavez Student Services Building) prior to scheduling an assessment.

Will the assessment affect my acceptance to Southwestern College?

The assessment will not affect your acceptance to the College. However, the results may affect acceptance into some programs at the College, such as Nursing.
Assessment and Graduation Requirements
All students who plan to graduate with an associate degree are required to meet reading, writing, and mathematics proficiencies. The reading and mathematics proficiencies may be met by satisfactory performance on specific assessments. For more information, see Graduation Requirements, page 64.

ORIENTATION AND ADVISEMENT
Visit www.swccd.edu, Student Services, Counseling/Student Success link then click on the Online Orientation tab to complete the required Online Orientation module. If after completing the Online Orientation you have questions, stop by the Counseling Center at the Chula Vista, National City, Otay Mesa, or San Ysidro sites to seek guidance from the counselors. Several guided orientation/preregistration workshops are available if needed. Bring your assessment results to the orientation/preregistration workshop.

STEP 3: REGISTRATION
REGISTER FOR CLASSES
Each student is responsible for registering for their classes, attending every class meeting, and informing instructors in case of absence.

Ensuring Academic Success
• Only enroll in the courses you are confident you will complete.
• Be disciplined; complete your assignments.
• Attend class regularly.

For more assistance in strengthening study skills strategies, visit the Academic Success Center in Building 420 or enroll in a learning skills course.

CHANGE OF RECORDS
Change of Address
Update your contact information (mailing address, email address, and telephone number) online on WebAdvisor. Go to https://webadvisor.swccd.edu, log in, and then select “update your email, telephone number, and address.” Failure to comply with this may result in an administrative hold.

Change of Name
Any change of the student’s name should be reported to Admissions. Contact Admissions for acceptable forms of identification to submit for verification of the name change. Students reporting name changes during a semester are advised also to notify their instructors in order to maintain proper recognition and identification.

Remember to visit the Online Orientation at www.swccd.edu, under WebAdvisor. The Online Orientation is available in English and Spanish languages.

We recommend you complete Part 1 of the Online Orientation prior to completing the Assessment and then return to the Online Orientation to complete Part 2 and plan your first semester’s courses.

Orientation Topics include:
• Assessment results
• Course selection
• Degree requirements
• Recommended course preparation
• Prerequisites
• Campus resources
• Student Rights and Responsibilities, and many other important topics

Courses may also have a recommended preparation or recommended concurrent enrollment that will enhance your chances of success in these classes.

Recognizing that the proper establishment of prerequisites, corequisites, limitations on enrollment, and/or recommendations are critical to student learning, the Southwestern College faculty has taken great effort to ensure your success by diligently reviewing each requisite and recommendation prior to its implementation. The College endeavors to inform you of the skills needed to succeed before you enroll in these courses.

Therefore, you should plan to follow all course prerequisites, corequisites, limitations, and recommended preparation. Being adequately prepared for courses will expedite your progress in reaching your educational goals.

OPEN ENROLLMENT
It is the policy of the Southwestern Community College District that every course and course section offered by the College District shall be open to enrollment and participation by any person who is eligible for admission and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code. (BP & AP 5052 - Open Enrollment).
**Enrollment Priorities (BP & AP 5055 - Enrollment Priorities)**

It is the intent of the Board of Governors of the California Community Colleges to provide priority registration for students who enroll in a community college for degree or certificate attainment, transfer to four-year college or university, or career advancement.

All courses of the College District shall be open to enrollment, subject to the priority system set forth herein. Enrollment also may be limited to students meeting properly validated prerequisites and corequisites, or due to other practical considerations.

I. Registration priority shall be provided to students in the following order:

Any new or returning Southwestern College student beginning in Fall 2015 and thereafter or students who are members of levels one through three below must complete the SSSP/matriculation process before being granted priority registration (a priority registration date will determine how early you are allowed to enroll). The SSSP/matriculation steps that must be completed are 1) Online Orientation Part 1 & 2; 2) assessment-placement; and 3) student education plan, which is completed within the Online Orientation Part 2.

First level of enrollment priority shall be provided to students who are members of at least one of the following groups:
- Armed forces or a veteran
- Foster youth or former foster youth
- CALWORKS
- Extended Opportunity Programs & Services (EOPS)
- Disability Support Services (DSS)

Students qualifying for level one enrollment priority shall be further prioritized as follows:
- 50 to 90 units completed at Southwestern College
- 30 to 49 units completed at Southwestern College
- 0 to 29 units completed at Southwestern College
- 91 to 99 units completed at Southwestern College

Second level of enrollment priority shall be provided to students who are members of at least one of the following groups:
- Associated Student Organization
- Executive and Senate members
- District Identified Learning Communities, MESA, University Links, Vocational Rehabilitation, Honors Program, and eligible student athletes.

Students qualifying for level two enrollment priority shall be further prioritized as follows:
- 50 to 90 units completed at Southwestern College
- 30 to 49 units completed at Southwestern College
- 0 to 29 units completed at Southwestern College
- 91 to 99 units completed at Southwestern College

Third level of enrollment priority shall be provided to students who are members of the following group:
- SWC High School Early Admission Program (EAP) students (fall term only).

Students qualifying for level three enrollment priority shall be further prioritized as follows:
- 50 to 90 units completed at Southwestern College
- 30 to 49 units completed at Southwestern College
- 0 to 29 units completed at Southwestern College
- 91 to 99 units completed at Southwestern College

Fourth level of enrollment priority shall be provided to students who are members of the following group:
- Continuing students

Students qualifying for level four enrollment priority shall be further prioritized as follows:
- 50 to 90 units completed at Southwestern College
- 30 to 49 units completed at Southwestern College
- 0 to 29 units completed at Southwestern College
- 91 to 99 units completed at Southwestern College

Fifth level of enrollment priority shall be provided to students who are members of the following group:
- New and returning (former) students on a first come, first served basis.

Sixth level of enrollment shall be provided without priority to students who:
- Have been on academic probation more than two consecutive semesters
- OR
- Have earned 100 or more degree applicable semester units

II. Loss of Enrollment Priority

Enrollment priority specified in this section shall be lost at the first registration opportunity after the student has:
- Been placed on academic or progress probation for two consecutive terms
  OR
- Earned 100 or more degree-applicable semester units

A unit is earned when a student receives a grade of A, B, C, D or P in a degree-applicable course. The 100-unit limit does not include units for non-degree applicable English as a Second Language (ESL) or basic skills courses or special classes for Disabled Students.

III. Petition Process:

If a student loses enrollment priority status as listed in Section II, an appeal may be filed based on one of the following circumstances. The appeal petition will be available at the Admissions Office.

a. Extenuating circumstances: Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

b. Student with a disability who applied for, but did not receive reasonable accommodation in a timely manner.

c. Student with a disability, authorized for priority enrollment as a DSS authorized academic accommodation, and making progress towards academic goals.

d. Student who has demonstrated significant academic improvement, defined as achieving no less than the minimum grade point average and progress standards.

e. Student who is enrolled in high-unit majors or has accumulated units from Advanced Placement or Credit by Examination.

f. Student is within his/her final semester of degree, certificate, and/or transfer completion.

g. Honors Students who have no other available opportunity for honor addendums, based on their academic goal.

IV. Other requirements

Students will not be required to participate in any preregistration activity not uniformly required; nor shall the College or District allow anyone to place or enforce nonacademic requisites that are not expressly authorized as barriers to enrollment or the successful completion of a class.

With respect to accessibility to off-campus sites and facilities, no student is to be required to make any special effort not required of all students to register in any class or course section. Once enrolled in the class, all students must have equal access to the site.
V. Definitions

• Associated Student Organization (ASO)—Executive Board and Senators—currently elected or appointed members serving the students of SWC. Students must meet all ASO requirements.

• CALWORKS—Students must be enrolled in the CALWORKS program at SWC.

• Continuing Student—Students who enrolled in the previous academic term or semester at SWC. Students who do not attend summer sessions will not lose continuing student status.

• Disability Support Services (DSS)—Students must be enrolled in the DSS program at SWC.

• District Identified Learning Communities—Students who are currently enrolled and/or successfully complete the requirements for a District-Identified Learning Community such as Puente Project, Bayan, TELA, PAIR.

• Early Admission Program—Offered to Sweetwater Union High School District and any other high school district graduate who completes the matriculation process in the spring semester of their senior year.

• Extended Opportunity Programs and Services (EOPS)—Students must be enrolled in the EOPS program at SWC.

• Foster Youth or Former Foster Youth—Students must provide court documents or other forms of County or State Health and Human Services documents as proof of Foster Youth status.

• Honors Program—Honors students will be eligible to receive enrollment priority for all class sections in their class schedule, if they meet the following criteria:
  - Honors students will receive enrollment priority in fall and spring semesters only.
  - Honors students must successfully complete an honors addendum or course with a satisfactory grade before being granted priority registration in the next available semester. (i.e. final grades for the fall semester are available after registration for spring semester, an Honors student will receive priority registration in the following fall semester. Students completing the Honors addendum in spring will receive priority registration in the following fall semester). Honors student will receive priority registration in the following fall semester. Students completing the Honors addendum in spring will receive priority registration in the following fall semester). Honors students must continue to enroll and successfully complete at least one honors addendum or course in each subsequent semester in order to maintain their enrollment priority.

• MESA—Former and current MESA program members at SWC.

• New Student—Student who is enrolling at SWC for the first semester.

• Returning Student—Student who has completed at least one unit of credit at the SWC and is returning after a break of one or more semesters, excluding summer session.

• Student Athletes—A student athlete may be eligible for enrollment priority if the student has been identified as a “qualifier” by the NCAA Eligibility Center. “Qualifiers” are required to file their letter declaring them a “qualifier” with the Athletic Director and Admissions and Records Office. These student athletes are eligible for enrollment priority in their first semester. Student athletes not considered “qualifiers” by the NCAA may also be eligible for priority registration if they can meet the same requirements of a “qualifier” athlete in their second or subsequent semester.

• All student athletes must earn and maintain an overall 2.5 GPA, and complete 12 transferrable or degree applicable units each semester to be eligible for priority enrollment.

• Non-qualifying athletes must meet these criteria to be eligible for enrollment priority in the next available semester. (i.e. final grades for the fall semester are available after registration for spring semester, a student athlete will receive priority registration in the following fall semester. Student Athletes who complete the requirements in spring will receive priority registration in the following fall semester).

• All student athletes are required to undergo weekly monitoring by the Athletic Director to ensure they are enrolled in 12 units and are maintaining satisfactory grades. In addition, all student athletes are required to have a Student Education Plan and are required to see a counselor twice a semester to review academic progress, completed units and GPA.

• University Links—Students with signed contracts to transfer to UCSD.

• Veteran or member of the Armed Forces—Students must provide a Leave Earning Statement (LES) for Active Duty or DD214 – discharge papers, as proof.

PREREQUISITE

A prerequisite is a course or qualification that must be satisfactorily completed before you may register for another course. The skills or knowledge provided in the prerequisite course has been deemed necessary for your success in the subsequent course. A minimum grade of “C” or “Pass” must be earned in the prerequisite course.

Prerequisites are enforced at Southwestern College. If you have not met the listed prerequisites, you will not be able to enroll in courses requiring the prerequisites. Prerequisites may be met by satisfactory completion of courses at Southwestern College or equivalent coursework at another college or university. Some prerequisites may also be fulfilled by satisfactory results on the appropriate validated Southwestern College Assessment. If prerequisites were completed at another college or university, you will need to bring copies of appropriate transcripts/grade reports and/or assessment results to the Assessment Center to clear the requirements prior to registration. The Assessment Center is located in the Cesar E. Chavez Student Services Building. Students may challenge prerequisites. For more information, see Requisite Challenge section (BP 7025).

COREQUISITE

A corequisite is a course which must be taken during the same semester as another course. In other words, when a course has a corequisite listed, you must register for those courses (often a lecture and lab) concurrently. Knowing the information being presented in the corequisite course is deemed necessary for successful completion of the other course(s).

Corequisites are enforced at Southwestern College. If you do not enroll in all listed corequisites, you will be dropped from the courses requiring the corequisites. Similarly, if you are enrolled in courses that are corequisites and you drop one course, you will be dropped administratively (or by computer) from the other course. Students may challenge corequisites. For more information, see Requisite Challenge section (BP 7025).

LIMITATION ON ENROLLMENT

A limitation on enrollment may be any of the following:

• A tryout or audition required prior to enrollment in a course that includes public performance or intercollegiate competition (including, but not limited to, band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics).

• Enrollment in an honors course or an honors course section.

• Blocks of courses or blocks of course sections for which enrollment is limited so that a group of students will enroll together in that set of classes. Students are participants in a special program such as a Learning Community or Puente.

• A limitation that restricts enrollment because of statutory, regulatory, or contractual requirements. For example, some courses may require a student to have a valid driver license, health clearance, nursing license, or certificate, etc.

Limitations on enrollment are enforced at Southwestern College. Students may challenge limitations on enrollment. For more information, see Requisite Challenge below (BP 7025).
REQUISITE CHALLENGE
The Requisite Challenge Form allows students to challenge any course requisite. You may file a challenge based on one or more of the following reasons:

- You have the knowledge or ability to succeed in the course despite not meeting the course requisite. You must provide documentation that explains/demonstrates that you have the background, skills, or abilities to succeed in the desired course.
- You believe you will be subject to undue delay in attaining the goals of your educational plan due to a limitation on enrollment or because the prerequisite or corequisite course has not been made reasonably available. Consideration is typically given only when either (1) the prerequisite/corequisite has not been offered for two consecutive semesters or (2) the prerequisite/corequisite is necessary for graduation, transfer, or a certificate, but the requisite is unavailable due to the number of course sections offered.
- You believe the prerequisite, corequisite, or limitation on enrollment has been established in violation of Title 5 regulations and/or the Southwestern Community College District’s process for establishing prerequisites, corequisites, and limitations.
- You believe the prerequisite, corequisite, or limitation on enrollment is discriminatory or is being applied in a discriminatory manner.

Students may file a Requisite Challenge Form through the Assessment Center. You must provide compelling evidence to support your challenge, attach documents (transcripts, evidence of work experience, etc.), and information necessary to support the challenge. The Requisite Challenge Form will be forwarded to the appropriate School Dean or designee for determination. Ten working days (15 days during summer) subsequent to your submitting the challenge form, results may be picked up at the Assessment Center or, at your request, the results will be emailed to you.

A student wishing to appeal the decision of the dean may request a meeting with the appropriate School Dean, Department Chair, and the Vice President for Academic Affairs or designee.

RECOMMENDED CONCURRENT ENROLLMENT
Recommended concurrent enrollment is a course that a student should complete—but is not required to complete—while enrolled for another course. Enrollment in such a course improves student success. You are strongly encouraged to follow recommended concurrent enrollment whenever it is listed in the catalog to improve your chances for success in Southwestern College courses. Enrollment may not be denied to any student not meeting a recommended concurrent enrollment.

RECOMMENDED PREPARATION
Recommended preparation is previous training or coursework that helps a student successfully complete a subsequent course. Completion of the recommended preparation course with a grade of “C” or better increases student success. To improve your chances for success, you are strongly encouraged to follow recommended preparation whenever it is listed in the class schedule. Enrollment may not be denied to any student not meeting a recommended preparation.

COURSE OVERLAP
College Procedure and state regulation prohibits a student from enrolling in courses that meet at the same time. The overlapping time between classes is not to exceed 15 minutes per day, no more than 30 minutes per week. A class overlap petition may be submitted to Admissions and Records for approval. The petition should specifically indicate when the time will be made up for one of the two courses, and it should also include the student and instructor and School Dean signatures. Petitions and information are available in Admissions and the Information Desk at the Chula Vista campus, the Higher Education Centers at National City, Otay Mesa, or San Ysidro, and online at www.swccd.edu (click on Admissions then click on printable forms). (AP 4226 Multiple and overlapping enrollments and Title 5, Section 55007)

FIELD TRIPS
Throughout the academic year, the College District may sponsor voluntary field trips and excursions in connection with courses. Students should be advised that if they participate in a voluntary field trip or excursion, they will be deemed to have held harmless the College District, its officers, agents, and employees from all liability or claims which may arise out of or in connection with their participation in this activity. Normally, when a class meets off campus, the students will be responsible for arranging their own transportation to those locations (BP 7011).

TRANSPORTATION
Throughout the academic year, some activities and classes may meet at off-campus locations. The College will not provide transportation to these sites, and all transportation arrangements are the responsibility of each student enrolled in the activity or in the class. Although College District personnel may assist in coordinating this transportation and/or may recommend travel time, routes, caravanning, etc., these are only recommendations and are not mandatory. The College District is in no way responsible for and does not assume liability for any injuries or losses resulting from this nondistrict-sponsored transportation. If transportation is arranged with another student, that student is not an agent of or driving on behalf of the College District.
CLASS CHANGES

Students are responsible for each course enrolled. Official class withdrawals are made the first week through the end of the third week of classes for a regular semester and will not appear on the student's record, (deadlines are published for fast-track courses or sessions). (BP & AP 5075 - Course Adds & Drops)

ADDITIONAL CLASS(EES) AFTER THE SEMESTER OR SESSION BEGINS

Students may add a class only during the official add/drop period by attending class and obtaining an add code from the instructor. For online courses, students must email the instructor to obtain an add code. Students may register with the add code online on WebAdvisor, or by submitting the add code in person at Admissions on the Chula Vista campus or at the Higher Education Center at National City, Otay Mesa, or San Ysidro during the add/drop period. Students must present a valid Student Identification Card. Students must add classes within the established deadline, no late adds will be accepted.

NOTE: A class enrollment is official when the add code is processed and fees are paid. A request to add a course may be accepted but later denied if found to be a repeated course or prerequisites have not been met. In addition, an instructor adding a student’s name to the class roster does not enroll the student.

DROPPING CLASSES

Dropping is ending enrollment in a class prior to about the 20% point of class meetings. A drop is not recorded on the student’s academic record.

Students are responsible to officially drop (withdraw from) a course they no longer wish to attend. Students may drop classes online on WebAdvisor or in Admissions on the Chula Vista campus or the Higher Education Centers at National City, Otay Mesa, or San Ysidro. Students who do not drop (withdraw from) a course in a timely manner may incur a financial obligation in addition to a substandard grade.

Students must drop (withdraw from) a course prior to the end of the second week of the semester to be eligible for a refund. Students must withdraw from classes prior to the end of the third week of the semester to ensure there will be no record of their enrollment and no “W” withdrawal grade on their transcript.

Students who withdraw from a course from the fourth week through the twelfth week of the regular semester (deadline established for short session classes or session) will receive a “W” grade. After the withdrawal deadline, students must be assigned a grade (A, B, C, D, F, P, NP, or I).

INDEPENDENT STUDY

Independent Study classes are listed in the catalog by discipline with the designation number 299. Students must submit an Independent Study petition during the first three (3) weeks of the semester or the first (1) week of summer session.

To be eligible for an Independent Study class, a student must:

• Be enrolled in one other graded course
• Have completed at least one course in the subject or related areas or have demonstrated competence in the area in which he/she wishes to study
• Be in good academic standing (minimum of 2.0 cumulative G.P.A.) and non-probationary status
• Have not completed more than one Independent Study course in the same discipline per the Governing Board procedure 4227 - Repeatable Courses. (i.e. Art, Biology, Business...)
• Have not completed more than 9 units in Independent Study

Independent Study projects must meet the same academic standards as the standard course. Instructors must be willing to meet with the student at least equivalent to that commonly available to students in courses conducted by other instructional methods (BP & AP 4101 and Title 5 Section 55230)

DROPPING STUDENTS

While primary responsibility for class attendance and maintaining an accurate registration record rests with the students, the instructor is charged with the responsibility for maintaining accurate and proper accountability records for state apportionment.

• Instructors are required by Title 5 to clear their rosters of all inactive students no later than the last business day prior to the Census Date for the semester or session. “Inactive students” include:
  - students identified as no-shows
  - students who are no longer participating in the courses
  - students who have officially withdrawn
• Instructors must drop any student who fails to notify their instructor of their absence or who fails to attend the first class meeting if the class is at maximum enrollment and other students are waiting to enroll.
• Students will be dropped from class for lack of a prerequisite or co-requisite.
• After the add/drop period of the term, a student may be dropped from the class when the total hours of absences for any reason exceed twice the number of hours indicated for that course in the College Catalog. Attendance requirements may vary in programs where attendance regulations are established by an outside regulatory agency. When this occurs, students will be notified in advance of the attendance requirements of the program.

For more information regarding course adds and drops please see BP & AP 5075 - Course Adds & Drops

NOTE: For short-term classes please check the instructor’s syllabi for dropping requirements.

WITHDRAWING FROM CLASSES

Withdrawing is ending enrollment in a class between about the 20% point and about the 75% point of class meetings. A withdrawal is recorded as a “W” and is a permanent symbol on the student’s academic record. It is included in progress probation and disqualification determination.

Students are responsible to officially withdraw from a course he/she no longer wishes to attend. Students may drop classes online on WebAdvisor or in Admissions on the Chula Vista campus, or the Higher Education Centers at National City, Otay Mesa, or San Ysidro. Students who do not withdraw from a course in a timely manner may incur a financial obligation in addition to a substandard grade.
COURSE REPETITION AND COURSE WITHDRAWAL POLICY

(BP & AP 4225 - Course Repetition & Withdrawal)

The Southwestern Community College District Governing Board, in compliance with Title 5 regulations permits the following:

Course Repetition Due to Substandard Grades and/or Withdrawals

If a student receives any combination of three (3) substandard academic grades (D, F, or NP) and/or “W” withdrawal symbols, the student will not be allowed to have a fourth attempt in the same course at Southwestern College. If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

When course repetition and/or course withdrawal occurs, the permanent academic record shall be annotated in such a manner that all student work is transcribed and remains legible, ensuring a true and complete academic history.

Course Repetition of Previously Passed Courses

Students may petition for course repetition in the following areas which the course(s) has already been successfully passed.

I. Significant Lapse of Time
II. Variable Units—Open Entry/Open Exit
III. Occupational Work Experience
IV. Special classes for students with disabilities
V. Legally Mandated Training
VI. Significant Change in Industry

The Governing Board or its designee, in collaboration with the Academic Senate, shall establish procedures regarding course repetition/course withdrawal.

COURSE REPETITION AND COURSE WITHDRAWAL PROCEDURE

Southwestern Community College District will make provisions for a student to repeat a course with a substandard grade and/or withdrawal under the following circumstances:

I. Course Repetition due to substandard grades and/or withdrawals

1. If a student receives any combination of three (3) substandard academic grades (D, F, or NP ) or “W” withdrawal symbols, the student will not be allowed to have fourth attempt in the same course at Southwestern College. If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. See Section IX, “Petition Process,” for more information.

2. When a student attempts to enroll for the second time in a course in which he/she has achieved a substandard academic grade and/or “W” withdrawal, the student will be notified electronically of the course repetition and withdrawal policy. The student will have to acknowledge receipt and understanding of the policy and will be required to complete an online tutorial. The tutorial will detail the academic options and referrals to appropriate resources such as Counseling, Academic Success Center/Tutorials, and/or department faculty.

Once a student achieves substandard academic grade and/or "W" withdrawal in the same course for a third time, a fourth repetition will not be allowed. Exceptions to this procedure may be approved only through a petition process. See Section IX, “Petition Process,” for more information.

3. If a student passes a course on the second or any subsequent try, all previous substandard grades for that class shall be excluded from calculating student GPA. However, all grades shall be recorded on the student’s transcript ensuring that student records are accurate and complete and grading procedures are transparent.

4. The Southwestern Community College District may not claim apportionment for a student who re-enrolls in a particular course in which the student has already earned any combination of three (3) substandard grades and/or Withdrawals “W.” The College District may claim apportionment for the fourth attempt, if the petition for extenuating circumstance is approved. See Section IX, “Petition Process,” for more information.

In addition, students may petition for course repetition in the following areas which the course(s) has already been successfully passed.

II. Course Repetition—Significant Lapse of Time

1. Students are permitted to repeat courses in which a “C” or better grade was earned where there was a significant lapse in time since the grade was obtained and
   • The College District has defined a significant lapse of time as no less than three (3) years and has established a recency prerequisite for a course or program; or
   • An institution of higher education to which the student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course. Students may petition to repeat where the significant lapse of time is less than 36 months, if the student can provide documents where the repetition is necessary for the student to transfer to the institution of higher education.

2. When a student needs to repeat a course due to a significant lapse of time as defined in these procedures, the student must submit a petition. See Section IX “Petition Process” for more information.

3. When a course is repeated due to a significant lapse of time as defined in II (1), the College District will disregard the previous grade and credit when computing a student’s grade point average.

III. Course Repetition—Variable Units—Open Entry/Open Exit

1. Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.

2. Students may not repeat variable unit open-entry/open-exit courses unless:
   • The course is required for legally mandated training; or
   • The course is a special class for students with disabilities which needs to be repeated; or
   • The student wishes to repeat the course to alleviate substandard work.

3. Whenever a student enrolls in a physical educational activity course offered for open entry/open exit, the enrollment will count as a repetition of the course.
IV. Occupational Work Experience
A student may repeat an occupational work experience course up to sixteen (16) units total and limited to eight (8) units of occupational work experience per semester. Each repetition is recorded and is included in the purpose of the calculation of student’s grade point average.

V. Educational Assistance classes (special classes) for Students with Disabilities
Students with verified disabilities who are enrolled in non-degree Personal Development courses Educational classes (Educational Assistance courses) within Disability Support Services may repeat courses any number of times based on an individualized determination that such repetition is required as a disability related accommodation for that particular student.

Student may petition to repeat a special class when:

- Continuing success of the student in other general and/or Educational classes (special classes) is dependent on additional repetitions of a specific educational assistance classes (special class);
- Additional repetitions of a specific educational assistance class (special class) are essential to completing a student’s preparation for enrollment into other general or educational assistance (special classes);
- The student has an Academic Accommodation Plan (Student Educational Contract) which involves a goal other than completion of the educational assistance class (special class) in question and repetition of the course will further achievement of that goal.

VI. Legally mandated training
A student may repeat a course with no limit to meet legally-mandated training requirements as a condition of continued paid or volunteer employment. The student must petition and provide documentation that course repetition is legally mandated. Courses may be repeated, regardless of whether or not substantial academic work was previously recorded. Each grade received shall be included for purposes of calculating the student’s grade point average.

VII. Significant Change in Industry
Student may repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Student must petition and provide documents that there has been a significant change in industry or licensure standards necessitating course repetition.

VIII. Course Withdrawal
1. In the event of extenuating circumstances which occur after the end of the fourteenth week or 75 percent of a term, the College District may, in consultation with appropriate faculty, allow a withdrawal “W” after the deadline. It shall be recorded as a “W.” The withdrawal “W” will still count towards the maximum number of withdrawals.

NOTE: For the purposes of this section, “appropriate faculty” means the instructor of the course section or in the event the instructor cannot be contacted, the department chair or cognizant dean.

2. Students will not receive a “W” for a withdrawal that is determined to be due to discriminatory treatment or retaliation for alleging discriminatory treatment. Students may petition to re-enroll in the same course if the reason for one or more of the withdrawals is determined to be due to discriminatory treatment or retaliation for alleging discriminatory treatment. The course of action for determining discriminatory treatment is outlined in the Standards of Student Conduct procedures.

3. Military Withdrawal. “MW” occurs when a student who is a member of an active or reserve United States military service receives orders compelling the student to withdrawal from the courses. The withdrawal symbol assigned will be a “MW.” Military withdrawals shall not be counted in progress probation, dismissal calculations or towards the number of permissible withdrawals.

4. When course repetition or withdrawal occurs, all grades shall be recorded on the student’s transcript ensuring that student records are accurate and complete and grading procedures are transparent.

5. Courses approved for Academic Renewal will still apply to the student’s academic record for the purposes of the Course Repetition and Course Withdrawal Policy and Procedure.

IX. Petition Process
Students will utilize the petition process for Course Repetition for the following areas:

COURSE REPETITION AND COURSE WITHDRAWAL – FOURTH ATTEMPT
If a student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

SIGNIFICANT LAPSE OF TIME
Students may petition to repeat where the significant lapse of time is less than 36 months, if the student can provide documents where the repetition is necessary for the student to transfer to the institution of higher education.

EDUCATIONAL ASSISTANCE CLASSES (SPECIAL CLASSES) FOR STUDENTS WITH DISABILITIES
Student may petition to repeat an Educational Assistance classes (special class) when:

- Continuing success of the student in other general and/or educational assistance classes (special classes) is dependent on additional repetitions of a specific educational assistance class (special class);
- Additional repetitions of a specific special class are essential to completing a student’s preparation for enrollment into other regular or educational assistance classes (special classes);
- The student has a Academic Accommodation Plan (Student Educational Contract) which involves a goal other than completion of the educational assistance class (special class) in question and repetition of the course will further achievement of that goal.

LEGALLY MANDATED TRAINING
A student may repeat a course with no limit to meet legally-mandated training requirements as a condition of continued paid or volunteer employment. The student must petition and provide documentation that course repetition is legally mandated.

SIGNIFICANT CHANGE IN INDUSTRY
Student must petition and provide documents that there has been a significant change in industry or licensure standards necessitating course repetition.
X. Apportionment for Course Enrollment

The College District may claim state apportionment for the attendance of students for enrollments in credit courses designated as repeatable and courses that are related in content for no more than four times for semester courses. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course.

The College District may claim state apportionment for one additional enrollment if all other requirements are met and only in the following circumstances:

1. Attendance of a student for an enrollment in a credit course resulting in that student’s repetition of the credit course because there has been a significant lapse of time no less than 36 months since the student previously successfully completed the course, unless an exception to the 36 month requirements applies.

2. Attendance of a student for an enrollment in a credit course which is a repetition of the credit course is due to extenuating circumstances, if such credit course is not designated as repeatable, according to this procedure.

3. Attendance of students in credit courses for enrollments in the credit courses without limitation if all other requirements are met and in the following circumstances:
   a. Attendance of a student in legally mandated training regardless of whether substandard academic work has been recorded. Courses may be repeated for credit any number of times.
   b. Attendance of a student with a disability may be claimed for each enrollment by that student in a credit educational class (special class) as a disability-related accommodation.
   c. Attendance of a student for each enrollment in a portion of a variable unit open entry/open exit credit course that is necessary for the student to complete one time the entire curriculum of the course as described in the course outline of record.
   d. Attendance of a student for each enrollment in a cooperative work experience course.
   e. Attendance of a student withdrawing as a result of extenuating circumstances.
   f. Attendance of a student receiving a military withdrawal ("MW").

REPEATABLE COURSES

(BP & AP 4227 - Repeatable Courses)

Southwestern Community College District allows repeatability of credit courses that have previously been passed under the following conditions pursuant to Title 5 §55041 and the Program and Course Approval Handbook (PCAH) published by the Chancellor’s Office of California Community Colleges.

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree.
2. Intercollegiate athletics, academic, or vocational competition, as defined in §55000.

REPEATABLE COURSES PROCEDURE

Southwestern Community College District has established procedures that allow repeatability of credit courses according to Title 5 under the following conditions:

I. Course Repeatability

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The College District must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The supporting documentation must be retained by the District as a Class 3 record.

2. Intercollegiate athletics course—a course in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the District or conditioning course which supports the organized competitive sport; and

3. Intercollegiate academic or vocational competition is a course that is designed specifically for participation in non-athletic competitive events between students from different colleges that are sanctioned by a formal collegiate or industry governing body. The participation in the event must be directly related to the course content and objective.
STEP 4: PAY FEES OR REQUEST REFUNDS

ENROLLMENT FEES AND NONRESIDENT TUITION

All students are required to pay an enrollment fee and, if applicable, nonresident tuition.

For information regarding the Board of Governor's fee waivers and other financial aid available to students. Fee structure is as follows:

**Enrollment Fee**
- .5 unit: $23
- 1 unit or more: $46 per unit

**Nonresident Tuition**
In addition to Enrollment Fees
Fee per unit: $211

Note: The fees listed in this catalog are in effect at the time of printing. Enrollment fees are subject to change through California State Legislation, and other fees are subject to change through Southwestern College Governing Board action. Please consult the current class schedule for the appropriate fee.

**Nonresident Fee Exemption**
Effective January 1, 2002, a new law (AB540) went into effect in the State of California providing an exemption from paying nonresident fees for certain nonresident students. While this exemption allows students to pay resident fees, it does not grant them resident status that would give them eligibility for any state-funded program. To be eligible for this exemption a student must meet the following criteria:
- Attendance at a high school in California for three or more years
- Graduation or attainment of a high school equivalency from a California high school
- Enrollment in college not earlier than the fall 2001 semester

For more information on this fee exemption contact Admissions and Records.

**Nonresident Fees**
The nonresident tuition fee shall be paid at registration each semester or summer session and shall be set by the Governing Board of Southwestern College no later than January 1 of each year. Fees are subject to change on an annual basis.

Payment of nonresident tuition must be made at the time of registration, in accordance with the number of units in which the student enrolls. The full amount of the tuition required must be paid at this time; there is no provision for deferment of payment.

**Enrollment in Error**
Nonresident students, subject to payment of nonresident fees, who have been admitted to a class or classes in error without payment of the required fees, shall be excluded from such class or classes upon discovery pending payment of the fees.

**ADDITIONAL FEES**

**Student Center Fee**
Chula Vista Campus Classes Only
Fee per unit: $1
Maximum per academic year: $10
* Beginning summer session extending through the following spring semester.

**Parking Fees**
- Parking Fees for Southwestern Chula Vista/Higher Education Centers at National City/San Ysidro/Otay Mesa

**Fall/Spring Semester**
Parking permits are required beginning the first day of classes each semester at all Southwestern College sites. Except in metered spaces, all vehicles must have a valid College parking permit properly displayed while parked at any campus. Permits are not valid in metered spaces.

- Car/Multi vehicle (District wide): $40
- Lots “O” and “G” (Chula Vista campus): $30
- Motorcycle: $20

**Eligible Financial Aid BOGFW Recipients**
$20*

**Daily Parking**
- $3 per day
  - Visitor Parking (Chula Vista Campus, Lot A) in green marked spaces: $1 for 30 minutes
  - Meter Parking (San Ysidro and Otay Mesa): $1 for 45 minutes

**Automobile Permit Replacement fee**
- $40

**Motorcycle Permit Replacement fee**
- $20

*Students who are receiving BOGWF Waiver, A, B, C.

For additional policies pertaining to parking fees please visit: www.swccd.edu (click on Admissions then on Tuition & Fees).

**Health Fee**
(includes the accident insurance/liability fee)

**Fall/Spring Semester**
- .5 unit to 5.5 units: $16
- 6 units or more: $19

**Summer Session**
- $16

A health fee is collected to cover the cost of student accident insurance and to help fund the operational expenses of the Health Services Center (Ed Code 76355).

Students may be exempted for the following reasons:
- Students who depend exclusively upon prayer for healing according to the teaching of a bona fide religious sect, denomination, or organization may petition for exemption from the health fee (available online at www.swccd.edu).
- Students who qualify for a Board of Governors Fee Waiver A (BOGFW-A) to cover enrollment fees.
- High school students enrolled at the Sweetwater Union High School District taking designated classes at high school sites only.
- Students attending an approved apprenticeship training program.
- Exclusive online classes that do not meet on campus.

**Accident Insurance/Liability Fee**
- $2

Students will pay a $2 accident insurance/liability fee only if they are enrolled in:
- Off-campus classes where no health services are available.
- Classes at the Chula Vista campus which meet at times when health services are not available.
- Travel study classes which meet outside of California.

**Student Activities Sticker**
- $8

Student Activities sticker holders are eligible for scholarships, emergency book loans, graphing calculator rentals, use of the computer lab in the Student Center, and on/off campus coupons and discounts.

Proceeds from the Student Activities sticker are monitored and allocated by the Associated Students Organization to provide leadership opportunities and sponsor cultural, social, and educational programs for all students. Student Activities stickers, coupons, and other information can be picked up at the Information Window in the Student Center.

For credit/refund information, call 619-482-6568, or stop by the Student Center Information Window.
Course Materials Fees for 2016–2017
Courses may require additional materials fees for a credit or noncredit course. Students are encouraged to review course equipment and supply costs with counselors, school deans, and instructors before registration. No science laboratory fee or deposit is required; however, students are liable for breakage and students will be charged accordingly. See the current schedule of classes for most recent fees. (See course descriptions for materials fees) (Ed Code 76365, Title 5 Section 59400, BP & AP 5030 - Fees).

Fees for Records
Students may obtain copies of any of their own records to which they have legal access for a fee of $1 per page. The first two official Southwestern College transcripts are free. Additional official copies may be obtained for a fee. See the Website for Southwestern College Transcripts. Unofficial transcripts may be printed from WebAdvisor at no charge. (Ed Code 762223, BP & AP 5030 - Fees)

Exercise Science Facilities Fees
Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such a fee shall not exceed the student's calculated share of the additional expenses incurred by the District (Ed Code 76395, BP & AP 5030 - Fees).

Fee Schedule for Southwestern College Transcripts
Students may request transcripts either online at www.swccd.edu (click on Admissions then on Transcripts) or at the Admissions Office at the Chula Vista campus and the Higher Education Centers at National City, Otay Mesa, or San Ysidro.

Each student is entitled to two complimentary transcripts ever (regular mail processing only). Fees are required for additional transcript requests. All fees must be paid in full for requests to be processed. Transcripts are not issued until all outstanding accounts with the college are paid.

FIRST TWO REQUESTS:
Free (regular mail processing only). If you request expedited processing, you will be responsible for any additional fees.

ADDITIONAL REQUESTS:

REGULAR REQUEST
$5.00 per transcript. Delivery to Recipient: 5–7 business days from the day the request is received, plus mailing time.

EMERGENCY REQUEST
$8 per transcript. (Delivery to Recipient: 1–2 business days from the day the request is received, plus mailing time OR same day pick-up).

FEDERAL EXPRESS*
INCLUDES the $8 Emergency Fee (Delivery 1–2 Business days Monday through Friday only).

Continental United States: $26 per recipients.
Alaska/Hawaii: $29 per recipient.
International Federal Express: $49 per recipient.

*All Federal Express requests must be submitted online.

NOTE: Federal Express does not guarantee delivery to certain zip codes.

REFUNDS
Refund Policy
A student will be refunded registration fees for any program changes (withdrawals) made by the 10% point of actual class meeting days, which in many summer or short-term classes is the first day of classes. Please check with Admissions for date-specific classes.

REFUNDS ARE NOT-automatic. Eligible students should request a refund through the Cashier's Office by phone (619-482-6308) or in person in Room S102 in the Cesar E. Chavez Student Services Building. You may also download and complete the Refund Request Form.pdf and submit as stated on the form.

Refund Deadlines
Students who officially withdraw by the refund deadline will be mailed a refund upon request only. It is imperative that a current address be on file in Admissions and Records. Refunds may take up to four weeks after receipt of the refund request. In most cases, refunds will not be processed until after the refund deadline.

Witholding of Student Records
The Dean of Student Services or designee shall withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the College District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error. The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the College District. A proper financial obligation does not include any unpaid obligation to a student organization. The Dean of Student Services, upon proper notification and justification by administrators in charge of student discipline, may withhold student records, registration, and/or counseling privileges for students who are under suspension, academic or progress probation, or are in violation of any disciplinary contract. (BP & AP 5035 - Withholding of Student Records)
STEP 5: SUBMIT TRANSCRIPTS FROM OTHER COLLEGES ATTENDED

TRANSCRIPTS FROM OTHER INSTITUTIONS

A transcript is a record of coursework completed at a school (i.e., high schools, colleges, and universities). Students who have attended other regionally accredited colleges or universities should provide official transcripts from those institutions.

Official college transcripts from all colleges attended must be on file before submitting a petition for any Associate Degree, Certificate of Achievement or GE Certification. Hand carried copies of transcripts will not be accepted. All previous coursework must be evaluated whether or not it is needed to obtain the associate degree at Southwestern College.

Note: Official transcripts must be sent directly from other schools, colleges, and universities to the Southwestern College Admissions Office. Hand-carried copies will not be accepted.

Once the Southwestern College Admissions Office has received your transcripts from another college or university, an email notice will be sent to you. Southwestern College will utilize all applicable college credit you have earned at another college or university towards your current educational goals. Effective Fall 2016, all incoming external transcripts will be reviewed by evaluations.

All coursework for major, CSU “golden 4” and IGETC require a “c+” grade minimum. Transfer work of “c-” does not fulfill this requirement.

STEP 6: PLANNING YOUR EDUCATION AND EXPLORING CAREER PATHWAYS

THE COUNSELING CENTER

The Counseling Centers schedules appointments on a weekly and daily basis. After you have registered for classes, stop by the Counseling Center at all locations to schedule an individual appointment with a college counselor starting the third week of the semester. Before that, counselors are available for students through orientation sessions, walk-in services, and online at Counseling and Guidance link, E-Counselor.

Before you are scheduled for a counseling appointment, you will be asked to complete the Student Services Needs Assessment process. Here you will be asked a series of questions that will help Southwestern College provide you with targeted assistance. Take care to answer all of the questions on the Self-Assessment. Within a few days of filing this form, you will receive an email letter from a college counselor directing you to your next steps for success. You may be asked to attend a workshop to learn more about careers and educational goals.

Once you have completed your steps for success, you will be scheduled for an individual counseling appointment.

COUNSELING APPOINTMENTS

During your individual appointment, counselors will assist you in developing a Student Educational Plan, exploring career options, and discussing personal issues and challenges you may encounter. All students are recommended to meet with counselors at least once per academic year to keep informed of program and general education changes, and to ensure timely completion of goals. Be sure to come to your appointment well-prepared:

- Have a list of questions ready for your counselor
- Arrive on time for your appointment
- Have paper and pencil ready to take notes during your appointment.

This is a very important step in planning your future college and career success.

Additional Student Services are located at most Center locations and at the Cesar E. Chavez Student Services Building at the Chula Vista campus.

ONLINE STUDENT EDUCATIONAL PLANNING

(BP & AP 4210 - Distance Education)

Southwestern College is proud to offer an online opportunity for student planning. Students can access the new Self-Service Student Planning Module online. Visit the College website, www.swccd.edu, WebAdvisor under the Academic Planning and Introduction to Student Planning link for more information.

You can plan your college education online, electronically send your educational plan to a college counselor for review, and receive an approval or a recommendation from a college counselor online. The module allows you to access suggested sample plans, select courses based on your Southwestern College Assessment results, and link to WebAdvisor Registration once you have planned your semester successfully. You can even access your plan by a mobile smart phone.

Students can also save their plans and access it later as goals change. Southwestern College recommends you revisit this site each semester to stay updated on any program requirement changes, and to continually plan your education with the assistance of a college counselor.

Students who have acquired college units from external colleges and universities, will need to submit official transcripts for formal evaluation prior to utilizing the online planning tool. Meanwhile, schedule an in-person counseling appointment to develop a Student Educational Plan with a College Counselor.

CHOOSING A MAJOR OR COURSE OF STUDY

Many students enter college feeling doubts about choosing a career pathway. Most students will select a major based on fields they may have been exposed to; i.e. teaching professions, nursing and health fields, etc. These are great fields and many, many more exist.

Visit the Career Center to learn more about your options. The Career Center will provide you with an array of assessment tools you can utilize to help you determine your interests, personality traits, and career pathways that may be best suited for you. Once you have completed Career Assessments, you can be scheduled to meet with a Career Counselor to discuss options and develop a plan for success. The Career Center also provides many workshops designed to assist you in selecting your career pathway.

Visit the SWC Career Center online at the college website, www.scccd.edu, under the Student Services directory. A host of assessment tools, exploration tools, and relevant information is provided online.

Remember, SSSP requires non-exempt students to identify a college major/course of study by the time you have earned 15 college units, so take advantage of these great services.

COLLEGE LEARNING COMMUNITIES

Southwestern College is committed to your educational success. We know that some students are more successful when they participate in a community of learners. We have developed specialized programming just for your needs.
Learning communities are linked courses that use common themes, readings, and assignments. These classes meet a variety of requirements for a degree or for graduation while promoting learning in a friendly, supportive environment that encourages success and better teacher-student relationships. Learning community courses not only offer opportunities for greater academic success, they also provide more student-teacher and student-student interaction. Students who have completed such courses have developed lasting friendships with other students from their learning community cohort.

For more information on Southwestern College Learning Communities, contact the Counseling Center at 619-482-6317.

Bayan Learning Community
The word Bayan implies a place where one feels welcome in the Filipino language. This community provides a scholarly home for students to explore Filipino-American issues. Bayan scholars will learn life and college skills to help them transition from Southwestern College to a four-year university or college. For more information, contact the Counseling Center at 619-482-6317.

PAIR—A Basic Skills Initiative Program
Preparation, Achievement, Interdependence, and Responsibility is a learning community designed to assist students in developing essential skills for college and work force success. PAIR is available each semester and students enroll in a Learning Skills Course and either a mathematics, reading, or writing course to complete the learning community coursework. Each student receives tutorial support and ongoing counseling support. The classes focus upon skills that assist you in building a foundation for college study. For more information call the Counseling Center at 619-482-6317.

Puente Program
The mission of the Puente Program is to increase the number of educationally underrepresented students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors of future generations. Puente students commit to two consecutive semesters of English instruction, academic counseling, and mentoring. Classroom instruction features Mexican-American/Latino literature and opportunities for self-exploration. For more information, call the Counseling Center at 619-421-6700 Ext. 5240.

TELA
The TELA Program is a learning community designed to assist students in their goal of university transfer while focusing on an African American experience in a supportive environment. Students enroll in linked courses for one academic year. During the fall semester, students enroll in English 114 and Personal Development (PD) 116. In the spring semester, students will take English 115 and PD 114. Students also participate in extracurricular activities throughout the year. For more information, contact the Counseling Center at 619-421-6700 Ext. 5240.

STUDENT SUCCESS PROGRAMS
SPANISH-TO-ENGLISH ASSOCIATE TEACHER CERTIFICATE PROGRAM
This program meets the academic requirements for the associate teacher certificate through the State Department of Education and Child Development Division. This certificate is comprised of four core classes in child development, which are linked to four English as a Second Language courses. The child development courses will begin with predominantly Spanish instruction. The program is for students who have not taken child development classes in English, are eligible to take ESL 27 (The ESL assessment test is highly recommended), and have not taken ESL courses higher than the level ESL 49 or reading higher than the level RDG 56. For more information, call 619-421-6700, extension 5878.

Note: A separate application is required for this program.

PROGRAMA PARA EL CERTIFICADO DE MAESTRO ASOCIADO DE ESPAÑOL A INGLÉS
Este programa cubre todos los requisitos académicos para el permiso de maestro asociado del Departamento Estatal de Educación y la División de Desarrollo Infantil. Este certificado comprende cuatro cursos obligatorios de desarrollo infantil, los cuales están unidos a cuatro cursos de inglés como segundo idioma. Los cursos de desarrollo infantil empezarán siendo impartidos en español. Los cursos son para estudiantes que no han cursado clases de desarrollo infantil (child development) en inglés, que son elegibles para ESL 27 (se recomienda hacer el examen de ESL) y que no hayan tomado inglés más avanzado del nivel ESL 49 o lectura (reading) más avanzado del nivel RDG 56. Para más información llame al 619-421-6700, extensión 5878.

NOTA: Se requiere una solicitud de admisión adicional para este programa.
TRANSFER TO A FOUR-YEAR COLLEGE OR UNIVERSITY

STEP 1.
Identify your major field of study.
• Research careers in the Career Center, Cesar E. Chavez Student Services Building, online at the college website, or in the Library.
• Discuss options in the Transfer or Counseling Center.
• Discuss your field of interest and goals with faculty in the discipline(s) you are considering.
• Attend “Steps to Transfer” Workshop in the Transfer Center.

STEP 2.
Identify universities offering your major.
Visit the Transfer Center or Library to:
• consider the geographic location of the university.
• consider the setting of the university (urban/rural).
• consider the size of the university.
• consider the ranking of the university.
• consider the size, cost, housing options, etc.

STEP 3.
Visit two or three universities/colleges.
• Plan a visit to feel and see the environment early on (at least three semesters in advance of transferring).
• If you cannot go there, take a virtual tour on the Internet, if possible.
• Participate in college fairs and university tours sponsored by the Transfer Center.

STEP 4.
Develop a plan for at least two to three potential options.
• Schedule an appointment with a counselor to develop a Student Educational Plan.
• Identify course requirements for your major and for admission criteria.
• Meet with a university representative

STEP 5.
Stay on Track.
• Follow your Student Educational Plan.
• Maintain the necessary grade point average.
• Learn/Acquire academic skills
• Complete all course requirements.
• Stay in contact with your college counselor to stay informed about changes coming forth from universities.
• Enhance your transfer potential with internships, leadership experience, volunteer service, etc.

STEP 6.
Identify a timeline for:
• Applying for admission.
• Acquiring letters of recommendations from faculty and counselors (remember to notify them when you are accepted).
• Preparing a personal statement.
• Applying for financial aid and scholarships.

STEP 7.
Keep informed on the progress of your application.
• Read all letters/emails sent to you by the transfer institution.
• Send transcripts as requested.
• Take any required assessment exams requested on time.
• Follow up with the transfer institution with any questions you have.
• Attend orientation sessions, university tours, etc.
• Make arrangements for housing far in advance.
• Inform your family and significant friends about your plans—ask them for encouragement and support.

STEP 8.
Congratulations! You have been admitted to the university of your choice!
STUDENT SERVICES AND COLLEGE SERVICES

CESAR E. CHAVEZ STUDENT SERVICES BUILDING
The Student Services Center in the Cesar E. Chavez Student Services Building is designed to streamline operations, improve efficiency, and make it easier and more convenient for students to access critical services. At 48,000 square feet, the $10.5 million Prop AA-funded facility houses all services associated with the matriculation of students under one roof, including Admissions, Counseling, Financial Aid, and Disability Support Services. Departments also housed in the Center are: Outreach, Transfer Center, Career Center, Office of Student Services, Assessment Center, Student Employment Services (SES), Extended Opportunity Programs and Services (EOPS), Evaluations, Veterans, Workability III, and Cashiers Office. The Office of the Vice President for Student Affairs is also located on the first floor of the building.

ADMISSIONS OFFICE
Phone: (619) 421-6700 ext. 5215
The Admissions Office provides information and assists students with admissions applications, residency, petitions, registration, and enrollment in classes to include adding and/or dropping. In addition, Admissions processes official transcripts, maintains academic records, processes grade changes, and enforces academic policies. Students can email Admissions with general questions at admissions@swccd.edu.

ASSESSMENT CENTER
Phone: (619) 482-6385
Assessment services improve students’ chances for success. The College Assessment Center provides a comprehensive and timely assessment of student skill levels in English, reading, and mathematics, and recommends appropriate course placement.
Highly qualified and trained staff ensures a secure yet relaxed testing environment aimed at minimizing student anxiety. Computerized assessment is available in the center's Assessment Lab. Individualized accommodations are provided to meet the needs of students with disabilities. Assessments are available in alternate media upon request from Disability Support Services.
All students receive a comprehensive report summarizing their assessment results.
Assessment Center staff will also review assessment results from other colleges to determine if appropriate course placements can be made without taking Southwestern College’s placement tests.

CALWORKS
Phone: (619) 482-6510
CalWORKS stands for California Work Opportunities and Responsibility to Kids. The CalWORKS Program at Southwestern College provides assistance to TANF (Temporary Assistance to Needy Families) participants which include academic, career, and personal counseling to students.
The Southwestern College CalWORKS participants are those who need to meet county Welfare-to-Work requirements. Students fall in one of the two categories:
• Current students enrolled in a certificate, AA/AS, or transfer degree program prior to “cash aid”—Self Initiated Participants (SiPs)
• New students who are referred by a case management agency—County Referrals

CAREER CENTER
Phone: (619) 421-6700, ext. 5247
Experienced career and academic counselors are available for individual career planning and exploration. Access to computerized workstations to assess student's interests, personality type, skill sets, and study skills are available. A variety of resources and services are available for student use, such as:
• Career Center tours
• Individualized career planning and exploration
• Computerized career assessments including interests, personality type skills, and values
• Monthly workshops focusing on various career and job preparation topics
• Major day and annual career fairs
• Job shadowing opportunities
• Extensive video library, software programs, hardback resources, and Internet resource directories

CASHIER’S OFFICE
Phone: (619) 482-6307
The Cashier's Office assists students with student account balance inquiries. The office receives student payments for processing billed fee charges, disburses financial aid grant and student loan checks to students, and processes student reimbursement checks as applicable.

COUNSELING AND STUDENT SUCCESS PROGRAMS
PHONE: (619) 421-6700 ext. 5240
The Counseling Center, part of the School of Counseling and Student Success Programs, offers academic advisement and individual counseling to all students. Professional counselors are prepared to answer inquiries or talk with students about their academic performance, choice of career, personal goals, and transfer opportunities to other colleges and/or universities. Counselors assist students with the development of the comprehensive Student Educational Plan during a counseling appointment or online.
Students may request assistance in improving their study skills, understanding their interests, assessing their abilities, and/or exploring short-term and long-range goals. Students encountering personal problems that affect their ability to study may schedule appointments to meet with marriage and family therapist interns or the college psychologist for personal counseling. All communication between student and counselor is considered confidential.
The counseling faculty will assist each student in developing a Student Educational Plan. Appointments should be scheduled with a counselor to discuss the student’s goals and develop the plan after admission to the College.
Also, online Student Educational Planning Services are provided on the College’s website.
**DISABILITY SUPPORT SERVICES**

**Phone: (619) 482-6512**

Southwestern College provides programs and services that promote access for students with disabilities to all campus, academic, and vocational activities. The goal of the program is to support the student's educational goals.

Disability Support Services offers special counseling, specialized assessment for learning disabilities, sign language interpreters, note-taking, test proctoring, liaison with campus personnel, and other disability services based on students' needs.

Once a disability is verified, students with disabilities who are authorized for academic accommodations by Disability Support Services should discuss options with their instructors during the first two weeks of classes. Assistance with accommodations can also be obtained from the 504 Compliance Officer/Dean of Student Services.

Disability Support Services also offers classes in adaptive computers and basic academic skills for students with verified disabilities. Adaptive Exercise Science classes, including individualized fitness, sports activities, and aquatics, are offered through the Exercise Science department (ES/L).

Disability Support Services operates a High Tech Center which includes computer instruction, training with assistive technology, specialized hardware and software, and open laboratory hours.

Interested students can obtain more information about these programs and services and start their application process by contacting the Disability Support Services Office located in the Cesar E. Chavez Student Services Building, by telephone 619-482-6512 or VP 619-207-4480 or email dss@swccd.edu for an appointment, or visit the DSS website at http://swccd.edu/DSS.

**EVALUATIONS OFFICE**

**Phone: (619) 482-6326**

The Evaluations Office provides support and services to help students achieve their degree, certificate and transfer goals. The office evaluates academic records for associate degrees, associate degrees for transfer (ADTs), CSU and UC general education certification, certificates of achievement and certificates of proficiency. In addition, the office evaluates students' transcripts from other educational institutions to determine course equivalencies and distributes diplomas and certificates.

**EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)**

**Phone: (619) 482-6456**

EOPS is a state-funded retention program that provides support services to students who are economically disadvantaged and educationally underprepared to obtain a degree or certificate.

Some of the services EOPS provides include: book service; academic, career, and personal counseling; transfer assistance; tutoring; job placement; career assistance; emergency loans; and priority registration.

**ELIGIBILITY FOR EOPS**

Information in this section is subject to change as new state or institutional policies are implemented. Currently, EOPS services are offered to students who meet all of the following selection criteria:

- Are residents of California
- Are enrolled full-time (12 or more units) when accepted into the EOPS program
- Have not completed more than 58 units of degree-applicable coursework (including coursework completed at all colleges previously attended)
- Are qualified to receive a Board of Governors Fee Waiver (BOGFW) A or B
- Are judged to be educationally disadvantaged

Students are deemed “educationally disadvantaged” if they meet one or more of the following criteria:

- Are not qualified for enrollment into the college-level English or mathematics courses
- Have not graduated from high school or obtained the General Education Diploma (G.E.D.)
- Have graduated from high school with a grade point average below 2.5 on a 4.0 scale
- Have been previously enrolled in developmental education courses
- Meet other educational disadvantage criteria as defined by the state

**HOW TO APPLY FOR EOPS**

Students interested in applying for the EOPS program at Southwestern College must complete an EOPS application. Applications are available in the EOPS Office. Students are encouraged to apply early to ensure consideration. For further information, contact the EOPS Office located in the Cesar E. Chavez Student Services Building, by telephone 619-482-6456, or email eops@swccd.edu. (See, 5150 BP & AP - Extended Opportunity Programs & Services)

**FINANCIAL AID**

**Phone: (619) 482-6357**

The Southwestern Community College District offers a full array of financial aid programs in the form of grants, fee waivers, employment, loans and scholarships. These funds are intended to assist students with the cost of education, which includes fees, books, supplies, food, housing, transportation and personal expenses. Students who need financial assistance to attend Southwestern College are urged to contact the Financial Aid Office located in the Cesar E. Chavez Student Services Building for information and application forms. Additional information regarding Financial Aid programs and services can be found at www.swccd.edu/financialaid.

**APPLICATION PROCEDURE**

**Step 1—Apply**

- Submit a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. ABS40 students without a valid social security number should submit the California Dream Act Application at https://dream.csac.ca.gov/. Applications for the 2017-18 FAFSA will be available on 10/1/16.
- The Federal School Code for Southwestern College is 001294

**Step 2—Submit Forms**

- Read Document Request email or check WebAdvisor for list of required documents to complete student file
- Download required forms from www.swccd.edu/financialaid
- Submit all required forms and supporting documentation to the Financial Aid Office

**Step 3—Application Processing**

- Meet Satisfactory Academic Progress (SAP) standards to be eligible for award
- Have file reviewed for completeness, eligibility, and compliance
- Respond to requests for any additional documentation or information

**Step 4—Financial Aid Awarding**

- Review award letter email or view awards on WebAdvisor
- Receive and activate Southwestern College Access Card and register desired method of disbursement
- Monitor disbursement amounts on WebAdvisor and dates at www.swccd.edu/financialaid

- Submit a Fr...
ELIGIBILITY
Student eligibility for financial aid is dictated by federal and state regulations. Please see www.swccd.edu/financialaid for a complete list.

Federal aid eligibility requirements include:
• Be a US citizen or permanent resident alien with valid and appropriate documentation
• Have a valid Social Security Number (FAFSA applicants only)
• Demonstrate financial need (for most programs)
• Possess a high school diploma or valid equivalent
• Be enrolled in an eligible education program for the purpose of obtaining an associate degree, certificate of achievement or completing requirements for transfer to another college
• Be enrolled in and attend the appropriate number of units
• Be in compliance with Selective Service requirements
• Not be in default on a federal education loan at any college or educational institution
• Not owe a refund or repayment on any federal grant program at any college or institution
• Not have been convicted of a federal or state drug charge for an offense that occurred during a period of enrollment for which the student was receiving federal student aid
• Be a resident of the state of California if enrolled exclusively in online courses

FINANCIAL AID PROGRAMS
(BP & AP 5130 - Financial aid)

FEDERAL PROGRAMS
• Federal Pell Grants are awarded to eligible undergraduate students. The amount of money awarded is based upon a student’s Expected Family Contribution (EFC), the number of units enrolled, and the cost of attendance.
• Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to eligible undergraduate students with exceptional financial need. It is awarded on a “first-come, first-served” basis and is dependent upon funds available. Students must have a zero EFC and be enrolled in at least six units to receive funds, with Pell-eligible students receiving priority.
• Federal Work-Study (FWS) is a program with limited funding which provides employment to help pay for part of a student’s educational costs. This program is based on financial need and, if awarded, is part of a student’s award package. Students on FWS may work approximately 15 hours per week on or off campus. Students must submit a separate FWS application in addition to the FAFSA to apply for FWS.
• William D. Ford Federal Direct Subsidized and Unsubsidized Loans are funds that must be repaid. Students must first complete a FAFSA and, after a student has received a financial aid award letter, the student may apply for a student loan by completing a loan packet and submitting it to the Financial Aid Office. Loan amounts follow federal guidelines and will be determined at the time the Financial Aid Office certifies a loan application. Master Promisory Note and Entrance Exam are required prior to submitting an application. Exit Exam is required after student drops below 1/2 time, withdraws or graduates. Students must maintain at least half-time enrollment status to receive a loan. Once a student receives loan funds, the student must maintain reasonable progress toward their declared, eligible educational program. In reviewing a request for any loan, the Financial Aid Office may use “professional judgment” to deny a student a loan on a case-by-case basis.

STATE PROGRAMS
• Board of Governors Fee Waiver (BOGFW) is a program that provides assistance to cover community college enrollment fees. To be eligible, a student must be a California resident or verified AB540 student and must meet the requirements one of the following categories:
  • BOGFW A: Student or parent must currently be receiving Temporary Assistance for Needy Families (TANF), CalWORKS, Supplemental Security Income (SSI), State Supplemental Program (SSP), or General Assistance (GA). Documentation is required.
  • BOGFW-B: Student must meet income standards based on family size. Documentation may be required.
  • BOGFW-C: Student must have applied for FAFSA and demonstrate required level of financial need.
  • Cal Grants A, B & C are state-funded, need-based, grants given to California college students and do not have to be repaid.

IMPORTANT: Effective Fall 2016, there will be important eligibility changes to the BOGFW program. Students who are placed on academic and/or progress probation or disqualification in two consecutive primary terms (fall and spring) will lose eligibility for BOGFW. Students will be notified within 30 days of the end of the term and will have the ability to regain eligibility via appeal, working back into satisfactory academic status or sitting out two consecutive primary terms. There are special consideration factors for CalWORKS, EOPS, DSPS and student veterans. Foster youth and former foster youth who are 24 years old and younger are exempt from these regulations. For more information, please go to www.swccd.edu/bogfchwchanges.

Students must be California residents or verified AB540 student, enrolled at least half-time (6 units), have a high school diploma and meet federal aid requirements. Cal Grants B & C are the only CalGrant awards offered at SWC. The deadline date for high school students to apply for entitlement grants and for university transfer students to apply for competitive grants is March 2. To apply, students must file a FAFSA and submit a GPA verification to CSAC by the deadline (SWC students who have completed 16 degree applicable units will have their GPA automatically calculated and submitted to CSAC). Community college students wishing to apply for a competitive grant also have a second filing deadline of September 2 each year.

AB540 Students:
Under AB131, students who are registered as AB540 are entitled to receive CalGrants, if eligible. Students with valid SSNs or DACA SSNs should complete the FAFSA application.

CONCURRENT ENROLLMENT
Students are only eligible to receive financial aid at one college and/or university each enrollment period, with the exception of scholarships and Board of Governors Fee Waivers. Students attending more than one college and/or university at the same time should check with each institution regarding its rules about scholarship eligibility. If a student receives financial aid from more than one college or university during the same enrollment period, they may be ineligible to receive funds and may be required to pay back the money to at least one of the institutions, and may be assigned to the Department of Education for collections.
and students without SSNs should complete the California Dream Application.

**CalGrant eligibility requirements are as follows:**
- Be a California resident or verified AB540 student
- Be a U.S. citizen, eligible non-citizen or verified AB540 student
- Meet U.S. Selective Service requirements;
- Attend a qualifying California postsecondary institution
- Be enrolled at least half time
- Maintain Satisfactory Academic Progress as defined at the school of attendance
- Have family income and assets below the established ceilings
- Not be in default on any student loans
- Not owe any federal or state grant refund
- Not have a Bachelor’s or professional degree before receiving a CalGrant (except for extended CalGrant A or B awards for a teaching credential program)

**Chafee Grants** are administered by the California Student Aid Commission (CSAC). The program is for foster or former foster youth to help pay for college, career or technical training. You must be a current or former foster youth, not have reached your 22 birthday as of July 1 of the award year and have financial need. To qualify students must meet the Chafee Grant Program requirements and be enrolled in a program at least one academic year in length. Chafee Grants are federally and state funded and is subject to the availability of funds each year.

**Full Time Student Success Grant (FTSSG)** is a program that provides awards to Cal Grant B recipient students who are enrolled full time (12 units or more per semester, in the fall and/or spring semesters). FTSSG is a state funded program and is subject to funding availability.

- **Child Development Grants** are administered by the California Student Aid Commission (CSAC). The program is for students who are pursuing a Child Development permit to teach or supervise in a licensed California Child Care Center. Prior to receiving an award payment the recipient must sign a Service Commitment Agreement to provide one full year of service in a licensed child care center for every year the grant is received. To qualify students must meet the Child Development Program requirements.

**SCHOLARSHIPS**

A scholarship is aid that does not have to be repaid. The Financial Aid Office oversees the scholarship program and is the steward of a number of scholarships that may or may not require that the student demonstrate financial need. Scholarships are available in the fall and spring semesters. The online application, as well as additional information on scholarships and scholarship eligibility, can be found at www.swccd.edu/scholarships.

**DISBURSEMENTS**

Financial aid disbursements are made on a monthly basis by the Finance Office. Students awarded financial aid will receive a SWC Access Card, which will enable them to register their refund preference from the following options:
- ACH, in which a direct electronic deposit is made to a students’ existing bank account;
- Paper check, which is mailed directly to the student; or
- Refund directly to the SWC Access Card

There are no charges to students for the disbursement of financial aid and students may change their refund preference at any time and as many times as they wish.

Financial Aid funds will first reduce any debts owed to SWC and the remaining balance will go to students by the disbursement method chosen by the student. The first disbursement of Pell grant each semester will be 30% of that term’s eligibility and the balance (70%) will be disbursed in the third payment of the semester. Students awarded after the third disbursement will receive 100% of that term’s eligibility.

**Withdrawal from Courses and Return of Title IV Funds**

Federal Financial Aid funds are awarded under the assumption that students will attend school for the entire payment period or period of enrollment for which the aid was awarded and will complete all the units on which their award was calculated. Students who withdraw from all classes will have the amount of Title IV Federal Financial Aid that was earned and are entitled to keep, determined by a mandated federal formula.

**Satisfactory Academic Progress (SAP) Standards**

Federal and state financial aid regulations require Southwestern College to establish, define, and apply Satisfactory Academic Progress standards for all financial aid applicants. The regulations require that SAP be evaluated every academic year, and measure both the qualitative standard (cumulative GPA) and quantitative standards (completion rate, Pace) and (Maximum Time Frame). Students enrolled in a program of less than two years (Certificate of Achievement) are reviewed for SAP after the end of every semester. All periods of enrollment at Southwestern College and applicable transferable units from other colleges will be included as part of the SAP review.

- **Grade Point Average (GPA) Requirement (Qualitative)**
  Students are required to maintain a minimum cumulative GPA of 2.0 or better.

- **Unit Completion Rate – Pace of Progress (Quantitative)**
  Students are required to complete a minimum of 67% of the units in which they have enrolled. The cumulative units completed will be divided by the cumulative units attempted to calculate the pace of progress. All units are considered in this calculation. Units for which a grade of W, I, NP and/or F was received are considered as units attempted but not completed.

- **Maximum Time Frame (Quantitative)**
  Students must complete their academic program within a maximum time frame of 150% of the published program’s required units. For example, associate in arts, associate in science and transfer degrees generally require 60 units to complete, so 150% of these programs would be 90 units. However, not all academic programs are 60 units in length, such as Certificate of Achievements and specialized technical programs so the maximum time limit is calculated specifically for each individual academic program.
  - Repeated courses will count toward the 150% maximum units allowed.
  - The maximum time frame will not be extended for students who change academic programs or have prior degrees or certificates.
  - A maximum of 30 units of Basic Skills Remedial courses and/or all units of ESL courses will be excluded from the maximum unit limit.

Students who are disqualified have the right to appeal the decision, by participating in an online SAP Workshop and providing a written statement describing the extenuating circumstances experiences, what has changes and how those changes will ensure future academic success. More information can be found at www.swccd.edu/sap.
CONSUMER INFORMATION
In accordance with federal regulations set forth by The Higher Education Act of 1965, Southwestern College provides consumer information that must be made available to all students. This information can be found at www.swccd.edu/consumerinformation. Included is the following information:

- College Navigator
  - General Information
  - Tuition, Fees and Estimated Student Expenses
  - Retention and Graduation Rates
  - Programs/Majors
  - Accreditation
  - Cohort Default Rates
- Academic Programs
- Acceptable Use Policy
- College Calendar
- Copyright Information
- Equity in Athletics Disclosure Act
- Gainful Employment Data
- Information Security Program Student Body Diversity
- Net Price Calculator
- Student Right to Know
- Textbook Information
- Transfer of Credit Policy
- Tuition, Fees and Estimated Student Expenses
- Voter Registration Policy
- Safety:
  - Annual Security Report
  - Campus Sexual Violence Elimination (SaVE) Act
  - Drug and Alcohol Abuse Prevention (DAAP) Policy, Procedure and Biennial Report
- Student Financial Assistance
  - Types of aid available, eligibility requirements and requirements for verification
  - Disbursement schedule and process
  - Cost of Attendance
  - Financial Aid Policy and Procedure
  - Federal FSEOG and Federal Work Study Policy
  - Loans – entrance/exit counseling, loan terms and conditions
  - Satisfactory Academic Progress Policy
  - Student Right and Responsibilities
  - Withdrawal from courses and Return to Title IV

If you have questions or need assistance obtaining information, please contact the Office of Communications, Community and Government Relations at 619.482.6304 or via mail at cmrequest@swccd.edu.

FIRST YEAR EXPERIENCE (FYE)
Phone: (619) 421-6700, ext. 5240
The FYE program is funded by a special Title V Grant with the intent of assisting students during their first year at the college. The program’s intent is to help students understand the demands of higher education and learn to navigate the college with academic and student success. Students are assisted with specialized educational opportunities and increased support services. For more information, contact the Counseling Center and ask about FYE.

GUARDIAN SCHOLARS PROGRAM
Phone: (619) 421-6700, ext. 5252
The Guardian Scholar Program (GSP) serves current and former foster youth students at Southwestern College by providing support, motivation and resources. We collaborate with many student support programs and community resources on and off campus in order to meet the academic goals of former foster youth students.

HEALTH SERVICES
Phone: (619) 482-6354
Health Services is located in Room 601F in the Student Center and is open Monday through Friday. The hours vary during the week at the Higher Education Centers at National City, Otay Mesa, and San Ysidro. A registered nurse is on duty to provide first aid, emergency treatment, health counseling, and referrals to appropriate agencies. A physician is available to students during the fall and spring semesters. Various immunizations and blood testing (cholesterol, glucose, and hemoglobin) are available at cost. TB skin tests are free. All students (day and evening) who register on campus and pay the health fee are eligible for services and are also covered by an insurance policy which applies to accidents in college-sponsored and supervised activities. This does not apply to students enrolled in non-credit, fee-based courses, or online classes.

OUTREACH
Phone: (619) 482-6518
The Outreach Office provides information about college programs, available services offered, and enrollment procedures and costs. Services include providing potential students with specific information about admissions, assessment, orientation, and registration.

In addition, Outreach conducts an Early Admission Program (EAP) for all interested high school seniors. The program allows high school seniors to apply and receive priority registration for the fall semester. Outreach peer advisors work at each of the high schools in the Sweetwater Union High School District and are available in the counseling centers to help seniors complete their college and financial aid applications.

Other Outreach activities include conducting financial aid nights, campus tours, college fairs, career fairs, early outreach and community events.

PERSONAL WELLNESS
Phone: (619) 421-6700 ext. 6689
Personal wellness services are offered at the College to enrolled students as part of their student health service fee. These services include confidential, brief, individual personal counseling and emotional health related workshops provided by licensed therapists as well as Psychological and Marriage and Family Therapy interns. The main goals of the personal wellness services are to help support student emotional health, academic success, and retention at the College. All services are supervised directly on campus by a licensed psychologist.

SERVICE LEARNING
Phone: (619) 482-6537
AmeriCorps/Service Learning programs enable students to participate in valuable volunteer opportunities to help the community, gain experience, earn an educational award, enhance classroom learning, and attain course credit.

STUDENT EMPLOYMENT SERVICES (SES)
Phone: (619) 482-6356
SES assists students in the pursuit of part-time or full-time employment on- and off-campus. Employment openings, as well as internship opportunities, are posted daily. Workshops are given regularly to assist students in the preparation of resumes, which are required for many positions and internships. An annual career fair is sponsored by Student Employment Services, and on-campus recruitment days are frequently held. Interested students should come to the Cesar E. Chavez Student Services Building, telephone 619-482-6356, email ses@swccd.edu, or go online to www.swccd.edu/~ses/ for additional information, referral hours, and to complete an employment information form.
Services include academic advising by transfer counselors, university advisors, and organized tours to various colleges and universities. Workshops on the application process, transfer information, scholarship information, transfer writing test preparation, and transfer admission guarantee programs are also offered.

- UniversityLink is a transfer admission guarantee program established between UC San Diego (UCSD), Southwestern College and other local partner community colleges. UniversityLink offers students guaranteed admission to UCSD. The program has very strict guidelines; for more details, schedule an appointment with a Transfer Center counselor. The program is open to first-time freshmen students that meet income criteria and have signed the UniversityLink contract within their first academic year in college. Students are not eligible if they have completed coursework at a non-partner college after graduation from high school or after completion of their GED.

Other students that are eligible for the UniversityLink program are student veterans, active duty service members, and current/former foster youth attending Southwestern College or any of the local partner community colleges, regardless of first-time college status. These students may participate in UniversityLink at any time.

After successful completion of the specified criteria, a student is guaranteed admission to one of UCSD’s six colleges for a fall term. UniversityLink contains a student support service component. International students are not eligible for the UniversityLink Program.

- In addition, Southwestern College has Transfer Admission Guarantee (TAG) programs with the following University of California campuses: UC Davis, UC Irvine, UC Merced, UC Riverside, UC Santa Barbara, and UC Santa Cruz. After successful completion of specified criteria, a student is guaranteed admission to these UC campuses. Please note that the TAG option is not available for certain majors. Please check with a counselor regarding any additional restrictions for UC TAG.

Visit the Transfer Center soon for more Information related to transferring on to a university.

**VETERANS SERVICES**

**Phone: (619) 482-6324**  
Southwestern College is an approved institution for the training of veterans under United States and California statutes. The Veterans Services Office provides information and services to support veteran students who qualify for education benefits. Students are provided assistance with filing for benefits, completing required forms and information, and communicating with the Department of Veterans Affairs. Upon applying for admission, veterans should immediately contact the Veterans Services Office to submit his/her DD214 and to begin the benefit process.

**Transcripts**

Official transcripts of all prior college work and military schools, including SMART transcripts or DD214 covering all periods of military service, must be on file at the Admissions Office. Benefit certification will be delayed or withheld if transcripts are not received.

**Credit for Military Coursework**

Please see “Credit for Military Experience” under Nontraditional and Alternative Course Credit on page 47.

**Priority Registration**

Veterans are eligible for priority registration, Please see “Enrollment Priorities” on page 22.

**Withdrawal/Change of Classes**

Veterans are required to notify the Veterans Services Office when they stop attending class, withdraw from college or add or drop a class. Any change in enrollment must be reported immediately and failure to do so can be grounds for decertification of VA benefits.

**Liability**

The veteran student assumes full liability for any overpayment of veterans benefits. All veteran students must declare course enrollment every semester in order to continue receiving benefits. In addition, a Student Education Plan (SEP) must be prepared by a counselor and on file by the end of the student’s first semester, or verification of VA benefits will be delayed.

**Veterans’ Academic Progress**

All veteran students must meet institutional standards of academic progress. The Veterans Services Office is required to notify the Department of Veterans’ Affairs (DVA) if a veteran student fails to meet these standards and the DVA will terminate benefits unless

For more information on veterans benefits, certification and academic requirements, please visit our webpage at [www.swccd.edu/veterans](http://www.swccd.edu/veterans).

**VETERANS’ RESOURCE CENTER**

**Phone: (619) 82-6548**  
The Veterans’ Resource Center (VRC) is located in Room 345 and provides a centralized location for services for veterans and their families as they transition from military to academic life. Separate from the campus Veterans’ Services Office, the VRC offers a variety of support services, including “Vet to Vet” academic tutoring, a dedicated computer lab, peer support and mentoring, referrals to on and off-campus services and agencies and a lounge and meeting area. For more information, please visit our webpage at [www.swccd.edu/vrc](http://www.swccd.edu/vrc).

**WORKABILITY III**

**Phone: (619) 216-6714**  
Workability III is a partnership between a college district and the California Department of Rehabilitation (DOR). The program provides comprehensive career counseling and job-related services to students with disabilities with the goal of obtaining and retaining employment. Workability services can include: vocational counseling; career exploration; vocational training support; work experience/internships; job search resources; job seeking skills training; employer education and transition services; worksite monitoring; and on-the-job accommodations.
OTHER COLLEGE SERVICES FOR STUDENTS

ACADEMIC SUCCESS CENTER
Phone: (619) 482-6348
The Academic Success Center provides free tutoring to all registered students. Highly-trained tutors provide academic support on an individual basis, in small groups, or in open labs. Learning assistance is provided in almost every subject area and is designed to assist all students in successful completion of college coursework.

The Academic Success Center cooperates with faculty to offer assistance in the Writing Center, Reading Center, Math/Science Center, open labs, and other learning support areas at the Chula Vista Campus and at the Higher Education Centers in National City, Otay Mesa, and San Ysidro.

Students are encouraged to visit the Academic Success Center (Building 420) early in the semester to schedule appointments for tutorial assistance. Walk-in assistance is provided in some Centers.

Fee-based services include tutoring for students in grades 5–12 through the T3 program, as well as test proctoring for non-Southwestern College students.

BOOKSTORE
Phone: (619) 482-6416
The Campus Store stocks new, used, and rental textbooks as well as supplies required for classes. The bookstore also carries a large selection of study aids, testing materials, school and art supplies, backpacks, software, general books, and SWC imprinted items. The bookstore also buys back textbooks on a year-round basis. Extended hours are offered at the beginning of each semester and textbooks can also be purchased online at www.SWCBookstore.com. The Bookstore also offers services at each of the Higher Education Centers at the beginning of each semester.

FOOD SERVICES
Phone: (619) 482-6359
The SWC Food Service Department provides breakfast, lunch, and dinner options which meet various price points. The Cafeteria located at the 610 Building, the Time Out Café is in the 480 Building and the Tradewinds Café is in the 1501 Building, which proudly serves Starbucks Coffee offerings.

LEARNING RESOURCE CENTER
Phone: (619) 482-6397
The three-story Learning Resource Center is located on the Chula Vista campus. The Learning Resource Center houses library resources and services, a computer commons, meeting rooms, staff development services, and a telemedia center.

Library
Phone: (619) 482-6397
The library, located in the Learning Resource Center, is open Monday through Friday. See the Library’s website www.swccd.edu/library for current hours. Its resources, including in excess of 85,000 books, approximately 25,000 electronic books, and approximately 90 current periodical subscriptions, are available to Southwestern College students, staff, faculty, and to adult residents of San Diego County. Library collection information may be accessed through the easy-to-use online catalog on the library website.

In addition, students have access to online databases of full text articles from thousands of magazines, journals, newspapers, and other information resources. Internet access is available for research purposes. Interlibrary Loan Services are available for students needing materials from other collections.

Students can access media materials by searching the library’s automated catalog. They may use media in private listening carrels or in group viewing rooms on the second floor.

Professional librarians are always on duty during open hours to assist library users. Appointments may be made for individual reference service. Instructors may make appointments for customized orientations for their classes and are encouraged to do so early in the semester. These orientations are available in the library or the professor’s classroom. The librarians also teach credit courses on college-level research skills (LIB 110) and on research using the Internet (LIB 151).

Located on the top floor of the library, the computer commons offers students access to standard computer tools for class work and research. Students have access to the online databases, the Internet, the Microsoft Office Suite (Word, Excel, Access and PowerPoint), the library catalog, and electronic books. Scanners, assistive technology hardware and software, copy machines, and a typewriter are available in the library.

The student ID card is used to borrow library materials. Students are responsible for all library materials borrowed with their cards. Lost ID cards should be reported immediately to the staff at the library circulation desk.

The library continuously adds new materials and new services in order to contribute to student academic success. Library services are also available at the National City, Otay Mesa, and San Ysidro Higher Education Centers.

DISTANCE EDUCATION/ONLINE LEARNING CENTER
Phone: (619) 482-6595
This center is for support of students, faculty, and staff who work, learn, or teach in an online environment.

Email: OnlineLearning@swccd.edu
Telephone: 619-482-6595
Location: Room L103 located on the first floor of the LRC, Building 620
Hours: Monday–Thursday: 9 a.m.–6 p.m. Friday: 9 a.m.–4 p.m. Saturday and Sunday and all School Holidays: Closed

Note: Hours are subject to change based on the academic calendar.

CAMPUS SAFETY
Phone: (619) 482-6380
EMERGENCY: (619) 216-6691
The safety and wellbeing of our students, faculty, and staff is important. Although the campus is a safe place, crime does occur.

In order to keep all constituent groups informed, the Southwestern College Campus Police maintains a Crime Awareness and Campus Safety Report (which can be accessed online with the following link: www.swccd.edu/crimeawareness). The purpose of this report is to heighten community awareness about campus crime and prevention.

A truly safe campus can only be achieved through the cooperation of everyone. Campus emergencies can be reported by dialing *91 on any college telephone. Students may arrange for an escort to and from class by contacting the respective police office at the Chula Vista campus and the Higher Education Centers at National City, Otay Mesa and San Ysidro.

If you need additional information, please stop by the Southwestern College Campus Police Office located in Building 105, Room 105D, on the Chula Vista campus.
The SaVE Act adds the following of offenses to the list of criminal offense for which statistics must be reported:

- Domestic violence
- Dating violence
- Sexual assault
- Stalking

A student or employee who reports to an institution of higher education that she/he has been a victim of these crimes, whether it has occurred on or off-campus, shall be provided with a written explanation of his or her rights and options.

**WHO IS A CAMPUS SECURITY AUTHORITY?**

- The District Police
- The Vice President of Student Affairs;
- The Vice President of Employee Services
- The Dean of Student Services
- Faculty or staff advisors to the ASO (Associated Student Organization) & authorized clubs
- Coaches and/or the Athletic Director

**EXAMPLES OF WHO IS NOT A CAMPUS SECURITY AUTHORITY?**

Campus Sexual Assault Victim Bill of Rights Victims of sexual assault will have the right to the following:

- Reasonable changes to the academic and living situations
- Referrals to counseling, assistance in notifying law enforcement
- Same opportunity as accused to have others present at disciplinary hearing
- Unconditional notification of outcomes of hearing, sanctions and terms of sanctions in place
- Opportunities and assistance to speak (or choose not to speak) to anyone regarding the outcome
- Name and identifying information kept confidential (FERPA)

**Sexual Assault**

Sexual assault means conduct in violation of one or more of the following California penal code sections:

- Section 261—rape
- Section 261.5—statutory rape; 264.1—rape in concert
- Section 285—incest
- Section 286—sodomy
- Subdivision c of section 288—lewd or lascivious acts upon a child; 288a—oral copulation; 289—sexual penetration; or 647.6—child molestation.

**Domestic Violence/Family Violence**

Domestic violence means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, “cohabitant” means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to:

1. Sexual relations between the parties while sharing the same living quarters
2. Sharing of income or expenses
3. Joint use or ownership of property
4. Whether the parties hold themselves out as husband and wife
5. The continuity of the relationship
6. The length of the relationship

(For complete information see California Penal Code Section 13700)

**Dating Violence**

Dating violence includes any abuse, mistreatment, or sexual contact without consent at any stage of a dating relationship.

For resources and references please refer to the following:

- Title 4 Protective Orders and Family Violence Code
- A Guide to Confidentiality and Reporting Laws in California
Stalking
Any person who willfully, maliciously, and repeatedly follows or harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, of his or her immediate family.

The Elements of Stalking:
• A person willfully, maliciously, and repeatedly followed or harassed another person
• That person following or harassing made a credible threat
• The person who made the threat did so with the specific intent to place the other person in reasonable fear for his or her safety or the safety of the immediate family of such person(s)
• For more info see California Penal Code 646.9

What happens when you report a crime to our police on campus?
• Campus police will write a report and inform the proper on-and off-campus authorities, including the Title IX Administrator in cases of sexual assault
• The police will investigate this and they will cooperate with the local police, District attorney, and other appropriate agencies
• If you are a current student at Southwestern College, the police will report it to the Dean of Student Services
• If another student is involved, the Dean will follow appropriate disciplinary procedures
• If it involves a staff member or faculty, Human Resources will handle the case
• Dean of Student Services will need to meet with you and obtain your statement. The Dean will work with the District Police to investigate the reported crime
• Dean of Student Services will provide you information about appropriate support services and resources
• You will be highly encouraged to reach out to the College’s Health Services professional staff
• The Health Services staff will follow up and ask to meet with you.

Disciplinary procedures
You have the right to know that your case will be handled appropriately. This means other off-and on-campus authorities may be involved.

The District/college is required to ensure that disciplinary procedures for such cases must clearly state that the proceedings will:
• Be conducted by officials who receive annual training on the issues related to:
  – The four types of cases: domestic violence, dating violence, sexual assault, stalking
  – How to conduct an investigation that protects the safety of victims and promotes accountability
  – How to conduct a hearing process that protects the safety of victims and promotes accountability

Campus SaVe: Prevention Program Components
• Primary prevention and awareness programs for all incoming students and new employees, which shall include the applicable jurisdiction’s “definition of consent in reference to sexual activity.”
• Safe and positive options for “bystander intervention” targeted to “prevent harm or intervene” in cases of domestic violence, dating violence, sexual assault or stalking;
• Information on “risk reduction” to recognize warning signs of abusive behavior and how to avoid potential attacks.

Prevention and Awareness
As an institution of Higher Education, Southwestern College must engage in “ongoing prevention and awareness campaigns for students and faculty” pertaining to:
• Education programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking;
• Provide resources and referrals to on and off-campus services.

How to Report to Authorities
• If you have experienced any of these crimes or have witnessed any of these crimes on campus, you may remain anonymous when reporting
• Call 911 or call the Southwestern College Police at 619-482-6380
• When asked for your name, if you want to remain anonymous, identify the call as a SaVe Act call

Check list for Prevention
• Do you know and trust the person before entering in a dating relationship?
• Are you extra cautious when meeting people on-line?
• When you go out, do you make a habit of telling your friends, parents or someone you trust where you are going, with whom and when you expect to be back?
• Do you know your limits and express them?
• Do you avoid drugs and alcohol?
• Do you know and understand the characteristics of a healthy relationship?
• Do you know where to go for on campus support and assistance?
Students will find that the college experience is enhanced by active participation in some social or co-curricular activities. The College encourages each student to participate in co-curricular activities. Approval by the administration must be obtained before such events are scheduled or placed on the calendar.

Opportunities are provided to participate in the following: student government; production of campus publications such as the campus newspaper; intercollegiate athletics; band, drama, and choral music performances; a variety of club programs; and social, service, cultural, and recreational activities and events.

College hours are Tuesdays and Thursdays from 11:45am to 1:10pm. Few classes are scheduled during this time, allowing for campus events such as cultural activities, club meetings, and current affairs forums.

ASSOCIATED STUDENT ORGANIZATION
The Associated Student Organization (ASO) represents all students at Southwestern College and sponsors activities including cultural performances, awards, student clubs, social activities, and student leadership conferences.

The ASO is the recognized student government body of the College. The students elect representatives to both the executive and legislative branches every Spring Semester. The Student Trustee is also elected by the student body and serves as an ex-officio member of the ASO executive board. (Ed Code Sections 76060-76065, Title 5 Sections 54801 and 54803; BP & AP - 5400 Associated Student Organization; BP & AP - 5410 ASO Elections, and BP & AP 5420- ASO Finance).

The executive branch has seven executive officers: president; executive vice president (who serves as senate chairperson); social vice president; vice president for club affairs; vice president for public relations; executive secretary; and vice president for finance. The Senate is the legislative branch and is composed of twenty-three at-large, School, and Center senators.

CAMPUS CLUBS
Students should plan to participate in at least one social organization or activity with the goal to further develop social skills. A variety of chartered groups are organized on campus for the welfare and co-curricular interests of the general student body. During the school year, the Interclub Council awards charters to clubs according to the following four categories established in the ASO Constitution:

- Academic clubs stimulate interest in activities related to courses and curricula, encourage high standards of performance in academic work, provide experiences to complement classroom activities, and provide opportunities for service and leadership in areas related to coursework.
- Service clubs recognize and honor students for outstanding achievement in the community and service to the College, and provide opportunities for students to plan and execute programs of meaningful service to the College community.
- Special interest clubs provide opportunities for students with mutual interests to organize for the purpose of investigating, developing, or expanding their common interests.
- Honorary clubs recognize and encourage outstanding achievement in scholarship and provide opportunities for developing leadership ability.

INTERCOLLEGIATE ATHLETICS
Southwestern College is a member of the Pacific Coast Athletic Conference (PCAC), which includes College of the Desert, Cuyamaca, Grossmont, Imperial Valley, Mira Costa, Mt. San Jacinto College, Palomar, San Bernardino Valley, San Diego City, and San Diego Mesa Colleges.

Southwestern College competes in the following sports: men’s football, baseball, water polo, track and field, basketball, cross country, soccer; and women’s basketball, cross country, softball, tennis, soccer, volleyball, water polo, and track and field.

Eligibility rules, established by the California Community Colleges Athletic Association and Southwestern College, require that:

- A student athlete passes a physical exam prior to competition.
- A student athlete must be continuously and actively enrolled during the season of sport.
- A student athlete may not practice and/or participate with more than one postsecondary institution during the sport season.
- In order to be eligible for a second season of a sport, the athlete must complete 24 units prior to the beginning of the semester of the second season of the sport. Units completed during the first season of the sport and summer shall be included in the required 24 units.
- A student athlete entering college after July 1, 1985, must maintain a cumulative 2.0 grade point average in accredited postsecondary coursework since the start of the semester of the first participation in order to continue athletic competition.
- No athlete shall be allowed more than two seasons of competition in any one sport. Exceptions may be made by the conference only in cases of incapacitating illness or injury.
- A student transferring to a California community college for academic or athletic participation purposes and who has previously participated in intercollegiate athletics and whose most recent participation was at another California community college must complete 12 units in residence prior to the beginning of the semester of competition for that college.
- A student athlete who has participated in a sport dropped by his/her college and has remaining eligibility in that sport is entitled to a waiver of the 12 units in residence requirement.
- Once the season of sport begins, the athlete may not participate on any other team in that sport during the season.

Questions regarding athletic eligibility should be referred to the Dean of School of Wellness, Exercise Science and Athletics in Building H401.
FINE AND PERFORMING ARTS
The School of Arts and Communication offers a variety of courses to provide the student with an opportunity for creative expression in art, music, theatre, speech, dance, telemedia, and journalism. These performing groups/activities include the Concert Choir, Jazz Vocal Ensemble, Chamber Singers, Jazz Ensemble, communication, dance, theatre, forensics, art exhibitions, Sun newspaper, Mariachi Ensemble, African Drum and Dance Ensemble, small performing groups, and musical theatre.

In addition, Southwestern College provides a series of distinguished lectures and performing artists. Performances are held during the day and night to allow every opportunity for students to take part in campus activities.

ACADEMIC REGULATIONS
COURSE CLASSIFICATION
COURSES AND CREDIT
A course is a planned study in a distinct subject area of a department. Each course has educational objectives which must be achieved in order to receive a final passing grade and to be awarded specified units. Each course has methods of evaluation to determine if the student has met the educational objectives, including written and oral assignments, problem-solving exercises, class and/or lab activities, quizzes, and examinations. Each course employs teaching techniques which can include lecture, individual student assistance, demonstrations, and discussions. All credit courses require a minimum of three hours of work per unit including class time per week.

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)
The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example SOC 101, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID SOC 101 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. These courses will be used in the GE area of the college where the course was taken. However, students should always go to www.assist.org to confirm how each college’s C-ID is assigned by local California community colleges. The courses have been developed with the help of advisory committees representing business and industries reflective of the course content and program of study. In some cases career/technical courses may be transferable to other colleges and universities. The student should consult a counselor regarding the status of all career/technical course transfers.

A degree or certificate is awarded to students who have completed a selected sequence of courses leading toward a career/technical objective. Courses can be either required or elective with the units applied to fulfillment of the major.

DEVELOPMENTAL EDUCATION, ACADEMIC SKILLS COURSES
Special courses in English, mathematics, reading, and study skills are designed to assist students in developing the basic skills needed to successfully pursue educational or vocational goals. The student should consult a counselor about assessment and appropriate placement.

EXPERIMENTAL COURSES
An experimental course is offered with the intent to eventually make it part of the regular curriculum. Each experimental course is designated with the number 295 and may be followed by a letter.

INDEPENDENT STUDY COURSES
Independent study is neither a substitute for any course listed in the catalog nor a substitute for other requirements in the curriculum. It is individual study or research in an area of a department of particular interest to the student and not included in regular course offerings of the College (AP 4101 - Independent Study).

Independent Study courses are listed in the Course Description section of the catalog with the designation number 299. A petition to take an independent study course must be approved by both the instructor and the school dean, and it must be filed in Admissions during the first three weeks of the semester or the first week of summer session. See page 47 for additional eligibility requirements information.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.
DISTANCE EDUCATION

Distance education is defined as instruction in which the instructor and students are separated by distance and interact online within the college's course management system (CMS). Online learning offers the same content and rigor as traditional face-to-face classes, but in a flexible and convenient online format. You will complete assignments and interact with your instructor and classmates regularly, just as you would in a traditional classroom, but in an online course you have the freedom to participate from any location with Internet access and at the time of day that is most convenient for you.

To determine if online learning is right for you, consider your answers to the following questions:

• Are you very comfortable with using a computer for email, Internet use, and word processing?
• Do you have regular access to a computer with high-speed internet access?
• Do you have strong time management and study skills?
• Are you a self-motivated learner?

If you answered yes to these questions, online learning may be for you!

Distance education courses:
• are academically equivalent to traditional on-campus courses.
• allow students to fit college classes into their busy schedules.
• offer the flexibility to complete coursework from anywhere with an Internet connection.
• save the time and expense of traveling to campus.

COURSES WITH ONLINE COMPONENTS

ONLINE COURSES

These courses are 100% online. Online courses are taught through the college’s CMS with no face-to-face meetings; instruction, interaction, and assignment submission all take place online. Students enrolling in online courses must have a valid email address and regular access to a computer with a reliable Internet connection.

HYBRID COURSES

Hybrid courses offer a mix of both online and on-campus instruction. Required face-to-face meetings are included in the schedule of classes and follow a predictable pattern. The online portion of the course uses the college’s CMS and also follows a predictable pattern.

As in fully online courses, students enrolling in hybrid courses must have a valid email address and regular access to a computer with a reliable Internet connection. They must also commit to both the online and on-campus portions of the course.

WEB-ENHANCED COURSES

These are traditional, face-to-face courses that meet 100% on campus but use the college’s course management system to give students access to class materials, grades, activities, and/or resources.

ONLINE LEARNING ORIENTATIONS

Students new to online learning or the college’s course management system are encouraged to participate in an orientation. Campus orientations are provided each semester, and a video version is available as well. See the Online Learning area of the college website for details about orientations, online learning support, and additional resources.

TRANSFER COURSES

Southwestern is a regionally-accredited college with courses appropriately designated for transfer and/or baccalaureate credit. Southwesten College courses are generally accepted throughout the nation by other colleges and universities. However, acceptance of a Southwestern College course is ultimately determined by the receiving institution. In addition, there may be a limit to the number of units a college or university may allow from a community college. Career/technical and developmental courses, in most cases, do not transfer to other colleges or universities.

The following are examples by which a community college course may transfer:
• As meeting a lower-division major requirement at the intended transfer college or university. To be accepted for this purpose, the course usually corresponds exactly to the comparable course at the transfer institution in content, prerequisite, and unit.
• For meeting general education requirements, the student should review the general education patterns for the college or university to which he/she intends to transfer. A list of the transferable general education courses for the California State University (CSU/IGETC) and the University of California (IGETC) systems are provided beginning on page 69. All students should consult with a counselor for assistance in selecting the appropriate general education course pattern.
• As elective credit. Elective credit may be applied to the total unit requirement for the bachelor’s or higher degree. The receiving institution reserves the right to determine the extent to which transfer credit satisfies the specific and elective requirements of degree programs.

Courses not accepted to meet specific subject requirements are usually the result of one of the following occurrences:
• The units have exceeded the maximum amount of community college units allowed by the transfer institution.
• The corresponding course at the transfer institution is designated as upper-division.
• The course is a prerequisite for a course in the student’s major, which is normally completed in high school.

Many online courses are transferable to four-year colleges and universities. However, students are advised to consult a counselor regarding some transfer institutions policies and restrictions for online coursework.

ALTERNATIVE COURSE CREDIT

AUDITING & AUDITING FEES

The College District shall provide individuals the opportunity to audit credit courses on a no-credit basis and only by petition when the following conditions are met.

• Audit students shall have a student identification number or submit an online application to the college, in order to receive a student identification number. Audit students will take the Course Audit Petition to the classroom to ask the instructor for permission to audit the class.
• Permission to audit a class is done at the discretion of the instructor and requires instructor's signature. Credit students have priority over auditing students.
• Students will be allowed audit status which is recorded in Admissions and Records after the first class meeting.
• A student is charged a fee no more than fifteen dollars ($15.00) per unit, according to applicable law for auditing a class. A student enrolled in ten (10) or more semester credit units may audit a class and shall not be charged a fee to audit three (3) or fewer units per semester.
• Auditing fees are non-refundable. Health Fee will be assessed in addition to any required materials fee.
• Audit student shall not be permitted to change his/her enrollment in that course to receive credit.
• A maximum of six (6) semester units may be audited in any regular instructional term (Fall, Spring, Summer).
• Classroom attendance of students auditing a course shall not be included in computing the apportionment due the College District.
Audit petitions are available in Admissions at the Chula Vista campus and the Higher Education Centers at National City, Otay Mesa, San Ysidro, or online at www.swccd.edu (click on Admissions then on printable forms) (Education Code Section 76370.3 and BP & AP 4070 - Auditing & Auditing Fees).

**GENERAL INFORMATION**

Cooperative Work Experience Education (CWE) allows students with declared majors to earn up to 16 units of college credit by engaging in an internship program (either paid or unpaid) related to their major. CWEE uses the entire community as the laboratory, allowing students to apply theoretical information learned in the classroom to a practical environment. It enables students to compare their career goals and expectations with specific career requirements and to learn from professional and technical experts working in their career field (BP 5160 - Cooperative Work Experience requirements and to learn from professional and technical experts working in their career field (BP 5160 - Cooperative Work Experience - Title 5 Section 55254).

To be eligible for CWEE, you must:

- Have concurrent enrollment in one other major-related course and have successfully completed one to two major-related courses to qualify for a CWEE class for fall and spring semesters, or summer session.
- Have a declared major.
- Work in either a paid or unpaid position related to your major.
- Develop job performance objectives each semester of participation.
- Enroll in the class during the regular college registration period.

This further requires that you meet the following criteria for CWEE:

- Your planned program of CWEE must, in the opinion of your departmental instructor/agency representative, include new or expanded responsibilities or learning opportunities beyond those experienced during previous employment/ internship.
- Your CWEE program must have on-the-job learning experiences that contribute to your occupational or education goals.
- Your CWEE experience must have the approval of your instructor/agency representative.
- If you are self-employed, you must identify a person who is approved by your instructor/CWEE coordinator to serve as the designated employer representative. This person must agree in writing to accept responsibility for assisting you to identify new or expanded on-the-job learning objectives, for assisting in the evaluation of these objectives, and for validating the hours you worked.

CWEE requires a minimum of 60 hours unpaid or 75 hours paid work experience per each unit earned. Students can enroll in up to four (4) units each semester for a total of 16 elective units overall. For further information or enrollment procedures, contact the CWEE office in the Student Center, Room 601C or 619-482-6537.

Auditing Cooperative Work Experience Education (CWEE)

Students may audit the CWEE courses after completing the 16-unit level. Students interested in further information about Work Experience should contact the CWEE office in the Student Center, Room 601C or 619-482-6537.

**COURSE EQUIVALENCY**

Southwestern College grants credit for college units earned at any regionally accredited postsecondary institution (e.g., Western Association of Schools and Colleges) other than coursework identified by such institutions as non-degree level coursework. Southwestern College will honor articulation agreements made with other postsecondary institutions (BP & AP - 4050 Articulation).

Coursework deemed to be equivalent in scope and content to coursework taught at Southwestern College is determined by the Evaluations Office in consultation with the appropriate dean and/or faculty. Credits transferred from institutions on the quarter system will be converted to semester credits by multiplying quarter-unit totals by two-thirds. All credit summaries will be completed upon a student's petitioning for graduation or through consultation with a counselor. In the areas of mathematics and foreign language, credit will not be granted for a lower-level course completed after the higher-level course.

Students who wish to receive credit toward degrees at Southwestern College for coursework taken at an accredited foreign institution must have their foreign transcripts evaluated by a foreign transcript evaluation service, preferably the International Education Research Foundation (IERF). The following items should be noted:

- Courses cannot be used to satisfy the general education breadth or IGETC requirements.
- Credit cannot be awarded for English or speech courses.

**CREDIT BY EXAMINATION**

The evaluating discipline faculty will work with the Department Chair to provide the department approved Credit by Examination assessment to evaluate student comprehension and knowledge. In addition they will ensure that the procedures for the administration of this examination/ assessment are followed.

Credit by Examination will not be allowed for:

- Course(s) in which the student has previously enrolled and received credit
- Advanced Placement course(s) for which credit has been received.

Students shall be limited to challenging two (2) courses per semester or one (1) course during the summer. The limitation of two (2) courses per semester does not apply to Credit by Examination through high school articulation. The maximum number of units which can be completed is 15 units.

Grading for Credit by Examination shall be according to the regular grading system approved by the Governing Board pursuant to section 55023 except that students shall be offered a “pass-no pass” option if that option is ordinarily available for the course. (i.e. A, B, C, D, F, P, NP). If a previous substandard grade was received pass/no pass will not be an option. The grade received on the examination will replace the last grade received.

Students must be currently registered in at least one (1) other credit course in the College District and be in good academic standing (minimum cumulative 2.0 GPA) to be eligible to petition for Credit by Examination.

(Title 5 Section 55050, 55051, 55052, 55023 and BP and AP 4235 – Credit by Examination)
HONORS PROGRAM

The Southwestern College Honors Program Mission Statement:
“To serve students by creating exceptional academic experiences.”

What are the benefits?
• Enhanced admission opportunities to the most selective transfer institutions.
• Increased scholarship opportunities.
• Special recognition on transcript.
• Intellectual growth and exploration of new ideas and concepts.
• Increased learning opportunities through research, study and independent projects.
• One-on-one mentoring from faculty members in the field of interest.
• Networking opportunities through research, study and independent projects.
• Career and employment networking opportunities.

Admission Requirements
1. Entering freshman—Have an overall minimum GPA of 3.5 in all high school work.
   Continuing student—Have completed a minimum of 12 units of college-level courses with a GPA of 3.2 in college work.
2. Complete Honors Program Application.
3. Provide copies of transcripts of previous academic work. Unofficial copies will be accepted. Entering freshman submit high school transcript and continuing college student submit college transcript.
4. Must be eligible for English 115 and proficient in college-level reading.

Interested students may register for an Honors course during the registration period and complete an Honors application during the first four weeks of class. Each Honors course taken and accepted by the Honors Committee is recorded as such on the transcript.

Program Completion Requirements
1. Complete a minimum of 15 units in Honors courses.
2. Maintain a minimum GPA of 3.2 in all Honors courses and a minimum overall GPA of 3.2.

For general information and to apply to the Honors Program, contact the designated Honors counselor in the Transfer Center at 619-482-6472.

INDEPENDENT STUDY

Independent study courses are listed in the Course Description section of the catalog with the designation number 299. A petition to take an Independent Study course must be approved by both the instructor and the School Dean and filed in the Admissions Office during the first three weeks of the semester or the first week of the summer session.

To be eligible for independent study, a student must be enrolled in one graded course, have completed at least one course in the subject or related areas, or have demonstrated competence in the area in which he/she wishes to study, and be in good academic standing (minimum of 2.0 GPA) maintaining a non-probationary status.

The maximum number of units a student can take in independent study courses is nine, with a maximum of six in any one department. All students taking an independent study course must turn in to the instructor of the course, at the end of the semester, an abstract of his/her independent study project or the project itself. Petition forms may be obtained in Admissions at the Chula Vista campus, the Higher Education Centers at National City, Otay Mesa, or San Ysidro, or online at www.swccd.edu (click Admissions then click on printable forms.)

Enrollment fees and nonresident fees must be paid at the time of acceptance of petition (AP 4101 Independent Study).

MILITARY EXPERIENCE CREDIT

Basic Training or Recruit Training
Four units of credit are awarded to all active-duty students and service veterans who have attained at least six months active-duty status with an honorable discharge. Additional credit may be granted according to the recommendations of the American Council on Education (ACE) Guide to Military Credit for students pursuing certain majors.
• The remaining two units will be applied toward elective credit.
• Air Force veterans will be awarded credit based on the transcripts of the Community College of the Air Force (CCAF).

Credit will be awarded for lower-division baccalaureate, associate degree, and upper-division baccalaureate recommended courses with the following conditions:
• Member copy of DD-214 or a DD-295 must be on file with Admissions.
• Student must petition the Veterans Office for credit.
• Appropriate school deans must approve course equivalency when credit is sought for specific military coursework beyond basic training.
• If military coursework does not match with specific college coursework, the military credits will be listed as electives.

Credit may also be awarded based on recommendations provided on a Community College of the Air Force transcript (CCAF), and/or the Army and American Council on Education Registry Transcript (AARTS), and/or the Sailor/Marines American Consul on Education Registry Transcript (SMART). (See exception below for Military Occupation Specialty coursework.)

Southwestern College conducts an evaluation of all previous education and training of the veteran or eligible person, shortens the duration of the training course (or degree program), and notifies the veteran and the DVA accordingly (AP5013—Students in the Military).

NOTE:
• Credit will not automatically be awarded for Military Occupation Specialty (MOS) or Navy Enlisted Classifications (NEC).
• A veteran or active-duty student may petition for individual review. Waiver or credit by examination procedures are available methods for granting credit in these cases.
• Student must submit a petition for Military Credit prior to submitting a Graduation Petition if they wish to use these units towards graduation.
Southwestern College grants credit toward its associate degrees for successfully passing external examinations including Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), and Defense Activity for Non-Traditional Education Support (DANTES). Such exams may also be used to certify areas of CSU GE-Breadth and the IGETC. In order to receive credit, students must have official scores (transcripts) submitted directly to the Admissions Office.

The following charts show the exams, the equivalent course(s), if any, at Southwestern College, and the specific area of Southwestern College, CSU GE-Breadth and the IGETC general education requirements that may be cleared.

Please be aware that each college or university sets its own criteria for the awarding of external exam credit and students are encouraged to speak with a counselor or to check with the four-year university to which they plan to transfer to confirm how these credits will be received, since awards can vary from school to school.

**ADVANCED PLACEMENT (AP)**

**Advanced Placement (AP)**

Test Charts are located on pages 50–53

Students will be granted college credit for advanced placement courses provide they have attained satisfactory scores on appropriate examinations conducted by the College Entrance Examination Board. Credit will be granted for Advanced Placement scores of three (3) and above.

Note: Although six (6) units may be awarded for a given AP test, only one course (3 semester units) may be used to complete an IGETC requirement.

Students planning to transfer without a CSU or IGETC certification should consult with a counselor and check the catalog of the four-year institution to see how AP credits are awarded, since awards can vary. Additional units may count for elective units toward eligibility for admission to a CSU or UC.

Credit will not be granted at Southwestern College for courses which duplicate the credit already allowed for examinations. Credit will not be posted to the student's permanent record.

To obtain official AP transcripts, go to www.collegeboard.org or contact AP services toll free at 888-225-5427.

**INTERNATIONAL BACCALAUREATE (IB)**

International Baccalaureate (IB) Chart is located on pages 54–55

Southwestern College, on recommendation of the faculty, will award six or more units of credit for each International Baccalaureate (IB) higher-level subject examination passed with a score of four or better. Although 6 (6) or more units may be awarded for a given IB test, only one course (3 semester units) may be used to complete an IGETC requirement. To receive credit, students must request that their IB scores (transcripts) be sent to Southwestern College. Once the scores are on file with the College, the student must petition for the awarding of credit. Petitions are available in online. Credit will not be posted to the student's permanent record.

Please be aware that each university sets its own criteria for the awarding of International Baccalaureate credit. For instance, the University of California (UC) system will only award credit for a score of five or higher on each higher-level exam.

**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

College Level Examination Program Charts (CLEP) are located on pages 56–57

College credit may be granted for the General and Subject examinations offered through the College Level Examination Program (CLEP) by the College Examination Board when satisfactory scores have been earned. Southwestern College will award credit to students who have attained a score at or above the 50th percentile level on each of the General Examinations and Subject Examinations. A maximum of six (6) semester units of credits will be granted or three (3) units of credit granted for each Subject Examination passed. No credit will be granted for scores below the 50th percentile ad no credit will be allowed in subject areas wherein previous college credit has been earned. Credit will not be posted to the student's permanent record.

**DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)**

DANTES CHART is located on pages 58-59

A student may also receive credit for Defense Activity for Non-Traditional Education Support (DANTES) tests. All credit earned from DANTES will be general elective credit only. Credit will not be posted to the student's permanent record.

To request an official CLEP/DANTES transcript, go to www.collegeboard.org.
Southwestern College grants Advanced Placement (AP) credit towards its Associate Degree, California State University (CSU) General Education (GE) Breadth requirements certification, CSU units, the Intersegmental General Education Transfer Curriculum (IGETC) certification and UC units for scores of 3, 4, or 5. To obtain credit, students should complete a student petition in the Evaluations Office. Credit may not be earned at Southwestern College for courses which duplicate credit already allowed for examination as listed under course equivalents. Credit will not be posted to the student's permanent record.

Official scores must be sent to Southwestern College and can be obtained by writing to the following: Western Regional Office, 2001 Gateway Place, Suite 220W, San Jose, CA 95110 or call 1-866-392-4078. Information on the AP Examination can be accessed by visiting the website at https://apstudent.collegeboard.org/home?navid=gh=aps

### Examination Table

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>Southwestern College Units</th>
<th>Southwestern College Courses</th>
<th>CSU-GE Certification</th>
<th>CSU Units Towards Transfer</th>
<th>IGETC Certification</th>
<th>UC Units Towards Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>3, 4, 5</td>
<td>6 semester units</td>
<td>ART 150, 151</td>
<td>3 semester units Area C1 or C2</td>
<td>6 semester units</td>
<td>3 semester units Area 3A or 3B</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Biology</td>
<td>3, 4, 5</td>
<td>4 semester units</td>
<td>BIOL 100, 101</td>
<td>4 semester units Area B2 and B3</td>
<td>6 semester units</td>
<td>3 semester units Area 5B and 5C with Lab</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>*Calculus AB&lt;sup&gt;1&lt;/sup&gt; or BC/AB</td>
<td>3, 4, 5</td>
<td>5 semester units</td>
<td>MATH 250</td>
<td>3 semester units Area B4</td>
<td>3 semester units</td>
<td>3 semester units Area 2A</td>
<td>*4 quarter/2.7 semester units</td>
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<tr>
<td>*Calculus BC&lt;sup&gt;1&lt;/sup&gt;</td>
<td>3, 4, 5</td>
<td>9 semester units</td>
<td>MATH 250, 251</td>
<td>3 semester units Area B4</td>
<td>6 semester units</td>
<td>3 semester units Area 2A</td>
<td>*8 quarter/5.3 semester units</td>
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<td>Chemistry</td>
<td>3</td>
<td>5 semester units</td>
<td>CHEM 200</td>
<td>6 semester units Area B1 and B3 (prior to 9/1/2009)</td>
<td>6 semester units (prior to 9/1/2009)</td>
<td>4 semester units Area 5A and 5C with Lab</td>
<td>6 quarter/5.3 semester units</td>
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<tr>
<td>Chemistry</td>
<td>4 or 5</td>
<td>10 semester units</td>
<td>CHEM 200, 210</td>
<td>6 semester units Area B1 and B3 (prior to 9/1/2009)</td>
<td>6 semester units (prior to 9/1/2009)</td>
<td>4 semester units Area 5A and 5C with Lab</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Chemistry</td>
<td>3</td>
<td>5 semester units</td>
<td>CHEM 200</td>
<td>4 semester units Area B1 and B3 (on or after 9/1/2009)</td>
<td>6 semester units (on or after 9/1/2009)</td>
<td>4 semester units Area 5A and 5C with Lab</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Chemistry</td>
<td>4 or 5</td>
<td>10 semester units</td>
<td>CHEM 200, 210</td>
<td>4 semester units Area B1 and B3 (on or after 9/1/2009)</td>
<td>6 semester units (on or after 9/1/2009)</td>
<td>4 semester units Area 5A and 5C with Lab</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Chinese Language and Culture</td>
<td>3, 4, 5</td>
<td>5 semester units</td>
<td>CHIN 120, 130</td>
<td>3 semester units Area C2</td>
<td>6 semester units</td>
<td>3 semester units Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Comparative Government and Politics</td>
<td>3, 4, 5</td>
<td>3 semester units</td>
<td>PS 103</td>
<td>3 semester units Area D8</td>
<td>3 semester units</td>
<td>3 semester units Area 4H</td>
<td>4 quarter/2.7 semester units</td>
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<td>3 semester units</td>
<td>N/E MATH 130</td>
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<td>3 semester units</td>
<td>N/A</td>
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<td>4 semester units</td>
<td>ENGL 115</td>
<td>3 semester units Area A2</td>
<td>6 semester units</td>
<td>3 semester units Area 1A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>*English Literature and Composition</td>
<td>3, 4, 5</td>
<td>7 semester units</td>
<td>ENGL 115, 220, OR 270</td>
<td>6 semester units Area A2 and C2</td>
<td>6 semester units</td>
<td>3 semester units Area 1A or 3B</td>
<td>8 quarter/5.3 semester units</td>
</tr>
</tbody>
</table>

N/A = Not Applicable   N/E = No Equivalency

*Mathematics/Calculus – UC 8 quarter unit maximum for both tests

*Computer Science – UC 4 quarter unit maximum for both tests

*English Language/Literature – UC 8 quarter unit maximum for both tests

*If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.

Please consult with a counselor for questions regarding exams because units may vary depending on the university.

(See Next page for continuation of Advanced Placement scores)
### Advanced Placement Examination Program (Continued)

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>Southwestern College Units</th>
<th>Southwestern College Courses</th>
<th>CSU-GE Certification</th>
<th>CSU Units Towards Transfer</th>
<th>IGETC Certification</th>
<th>UC Units Towards Transfer</th>
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<td>Environmental Science</td>
<td>3, 4, 5</td>
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<td>N/E</td>
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<td>4 semester units (prior to 9/1/2009)</td>
<td>3 semester units Area 5A and 5C with Lab</td>
<td>4 quarter/2.7 semester units</td>
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<tr>
<td>Environmental Science</td>
<td>3, 4, 5</td>
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<td>N/E</td>
<td>4 semester units Area B1 and B3 (on or after 9/1/2009)</td>
<td>4 semester units (prior to 9/1/2009)</td>
<td>3 semester units Area 5A and 5C with Lab</td>
<td>4 quarter/2.7 semester units</td>
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<td>HIST 104 and 105</td>
<td>3 semester units Area C2 or D6</td>
<td>6 semester units</td>
<td>3 semester units Area 3B or 4F</td>
<td>8 quarter/5.3 semester units</td>
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<td>French Language</td>
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<td>FREN 220</td>
<td>6 semester units Area C2 (prior to 9/1/2009)</td>
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<td>8 quarter/5.3 semester units</td>
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<td>French Language</td>
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<td>FREN 201</td>
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<td>3 semester units Area 3B and 6A</td>
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<td>French Language and Culture</td>
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<td>6 semester units</td>
<td>FREN 201</td>
<td>3 semester units Area C2</td>
<td>6 semester units</td>
<td>3 semester units Area 3B and 6A</td>
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<td>6 semester units (on or after 2009 or prior to 9/1/2011)</td>
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<td>8 quarter/5.3 semester units</td>
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<td>6 semester units</td>
<td>3 semester units Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Human Geography</td>
<td>3, 4, 5</td>
<td>3 semester units</td>
<td>GEOG 120</td>
<td>3 semester units Area D5</td>
<td>3 semester units</td>
<td>3 semester units Area 4E</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Italian Language and Culture</td>
<td>3, 4, 5</td>
<td>5 semester units</td>
<td>ITAL 201</td>
<td>3 semester units Area C2</td>
<td>6 semester units</td>
<td>3 semester units Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Japanese Language and Culture</td>
<td>3, 4, 5</td>
<td>5 semester units</td>
<td>JPN 201</td>
<td>3 semester units Area C2</td>
<td>6 semester units</td>
<td>3 semester units Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Latin Literature</td>
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<td>3 semester units Area C2 (prior to 9/1/2009)</td>
<td>6 semester units (prior to 9/1/2009)</td>
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<td>4 quarter/2.7 semester units</td>
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<tr>
<td>Latin</td>
<td>3, 4, 5</td>
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<td>3 semester units Area C2</td>
<td>6 semester units</td>
<td>3 semester units Area 3B and 6A</td>
<td>4 quarter/2.7 semester units</td>
</tr>
</tbody>
</table>

N/A = Not Applicable  
N/E = No Equivalency

*Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1+B3 or B2+B3 of GE Breadth. Fall of 2009 or later, those credits may be only apply to B1+B3. Please consult with a counselor for questions regarding exams because units may vary depending on the university.

(See Next page for continuation of Advanced Placement scores)
<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>Southwestern College Units</th>
<th>Southwestern College Courses</th>
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<th>UC Units Towards Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latin: Vergil</td>
<td>3, 4, 5</td>
<td>5 semester units</td>
<td>N/E</td>
<td>3 semester units Area C2 (prior to Fall 2012)</td>
<td>3 semester units (prior to Fall 2012)</td>
<td>3 semester units Area 3B and 6A</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>3, 4, 5</td>
<td>3 semester units</td>
<td>ECON 101</td>
<td>3 semester units Area D2</td>
<td>3 semester units</td>
<td>3 semester units Area 4B</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3, 4, 5</td>
<td>3 semester units</td>
<td>ECON 102</td>
<td>3 semester units Area D2</td>
<td>3 semester units</td>
<td>3 semester units Area 4B</td>
<td>4 quarter/2.7 semester units</td>
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<tr>
<td>Music Theory</td>
<td>3, 4, 5</td>
<td>4 semester units</td>
<td>MUS 101, 102</td>
<td>3 semester units Area C1 (prior to 9/1/2009)</td>
<td>6 semester units (prior to 9/1/2009)</td>
<td>N/A</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>*Physics B’</td>
<td>3, 4, 5</td>
<td>N/A</td>
<td>NE</td>
<td>6 semester units Areas B1 and B3 (prior to 9/1/2009)</td>
<td>6 semester units (prior to 9/1/2009)</td>
<td>4 semester units Area 5A with Lab</td>
<td>*8 quarter/5.3 semester units</td>
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<td>*Physics B’</td>
<td>3, 4, 5</td>
<td>N/A</td>
<td>NE</td>
<td>4 semester units Areas B1 and B3 (on or after 9/1/2009 and prior to 9/1/2013)</td>
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<td>4 semester units</td>
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<td>4 semester units</td>
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<td>*Physics C (Mechanics)’</td>
<td>3, 4, 5</td>
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<td>PHYS 170, PHYS 270</td>
<td>4 semester units Areas B1 and B3</td>
<td>4 semester units</td>
<td>3 semester units Area 5A and 5C with Lab</td>
<td>*4 quarter/2.7 semester units</td>
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<td>3 semester units</td>
<td>PHYS 172, PHYS 272</td>
<td>4 semester units Areas B1 and B3</td>
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<td>3 semester units</td>
<td>3 semester units Area 4I</td>
<td>4 quarter/2.7 semester units</td>
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<td>Seminar</td>
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<td>3 semester units</td>
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<td>5 semester units</td>
<td>SPAN 201, SPAN 202</td>
<td>6 semester units Area C2 (prior to Spring 2014)</td>
<td>6 semester units (prior to Spring 2014)</td>
<td>3 semester units Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
</tbody>
</table>

N/A = Not Applicable  
N/E = No Equivalency

*Physics – UC 8 quarter unit maximum for all three tests

*Physics – UC 3 semester or 4 quarter unit maximum for are applied for IGETC certification; students who complete these exams will be required to complete at least 4 semesters or 5 quarter units to satisfy the minimum required units for IGETC Area 5.

1If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.

Please consult with a counselor for questions regarding exams because units may vary depending on the university.

(See Next page for continuation of Advanced Placement scores)
ADVANCED PLACEMENT EXAMINATION PROGRAM (CONTINUED)

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>Southwestern College Units</th>
<th>Southwestern College Courses</th>
<th>CSU-GE Certification</th>
<th>CSU Units Towards Transfer</th>
<th>IGETC Certification</th>
<th>UC Units Towards Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish Language and Culture</td>
<td>3 or 4</td>
<td>5 semester units</td>
<td>SPAN 201, 202</td>
<td>3 semester units Area C2 (on or after 9/1/2009)</td>
<td>6 semester units Area 3B and 6A</td>
<td>3 semester units Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Spanish Literature</td>
<td>3, 4, 5</td>
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<td>SPAN 215</td>
<td>6 semester units Area C2 (prior to Spring 2013)</td>
<td>6 semester units Area 3B and 6A</td>
<td>3 semester units Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Spanish Literature and Culture</td>
<td>3, 4, 5</td>
<td>5 semester units</td>
<td>SPAN 215</td>
<td>3 semester units Area C2</td>
<td>6 semester units Area 3B and 6A</td>
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<td>8 quarter/5.3 semester units</td>
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<td>MATH 119</td>
<td>3 semester units Area B4</td>
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<td>3 semester units Area 2A</td>
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<tr>
<td>*Studio Art – 2D Design</td>
<td>3, 4, 5</td>
<td>6 semester units</td>
<td>ART 100, 101</td>
<td>N/A</td>
<td>3 semester units Area D8 and US-2</td>
<td>3 semester units Area D8 and US-2</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>*Studio Art – 3D Design</td>
<td>3, 4, 5</td>
<td>6 semester units</td>
<td>ART 100, 101</td>
<td>N/A</td>
<td>3 semester units Area D8 and US-2</td>
<td>3 semester units Area D8 and US-2</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>*Studio Art – Drawing</td>
<td>3, 4, 5</td>
<td>12 semester units</td>
<td>ART 100, 101, 102, 103</td>
<td>N/A</td>
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<td>3 semester units Area D8 and US-2</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>+U.S. Government and Politics</td>
<td>3, 4, 5</td>
<td>3 semester units</td>
<td>PS 102</td>
<td>3 semester units Area D8 and US-2</td>
<td>3 semester units Area D8 and US-2</td>
<td>3 semester units Area D8 and US-2</td>
<td>4 quarter/2.7 semester units</td>
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<tr>
<td>+U.S. History</td>
<td>3, 4, 5</td>
<td>6 semester units</td>
<td>HIST 100 and 101</td>
<td>3 semester units Area C2 or D6 and US-1</td>
<td>6 semester units Area 4F and US-1</td>
<td>3 semester units Area 4F and US-1</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Or</td>
<td>3, 4, 5</td>
<td>6 semester units</td>
<td>N/E</td>
<td>3 semester units Area C2 or D6 and US-1</td>
<td>6 semester units Area 4F and US-1</td>
<td>3 semester units Area 4F and US-1</td>
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<td>HIST 106 AND 107</td>
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<td>6 semester units Area 3B or 4F</td>
<td>3 semester units Area 3B or 4F</td>
<td>8 quarter/5.3 semester units</td>
</tr>
</tbody>
</table>

N/A = Not Applicable
N/E = No Equivalency

*Studio Art – UC 8 Quarter unit maximum for all three tests
+U.S. History, Constitution and American Ideals/Area 1
+U.S. History, Constitution and American Ideals/Area 2
+These exams only partially fulfill the CSU U.S. History, Constitution and American Ideals graduation requirements but can be used toward the requirement.

• Credit may not be awarded for exams which duplicate credit for the same content earned through other means.

*CSU Advanced Placement Policies
The AP exams listed above may be incorporated into certification of CSU General Education Breadth Requirements. All CSU campuses will accept the minimum units shown if the examination is included in full or subject area certification; individual CSU campuses may choose to accept more than those specified towards completion of general education breadth requirements. The CSU Minimum Semester Admission unit column reflects what each campus system wide with minimally accept toward CSU Admission.

*UC Advanced Placement Policies
Each AP exam may be applied to one IGETC area, as satisfying one course requirement, with the exception of Language Other Than English. The final column reflects what the University of California will award per AP exam for admission to any UC campus.

• These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE – Breadth area.
• Areas of GE breadth (A1 through E) are defined in EO 1100. Areas of American Institutions (US-1 though US-3) are set forth in Sections 1A and 1B of EO 1061 and at assist.org.
• Students seeking certification in GE Breadth prior to transfer must have passed the test before this date.

Please consult with a counselor for questions regarding exams because units may vary depending on the university.
<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>Southwestern College Units</th>
<th>Southwestern College GE Area</th>
<th>CSU-GE Certification</th>
<th>CSU Units Towards Transfer</th>
<th>IGETC Certification</th>
<th>UC Units Towards Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology HL</td>
<td>4</td>
<td>4 semester units</td>
<td>Area B</td>
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<td>N/A</td>
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<td>5-7</td>
<td>4 semester units</td>
<td>Area B</td>
<td>3 semester units Area B2</td>
<td>6 semester units</td>
<td>3 semester units 5B without Lab</td>
<td>5.3 quarter units</td>
</tr>
<tr>
<td>Chemistry HL</td>
<td>5-7</td>
<td>5 semester units</td>
<td>Area B</td>
<td>3 semester units Area B1</td>
<td>6 semester units</td>
<td>3 semester units 5A without Lab</td>
<td>5.3 quarter units</td>
</tr>
<tr>
<td>Economics HL</td>
<td>4</td>
<td>3 semester units</td>
<td>Area D</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Economics HL</td>
<td>5-7</td>
<td>3 semester units</td>
<td>Area D</td>
<td>3 semester units Area D2</td>
<td>6 semester units</td>
<td>3 semester units 4B</td>
<td>5.3 quarter units</td>
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<td>Geography HL</td>
<td>4</td>
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<td>Area D</td>
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<td>N/A</td>
<td>N/A</td>
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<td>Geography HL</td>
<td>5-7</td>
<td>6 semester units</td>
<td>Area D</td>
<td>3 semester units Area D5</td>
<td>6 semester units</td>
<td>3 semester units 4E</td>
<td>5.3 quarter units</td>
</tr>
<tr>
<td>History (any region) HL</td>
<td>5-7</td>
<td>6 semester units</td>
<td>Area D</td>
<td>3 semester units Area C2 or D6</td>
<td>6 semester units</td>
<td>3 semester units 3B or 4F</td>
<td>5.3 quarter units</td>
</tr>
<tr>
<td>Language A1 (any language) HL</td>
<td>4</td>
<td>6 semester units</td>
<td>Area D</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Language A1 (any language) HL</td>
<td>5-7</td>
<td>6 semester units</td>
<td>Area D</td>
<td>3 semester units Area C2</td>
<td>6 semester units</td>
<td>3 semester units Area 3B</td>
<td>5.3 quarter units</td>
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<tr>
<td>Language A1 (English) HL</td>
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<td>Area A1 and C</td>
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<td>6 semester units</td>
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<td>5-7</td>
<td>N/A</td>
<td>N/A</td>
<td>3 semester units Area C2</td>
<td>6 semester units</td>
<td>3 semester units Area 3B</td>
<td>5.3 quarter units</td>
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<tr>
<td>Language A2 (Spanish) HL</td>
<td>5-7</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>3 semester units Area 3B and 6A</td>
<td>5.3 quarter units</td>
</tr>
<tr>
<td>Language B (any language) HL</td>
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<td>N/A</td>
<td>6 semester units Area C1</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Language B (any language) HL</td>
<td>5-7</td>
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<td>6 semester units Area C1</td>
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<tr>
<td>Language B (Spanish) HL</td>
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<td>N/A</td>
<td>6 semester units Area C1</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Mathematics HL</td>
<td>4</td>
<td>N/A</td>
<td>N/A</td>
<td>3 semester units Area B4</td>
<td>6 semester units</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Mathematics HL</td>
<td>5-7</td>
<td>N/A</td>
<td>N/A</td>
<td>3 semester units Area B4</td>
<td>6 semester units</td>
<td>3 semester units 2A</td>
<td>5.3 quarter units</td>
</tr>
<tr>
<td>Mathematics HL</td>
<td>6-7</td>
<td>6 semester units</td>
<td>Area A2 and Mathematics Competency</td>
<td>3 semester units Area B4</td>
<td>6 semester units</td>
<td>3 semester units 2A</td>
<td>5.3 quarter units</td>
</tr>
<tr>
<td>Physics HL</td>
<td>5-7</td>
<td>N/A</td>
<td>N/A</td>
<td>3 semester units Area B1</td>
<td>6 semester units</td>
<td>3 semester units 5A (without Lab)</td>
<td>5.3 quarter units</td>
</tr>
<tr>
<td>Psychology HL</td>
<td>5-7</td>
<td>3 semester units</td>
<td>Area D</td>
<td>3 semester units Area D9</td>
<td>3 semester units</td>
<td>3 semester units 4I</td>
<td>5.3 quarter units</td>
</tr>
<tr>
<td>Theatre HL</td>
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<td>6 semester units</td>
<td>Area D</td>
<td>3 semester units Area C1</td>
<td>6 semester units</td>
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<td>Theatre HL</td>
<td>5-7</td>
<td>6 semester units</td>
<td>Area D</td>
<td>3 semester units Area C1</td>
<td>6 semester units</td>
<td>3 semester units Area 2A</td>
<td>5.3 quarter units</td>
</tr>
</tbody>
</table>
INTERNATIONAL BACCALAUREATE (IB) (CONTINUED)

N/A = Not Applicable  HL = Higher Level

• Credit may not be awarded for exams which duplicate credit for the same content earned through other means.
• IB tests may be requested from your high school.
• The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

Please consult with a counselor for questions regarding exams because units may vary depending on the university.
<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>Southwestern College Units and/or GE Area</th>
<th>CSU-GE Certification</th>
<th>CSU Units Towards Transfer</th>
<th>Effective Date</th>
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<tr>
<td>American Government</td>
<td>50</td>
<td>3 semester units Area D</td>
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<td>3 semester units Area D8</td>
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<tr>
<td>American Literature</td>
<td>50</td>
<td>6 semester units Area C</td>
<td></td>
<td>3 semester units Area C2</td>
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<tr>
<td>Analyzing and Interpreting Literature</td>
<td>50</td>
<td>6 semester units Area C</td>
<td></td>
<td>3 semester units Area C2</td>
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<tr>
<td>Biology</td>
<td>50</td>
<td>3 semester units Area B</td>
<td></td>
<td>3 semester units Area B2</td>
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<tr>
<td>Calculus</td>
<td>50</td>
<td>5 semester units Area A2 and Mathematics Competency</td>
<td>3 semester units Area B4</td>
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</tr>
<tr>
<td>Chemistry</td>
<td>50</td>
<td>3 semester units Area B</td>
<td></td>
<td>3 semester units Area B1</td>
<td></td>
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<tr>
<td>College Algebra</td>
<td>50</td>
<td>5 semester units Area A2 and Mathematics Competency</td>
<td>3 semester units Area B4</td>
<td>3 semester units</td>
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<tr>
<td>College Algebra - Trigonometry</td>
<td>50</td>
<td>3 semester units Area A2 and Mathematics Competency</td>
<td>3 semester units Area B4</td>
<td>3 semester units</td>
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<tr>
<td>College Mathematics</td>
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<td>N/A</td>
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<tr>
<td>College Composition</td>
<td>50</td>
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<tr>
<td>College Composition - Modular</td>
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<tr>
<td>English Literature</td>
<td>50</td>
<td>6 semester units Area C</td>
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<td>3 semester units Area C2</td>
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<tr>
<td>Financial Accounting</td>
<td>50</td>
<td>4 semester units Elective</td>
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<td>3 semester units</td>
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<tr>
<td>French Level I</td>
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<td>N/A</td>
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<tr>
<td>French Level II</td>
<td>59</td>
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<tr>
<td>French Level II</td>
<td>59</td>
<td>9 semester units Area C</td>
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<td>Freshman Composition</td>
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<td>German Level II</td>
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<td>3 semester units Area C2</td>
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<td>German Level III</td>
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<td>9 semester units Area C</td>
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<td>3 semester units Area C2</td>
<td>Fall 2015</td>
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<td>History, United States I</td>
<td>50</td>
<td>3 semester units Area D</td>
<td></td>
<td>3 semester units Area D6 and US-1</td>
<td>3 semester units</td>
</tr>
<tr>
<td>History, United States II</td>
<td>50</td>
<td>3 semester units Area D</td>
<td></td>
<td>3 semester units Area D6 and US-1</td>
<td>3 semester units</td>
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<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>3 semester units Area D</td>
<td></td>
<td>3 semester units Area E</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Humanities</td>
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<td>3 semester units Area C</td>
<td></td>
<td>3 semester units Area C2</td>
<td>3 semester units</td>
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</table>
### College Level Examination Program (CLEP)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit Score</th>
<th>Units</th>
<th>Area Code(s)</th>
<th>Unearned Units</th>
</tr>
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<tbody>
<tr>
<td>Information Systems and Computer Applications</td>
<td>50</td>
<td>3</td>
<td>A2</td>
<td>N/A</td>
</tr>
<tr>
<td>Introduction to Educational Psychology</td>
<td>50</td>
<td>3</td>
<td>D</td>
<td>N/A</td>
</tr>
<tr>
<td>Introduction to Business Law</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>N/A</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50</td>
<td>3</td>
<td>A D</td>
<td>N/A</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50</td>
<td>3</td>
<td>Area D</td>
<td>N/A</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50</td>
<td>3</td>
<td>A B</td>
<td>N/A</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>50</td>
<td>3</td>
<td>A2 and Mathematics Competency</td>
<td>N/A</td>
</tr>
<tr>
<td>Principles of Accounting</td>
<td>50</td>
<td>4</td>
<td>Elective</td>
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</tr>
<tr>
<td>Principles of Macroeconomics</td>
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<td>3</td>
<td>A D</td>
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</tr>
<tr>
<td>Principles of Management</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>N/A</td>
</tr>
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<td>Principles of Marketing</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>N/A</td>
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<tr>
<td>Principles of Microeconomics</td>
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<td>3</td>
<td>A D</td>
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<tr>
<td>Social Science and History</td>
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<td>3</td>
<td>A D</td>
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</tr>
<tr>
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<td>9</td>
<td>C</td>
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<td>9</td>
<td>C</td>
<td>N/A</td>
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<tr>
<td>Spanish Level II*</td>
<td>63</td>
<td>9</td>
<td>C</td>
<td>N/A</td>
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<td>Trigonometry</td>
<td>50</td>
<td>3</td>
<td>A D</td>
<td>N/A</td>
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<tr>
<td>Western Civilization I</td>
<td>50</td>
<td>3</td>
<td>C or D</td>
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</tr>
<tr>
<td>Western Civilization II</td>
<td>50</td>
<td>3</td>
<td>C or D</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**N/A = Not Applicable**  
**US-1 = American Institutions Area 1**  
**US-2 = American Institutions Area 2**

- Credit may not be awarded for exams which duplicate credit for the same content earned through other means.
- CLEP examinations are not accepted for IGETC certification.

*If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), 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 placements in Area C2 of GE Breath, as noted.*

To request an official CLEP transcript, write to: CLEP Transcript Request Service, P.O. Box 6600, Princeton, NJ 08541-6600, or call 800-257-9558. Students can contact CLEP via email at clep@info.collegeboard.org. Phone Lines are available Monday through Friday, 8 a.m. to 6 p.m. Eastern Time.

Please consult with a counselor for questions regarding exams because units may vary depending on the university.
<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>Southwestern College Units and/or GE Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A History of the Vietnam War</td>
<td>50 or higher</td>
<td>3 semester units Elective</td>
</tr>
<tr>
<td>An Introduction to the Modern Middle East</td>
<td>50 or higher</td>
<td>3 semester units Area D</td>
</tr>
<tr>
<td>Art of the Western World</td>
<td>50 or higher</td>
<td>3 semester units Area C</td>
</tr>
<tr>
<td>Astronomy</td>
<td>50 or higher</td>
<td>3 semester units Area B</td>
</tr>
<tr>
<td>Business Mathematics (on or after 9/1/2009)</td>
<td>400 or higher</td>
<td>3 semester units Elective</td>
</tr>
<tr>
<td>Business Mathematics (prior to 9/1/2009)</td>
<td>50 or higher</td>
<td>3 semester units Area A2 and Math Competency</td>
</tr>
<tr>
<td>Criminal Justice (on or after 1/1/2008)</td>
<td>400 or higher</td>
<td>3 semester units Elective</td>
</tr>
<tr>
<td>Criminal Justice (prior to 1/1/2008)</td>
<td>50 or higher</td>
<td>3 semester units Elective</td>
</tr>
<tr>
<td>Environment and Humanity: The Race to Save the Planet</td>
<td>50 or higher</td>
<td>3 semester units Elective</td>
</tr>
<tr>
<td>Ethics in America (on or after 1/1/2008)</td>
<td>400 or higher</td>
<td>3 semester units Elective</td>
</tr>
<tr>
<td>Ethics in America (prior to 1/1/2008)</td>
<td>50 or higher</td>
<td>3 semester units Elective</td>
</tr>
<tr>
<td>Foundations of Education</td>
<td>50 or higher</td>
<td>3 semester units Elective</td>
</tr>
<tr>
<td>Fundamental College Algebra (on or after 1/1/2008)</td>
<td>400 or higher</td>
<td>3 semester units Area A2 and Mathematics Competency</td>
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<td>3 semester units Area A2 and Mathematics Competency</td>
</tr>
<tr>
<td>Fundamentals of Counseling</td>
<td>50 or higher</td>
<td>3 semester units Elective</td>
</tr>
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<td>General Anthropology</td>
<td>50 or higher</td>
<td>3 semester units Elective</td>
</tr>
<tr>
<td>Here’s to Your Health</td>
<td>50 or higher</td>
<td>3 semester units Health Education</td>
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<tr>
<td>Human Resource Management</td>
<td>50 or higher</td>
<td>3 semester units Elective</td>
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<td>Human/Cultural Geography</td>
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</tr>
<tr>
<td>Introduction to Business (on or after 9/1/2009)</td>
<td>400 or higher</td>
<td>3 semester units Area D</td>
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<tr>
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<td>50 or higher</td>
<td>3 semester units Area D</td>
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<tr>
<td>Introduction to Computing (on or after 1/1/2008)</td>
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</tr>
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<td>Introduction to Law Enforcement</td>
<td>50 or higher</td>
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<td>Introduction to World Religions (on or after 1/1/2008)</td>
<td>400 or higher</td>
<td>3 semester units Area C</td>
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<tr>
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<td>3 semester units Area C</td>
</tr>
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<td>Lifespan Development Psychology</td>
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</tr>
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<td>Organizational Behavior</td>
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<td>3 semester units Elective</td>
</tr>
<tr>
<td>Personal Finance (on or after 1/1/2008)</td>
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<td>Personal Finance (prior to 1/1/2008)</td>
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(See Next page for continuation of DANTES)
## Defense Activity for Non-Traditional Education Support (DANTES) (continued)

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Score</th>
<th>Units</th>
<th>Area/Competency</th>
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<tr>
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<td>Area B</td>
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<td>Area A2</td>
</tr>
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<td>Principles of Statistics (on or after 1/1/2008)</td>
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<td>3</td>
<td>Area A2 and Mathematics Competency</td>
</tr>
<tr>
<td>Principles of Statistics (prior to 1/1/2008)</td>
<td>50 or higher</td>
<td>3</td>
<td>Area A2 and Mathematics Competency</td>
</tr>
<tr>
<td>Principles of Supervision (on or after 9/1/2009)</td>
<td>400 or higher</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>Principles of Supervision (prior to 9/1/2009)</td>
<td>50 or higher</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>Technical Writing</td>
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<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>Western Europe Since 1945</td>
<td>50 or higher</td>
<td>3</td>
<td>Area C</td>
</tr>
</tbody>
</table>

- Credit may not be awarded for exams which duplicate credit for the same content earned through other means.
- DANTES Credit does not apply to CSU - GE Breadth or IGETC.

**Please consult with a counselor for questions regarding exams because units may vary depending on the university.**
 grades assigned by the instructors.

The two types of grading systems used at Southwestern College are the grading scale and the Pass/No Pass evaluation. The grading scale consists of the letters A, B, C, D, and F. In specific courses indicated in the college catalog, students may elect to be graded on a Pass/No Pass basis. A student transferring to a four-year institution should check its policy on acceptance of Pass/No Pass grades.

GRADE POINT AVERAGE

The overall level of academic success is measured in terms of a student’s grade point average (GPA). To determine the student’s GPA, the total number of grade points accumulated is divided by the total number of units attempted.

The grade point average is used in determining eligibility for academic achievement such as the President’s and Vice President’s lists, academic probation and disqualification, eligibility for an associate degree, certificate of completion, graduation with honors, and some scholarships. Students are encouraged to consistently monitor their grade point standing.

ACADEMIC RECORD SYMBOLS

Grades are earned for each course in which a student is officially enrolled and are recorded on the student’s permanent record at the end of each fall and spring semester or summer session (BP & AP 4230 - Grading & Academic Record Symbols).

Academic achievement is reported in terms of grade point average. Grades and grade point averages should be interpreted as follows:

In addition, Southwestern College uses other evaluative symbols in which units are not counted in GPA calculations. These symbols are as follows:

Symbol Definition
P Passing (At least satisfactory)
NP No Pass (Less than satisfactory)

Pass/No Pass grades are used in two ways:

- Some courses are offered on a Pass/No Pass grading basis only.
- Other courses have a Pass/No Pass grading option available.

Courses which only Pass/No Pass grades are available are identified in this catalog by the statement: Pass/No Pass only. Courses where Pass/No Pass grades are used, are assigned for student achievement at the “C” grade level or above.

Students may take courses during a semester, fast track, or summer session on a Pass/No Pass basis whenever that option is offered. Students who desire to be evaluated on this basis must request this option during the first 30 percent (end of the fourth week) of the semester, or the first week of a short session or summer session. Pass/No Pass petitions are available in Admissions at the Chula Vista campus, Higher Education Centers at National City, Otay Mesa, or San Ysidro, or online at www.swccd.edu (click on Admissions then on Printable Forms).

An evaluation on a Pass/No Pass basis may not be changed later to a letter grade. Pass/No Pass grades cannot be used for removal of an unsatisfactory grade (D or F). When submitting a grade of “F” or “NP” for a student, the instructor is required to include the last day student attended the course.

All units earned on a Pass/No Pass basis in California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of college curriculum requirements. However, such courses shall be disregarded in determining a student’s grade point average for all purposes for which a grade point average is required. Units attempted for which “NP” is recorded shall be considered in probation and dismissal procedures.

NOTE: A student interested in transferring to a four-year institution should check the institution’s policy on acceptance of Pass/No Pass grades.

Non-Evaluative Symbols
I Incomplete
IP In Progress
W Withdrawal
MW Military Withdrawal
RD Report Delayed

REPORT DELAYED GRADE (RD)
The report delayed “RD” is a temporary notation on the transcript in those circumstances when an instructor does not assign a grade. The “RD” is removed when the grade is reported.

GRADATES: FINAL EXAMINATION

Final examinations are held in all subjects according to schedule. No examination exceeds two hours in length. No student will be excused from the final examination. Should circumstances develop requiring a special examination at a time other than that scheduled, special authorization must be secured from the instructor and School Dean.

(BP & AP 4635 - Final Exam Week).

GRADATES: PRESIDENT’S AND VICE PRESIDENT’S LISTS

Each semester Southwestern College recognizes outstanding academic achievement of students who have completed at least 12 or more units with grades demonstrating an excellent scholastic record (Pass/No Pass courses are not included). The grade point average (GPA) required for academic recognition is defined as follows (BP 6069):

President’s List: 4.0 GPA
Vice President’s List: 3.50 to 3.99 GPA
GRADE CHANGE AND DISPUTES

GRADE CHANGES:
The instructor of the course shall determine the grade to be awarded to each student. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence.

The correction of a grade given, which is requested by a student, shall only be allowed for a request initiated within one year following the end of the term in which it was assigned. Exceptions to the one-year limit on grade changes may be requested by petition of the student in extenuating circumstances. A formal written petition must be submitted to Admissions and Records. Extenuating circumstances are verified cases of accident, illnesses, or other circumstances beyond the control of the student.

GRADE DISPUTES:
The removal or change of an incorrect grade from a student’s record shall only be done pursuant to Education Code Section 76232, or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

Since the procedure requires that the student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, the instructor is not available or where the College District determines that it is possible that there may have been gross misconduct by the original instructor. In the case of perceived mistake, fraud, bad faith, or incompetence, the student may pursue a grade grievance (see (BP/AP 5530- Student Rights and Grievances). (BP/AP 4231 Grade Changes for full procedure)
MAINTAINING GOOD ACADEMIC PROGRESS – ACADEMIC PROBATION AND DISMISSAL

PROBATION
Probation is a system of monitoring student progress in order to:
1. Identify students who are experiencing difficulty in making satisfactory progress toward an appropriate educational objective; and,
2. Encourage those students to reassess their educational objectives and the means required to achieve it.

FOLLOWING ARE THE TWO TYPES OF PROBATION:

ACADEMIC PROBATION
A student shall be placed on academic probation if the semesters or cumulative grade point average is less than a “C” (2.0)

PROGRESS PROBATION
A student shall be placed on progress probation if he or she has 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,” "NP," and “F” were recorded reaches or exceeds 40 percent.

REMOVAL FROM ACADEMIC PROBATION
A student shall be removed from academic probation when the student’s cumulative grade point average is 2.0 or higher.

REMOVAL FROM PROGRESS PROBATION
A student shall be removed from progress probation when the percentage of units in the categories of “W,” “I,” “NC,” "NP," or “F” is less than 40 percent of total attempted units.

DISMISSAL
ACADEMIC DISMISSAL
A student who is on academic probation shall be subject to dismissal if (a) the student has earned a cumulative grade point average of less than 2.0 in all units attempted or (b) in the two most recent consecutive semesters. A student whose semester Grade Point Average equals or exceeds 2.0, but whose overall Grade Point Average remains below 2.0, shall remain on Academic Probation.

PROGRESS DISMISSAL
A student on progress probation who does not complete 60% of units with passing grades of “A,” “B,” “C,” “D,” or “Cr/P” in the subsequent semester will be subject to dismissal. Students seeking readmission after dismissal shall follow AP 4255 - Dismissal and Re-Admissions.

Students may be re-admitted after a dismissal after two semesters of absence. A letter must be submitted of not more than two (2) pages to the Dean of the School of Counseling and Student Support Programs addressing the following:
• 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/informal education and/or work 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.
• Current educational and career goals.
• Strategies you will incorporate to increase your educational/academic success

Petitions for Re-admission
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 shall be removed from probation, be dismissed, or continue on probation.

Petitions are available in the Counseling Center at all locations and may be submitted prior to the beginning of the semester.

ACADEMIC RENEWAL
A student may petition to have their academic record reviewed for academic renewal of substandard academic performance (grades D or F) under the following conditions:

At least one year must have elapsed since the most recent coursework to be disregarded was completed.

The student must have completed, at any accredited post-secondary institution:
• a. 12 units with at least a 2.5 GPA, or
• b. 18 units with at least a 2.0 GPA.

Substandard coursework completed at Southwestern College may have a maximum of 30 units eliminated from consideration in the computation of cumulative grade point average.

Courses used to fulfill the requirements of previously earned degrees are not eligible for academic renewal.

When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student’s grade point average, the student’s permanent academic record shall be annotated in such a manner that all coursework remains legible to ensure a complete academic history.

A student may be granted academic renewal only once at Southwestern College, and academic renewal decisions are irreversible and permanent.

Academic renewal procedures may not conflict with the District’s obligation to retain and destroy records or with the instructor’s ability to determine a student’s final grade.

Petitions to request academic renewal shall be available in the Admissions and Records Office. Official transcripts of all academic work, from all accredited post-secondary institutions, must be on file in the Admissions and Records Office at the time of request for Academic Renewal.

Petitions will be reviewed by Southwestern College’s Petition Review Committee. This petition has no bearing on the District’s Course Repetition/Withdrawal procedure. (BP & AP 4240 – Academic Renewal)
CERTIFICATES AND CERTIFICATIONS, DEGREES AND CSU/UC REQUIREMENTS

CERTIFICATES COURSE CERTIFICATE
A course certificate verifying the satisfactory completion of a course will be issued upon request to any student who completes a course with a grade of “C” or better. A student who desires such a certificate should submit an application to the instructor during the last four weeks of the semester.

CERTIFICATE OF ACHIEVEMENT
Certificates of Achievement require 18 or more units in an approved program. Certificates of Achievement are designed to convey evidence that defined levels of proficiency have been attained in career or technical areas. Certificates of Achievement are available in most of the majors for which the College offers the associate degree. Students select a certificate of achievement area with specified course requirements from the Program of Study section of the catalog.

To qualify for a Certificate of Achievement, a student must do all of the following:
• Complete all courses listed for a particular certificate
• Achieve a grade of “C” or better in all courses required for that specific certificate;
• Transfer coursework of “C-” does not fulfill this requirement
• Achieve a grade point average of “C” (2.0) for all courses attempted at Southwestern College that are required for that specific certificate
• File a petition for Certificate of Achievement
• Satisfactorily complete at least one required course at Southwestern College in which the certificate is earned

CERTIFICATE OF ACHIEVEMENT
INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

TRANSFER PREPARATION * (MAJOR CODE: 00065)
Students who complete the Intersegmental General Education Transfer (IGETC) Requirements, commonly referred to as the “yellow sheet,” may be awarded a Certificate of Achievement. Completion of the IGETC requirements satisfies the lower-division general education requirements for the California State University (CSU) and the University of California (UC) systems.

Although this certificate recognizes completion of the lower-division general education requirements, it does not guarantee admission into the CSU or UC systems. For a list of the approved courses for this program, please refer to the Intersegmental General Education Transfer Curriculum Requirements in the Catalog or the “yellow sheet” of course listings.

Please contact a counselor with questions or for additional information.

PROGRAM REQUIREMENTS
Area 1: English Communication
Area 2: Mathematical Concepts and Quantitative Reasoning
Area 3: Arts and Humanities
Area 4: Social and Behavioral Sciences
Area 5: Physical and Biological Sciences
Area 6: Language Other Than English—UC Requirement

Total units 35-46

CERTIFICATE OF ACHIEVEMENT
CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH

TRANSFER PREPARATION * (MAJOR CODE: 00055)
Students who complete the California State University General Education (CSUGE) Breadth Requirements, commonly referred to at Southwestern as the “pink sheet,” may be awarded a Certificate of Achievement.

Completion of the CSUGE requirements satisfies the lower-division general education requirements for the CSU system.

Although this certificate recognizes completion of the lower-division general education requirements, it does not guarantee admission into the CSU system.

For a list of the approved courses for this program, please refer to the California State University General Education Breadth Requirements in the Catalog or the “pink sheet” of course listings.

Please contact a counselor with questions or for additional information.

PROGRAM REQUIREMENTS
Area A: English Language Communication and Critical Thinking
Area B: Scientific Inquiry and Quantitative Reasoning
Area C: Arts and Humanities
Area D: Social Sciences
Area E: Lifelong Learning and Self-Development

Total units 40-41
CERTIFICATE OF PROFICIENCY

Certificates of Proficiency are designed for the student who needs to be prepared to enter an entry-level job. Approved Certificate of Proficiency programs have less than 18 units. Certificates of Proficiency are not awarded automatically and it is the responsibility of the student to ensure satisfactory completion of the certificate requirements. When all requirements are completed with a “C” minimum grade or in-progress, students should submit a Online petition for Certificate of Proficiency form at www.swccd.edu/evaluations. These certificates will not be listed on a student’s transcript. Certificates of Proficiency are not recognized at the Southwestern College commencement ceremony.

CERTIFICATE OF COMPLETION

Certificates of Completion are approved non-credit certificates.

GRADUATION CERTIFICATION

Students must submit an online Graduation Petition in order to be evaluated for graduation. They must meet the requirements to complete an associate degree or Certificate of Achievement in order to be eligible to receive a diploma.

POSTED DEGREES

The posting of an associate degree or Certificate of Achievement to a student’s record is considered a permanent part of the student’s academic record and cannot be rescinded, removed or modified.

DEFINITIONS

Continuous Enrollment: The completion of a course during at least one semester in a calendar year excluding summer session. Completing a course is defined as receiving a grade of A, B, C, D, F, I, Pass (P), or No Pass (NP). Receiving a grade of “W” will not satisfy the requirements for completing a course.

Catalog Rights: When continuous enrollment is maintained, students may elect the general education and graduation requirements in effect at the time of entrance to Southwestern College, or any catalog year thereafter.

Major: For a local degree the requirements for the major will be determined by either the catalog in effect during the semester in which the student declared or changed a major or any subsequent catalog provided the student maintains continuous enrollment. For an ADT the student must complete the courses identified for the ADT major.

SOUTHWESTERN COLLEGE GRADUATION REQUIREMENTS

Southwestern College provides lower-division educational programs of study that prepare students for transfer to senior institutions and/or career and technical programs that lead to employment or career advancement. Students identify a program of study in a Student Education Plan and upon completion of program requirements may petition to graduate with the certificate and/or degree (BP & AP 4100 – Graduation Requirements for Degrees and Certificates).

The College believes that a comprehensive education introduces the student to the fundamentals of human experience and knowledge in the context of a global society. Such experience provides a common base of learning for all students and seeks to meet the needs of a student body diverse in social, cultural, and educational backgrounds. It also serves to develop creativity and critical thinking skills essential to the attainment of personal goals and to the ability of the individual to make a positive contribution to society.

PROFICIENCY REQUIREMENTS

Part of the calculation used in the Southwestern College Assessment process to determine satisfaction of the proficiency requirement is high school grade point average. A student, however, may petition to substitute the college grade point average for the high school grade point average. The student must have completed a minimum of 24 degree units at Southwestern College, have completed those units within the past seven years, and be in good standing with the College. The student must submit a student petition to the Assessment Center to be considered for this substitution.

Mathematics Proficiency—The Southwestern College mathematics proficiency requirement can be satisfied in any one of the following ways:

• Satisfactory completion (grade of “C” or better or “Pass”) of Math 60 or higher-numbered mathematics course.

• Satisfactory completion (minimum of 3 semester units with a grade of “C” or better) of a transferable statistics course in any discipline (e.g. Psych/SOC 270 at Southwestern College). For appropriate consultation will occur with Southwestern College discipline faculty.

• Satisfactory performance on the Southwestern College Math Assessment; i.e., results that indicate eligibility for MATH 70 (Intermediate Algebra II), or a higher numbered mathematics course.

Reading Proficiency—The Southwestern College reading proficiency requirement is met by satisfactory performance on the Southwestern College Reading Assessment. The requirement may also be met by satisfactory completion (grade of “C” or better or “Pass”) of RDG 158 or ADN 140 or ENGL 115 or ENGL 115H.

Writing Proficiency—The Southwestern College English Writing proficiency requirement satisfactory completion (grade of “C” or better or “Pass”) in the following:

ADN 140 Reading and Composition for Nursing and Allied Health Occupations

ENGL 115 College Composition: Reading and Writing Analytically

ENGL 115H Honors College Composition: Reading and Writing Analytically

NOTE: Proficiency requirements may also be met by satisfactory scores on specified Advanced Placement (AP), College-Level Examination Program (CLEP), or International Baccalaureate (IB) eExams.

A student who has received a college degree from an accredited U.S. institution will not be required to meet proficiency requirements for graduation.

GENERAL EDUCATION REQUIREMENTS

The purpose of general education is to enhance learning and to add breadth to the college experience in order to complement the specialization in the major. The general education curriculum thus provides coherence to undergraduate education, affording the student the opportunity to develop an integrated overview of the diverse fields of human knowledge.

Per Title 5 55063, students must complete a minimum of 18 semester units of general education to satisfy the associate degree requirements.

Southwestern College is committed to providing general education encompassing Social and Behavioral Sciences, Natural Sciences, Humanities, and Language and Rationality which are consistent with the Title 5 areas for General Education.

General Educational Patterns—There are three General Education patterns available at Southwestern College. Each is based upon legal requirements and the educational philosophy of the college faculty.
A student may meet the general education requirements for an associate degree by completing one of the following general education patterns:

• Southwestern College Associate Degree General Education Requirements
• California State University (CSU) General Education Breadth Requirements
• Intersegmental General Education Transfer Curriculum (IGETC)

The Southwestern College Associate Degree General Education Requirements meets the minimum 18 unit Title 5 General Education requirement for an associate degree awarded by Southwestern College. A minimum of 60 total units should include general education courses, degree/program course requirements and elective courses to earn an associate degree.

The California State University (CSU) General Education Breadth Requirements is a 41-42 unit pattern designed for the student planning to transfer to the California State University (CSU) system. Southwestern College will certify coursework completed at another California community college or any institution that participates in certifying general education coursework to the CSU, including a CSU campus other than the one to which the student is transferring, only if the courses are on the approved CSU general education list at the college where they were completed. Such a course will be certified in the general education breadth area that is shown on the official certification list for the institution at which it was taken.

The Intersegmental General Education Transfer Curriculum (IGETC) is a 38 to 41 unit general education pattern which meets all lower-division general education requirements at most California State University (CSU) or University of California (UC) campuses. Completion of the IGETC is not a requirement for admission to a CSU or UC, nor will its completion guarantee admission to a CSU or UC campus. Each course for this pattern must be completed with a grade of “C” or better.

ASSOCIATE DEGREE REQUIREMENTS

1. Unit and Scholarship Requirement—Students must satisfactorily complete 60 or more units of coursework which will satisfy all graduation requirements. This means either credit earned on a Pass/No Pass basis or cumulative grade point average of 2.0 or better for credit earned on a grading scale basis for all college coursework attempted and for all Southwestern College course work attempted.

2. Coursework Requirements—All coursework required for the major requires minimum grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

3. Residency Requirements—The student must satisfactorily complete a minimum of 12 degree-applicable units to satisfy degree requirements at Southwestern College.

4. Major Requirements—Students must declare a major in order for a degree to be conferred. Majors are programs of 18 or more units of coursework selected from courses transferable to the California State University System. A student may be enrolled for one or more semesters without declaring a specific major. He/she may also change majors. The requirements for the major will be determined by the catalog in effect during the semester in which the student declared or changed the major or any subsequent catalog within periods of continuous enrollment. All major requirements must be completed using the same catalog.

5. Associate Degree—Completion of an associate degree is satisfied through successful completion of a minimum of 18 units of general education and at least 18 units in a major or area of emphasis. The overall units needed to satisfy an associate degree is 60 and all coursework must be approved through the college curriculum process and be printed in the college catalog.

6. Associate Degree for Transfer (ADT)—The California Community Colleges ADT to the California State University (CSU) as per the Student Transfer Achievement Reform (STAR) Act (SB 1440-Padilla) are designed to provide a clear pathway to a CSU major and baccalaureate degree. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere 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 majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Southwestern College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to www.sb1440.org. 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.

MULTIPLE DEGREES

Students who qualify may receive additional associate degrees provided the designated degree to be earned will represent a change in major from the degree or degrees previously earned. A student who has already earned a bachelor’s or higher degree may qualify for an associate degree providing that the designated major is different from the bachelor’s or higher degree.

For each additional degree, the student must complete all requirements for the new major with a minimum of 18 new units. The additional units must include a minimum of 12 units in the major. In addition, the student must meet all graduation requirements enforced at the time of declaration of a new major.

ADT Exemption: Students who have previously been awarded an Associate Degree and wish to receive an ADT will be exempt from the additional unit requirement of 18 new units and 12 units in the major. Students who wish to pursue a second ADT in a new major will also be exempt from the additional unit requirement of 18 units and 12 units in the major. Students must complete all required courses for the ADT and submit a graduation petition for the new degree. Upon approval, the additional ADT will be posted to the student’s academic record.
ASSOCIATE DEGREE (A.S. OR A.A.)
GENERAL EDUCATION REQUIREMENTS

This plan meets the minimum 18-unit general education requirement for an associate degree awarded by Southwestern College. A minimum of 60 total units should include general education courses, degree/program course requirements and elective courses are required to earn an associate degree. Students are strongly advised to see a counselor for assistance in developing an educational plan.

A. LANGUAGE AND RATIONALITY
A minimum of 6 units must be distributed as follows: Select one course from A1 and one course from A2 or A3.

A1: WRITTEN COMMUNICATION
ADN 140 Reading and Composition for Nursing and Allied Health Occupation
ENGL 115 College Composition: Reading and Writing Analytically
ENGL 115H Honors College Composition: Reading and Writing Analytically

A2: ANALYTICAL THINKING
CIS 101 Introduction to Computers and Information Processing
COMM 160 Argumentation and Debate
ENGL 116 Critical Thinking and Composition
GEOG 145 Introduction to Mapping and Geographic Information Science
GEOG 150 Geographic Information Science and Spatial Reasoning
RDG 158 Intermediate Algebra I (or any higher-numbered math course)
MATH 130 Introduction to Computer Programming
PHIL 103 Logic and Critical Thinking
PSYC/SOC 270 Statistical Methods of Sociology

A3: ORAL COMMUNICATION
COMM 103 Oral Communication
COMM 104 Public Speaking
*COMM 174 Interpersonal Communication

B. NATURAL SCIENCES
A minimum of 3 units must be distributed as follows: select one course.

NATURAL SCIENCE
ANTH 101 Biological Anthropology
ASTR 100 Principles of Astronomy
ASTR 120 Solar System Astronomy
ASTR 150 Discovery of the Cosmos
ASTR 170 The Radical Universe
ASTR 180 Life in the Universe
ASTR 205 Modern Astrophysics
BIOL 100 Principles of Biology
BIOL 130 Animal Biology: A Behavioral Approach
BIOL 140 Environmental Biology
BIOL 145 EcoMundo—Ecology and Environmental Science
BIOL 160 Marine Biology

B. NATURAL SCIENCES

BIOL 180 Human Heredity, Evolution, and Society
BIOL 185 Biology of Alcohol and Other Drugs
BIOL 190 Human Anatomy and Physiology
BIOL 210 General Zoology
BIOL 211 Introduction to Cell and Molecular Biology
BIOL 212 Biology of Plants
BIOL 260 Human Anatomy
BIOL 261 Principles of Human Physiology
BIOL 265 General Microbiology
CHEM 100 Introduction to General Chemistry
CHEM 110 Elementary Organic and Biological Chemistry
CHEM 160 Introductory Biochemistry
CHEM 170 Preparation for General Chemistry
CHEM 200 General Chemistry I
CHEM 210 General Chemistry II
CHEM 240 Organic Chemistry I
+ CHEM 242 Organic Chemistry II
CHEM 244 Organic Analysis and Spectroscopy
CHEM 250 Analytical Chemistry
EHMT 100 Introduction to Environmental Technology
GEOG 100 Introduction to Geography—Physical Elements
GEOG/GEOG/PHS 110 Introduction to Oceanography
GEOG 130 Weather and Climate
GEOG 160 Geography of California
GEOL 100 Principles of Geology
GEOL/GEOG/PHS 110 Introduction to Oceanography
GEOL 104 Introduction to Earth Science
+ GEOL 115 Dinosaurs and the Story of Earth
LNT 100 Plant and Horticultural Science
PHS 101 Introduction to the Physical Sciences
PHS/GEOG/GEOG 110 Introduction to Oceanography

C. HUMANITIES
Select 3 units (one course) from the following:
ARCH 208 World Architecture I
ARCH 210 World Architecture II
ART 100 Drawing I
ART 101 Design I
ART 104 Introduction to Art
ART 105 Life Drawing I
ART 107 Painting I
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ART 110</td>
<td>Sculpture I</td>
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<tr>
<td>ART 112</td>
<td>Arts of Africa, Oceania, and Native America</td>
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<tr>
<td>ART 113</td>
<td>Art and Culture of Pre-Hispanic México</td>
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<td>+ ART 114</td>
<td>Color Theory</td>
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<td>ART 116</td>
<td>Printmaking I</td>
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<tr>
<td>ART 121</td>
<td>Darkroom and Digital Photography I</td>
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<td>ART 129</td>
<td>Asian Art</td>
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<tr>
<td>ART 149</td>
<td>Women in Western Art History, 1550–Present</td>
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<tr>
<td>ART 150</td>
<td>Art History Survey—Stone Age to the Ages of Faith</td>
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<tr>
<td>ART 151</td>
<td>Art History—Renaissance to Modern</td>
</tr>
<tr>
<td>ART 156</td>
<td>History of Photography</td>
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<tr>
<td>ART 157</td>
<td>Nineteenth Through Twenty-First Century Art</td>
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<tr>
<td>ART 160</td>
<td>Graphic Design—Typography</td>
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<td>ART 161</td>
<td>Graphic Design—Draw</td>
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<td>ART 170</td>
<td>Beginning Ceramics</td>
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<td>ART 182</td>
<td>Design in Wood I</td>
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<tr>
<td>ART 185A</td>
<td>Jewelry and Metalwork I</td>
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<tr>
<td>ART 185B</td>
<td>Jewelry and Metalwork II</td>
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<tr>
<td>ART/TELE 131</td>
<td>Introduction to Video and Film Production</td>
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<tr>
<td>ART/TELE 132</td>
<td>Intermediate Video and Film Production</td>
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<tr>
<td>ART130/TELE 113</td>
<td>History of Film as Art</td>
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<td>ASL 120</td>
<td>American Sign Language I</td>
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<tr>
<td>ASL 130</td>
<td>American Sign Language II</td>
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<tr>
<td>+ ASL 150</td>
<td>Deaf Culture</td>
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<tr>
<td>ASL 220</td>
<td>American Sign Language III</td>
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<td>CHIN 101</td>
<td>Mandarin Chinese I</td>
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<td>CHIN 102</td>
<td>Mandarin Chinese II</td>
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<td>COMM 111</td>
<td>Oral Interpretation</td>
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<td>COMM 142</td>
<td>Oral History</td>
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<td>COMM 185/TELE 114</td>
<td>Cinema as a Form of Expression</td>
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<td>COMM/TELE 180</td>
<td>Introduction to Electronic Media Communication</td>
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<td>DANC 200</td>
<td>Dance History and Apprecation</td>
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<td>ENGL 175A</td>
<td>Advanced Creative Writing: Creative Nonfiction I</td>
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<td>ENGL 220</td>
<td>Introduction to Literature</td>
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<td>ENGL 225</td>
<td>Introduction to Children's Literature</td>
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<td>ENGL 230</td>
<td>World Literature I</td>
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<td>American Literature II</td>
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<tr>
<td>ENGL 255</td>
<td>Twentieth Century Literature</td>
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<td>ENGL 256</td>
<td>Introduction to Shakespeare</td>
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<td>ENGL 260</td>
<td>Mythology in Literature</td>
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<td>ENGL 265</td>
<td>Literature and Film</td>
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<td>ENGL 270</td>
<td>Multicultural Literature</td>
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<td>ENGL 271</td>
<td>Latin American Literature</td>
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<td>ENGL 272</td>
<td>Chicano Literature</td>
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<td>ENGL 273</td>
<td>African American Literature</td>
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<tr>
<td>ENGL 274</td>
<td>Literature of the Border and Baja California</td>
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<tr>
<td>ENGL 280</td>
<td>Literature by Women</td>
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<tr>
<td>ENGL 281</td>
<td>Horror, Madness, and the Macabre</td>
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<tr>
<td>FIL 101</td>
<td>Elementary Filipino I</td>
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<td>FIL 102</td>
<td>Elementary Filipino II</td>
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<td>FIL 201</td>
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<td>Elementary French I</td>
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<td>FREN 102</td>
<td>Elementary French II</td>
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<td>FREN 201</td>
<td>Intermediate French I</td>
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<td>FREN 202</td>
<td>Intermediate French II</td>
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<tr>
<td>HIST 104</td>
<td>Western Civilization I</td>
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<tr>
<td>HIST 105</td>
<td>Western Civilization II</td>
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<tr>
<td>HIST 106</td>
<td>World History I</td>
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<tr>
<td>HIST 107</td>
<td>World History II</td>
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<td>HUM 101</td>
<td>Humanities Through the Arts I</td>
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<tr>
<td>HUM 102</td>
<td>Humanities Through the Arts II</td>
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<td>HUM 104</td>
<td>Introduction to Humanities: Arts and Ideas</td>
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<td>HUM 121</td>
<td>Women and Gender in World Culture</td>
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<td>HUM 123</td>
<td>Women and Gender in World Art</td>
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<td>HUM 140</td>
<td>World Mythology</td>
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<td>HUM/TELE 112</td>
<td>Culture and the Media</td>
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<td>ITAL 101</td>
<td>Elementary Italian I</td>
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<td>ITAL 102</td>
<td>Elementary Italian II</td>
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<td>JPN 101</td>
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<td>JPN 101A</td>
<td>Introductory Elementary Japanese</td>
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<td>JPN 101B</td>
<td>Continuation of Elementary Japanese</td>
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<td>JPN 102</td>
<td>Beginning Japanese II</td>
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<td>JPN 201</td>
<td>Intermediate Japanese I</td>
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<td>JPN 202</td>
<td>Intermediate Japanese II</td>
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<tr>
<td>MAS/SOC 150</td>
<td>Mexican and Latino Culture in the United States</td>
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<tr>
<td>MUS 105</td>
<td>Introduction to Music</td>
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<td>MUS 106</td>
<td>Introduction to Jazz</td>
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<td>MUS 107</td>
<td>American Popular Music</td>
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<td>MUS 155/RA&amp;T 105</td>
<td>Electronic Music Technology</td>
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<tr>
<td>MUS 195</td>
<td>World Music</td>
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<td>MUS 202</td>
<td>Development of Mariachi: Style and Culture</td>
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<td>PHIL 101</td>
<td>Introduction to Philosophy</td>
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<td>PHIL 104</td>
<td>World Religions</td>
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<td>PHIL 107</td>
<td>Asian Philosophy</td>
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<td>PHIL 120</td>
<td>Ethics: Theory and Practice</td>
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<td>PORT 101</td>
<td>Elementary Portuguese I</td>
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<tr>
<td>PORT 102</td>
<td>Elementary Portuguese II</td>
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<tr>
<td>RA&amp;T 105/MUS 155</td>
<td>Electronic Music Technology</td>
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<td>SOC/MAS 150</td>
<td>Mexican and Latino Culture in the United States</td>
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<td>SPAN 101</td>
<td>Elementary Spanish I</td>
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<td>SPAN 101A</td>
<td>Introduction to Elementary Spanish</td>
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<td>SPAN 101B</td>
<td>Continuation of Elementary Spanish</td>
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<td>SPAN 102</td>
<td>Elementary Spanish II</td>
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<td>SPAN 201</td>
<td>Intermediate Spanish I</td>
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<tr>
<td>SPAN 202</td>
<td>Intermediate Spanish II</td>
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<tr>
<td>SPAN 215</td>
<td>Spanish for Bilinguals I</td>
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<tr>
<td>SPAN 216</td>
<td>Spanish for Bilinguals II</td>
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<tr>
<td>SPAN 221</td>
<td>Introduction to Literature for Bilinguals</td>
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<tr>
<td>SPAN 225</td>
<td>Intermediate Conversation and Writing on Spanish Culture</td>
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<tr>
<td>SPAN 226</td>
<td>Intermediate Conversation and Writing on Latin-American Culture</td>
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<td>TA 100</td>
<td>Survey of Drama</td>
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<tr>
<td>TA 101</td>
<td>Introduction to Theatre</td>
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<tr>
<td>TA 110</td>
<td>Elementary Acting I</td>
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<tr>
<td>TA 120</td>
<td>Theatre Workshop—Performance</td>
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<tr>
<td>TA/TELE 115</td>
<td>Acting for Television and Film</td>
</tr>
</tbody>
</table>
### D. SOCIAL AND BEHAVIORAL SCIENCES

Select 3 units (one course) from the following:

#### D1: ANTHROPOLOGY AND ARCHAEOLOGY
- ANTH 102 Cultural Anthropology
- ANTH 103 Archaeology and Pre-History
- ANTH 110 Indians of North America
- ANTH 112 Culture of México
  + ANTH 205 Introduction to Medical Anthropology

#### D2: ECONOMICS
- BUS 121 Financial Planning and Money Management
- ECON 100 Contemporary Economic Problems
- ECON 101 Principles of Economics I
- ECON 102 Principles of Economics II

#### D3: ETHNIC STUDIES
- * AFRO/HIST 110 African-American History I
- * AFRO/HIST 111 African-American History II
- AFRO/SOC 151 Introduction to African-American Culture
- * ASIA/HIST 112 Asian-American History I
- * ASIA/HIST 113 Asian-American History II
- * ASIA/HIST 114 Filipino-American History
- ASIA/SOC 115 Filipino-American Culture
- * MAS/HIST 141 Mexican-American History I
- * MAS/HIST 142 Mexican-American History II
- MAS/SOC 150 Mexican and Mexican-American Cultures in the United States

#### D4: GENDER STUDIES
- * HIST 132 Women in World History
- HUM 120 Introduction to Gender and Women’s Studies
- HUM 122 Women and Gender in Social Movements
- * SOC 105 Masculinity

#### D5: GEOGRAPHY
- BIOL 143 Biology, Oceanography, and Geoscience of Baja California
- GEOG 106 World Regional Geography
- GEOG 120 Introduction to Geography: Cultural Elements

#### D6: HISTORY
- HIST 100 American Civilization I
- HIST 101 American Civilization II
- * HIST 104 Western Civilization I
- * HIST 105 Western Civilization II
- * HIST 106 World History I
- * HIST 107 World History II
- HIST 121 Comparative History of the Americas I
- HIST 122 Comparative History of the Americas II
- * HIST 132 Women in World History
- * HIST/AFRO 110 African-American History I
- * HIST/AFRO 111 African-American History II
- * HIST/ASIA 112 Asian-American History I
- * HIST/ASIA 113 Asian-American History II
- * HIST/ASIA 114 Filipino-American History
- * HIST/MAS 141 Mexican-American History I
- * HIST/MAS 142 Mexican-American History II

#### D7: INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE
- CD 135 Principles of Family Development
- CD 170 Principles of Child Development
- CD 284 Child, Family, and Community
- * COMM 174 Interpersonal Communication
- COMM 176 Intercultural Communication
- COMM 200/JOUR 101 Introduction to Mass Communication and Society
- GEOG 150 Geographic Information Science and Spatial Reasoning
**GENERAL INFORMATION**

**D8: POLITICAL SCIENCE, GOVERNMENT, AND LEGAL INSTITUTIONS**
- AJ 110 Ethics and Administration of Justice
- AJ 111 Introduction to Administration of Justice
- PS 101 Introduction to Political Science
- PS 102 Introduction to American Government and Politics
- PS 103 Introduction to Comparative Government
- PS 104 Introduction to International Relations

**D9: PSYCHOLOGY**
- PSYC 101 General Psychology
- PSYC 106 Human Sexuality
- PSYC/SOC 116 * Introduction to Social Psychology
- PSYC 211 Learning
- PSYC 230 Developmental Psychology
- PSYC 250 Abnormal Psychology PSYC 255 Introduction to Psychological Research
- PSYC 260 Introduction to Physiological Psychology

**D10: SOCIOLOGY AND CRIMINOLOGY**
- AJ 114 Fundamentals of Crime and Criminal Behavior
- SOC 101 Introduction to Sociology
- SOC 105 Masculinity
- SOC 106 Race and Ethnicity
- SOC 107 Sociology of Religion
- SOC 110 Contemporary Social Problems
- PSYC/SOC 116 * Introduction to Social Psychology
- SOC 135 Sociology of the Family

**NOTE:** Southwestern College's minimum required General Education units for Associate Degree are as follows:

A. Language and Analytical Thinking 6–8
B. Natural Science 3
C. Humanities 3
D. Social, Political and Economic Institutions and Behavior, Historical Background 3

**OTHER:** If needed, please select one additional course (3 units) from Area A, B, C or D to satisfy the 18 unit minimum requirement per Title 5 Associate Degree Requirements. 3

**Total** 18–20

**LEGEND**
- Same as course
- Modified course name and/or number
- New Courses
- Underlined courses include lecture and laboratory
- Courses listed in more than one area

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**PREPARATION FOR TRANSFER**

**ARTICULATION**
Articulation is the process of developing a formal (i.e., written) agreement for course transfer to colleges and universities throughout the state of California. It also can include out-of-state institutions as well. The Articulation Office is housed under the Office of Instructional Support Services at Southwestern College. The Office is responsible for the development and implementation of articulation agreements for the purpose of ensuring a smooth transfer process for students. Agreements can be accessed in the Counseling and Transfer Centers at the Chula Vista campus and the Higher Educational Centers in National City, Otay Mesa, and San Ysidro.

For the most recent information on course articulation for the University of California and California State Universities, please visit [www.assist.org](http://www.assist.org). This website is the official repository for course articulation. Please consult with a counselor regarding any questions or concerns.

**TRANSFER OPTIONS**

**ASSOCIATE DEGREES FOR TRANSFER (ADT)**

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere 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 majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Southwestern College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to [www.sb1440.org](http://www.sb1440.org). 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.

**ASSOCIATE IN ARTS DEGREE–TRANSFER**

A degree program consisting of a minimum of 18 units in the major typically from the fields of humanities, fine and communication arts, social and behavioral sciences, and related fields. Some programs may mirror the lower-division requirements for a bachelor's degree in the same department. Others may lead to entry-level skills in the chosen field.

**ASSOCIATE IN SCIENCE DEGREE–TRANSFER**

A degree program consisting of a minimum of 18 units in the major typically from the fields of engineering, physical and biological sciences, and other occupational curricula. Some programs may mirror the lower-division requirements for a bachelor's degree in the same department. Others may lead to entry-level skills in the chosen field.

**TRANSFER STUDIES/GENERAL STUDIES MAJORS**

Effective with the 2008-09 Catalog, we are not offering an associate degree in General Studies or in Transfer Studies. These programs are not approved by the Chancellor's Office. Any student who is following a previous catalog to attain a degree in either of the two and has maintained continuous enrollment, will be granted their degree if all requirements are met.
CALIFORNIA STATE UNIVERSITIES

- HUMBOLT
- CHICO
- SACRAMENTO
- EAST BAY
- STANISLAUS
- FRESNO
- BAKERSFIELD
- SAN LUIS OBISPO
- MONTEREY BAY
- CHANNEL ISLANDS
- LOS ANGELES
- DOMINGUEZ HILLS
- LONG BEACH
- NORTHRIDGE
- SAN BERNARDINO
- POMONA
- FULLERTON
- SAN MARCOS
- SAN DIEGO
- SAN JOSE
- SAN FRANCISCO
- SONOMA MARITIME
CALIFORNIA STATE UNIVERSITY (CSU) GENERAL EDUCATION BREADTH REQUIREMENTS

(TRANSFER INFORMATION)

This pattern is designed for the student planning to transfer to the California State University system. Southwestern College will certify course work completed at another California community college or any institution that participates in certifying general education course work to the CSU, including a CSU campus other than the one to which the student is transferring, only if the courses are on the approved CSU general education list at the college where they were completed. Such a course will be certified in the general education breadth area that is shown on the official certification list for the institution at which it was taken.

When course work has been taken at a regionally accredited institution that does not maintain a CSU certification list, Southwestern College can certify the course work provided that Southwestern College faculty determine that the course work is equivalent to course work on the approved Southwestern College general education breadth list. Any category of required general education courses not completed at the time of certification will have to be fulfilled according to the requirement of the transfer institution. Students who desire to transfer to one of the 23 California State University (CSU) campuses must complete 48 units of general education breadth courses, of which nine shall be at the upper-division level. Southwestern College can certify only the 39 lower-division units of general education breadth courses.

A. ENGLISH LANGUAGE, COMMUNICATIONS AND CRITICAL THINKING

LANGUAGE AND CRITICAL THINKING
A minimum of 9 units must be distributed as follows: One course from A1, one course from A2, and one course from A3. All courses must be completed with a grade of “C” or better.

A1: ORAL COMMUNICATION
COMM 103 Oral Communication
COMM 104 Public Speaking
COMM 174 Interpersonal Communication

A2: WRITTEN COMMUNICATION
ADN 140 Reading and Composition for Nursing and Allied Health Occupation
ENGL 115 College Composition: Reading and Writing Analytically
ENGL 115H Honors College Composition: Reading and Writing Analytically

A3: CRITICAL THINKING
COMM 160 Argumentation and Debate
ENGL 116 Critical Thinking and Composition
PHIL 103 Logic and Critical Thinking

B. SCIENTIFIC INQUIRY QUANTITATIVE REASONING

A minimum of 9 units, plus laboratory, must be distributed as follows: One course from B1, one course from B2, one course from B3 (if a lab is not completed in either B1 or B2, then complete a lab course from B3); and one course from B4. Underlined courses include lecture and laboratory.

B1: PHYSICAL SCIENCES
ASTR 100 Principles of Astronomy
ASTR 120 Solar System Astronomy
ASTR 150 Discovery of the Cosmos
ASTR 170 The Radical Universe
ASTR 180 Life in the Universe
ASTR 205 Modern Astrophysics
* CHEM 100 Introduction to General Chemistry
* CHEM 110 Elementary Organic and Biological Chemistry
* CHEM 170 Preparation for General Chemistry
* CHEM 200 General Chemistry I
* CHEM 210 General Chemistry II
* CHEM 240 Organic Chemistry I
* CHEM 242 Organic Chemistry II
* CHEM 250 Analytical Chemistry
GEOG 100 Introduction to Geography—Physical Elements
GEOG/GEOL/PHS 110 Introduction to Oceanography
GEOG 130 Weather and Climate
GEOG 160 Geography of California
GEOL 100 Principles of Geology
GEOL 104 Introduction to Earth Science
GEOL/GEOG/PHS 110 Introduction to the Physical Sciences
GEOL 115 Dinosaurs and the Story of Earth
PHS 101 Introduction to the Physical Sciences
**GENERAL INFORMATION**

**B2: LIFE SCIENCES**
- ANTH 101 Biological Anthropology
- BIOL 100 Principles of Biology
- BIOL 130 Animal Biology—A Behavioral Approach
- BIOL 140 Environmental Biology
- BIOL 145 EcoMundo—Ecology and Environmental Science
- BIOL 160 Marine Biology
- BIOL 180 Human Heredity, Evolution, and Society
- BIOL 185 Biology of Alcohol and Other Drugs
  - * BIOL 190 Human Anatomy and Physiology
  - * BIOL 210 General Zoology
  - * BIOL 211 Introduction to Cell and Molecular Biology
  - * BIOL 212 Biology of Plants
  - * BIOL 260 Human Anatomy
  - * BIOL 261 Principles of Human Physiology
  - * BIOL 265 General Microbiology

**B3: LABORATORY ACTIVITY**

+ ANTH 101L Laboratory in Biological Anthropology
- ASTR 109 Astronomy Laboratory
- BIOL 101 Principles of Biology Laboratory
- BIOL 131 Animal Biology Laboratory
  - ** BIOL 146 EcoMundo: Field Studies and Laboratory Investigations in Ecology and Environmental Science
- BIOL 161 Marine Biology Laboratory
  - * BIOL 190 Human Anatomy and Physiology
  - * BIOL 210 General Zoology
  - * BIOL 211 Introduction to Cell and Molecular Biology
  - * BIOL 212 Biology of Plants
  - * BIOL 260 Human Anatomy
  - * BIOL 261 Principles of Human Physiology
  - * BIOL 265 General Microbiology
- * CHEM 100 Introduction to General Chemistry
- * CHEM 110 Elementary Organic and Biological Chemistry
- * CHEM 170 Preparation for General Chemistry
  - * CHEM 200 General Chemistry I
  - * CHEM 210 General Chemistry II
  - * CHEM 240 Organic Chemistry I
  - * CHEM 242 Organic Chemistry II
  - CHEM 244 Organic Analysis and Spectroscopy
  - * CHEM 250 Analytical Chemistry
- GEOG 101 Physical Geography Laboratory
- GEOL 101 General Geology Laboratory
- GEOL 115L Dinosaurs and the Story of Earth Laboratory
- PHS 101L Introduction to Physical Science Laboratory
- PHS 111 Oceanography Laboratory
- PHYS 171 College Physics Laboratory I
- PHYS 173 College Physics Laboratory II
- PHYS 175 College Physics Laboratory III
- PHYS 271 Principles of Physics Laboratory I
- PHYS 273 Principles of Physics Laboratory II
- PHYS 275 Principles of Physics Laboratory III

**B4: MATHEMATICS/QUANTITATIVE REASONING**

(MUST PASS WITH A GRADE OF “C” OR BETTER)

+ GEOG 150 Geographical Information Science and Spatial Reasoning
- MATH 100 Mathematics for General Education
- MATH 101 College Algebra
- MATH 104 Trigonometry
- MATH 110 Mathematics for Elementary School Teachers I
- MATH 111 Mathematics for Elementary School Teachers II
  + MATH 115 Statway II
- MATH 119 Elementary Statistics
- MATH 120 Calculus for Business Analysis
- MATH 121 Applied Calculus I
- MATH 122 Applied Calculus II
- MATH 244 Pre-Calculus with Trigonometry
- MATH 250 Analytic Geometry and Calculus I
- MATH 251 Analytic Geometry and Calculus II
- MATH 252 Analytic Geometry and Calculus III
- MATH 253 Introduction to Differential Equations
- MATH 254 Introduction to Linear Algebra
- MATH 260 Discrete Mathematics
- MATH 265 Discrete Structures
- PSYC/SOC 270 Statistical Methods of Psychology/Sociology

**C. ARTS AND HUMANITIES**

A minimum of 9 units must be distributed as follows: One course from C1, one course from C2, and one more course from either C1 or C2.

**C1: ARTS (ART, CINEMA, DANCE, MUSIC, THEATER)**

- ARCH 208 World Architecture I
- ARCH 210 World Architecture II
- ART 100 Drawing I
- ART 104 Introduction to Art
- ART 105 Life Drawing I
- ART 107 Painting I
- ART 110 Sculpture I
- ART 112 Arts of Africa, Oceania, and Native America
- ART 113 Art and Culture of Pre-Hispanic México
  + ART 114 Color Theory
- ART 121 Darkroom and Digital Photography I
- ART 129 Asian Art
- ART 130/TELE 113 History of Film as Art
  - ART 149 Women in Western Art History, 1550–Present
  - ART 150 Art History Survey—Stone Age to the Ages of Faith
  - ART 151 Art History—Renaissance to Modern
  - ART 156 History of Photography
  - ART 157 Nineteenth Through Twenty-First Century Art
  - ART 170 Beginning Ceramics
  - ART 182 Design in Wood I
  - ART 185A Jewelry and Metal Work I
  - ART 185B Jewelry and Metal Work II
  - COMM 111 Oral Interpretation
  - COMM 185/TELE 114 Cinema as a Form of Expression and Communication
  - DANC 200 Dance History and Appreciation
  - HUM 123 Women and Gender in World Art
MUS 105  Introduction to Music
MUS 106  Introduction to Jazz
MUS 107  American Popular Music
MUS 155/RA&T 105  
    Electronic Music Technology
MUS 195  World Music
MUS 202  Development of Mariachi: Style and Culture
RA&T 105/MUS 155  
    Electronic Music Technology
TA 100  Survey of Drama
TA 101  Introduction to the Theatre
TA 110  Elementary Acting I
TA/TELE 115  
    Acting for TV and Film
TELE 113/ART 130  
    History of Film as Art
TELE 114/COMM 185  
    Cinema as a Form of Expression and Communication
TELE/TA 115  
    Acting for Television and Film

C2: HUMANITIES (LITERATURE, PHILOSOPHY, LANGUAGE 
OTHER THAN ENGLISH)

ASL 120  American Sign Language I
ASL 130  American Sign Language II
+ ASL 150  Deaf Culture
ASL 220  American Sign Language III
CHIN 101  Mandarin Chinese I
CHIN 102  Mandarin Chinese II
ENGL 175A  
    Advanced Creative Writing: Creative Nonfiction I
ENGL 220  Introduction to Literature
ENGL 225  Introduction to Children's Literature
ENGL 230  World Literature I
ENGL 231  World Literature II
ENGL 240  English Literature I
ENGL 241  English Literature II
ENGL 250  American Literature I
ENGL 251  American Literature II
ENGL 255  Twentieth Century Literature
ENGL 256  Introduction to Shakespeare
ENGL 260  Mythology in Literature
ENGL 265  Literature and Film
ENGL 270  Multicultural Literature
ENGL 271  Latin American Literature
ENGL 272  Chicano Literature
ENGL 273  African-American Literature
ENGL 274  Literature of the Border and Baja California
ENGL 280  Literature by Women
ENGL 281  Horror, Madness, and the Macabre
FIL 101  Elementary Filipino I
FIL 102  Elementary Filipino II
FIL 201  Intermediate Filipino I
FREN 101  Elementary French I
FREN 102  Elementary French II
FREN 201  Intermediate French I
FREN 202  Intermediate French II
* HIST 104  Western Civilization I
* HIST 105  Western Civilization II
* HIST 106  World History I
* HIST 107  World History II
HUM 101  Humanities Through the Arts I
HUM 102  Humanities Through the Arts II
HUM 104  Introduction to Humanities: Arts and Ideas
HUM/TELE 112  
    Culture and the Media
HUM 121  Women and Gender in World Culture
HUM 140  World Mythology
ITAL 101  Elementary Italian I
ITAL 102  Elementary Italian II
ITAL 201  Intermediate Italian I
ITAL 202  Intermediate Italian II
JPN 101  Beginning Japanese I
JPN 101A  Introductory Elementary Japanese
JPN 101B  Continuation of Elementary Japanese
JPN 102  Beginning Japanese II
JPN 201  Intermediate Japanese I
JPN 202  Intermediate Japanese II
PHIL 101  Introduction to Philosophy
PHIL 106  World Religions
PHIL 107  Asian Philosophy
PHIL 120  Ethics: Theory and Practice
PORT 101  Elementary Portuguese I
PORT 102  Elementary Portuguese II
SPAN 101  Elementary Spanish I
SPAN 101A  Introduction to Elementary Spanish
SPAN 101B  Continuation of Elementary Spanish
SPAN 102  Elementary Spanish II
SPAN 201  Intermediate Spanish I
SPAN 202  Intermediate Spanish II
SPAN 215  Spanish for Bilinguals I
SPAN 216  Spanish for Bilinguals II
SPAN 221  Introduction to Literature for Bilinguals
SPAN 225  Intermediate Conversation and Writing on Spanish Culture
SPAN 226  Intermediate Conversation and Writing on Latin-American Culture
TELE/HUM 112  
    Culture and the Media

D. SOCIAL SCIENCES

A minimum of 9 units must be distributed as follows: Two courses from two different groups and one additional course.

D1: ANTHROPOLOGY AND ARCHAEOLOGY

ANTH 102  Cultural Anthropology
ANTH 103  Archaeology and Pre-History
ANTH 110  Indians of North America
ANTH 112  Cultures of México
ANTH 205  Introduction to Medical Anthropology

D2: ECONOMICS

ECON 100  Contemporary Economic Problems
ECON 101  Principles of Economics I
ECON 102  Principles of Economics II
D3: ETHNIC STUDIES
* AFRO/HIST 110 African-American History I
* AFRO/HIST 111 African-American History II
AFRO/SOC 151 Introduction to African-American Culture
* ASIA/HIST 112 Asian-American History I
* ASIA/HIST 113 Asian-American History II
* ASIA/HIST 114 Filipino-American History
* ASIA/SOC 115 Filipino-American Culture
* MAS/HIST 141 Mexican-American History I
* MAS/HIST 142 Mexican-American History II
MAS/SOC 150 Mexican and Mexican-American Cultures in the United States

D4: GENDER STUDIES
* HIST 132 Women in World History
HUM 120 Introduction to Gender and Women's Studies
HUM 122 Women and Gender in Social Movements
* SOC 105 Masculinity

D5: GEOGRAPHY
BIOL 143 Biology, Oceanography, and Geoscience of Baja California
GEOG 106 World Regional Geography
GEOG 120 Introduction to Geography: Cultural Elements

D6: HISTORY
* HIST 100 American Civilization I
* HIST 101 American Civilization II
* HIST 104 Western Civilization I
* HIST 105 Western Civilization II
* HIST 106 World History I
* HIST 107 World History II
* HIST 121 Comparative History of the Americas I
* HIST 122 Comparative History of the Americas II
* HIST 132 Women in World History
* HIST/AFRO 110 African-American History I
* HIST/AFRO 111 African-American History II
* HIST/ASIA 112 Asian-American History I
* HIST/ASIA 113 Asian-American History II
* HIST/ASIA 114 Filipino-American History
* HIST/MAS 141 Mexican-American History I
* HIST/MAS 142 Mexican-American History II

D7: INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE
CD 135 Principles of Family Development
* CD 170 Principles of Child Development
CD 284 Child Family/Community
COMM 174 Interpersonal Communication
COMM 176 Intercultural Communication
COMM 200/JOUR 101 Introduction to Mass Communication and Society

D8: POLITICAL SCIENCE, GOVERNMENT AND LEGAL INSTITUTIONS
AJ 110 Ethics and the Administration of Justice
AJ 111 Introduction to Administration of Justice
* PS 101 Introduction to Political Science
* PS 102 Introduction to American Government and Politics
PS 103 Introduction to Comparative Government
PS 104 Introduction to International Relations

D9: PSYCHOLOGY
* PSYC 101 General Psychology
PSYC 106 Human Sexuality
* PSYC/SOC 116 Introduction to Social Psychology
PSYC 211 Learning
PSYC 230 Developmental Psychology
PSYC 250 Abnormal Psychology
PSYC 255 Introduction to Psychological Research
PSYC 260 Introduction to Physiological Psychology

D10: SOCIOLOGY AND CRIMINOLOGY
AJ 114 Fundamentals of Crime and Criminal Behavior
SOC 101 Introduction to Sociology
* SOC 105 Masculinity
SOC 106 Race and Ethnicity
SOC 107 Sociology of Religion
SOC 110 Contemporary Social Problems
* SOC/ASIA 115 Filipino-American Culture
* SOC/PSYC 116/SOC 135 Introduction to Social Psychology
Sociology of the Family

E. LIFELONG LEARNING AND SELF DEVELOPMENT
Complete a minimum of 3 units. Not all in physical activity.
* CD 170 Principles of Child Development
# DANC 121 Dance Choreography I
# DANC 122 Dance Choreography II
# DANC 123 Dance Choreography III
# DANC 124 Dance Choreography IV
ES/T 202 Introduction to Kinesiology
HLTH 101 Principles of Healthful Living
HLTH 116 Women's Health and Well Being
HLTH 204 Fundamentals of Nutrition
PD 100 Lifelong Success
PD 114    Transitions in Higher Education
* PSYC 106    Human Sexuality
PSYC 109    The Psychology of Death and Dying

CSU GRADUATION REQUIREMENT IN AMERICAN INSTITUTIONS
(U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS)

Courses in American Institutions (U.S. History, Constitution, and American Ideals) are required for graduation by the CSU. Although the American Institutions requirement is not a part of the CSU GE Breadth, students are encouraged to complete the requirement prior to transfer. This requirement can be satisfied by completing any combination of two classes that, when combined, fulfill US-1, US-2 and US-3. The courses used to satisfy this requirement, may also be used to fulfill CSU General Education Breadth Area D requirements.

US-1:
* AFRO/HIST 110   African-American History I
* HIST 100   American Civilization I
* HIST 101   American Civilization II
* HIST/MAS 141   Mexican-American History I
* HIST/ MAS 142   Mexican-American History II
+ PS 101   Introduction to Political Science

US-2:
* AFRO/HIST 110   African-American History I
* AFRO/HIST 111   African-American History II
* ASIA/HIST 113   Asian-American History II
* HIST 100   American Civilization I
* HIST 121   Comparative History of the Americas I
* HIST 122   Comparative History of the Americas II
* HIST/ MAS 141   Mexican-American History I
* PS 101   Introduction to Political Science
* PS 102   Introduction to American Government and Politics

US-3:
* AFRO/HIST 111   African-American History II
* HIST 101   American Civilization II
* HIST 122   Comparative History of the Americas II
* HIST/MAS 142   Mexican-American History II
* PS 102   Introduction to American Government

NOTE: A minimum of 60 transferable units are required for transfer.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>A.</td>
<td>Communication in the English Language and Critical Thinking</td>
</tr>
<tr>
<td>B.</td>
<td>Physical Universe and Its Life Forms; Mathematics/Quantitative Reasoning</td>
</tr>
<tr>
<td>C.</td>
<td>Arts, Literature, Philosophy, and Foreign Language</td>
</tr>
<tr>
<td>D.</td>
<td>Social, Political, and Economic Institutions and Behavior, Historical Background</td>
</tr>
<tr>
<td>E.</td>
<td>Lifelong Understanding and Self Development</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

**LEGEND**
/ Same as course
+ New Courses
^ Modified course name and/or number
* Courses listed in more than one area
# Less than three units
** Acceptance only with prior or concurrent enrollment in BIOL 145
_ Underlined courses include lecture and laboratory
UNIVERSITY OF CALIFORNIA

- DAVIS
- BERKELEY
- SANTA CRUZ
- MERCED
- SANTA BARBARA
- LOS ANGELES
- IRVINE
- RIVERSIDE
- SAN DIEGO
INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

UNIVERSITY OF CALIFORNIA (UC) AND CALIFORNIA STATE UNIVERSITY (CSU) REQUIREMENTS

This plan is a 38–41 unit, general education pattern which meets all lower-division general education requirements at most California State University (CSU) or University of California (UC) campuses. It should be noted that completion of the IGETC is not a requirement for admission to a CSU or UC, nor will its completion guarantee admission to a CSU or UC campus.

The IGETC plan is not the only way to fulfill lower-division general education requirements. Depending on a student’s major or field of interest, the student may find it advantageous to fulfill the CSU’s general education requirements or those of the UC campus or college to which the student plans to transfer. Some colleges within the UC system will not accept IGETC, depending on the major. Students wishing to use a course to meet General Education Breadth or IGETC requirements must be sure that the course is approved for the academic year in which it was taken. It is strongly recommended that the student consult with a counselor to determine which general education pattern is the most appropriate for him/her.

The course requirements for all areas must be completed before the IGETC can be certified. Each course must be completed with a grade of “C” or better.

An acceptable score on an English Advanced Placement (AP) exam may be used to meet the English composition requirement but may not be used to meet the Critical Thinking English composition requirement.

AREA 1: ENGLISH COMMUNICATION
CSU–3 courses required, one each from 1A, 1B and 1C.
UC–2 courses required, one from 1A and 1B.

1A: ENGLISH COMPOSITION
ADN 140 Reading and Composition for Nursing and Allied Health Occupations
ENGL 115 College Composition: Reading and Writing Analytically
ENGL 115H Honors College Composition: Reading and Writing Analytically

1B: CRITICAL THINKING–ENGLISH COMPOSITION
ENGL 116 Critical Thinking and Composition
PHIL 103 Logic and Critical Thinking

1C: ORAL COMMUNICATION (CSU ONLY)
COMM 103 Oral Communication
COMM 104 Public Speaking

NOTE: If English 116 or Philosophy 103 were completed prior to fall 1993, both courses are required for IGETC certification. Beginning fall 1993, only one course is required.

AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
A minimum of 3 units must be distributed as follows: One course.

| MATH 101 | College Algebra |
| + MATH 115 Statway II ** MATH 119 | Elementary Statistics ** MATH 120 |
| ** MATH 121 | Calculus for Business Analysis |
| ** MATH 122 | Applied Calculus I |
| MATH 244 Pre-Calculus with Trigonometry ** MATH 250 |
| ** MATH 251 | Analytic Geometry and Calculus I |
| ** MATH 252 | Analytic Geometry and Calculus II |
| ** MATH 253 Introduction to Differential Equations |
| MATH 254 Introduction to Linear Algebra |
| MATH 260 Discrete Mathematics |
| + MATH 265 Discrete Structures |
| PSYC/SOC 270 Statistical Methods of Psychology |

NOTE: Mathematics 119, 120, 121, 122, 250, 251 and 252 may have
transfer unit credits limited by either UC or CSU or both. Consult with a counselor for additional information. Please refer to the UC Transferable Course Agreement.

**AREA 3: ARTS AND HUMANITIES**

A minimum of 9 units must be distributed as follows: One course from 3A, one course from 3B and one more course from 3A and 3B.

**3A: ARTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ART 104</td>
<td>Introduction to Art</td>
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<tr>
<td>ART 112</td>
<td>Arts of Africa, Oceania, and Native America</td>
</tr>
<tr>
<td>ART 113</td>
<td>Art and Culture of Pre-Hispanic México</td>
</tr>
<tr>
<td>ART 129</td>
<td>Asian Art</td>
</tr>
<tr>
<td>ART 130/TELE 113</td>
<td>History of Film as Art</td>
</tr>
<tr>
<td>ART 149</td>
<td>Women in Western Art History, 1550–Present</td>
</tr>
<tr>
<td>ART 150</td>
<td>Art History Survey—Stone Age to the Ages of Faith</td>
</tr>
<tr>
<td>ART 151</td>
<td>Art History—Renaissance to Modern</td>
</tr>
<tr>
<td>ART 156</td>
<td>History of Photography</td>
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<tr>
<td>ART 157</td>
<td>Nineteenth Through Twenty-First Century Art</td>
</tr>
</tbody>
</table>

**3B: HUMANITIES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 220</td>
<td>American Sign Language III</td>
</tr>
<tr>
<td>* CHIN 102</td>
<td>Mandarin Chinese II</td>
</tr>
<tr>
<td>ENGL 220</td>
<td>Introduction to Literature</td>
</tr>
<tr>
<td>ENGL 225</td>
<td>Introduction to Children’s Literature</td>
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<tr>
<td>ENGL 230</td>
<td>World Literature I</td>
</tr>
<tr>
<td>ENGL 231</td>
<td>World Literature II</td>
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<tr>
<td>ENGL 240</td>
<td>English Literature I</td>
</tr>
<tr>
<td>ENGL 241</td>
<td>English Literature II</td>
</tr>
<tr>
<td>ENGL 250</td>
<td>American Literature I</td>
</tr>
<tr>
<td>ENGL 251</td>
<td>American Literature II</td>
</tr>
<tr>
<td>ENGL 255</td>
<td>Twentieth Century Literature</td>
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<tr>
<td>ENGL 256</td>
<td>Introduction to Shakespeare</td>
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<tr>
<td>ENGL 260</td>
<td>Mythology in Literature</td>
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<tr>
<td>ENGL 265</td>
<td>Literature and Film</td>
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<tr>
<td>ENGL 270</td>
<td>Multicultural Literature</td>
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<td>ENGL 271</td>
<td>Latin American Literature</td>
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<td>ENGL 272</td>
<td>Chicano Literature</td>
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<td>ENGL 273</td>
<td>African-American Literature</td>
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<tr>
<td>ENGL 274</td>
<td>Literature of the Border and Baja California</td>
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<tr>
<td>ENGL 280</td>
<td>Literature by Women</td>
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<td>ENGL 281</td>
<td>Horror, Madness and the Macabre</td>
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<tr>
<td>* FIL 102</td>
<td>Elementary Filipino II</td>
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<td>Intermediate Filipino I</td>
</tr>
<tr>
<td>* FREN 201</td>
<td>Intermediate French I</td>
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<tr>
<td>* FREN 202</td>
<td>Intermediate French II</td>
</tr>
<tr>
<td>* HIST 104</td>
<td>Western Civilization I</td>
</tr>
<tr>
<td>* HIST 105</td>
<td>Western Civilization II</td>
</tr>
<tr>
<td>* HIST 106</td>
<td>World History I</td>
</tr>
<tr>
<td>* HIST 107</td>
<td>World History II</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Humanities: Through the Arts I</td>
</tr>
<tr>
<td>HUM 102</td>
<td>Humanities: Through the Arts II</td>
</tr>
<tr>
<td>HUM 104</td>
<td>Introduction to Humanities: Arts and Ideas</td>
</tr>
<tr>
<td>HUM 121</td>
<td>Women and Gender in World Culture</td>
</tr>
<tr>
<td>HUM 140</td>
<td>World Mythology</td>
</tr>
</tbody>
</table>

**AREA 4: SOCIAL AND BEHAVIORAL SCIENCES**

A minimum of 9 units must be distributed as follows: three courses from at least two groups. Courses that appear in more than one group can only be counted once.

**4A: ANTHROPOLOGY AND ARCHAEOLOGY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ANTH 102</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>ANTH 103</td>
<td>Archaeology and Prehistory</td>
</tr>
<tr>
<td>ANTH 110</td>
<td>Indians of North America</td>
</tr>
<tr>
<td>ANTH 112</td>
<td>Cultures of México</td>
</tr>
</tbody>
</table>

**4B: ECONOMICS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ECON 101</td>
<td>Principles of Economics I</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Economics II</td>
</tr>
</tbody>
</table>

**4C: ETHNIC STUDIES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>* AFRO/HIST 110</td>
<td>African-American History I</td>
</tr>
<tr>
<td>* AFRO/HIST 111</td>
<td>African-American History II</td>
</tr>
<tr>
<td>AFRO/SOC 151</td>
<td>Introduction to African-American Culture</td>
</tr>
<tr>
<td>* ASIA/HIST 112</td>
<td>Asian-American History I</td>
</tr>
<tr>
<td>* ASIA/HIST 113</td>
<td>Asian-American History II</td>
</tr>
<tr>
<td>* ASIA/HIST 114</td>
<td>Filipino-American History</td>
</tr>
<tr>
<td>* ASIA/SOC 115</td>
<td>Filipino-American Culture</td>
</tr>
<tr>
<td>* MAS/HIST 141</td>
<td>Mexican-American History I</td>
</tr>
<tr>
<td>* MAS/HIST 142</td>
<td>Mexican-American History II</td>
</tr>
</tbody>
</table>
Mexican-American History II
MAS/SOC 150
Mexican and Mexican-American Cultures in the United States

4D: GENDER STUDIES
*HIST 132 Women in World History
HUM 120 Introduction to Gender and Women’s Studies
HUM 122 Women and Gender in Social Movement
* SOC 105 Masculinity

4E: GEOGRAPHY
BIOL 143 Biology, Oceanography, and Geoscience of Baja California
GEOG 106 World Regional Geography
GEOG 120 Introduction to Geography: Cultural Elements

4F: HISTORY
* HIST 100 American Civilization I
* HIST 101 American Civilization II
* HIST 104 Western Civilization I
* HIST 105 Western Civilization II
* HIST 106 World History I
* HIST 107 World History II
* HIST 121 Comparative History of the Americas I
* HIST 122 Comparative History of the Americas II
* HIST 132 Women in World History
* HIST/AFRO 110 African-American History I
* HIST/AFRO 111 African-American History II
* HIST/ASIA 112 Asian-American History I
* HIST/ASIA 113 Asian-American History II
* HIST/ASIA 114 Filipino-American History
* HIST/MAS 141 Mexican-American History I
* HIST/MAS 142 Mexican-American History II

4G: INTERDISCIPLINARY, SOCIAL AND BEHAVIORAL SCIENCES
CD 170 Principles of Child Development
COMM 176 Intercultural Communication
COMM 200/JOUR 101 Introduction to Mass Communication and Society

4H: POLITICAL SCIENCE, GOVERNMENT AND LEGAL INSTITUTIONS
AU 111 Introduction to Administration of Justice
* PS 101 Introduction to Political Science
* PS 102 Introduction to American Government Politics
PS 103 Introduction to Comparative Government
PS 104 Introduction to International Relations

4I: PSYCHOLOGY
PSYC 101 General Psychology
PSYC 106 Human Sexuality
* PSYC/SOC 116 Introduction to Social Psychology
PSYC 211 Learning
PSYC 230 Developmental Psychology
PSYC 250 Abnormal Psychology
PSYC 260 Introduction to Physiological Psychology

4J: SOCIOLOGY AND CRIMINOLOGY
SOC 101 Introduction to Sociology
* SOC 105 Masculinity
SOC 106 Race and Ethnicity
SOC 107 Sociology of Religion
SOC 110 Contemporary Social Problems
* SOC/PSYC 116 Introduction to Social Psychology
SOC 135 Sociology of the Family
* SOC/ASIA 115 Filipino-American Culture

AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES
Two courses and a minimum of 7–9 semester units required, one course from 5A and one course from 5B. One must include a laboratory from 5C; the laboratory course must correspond to a lecture course in 5A or 5B (i.e. GEOG 100 and 101 or BIOL 100 and 101.) Underlined courses included lecture and a laboratory.

5A: PHYSICAL SCIENCE
ASTR 100 Principles of Astronomy
ASTR 120 Solar System Astrology
ASTR 150 Discovery of the Cosmos
ASTR 170 The Radical Universe
ASTR 180 Life in the Universe
ASTR 205 Modern Astrophysics
** * CHEM 100 Introduction to General Chemistry
** * CHEM 110 Elementary Organic and Biological Chemistry
** * CHEM 170 Preparation for General Chemistry
* CHEM 200 General Chemistry I
* CHEM 210 General Chemistry II
** * CHEM 240 Organic Chemistry I
+ CHEM 242 Organic Chemistry II
* CHEM 250 Analytical Chemistry
GEOG 100 Introduction to Geography—Physical Elements
GEOG 130 Weather and Climate
GEOG 160 Geography of California
GEOL 100 Principles of Geology
GEOL 104 Introduction to Earth Science
GEOL 115 Dinosaurs and the Story of Earth
PHS 101 Introduction to the Physical Sciences
PHS 110 Introduction to Oceanography
PHYS 170 College Physics I
GENERAL INFORMATION

** BIOL 101
** GEOL 101 + GEOL 115L
** GEOG 101
CHEM 242
*** CHEM 240
* CHEM 210
* CHEM 200
* BIOL 265
*** BIOL 261
*** BIOL 260
*** BIOL 211
* BIOL 210
*** BIOL 190
* ANTH 101
** BIOL 100
** BIOL 130
BIOL 140
BIOL 145
BIOL 160
BIOL 180
BIOL 185
* BIOL 190
* BIOL 210
* BIOL 211
* BIOL 212
*** BIOL 260
*** BIOL 261
* BIOL 210
*** BIOL 211
* BIOL 212
*** BIOL 260
*** BIOL 211
*** BIOL 260
*** BIOL 211
* BIOL 210
*** BIOL 211
* BIOL 212
*** BIOL 260
*** CHEM 100
*** CHEM 170
* CHEM 200
* CHEM 210
*** CHEM 240
+ CHEM 242
+ CHEM 250
** GEOG 101
+ GEOL 115L
** GEOL 101

5B: BIOLOGICAL SCIENCE

** PHYS 274
** PHYS 272
** PHYS 274
** PHYS 270

5C: LABORATORY ACTIVITY

This requirement can be satisfied by completion of any of the following laboratory courses. Underlined courses include lecture and laboratory.

- ASTR 109
- ** BIOL 101
- + BIOL 131
- ** BIOL 161
- *** BIOL 190
- * BIOL 210
- *** BIOL 211
- * BIOL 212
- *** BIOL 260
- *** CHEM 100
- *** CHEM 110
- *** CHEM 170
- * CHEM 200
- * CHEM 210
- *** CHEM 240
- + CHEM 242
- + CHEM 250
- ** GEOG 101
- + GEOL 115L
- ** GEOL 101

AREA 6: LANGUAGES OTHER THAN ENGLISH

1. Proficiency equivalent to two years of high school study in the same language with a grade of “C” or better.

2. Satisfactory completion, with “C” grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English. The appropriate documentation such as a letter from the ministry of education must be presented to the evaluation office to substantiate that the required coursework was completed. High school transcripts are not acceptable unless they clearly state that the two years of instruction were done in the student’s native language other than English. Students who cannot provide such documentation should either pass one of the examinations or test listed below in 3 through 5, or satisfactorily complete an appropriate language course at Southwestern College, as outlined in 6 below.

3. Satisfactory score, 500 or higher, in the SAT II: Subjects Test in languages other than English. Consult the College Board for exact scores over 500 after May 1995 and requirements before May 1995.

4. Satisfactory score, 3 or higher, in the College Board Advanced Placement Examinations in languages other than English.

5. Satisfactory score, 5 or higher, in the International Baccalaureate Higher Level Examinations in languages other than English.

6. Completion of one of the following courses or sequences of courses with a grade of “C” or better. The following courses (or higher-level course) at Southwestern College fulfill the requirement:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 120</td>
<td>American Sign Language I</td>
</tr>
<tr>
<td>ASL 130</td>
<td>American Sign Language II</td>
</tr>
<tr>
<td>ASL 220</td>
<td>American Sign Language III</td>
</tr>
<tr>
<td>CHIN 101</td>
<td>Mandarin Chinese I</td>
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<tr>
<td>CHIN 102</td>
<td>Mandarin Chinese II</td>
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<tr>
<td>FIL 101</td>
<td>Elementary Filipino I</td>
</tr>
<tr>
<td>FIL 102</td>
<td>Elementary Filipino II</td>
</tr>
<tr>
<td>FIL 201</td>
<td>Intermediate Filipino I</td>
</tr>
<tr>
<td>FREN 101</td>
<td>Elementary French I</td>
</tr>
<tr>
<td>FREN 102</td>
<td>Elementary French II</td>
</tr>
<tr>
<td>FREN 201</td>
<td>Intermediate French I</td>
</tr>
<tr>
<td>FREN 202</td>
<td>Intermediate French II</td>
</tr>
<tr>
<td>ITAL 101</td>
<td>Elementary Italian I</td>
</tr>
<tr>
<td>ITAL 102</td>
<td>Elementary Italian II</td>
</tr>
<tr>
<td>ITAL 201</td>
<td>Intermediate Italian I</td>
</tr>
<tr>
<td>ITAL 202</td>
<td>Intermediate Italian II</td>
</tr>
<tr>
<td>JPN 101</td>
<td>Beginning Japanese I</td>
</tr>
<tr>
<td>JPN 101A</td>
<td>Introductory Elementary Japanese AND</td>
</tr>
<tr>
<td>JPN 101B</td>
<td>Continuation of Elementary Japanese</td>
</tr>
<tr>
<td>JPN 102</td>
<td>Beginning Japanese II</td>
</tr>
<tr>
<td>JPN 201</td>
<td>Intermediate Japanese I</td>
</tr>
<tr>
<td>JPN 202</td>
<td>Intermediate Japanese II</td>
</tr>
<tr>
<td>PORT 101</td>
<td>Elementary Portuguese I</td>
</tr>
<tr>
<td>PORT 102</td>
<td>Elementary Portuguese II</td>
</tr>
<tr>
<td>SPAN 101</td>
<td>Elementary Spanish I</td>
</tr>
</tbody>
</table>

** PHYS 111
** PHYS 171
** PHYS 173
** PHYS 175
** PHYS 271
** PHYS 273
** PHYS 275
### GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 101A</td>
<td>Introduction to Elementary Spanish</td>
<td></td>
</tr>
<tr>
<td>SPAN 101B</td>
<td>Continuation of Elementary Spanish</td>
<td></td>
</tr>
<tr>
<td>* SPAN 102</td>
<td>Elementary Spanish II</td>
<td></td>
</tr>
<tr>
<td>* SPAN 201</td>
<td>Intermediate Spanish I</td>
<td></td>
</tr>
<tr>
<td>* SPAN 202</td>
<td>Intermediate Spanish II</td>
<td></td>
</tr>
<tr>
<td>SPAN 215</td>
<td>Spanish for Bilinguals I</td>
<td></td>
</tr>
<tr>
<td>* SPAN 216</td>
<td>Spanish for Bilinguals II</td>
<td></td>
</tr>
<tr>
<td>* SPAN 221</td>
<td>Introduction to Literature for Bilinguals</td>
<td></td>
</tr>
</tbody>
</table>

### AMERICAN INSTITUTIONS

(U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS)

(CSU REQUIREMENT ONLY)

Courses in American Institutions (United States History, Constitution and American Ideals) are required for graduation by the CSU only. Students who plan to transfer to the CSU are encouraged to complete the requirement prior to transfer. This requirement can be satisfied by completing any combination of two classes that, when combined, fulfill US-1, US-2 and US-3.

**NOTE:** Courses used to meet this requirement may be used to satisfy requirements for IGETC in Area 4, Social and Behavioral Sciences.

#### US-1:

- * AFRO/HIST 110  
  African-American History I
- * HIST 100  
  American Civilization I
- * HIST 101  
  American Civilization II
- * HIST/MAS 141  
  Mexican-American History I
- * HIST/MAS 142  
  Mexican-American History II

#### US-2:

- * AFRO/HIST 110  
  African-American History I
- * AFRO/HIST 111  
  African-American History II
- * ASIA/HIST 113  
  Asian-American History II
- * HIST 100  
  American Civilization I
- * HIST 121  
  Comparative History of the Americas I
- * HIST 122  
  Comparative History of the Americas II
- * HIST/MAS 141  
  Mexican-American History I
- * PS 101  
  Introduction to Political Science
- * PS 102  
  Introduction to American Government and Politics

#### US-3:

- * AFRO/HIST 111  
  African-American History II
- * HIST 101  
  American Civilization II
- * HIST 122  
  Comparative History of the Americas II
- * HIST/MAS 142  
  Mexican-American History II
- * PS 102  
  Introduction to American Government

**NOTE:** IGETC minimum required General Education units for transfer:

A. English Communication  
B. Mathematical Concepts and Quantitative Reasoning
C. Arts and Humanities
D. Social and Behavioral Sciences
E. Physical and Biological Sciences

Total: 38–41

### LEGEND

/ Same as Courses
+ New Courses
^ Modified course name and/or number
* Listed in more than one area but shall not be certified in more than one area
** Transfer unit credits may be limited by either the UC or CSU or both
_ Underlined courses include lecture and laboratory

(Please consult with a counselor for additional information)
## GENERAL EDUCATION COURSES
### COMMON TO ALL PATTERNS 2016–2017

The following courses appear in all three General Education Patterns, Southwestern College Associate Degree (A.S or A.A), California State University (CSU) Breadth Requirements and Intersegmental General Education Transfer Curriculum (IGETC):

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American Studies</td>
<td>AFRO/HIST 110, AFRO/HIST 111, AFRO/SOC 151</td>
</tr>
<tr>
<td>Administration of Justice</td>
<td>AJ 111</td>
</tr>
<tr>
<td>American Sign Language</td>
<td>ASL 120, ASL 130, ASL 220</td>
</tr>
<tr>
<td>Anthropology</td>
<td>ANTH 101, ANTH 102, ANTH 103, ANTH 110, ANTH 112</td>
</tr>
<tr>
<td>Art</td>
<td>ART 104, ART 112, ART 113, ART 130/TELE 113, ART 149, ART 150, ART 151, ART 156, ART 157</td>
</tr>
<tr>
<td>Biology</td>
<td>BIOL 100, BIOL 130, BIOL 140, BIOL 143, BIOL 145, BIOL 160, BIOL 180, BIOL 185, BIOL 190, BIOL 210, BIOL 211, BIOL 212, BIOL 260, BIOL 261, BIOL 265</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM 100, CHEM 110, CHEM 170, CHEM 200, CHEM 210, CHEM 240, CHEM 250</td>
</tr>
<tr>
<td>Child Development</td>
<td>CD 170</td>
</tr>
<tr>
<td>Chinese</td>
<td>CHIN 101, CHIN 102</td>
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<tr>
<td>Communication</td>
<td>COMM 103, COMM 104, COMM 176, COMM 200/JOUR 101</td>
</tr>
<tr>
<td>Economics</td>
<td>ECON 101, ECON 102</td>
</tr>
<tr>
<td>English</td>
<td>ENGL 115, ENGL 115H, ENGL 116, ENGL 220, ENGL 225, ENGL 230, ENGL 231, ENGL 240, ENGL 241, ENGL 250, ENGL 251, ENGL 255, ENGL 256, ENGL 260, ENGL 265, ENGL 270, ENGL 271, ENGL 272, ENGL 273, ENGL 274, ENGL 280</td>
</tr>
<tr>
<td>Filipino</td>
<td>FIL 101, FIL 102, FIL 201</td>
</tr>
<tr>
<td>French</td>
<td>FREN 101, FREN 102, FREN 201, FREN 202</td>
</tr>
<tr>
<td>Geography</td>
<td>GEOG 100, GEOG 106, GEOG 120, GEOG 130, GEOG 160</td>
</tr>
<tr>
<td>Geology</td>
<td>GEOL 100, GEOL 104, GEOL 115</td>
</tr>
</tbody>
</table>
HISTORY
HIST 100
HIST 101
HIST 104
HIST 105
HIST 106
HIST 107
HIST/AFRO 110
HIST/AFRO 111
HIST/ASIA 112
HIST/ASIA 113
HIST/ASIA 114
HIST 121
HIST 122
HIST 132
HIST/MAS 141
HIST/MAS 142

HUMANITIES
HUM 101
HUM 102
HUM 104
HUM/TELE 112
HUM 120
HUM 121
HUM 122
HUM 123
HUM 140

ITALIAN
ITAL 102
ITAL 201
ITAL 202

JAPANESE
JPN 101
JPN 101A
JPN 101B
JPN 102
JPN 201
JPN 202

MEXICAN-AMERICAN STUDIES
MAS/HIST 141
MAS/HIST 142
MAS/SOC 150

MUSIC
MUS 105
MUS 106
MUS 107
MUS 195
MUS 202

PHILOSOPHY
PHIL 101
PHIL 103
PHIL 106
PHIL 107
PHIL 120

PHYSICAL SCIENCE
PHS 101
PHS 110

PHYSICS
PHYS 170
PHYS 171
PHYS 172
PHYS 173
PHYS 174
PHYS 175
PHYS 270
PHYS 271
PHYS 272
PHYS 273
PHYS 274
PHYS 275

PORTUGUESE
PORT 101
PORT 102

POLITICAL SCIENCE
PS 101
PS 102
PS 103
PS 104
PS/PHS 250

PSYCHOLOGY
PSYC 101
PSYC/SOC 116
PSYC 211
PSYC 230
PSYC 250
PSYC 260
PSYC/SOC 270

SOCIOLOGY
SOC 101
SOC 105
SOC 106
SOC 107
SOC 110
SOC/ASIA 115
SOC/PSYC 116
SOC 135
SOC/MAS 150
SOC/AFRO 151
SOC/PSYC 270

SPANISH
SPAN 102
SPAN 201
SPAN 202
SPAN 215
SPAN 216
SPAN 221
SPAN 225
SPAN 226

THEATRE ARTS
TA 100
TA 101

TELEMEDIA
TELE 113/ART 130

NOTE: Course common to all three patterns effective fall 2015.
Southwestern College recognizes the educational achievement of its students by granting the Associate in Arts Degree, Associate in Science Degree, Certificate of Achievement, and Certificate of Proficiency. Associate degree programs allow the student the benefits of a general college education and the option of choosing occupational training, liberal arts, or a concentration in a department offered by the College.

PETITION FOR GRADUATION

Students are encouraged to plan their educational objectives in such a manner as to qualify for graduation with an associate degree. Degrees or certificates are not awarded automatically upon completion of the requirements. A candidate must submit a petition for graduation online at [www.swccd.edu/evaluations](http://www.swccd.edu/evaluations). Petitions for graduation may be filed at any time; however, students wishing to graduate in a specified semester (fall, spring, or summer) must submit a petition according to the following schedule:

- **Fall**: July 1 – October 31
- **Spring**: November 1 – February 28
- **Summer**: March 1 – June 30

**ADT CSU eVerification Applicants:**

Official college transcripts from all colleges attended must be on file before submitting a petition for any Associate Degree, Certificate of Achievement or GE Certification. Hand carried copies of transcripts will not be accepted. All previous coursework must be evaluated whether or not it is needed to obtain the associate degree at Southwestern College.

**NOTE:** Former military must have a petition for Military Credit on file at Veteran Services prior to submitting a Graduation Petition if you plan to utilize the units towards graduation.

CATALOG RIGHTS FOR GENERAL EDUCATION

Provided that continuous enrollment is maintained, students may elect the general education and graduation requirements in effect at the time of entrance to Southwestern College, or any catalog year thereafter.

CONTINUOUS ENROLLMENT

Continuous enrollment is defined as completion of a course during at least one semester in a calendar year excluding summer session. Completing a course is defined as receiving a grade of A, B, C, D, F, I, Pass (P), or No Pass (NP). Receiving a grade of “W” will not satisfy the requirement for completing a course.

MULTIPLE DEGREES

Students who qualify may receive additional associate degrees provided the designated degree to be earned will represent a change in major from the degree or degrees previously earned. A student who has already earned a bachelor’s or higher degree may qualify for an associate degree providing that the designated major is different from the bachelor’s or higher degree.

For each additional degree, the student must complete all requirements for the new major with a minimum of 18 new units. The additional units must include a minimum of 12 units in the major. In addition, the student must meet all graduation requirements enforced at the time of declaration of a new major.

ADT Exemption: Students who have previously been awarded an Associate Degree and wish to receive an ADT will be exempt from the additional unit requirement of 18 new units and 12 units in the major. Students who wish to pursue a second ADT in a new major will also be exempt from the additional unit requirement of 18 units and 12 units in the major. Students must complete all required courses for the ADT and submit a graduation petition for the new degree. Upon approval, the additional ADT will be posted to the student’s academic record. (BP 4100).

ACADEMIC RESIDENCY REQUIREMENT

The student must satisfactorily complete a minimum of 12 degree-applicable units at Southwestern College to satisfy academic residency and degree requirements.

UNIT AND SCHOLARSHIP REQUIREMENT

Students must satisfactorily complete 60 or more units of coursework which will satisfy all graduation requirements. This means either credit earned on a Pass/No Pass basis or cumulative grade point average of 2.0 or better for credit earned on a grading scale basis for all college coursework attempted, for all Southwestern College course work attempted. Effective for all students admitted for the fall 2009 term or any term thereafter, all courses applicable toward the unit requirement for the major or area of emphasis for associate degrees and Certificates of Achievement or Proficiency must be completed with a “C” or better, or “P” if the course is taken on a Pass/No Pass basis.

WAIVER OR SUBSTITUTION OF A MAJOR COURSE

A student may request permission to waive or substitute a course that is required for the major to complete graduation requirements. Petitions must be submitted to and approved by the appropriate school dean. Petitions are available online at [www.swccd.edu](http://www.swccd.edu), click on Admissions and Registration, and then click on Printable Forms.

DEGREE REQUIREMENTS

Please see page 63 for General Education, SWC Graduation and Proficiency requirements.

CSU AND IGETC CERTIFICATION

Please see the “Certificates and Certifications, Degrees and CSU/UC Requirements” on page 63 section for General Education, SWC Graduation and Proficiency requirements.

AWARDING DEGREES AND DIPLOMAS

Degrees and diplomas will be awarded at the end of the semester in which the requirements are completed and the petition has been submitted, after final grades are posted.

Diplomas are issued only after completion of all graduation requirements have been verified. Diplomas will be issued in the name of record at the time the diploma is awarded. For information on obtaining your diploma or certificate of achievement, or a duplicate copy, please contact the Evaluations Office or visit the website at [www.swccd.edu/evaluations](http://www.swccd.edu/evaluations).

GRADUATION WITH HONORS

Students who achieve a cumulative grade point average of 3.5 or higher in degree-applicable units (in all college work completed, including coursework taken elsewhere) will be graduated with honors. This status as an honor graduate will be noted on both the degree and the permanent record (transcripts) for all such students.

COMMENCEMENT

Commencement is held once a year, at the end of the spring semester. Candidates for summer, fall and spring terms each year may participate in the ceremony. For more information, please visit the website at [www.swccd.edu/evaluations](http://www.swccd.edu/evaluations).
ACADEMIC POLICIES & PROCEDURES

ACADEMIC FREEDOM POLICY

Southwestern Community College District recognizes that academic freedom is essential in maintaining the academic integrity of the institution and in protecting the rights of both the faculty and the students in the learning process. Each individual is obliged by scholarly ethics and academic freedom to speak openly. So too are others obliged to listen with courtesy and to respond with respect and decency to any statement made with conviction and sincerity. Responding with cordiality and respect does not deny the academic freedom of any party, but rather ensures the free and open exchange of all opinions. It is consistent with these ideals that no one may be compelled to adopt the opinions of others offered in dissension, yet all must honor the right of dissenters to bear true faith in their expressions (BP 7027).

Each faculty member has the right and the responsibility to introduce materials and controversial topics into classroom discussion and to provide opportunity for the expression of diverse points of view. The subject matter must be relevant to the discussion.

Members of the faculty are also private citizens and are not only entitled to express their own opinions in public but are encouraged to do so. When they speak or write as citizens, they must be free from institutional censorship and discipline, but their special position in the community imposes special obligations. Hence, as scholars they should at all times be faithful in their expressions (BP 7027).

The District recognizes the right of the faculty to privacy of communication in accordance with the First Amendment. When executing their duties in an appropriate manner, faculty must be able to communicate with their colleagues without restraint. The District further recognizes that censorship and fear of reprisal do not promote scholarly interaction.

The District honors the freedom of expression guaranteed by the First Amendment of the Constitution of the United States of America and does not restrict the contents of any form of faculty expression.

[Parts of this policy are adapted from the American Association of University Professors “1940 Statement of Principles on Academic Freedom and Tenure”, which has been reaffirmed annually thereafter.]

NOTE: An Academic Freedom policy is mandated in the California Code of Regulations, Title 5, § 51023(a).

ACADEMIC INTEGRITY

Southwestern College is a community of scholars and learners committed to the principles of honesty, trustworthiness, fairness, and respect for the learning process. Students share with faculty and staff the responsibility for promoting a climate of integrity. As members of this community, students are expected to adhere to these fundamental values at all times in their academic endeavors (BP 4000 - Academic Integrity).

Violations of academic integrity include, but are not limited to, cheating, plagiarism, lying, stealing, submitting others’ work as one’s own, or permitting anyone else to do the same. The faculty should make their students aware of specific expectations related to academic integrity in every class and should define academic integrity within the context of the course. The faculty are encouraged to provide pertinent examples of plagiarism, cheating and other violations.

Students are required to conduct themselves with integrity and honor, and when violations of academic integrity occur, faculty members must address the violations quickly, judiciously, and fairly. They should document all incidents including any informal sanctions with their school dean. It is the prerogative of the faculty member whether to pursue formal sanctions related to violations of academic integrity. Formal sanctions shall be addressed pursuant to the BP/AP 5500 Standard of Student Conduct.

PROHIBITION OF HARASSMENT & DISCRIMINATION (AP 3430)


I. UNLAWFUL DISCRIMINATION

The District is committed to providing an academic and work environment free of unlawful discrimination. “Unlawful discrimination” is defined as discrimination, including harassment, based on age, ancestry, color, ethnic group identification, national origin, religion, race, gender, sexual orientation, physical or mental disability, veteran status or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The definition of “sexual harassment” and other terms are set forth below. This procedure describes the process for the investigation and resolution of complaints of unlawful discrimination by or against any employee or student within the District.

Failure to report harassment and discrimination impedes the District’s ability to stop discriminatory behavior; the District strongly encourages employees and students who believe they are being harassed or discriminated against to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be reviewed promptly, delay in filing impedes the District’s ability to investigate and remediate. The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste and/or inappropriate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

The District is legally obligated to investigate when it discovers the possibility that discrimination, including harassment, is, or may be occurring, regardless of whether a complaint is filed. The Vice President for Human Resources is charged with receiving complaints of discrimination or harassment, and coordinating their investigation. The actual investigation of complaints may be assigned by the Vice President for Human Resources to other staff or to outside persons or organizations under contract with the District. Such assignment shall occur whenever the Vice President for Human Resources is named in the complaint or implicated by the allegations in the complaint. All employees shall cooperate with a District investigation into allegations of harassment or discrimination.

District Policy and Procedure No. 3430, “Prohibition of Harassment & Discrimination,” will be available to all students and employees in hard copy and electronic format. Beginning January 1, 2010, new employees shall be required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt will be placed in each new employee’s personnel file. In addition, these policies and procedures shall be incorporated into the District’s course catalogs and orientation materials for new students.
II. DEFINITIONS

Disability. A physical or mental impairment as defined in Government Code, section 12926 which limits (makes difficult) one or more major life activities. A person may be considered disabled who has a record of such an impairment, or is regarded as having such an impairment.

Environmental Harassment. A hostile academic or work environment is one permeated by insults or abusive comments directed at an individual or group; or gratuitous comments regarding any of the protected categories, which are not relevant to the subject matter of the class or activities of the job. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected characteristics. An environment may also be hostile toward anyone who witnesses unlawful discrimination in his or her 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 ability to learn or perform work duties.

Gender. Sex, including a person’s gender identity and gender-related appearance and behavior, whether or not stereotypically associated with the person’s assigned sex at birth. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment.

Physical Harassment. Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to any physical intimidation or assault directed at an individual or group.

Protected Categories are those characteristics contained within the definition of unlawful discrimination: age, ancestry, color, ethnic group identification, national origin, religion, race, gender, sexual orientation, physical or mental disability, veteran status.

Sexual Harassment. Sexually harassing conduct can occur between people of the same or different genders. Such conduct includes unwelcome sexual advances, requests for sexual favors, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures, and other conduct of a sexual nature when:

a) submission to the conduct is made a term or condition of an individual’s employment, academic status, or progress;

b) submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;

c) he 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; or

d) 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 District.

There are two types of sexual harassment:

1) “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.

2) “Hostile environment” sexual harassment occurs when unwelcome conduct based on a person’s gender is sufficiently severe or pervasive so as to alter 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. A hostile environment can arise from continual sexual innuendo, an unwarranted focus on sexual topics, or sexually suggestive statements in the classroom 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.

Verbal Harassment. Inappropriate or offensive remarks, slurs, jokes or innuendoes based on one or more protected categories. 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, patronizing or ridiculing statements that convey derogatory attitudes based on one or more of the protected categories.

Visual or Written Harassment. The display or circulation of visual or written material that degrades an individual or group. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

III. UNLAWFUL DISCRIMINATION & HARASSMENT COMPLAINTS (Title 5 §§59328–59339)

A. FILING A COMPLAINT

1) The complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his or her official capacity as a faculty member or administrator.

2) This Title 5 process will also be used to investigate and resolve complaints filed by a peer, family member or another third party. In the case of such third party complaints filed on behalf of an individual, the College District will require written consent from the injured party on behalf of whom a complaint is filed, including the scope of disclosure made to the complaint filer acting in the place and stead of the injured party. The College District will not require written consent in the case of third-party complaints filed on behalf of a class of individuals.

3) The College District encourages complainants to submit the complaint using a form prescribed by the California Community College Chancellor’s Office. The form must be completed in its entirety. The form is available from the office of Employee Services. If a complaint of unlawful discrimination is presented in another written form, such as a letter,
the College District will request that the complainant complete the form. However, if the complainant chooses not to do so, a legitimate complaint will not be dropped or ignored solely based on the failure to file the complaint on this form.

4) Any complaint not involving employment shall be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination.

5) Any complaint alleging discrimination in employment shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

B. WHERE TO FILE A COMPLAINT

The Unlawful Discrimination Complaint must be filed with the Southwestern Community College District Vice President of Employee Services; or the Chancellor of the California Community Colleges at 1102 Q Street, Sacramento, California 95811.

Any District employee who receives a harassment or discrimination complaint shall immediately provide a copy to Employee Services.

C. DISTRICT RESPONSE TO COMPLAINT

Upon receiving an unlawful discrimination complaint, the District shall take action as follows:

1) Defective Complaint: Determine whether the complaint is properly filed and/or whether an investigation is required. If the District finds the complaint to be defective, it shall notify the complainant within ten (10) working days that the complaint has been rejected and specify in what requirement the complaint is defective.

2) Informal Resolution: If the complaint is properly filed, undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling and/or training, etc. The complainant shall be advised that he or she need not participate in an informal resolution of the complaint. When informal resolution is reached to the satisfaction of the parties, the matter will be closed and the Chancellor's Office shall be notified.

3) Additional Notifications: All properly filed complaints not informally resolved will be investigated. Notify complainant that he or she may file a complaint with the Office of Civil Rights of the U.S. Department of Education. Employee complainants shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH). The District shall also notify the Chancellor of California Community Colleges of the complaint.

4) Investigation: The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

a) Commence an impartial fact-finding investigation of the complaint and inform the complainant and the Chancellor's Office of the name of the investigator. The investigation will include interviews with the complainant, the injured party (if not the complainant), the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include alleged victims of similar conduct.

b) Set forth the results in a written investigation report, including a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether there is probable cause to believe that discrimination did or did not occur with respect to each allegation in the complaint, and any other appropriate information.

5) Administrative Determination: Within ninety (90) days from the date the District received the complaint, the District shall complete its investigation and issue the administrative determination of the Vice President for Human Resources as to whether there is probable cause to believe that harassment or other discriminatory conduct did or did not occur with respect to each allegation in the complaint. The complainant shall also be provided with a copy or summary of the investigation report (at the District's discretion), a description of action taken, if any, remedy the effects of the harassment or other discriminatory conduct and to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and notice of his or her right to appeal to the District's Governing Board. The results of the investigation and the determination as to whether harassment or other discriminatory conduct occurred shall also be reported to the accused, and the appropriate academic or administrative official(s). Information provided to the complainant and the accused shall be prepared so as not to violate any applicable privacy rights of the accused.

• Extensions of Time: The District may request an extension of time in which to complete its investigation if it is unable to comply with the ninety-day requirement for reasons beyond its control. The request shall be submitted to the Chancellor's Office no later than ten (10) days prior to the expiration of the deadline and shall set forth the reasons for the request and the date by which the District expects to be able to complete its investigation and issue an administrative determination. A copy of the request for an extension shall be sent to the complainant, who shall be notified that he or she may file written objections with the Chancellor within five (5) days of receipt. The Chancellor may grant the request unless delay would be prejudicial to the investigation.
6) **Appeals to Governing Board:** If the complainant is not satisfied with the results of the administrative determination, he or she may, within fifteen (15) days, file a written appeal to the Governing Board. The appeal must be in writing, and must bear the complainant’s name, original signature, address and telephone number. The appeal must include the reasons the administrative decision is not acceptable to the complainant. The Board shall review the original complaint, the investigative report, the administrative determination, and the appeal. The Board shall issue a final District decision within forty-five (45) days after receiving the appeal. If the Governing Board does not act within forty-five (45) days the administrative determination shall be deemed approved and shall become the final District decision. The District shall notify the complainant and the Chancellor’s Office of the final District decision.

**D. RESULTS OF COMPLAINT**

If the final District decision concludes that harassment, discrimination and/or retaliation occurred, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. Although disciplinary actions are, and must remain, confidential, the nature of the disciplinary action imposed may be communicated to the complainant in some instances, including where the sanction relates directly to the complainant (or injured party) or where otherwise necessary for the complainant to determine whether the College District’s remedial actions are sufficient to resolve the complaint.

Disciplinary actions against faculty, staff and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to remedy the effects of the harassment or other discriminatory conduct on the complainant (or injured party), to protect the complainant (or injured party) from further harassment, and/or discrimination, and to protect the complainant, injured party, and witnesses from retaliation as a result of communicating the complaint and/or assisting in the investigation.

**IV. MANDATORY TRAINING**

The Southwestern Community College District shall provide sexual harassment training and education to each supervisory employee once every two years. All new supervisory employees must be provided with the training and education within six months of their assumption of a supervisory position.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of harassment and discrimination in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the district’s potential liability, or that they did not understand the policy and desire further training.
PRIVACY AND RIGHTS POLICIES

FERPA

ANNUAL NOTIFICATION TO STUDENTS
FERPA AND PRIVACY RIGHTS

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

The right to inspect and review the student’s educational records within 45 days of the day the College receives a request for access.
A student should submit a written request to the Department that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct department to whom the request should be addressed.

The right to request an amendment of the student’s educational records that the student believes are inaccurate, misleading or otherwise in violation of this student’s privacy rights under FERPA.

The student who wishes to ask the College District to amend a record should write to the College official responsible for the record, clearly identifying the part of the record the student wants changed, and specifying why it should be changed.

If the College District decides not to amend the record as requested, the College District will notify the student in writing of the decision and the student's right to appeal the decision.

As provided for in the Act, a student’s personal information cannot be released to any other person without the written consent of the student and photo identification will be required to access information. Official student records are kept in the Office of Admissions and Records. The Dean of Student Services has been designated “Records Officer” as required by the Act.

Under Section 76230 of the Education Code, current and former enrolled students have an absolute right of access to their own educational records. One exception is that under Section 76231 of the Education Code, students may waive their right of access to confidential reference letters.

Under Section 49601 of the Education Code, parents of community college students do not have a right of access to their children’s student records, regardless of whether the student is under the age of 18. Also, under federal law (Section 1232g of Title 20) of the United States Code, there is a general right of parental access to student records, but not for college students, regardless of age.

The Federal Solomon Act requires colleges to release full directory information (may include student names, addresses, telephone numbers, dates and places of birth, levels of education, degrees received, prior military experience, and/or most recent previous educational institutions enrolled) to the U.S. Armed Forces.

The right to provide written consent before the College District discloses personally identifiable information from the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. The College District discloses educational records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College District in an administrative, supervisory, academic or research, or staff position (including campus law enforcement and/or health services), a person or company with whom the College has contracted as its agenda to provide a service instead of using College employees or officials (such as an attorney, auditor or collection agent), a person serving on the Governing Board, or a student serving on an official committee, such as a disciplinary or grievance hearing committee or assisting another school official in performing his or her professional job duties. A school official has a legitimate educational interest, if the official needs to review an student record in order to fulfill his or her professional responsibilities for the College.

The right to file a complaint with the US Department of Education concerning alleged failures by the College District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

(AP 5045 Student Records – Challenging Content)
STUDENT RECORDS

(BP/AP 5040 – Student Records, Directory Information & Privacy)

STUDENT ACCESS
A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

Former and currently enrolled students have the right of access to their student records. Student records maintained by the College District include information relevant to admissions, registration, academic history, student benefits or services, extracurricular activities, counseling and guidance. Access to a student’s own records shall be granted to any student filing a written request with the Dean of Student Services or designee. Access shall be granted no later than 15 working days following the request.

ACCESS AND CONFIDENTIALITY
No instructor, official, employee, or member of the Board of Trustees of the Southwestern Community College District shall authorize access to student records by any person except under the following circumstances:

- The College District may permit access to student records to any person for whom the student has executed consent specifying the records to be released and identifying the party or class of parties to whom the records may be released.

- Student records may be released to officials and employees of the College District only when such they have a legitimate educational interest to inspect a record.

- Student records may include a student’s academic history. Students who wish to dispute a course grade need to follow the procedure set forth in AP 5530 – Student Rights & Grievances.

- Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an educational agency, state education officials or their respective designees or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federal supported education program or pursuant to a federal or state law.

- Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll.

- Student records may be released to agencies or organizations in connection with a student’s application for, or receipt of financial aid.

- Student records may be released to organizations conducting studies for, or on behalf of accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and/or improving instruction.

- Outside individuals, groups or organizations who wish to submit a written and formal request for a specific research project may submit their request to the SWC Institutional Research Board (IRB) or cognizant Vice President(s).

- Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.

- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.

- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.

- The following information shall be released to military recruiters, in compliance with the Solomon Act for the purposes of military recruitment; Student names, addresses, telephone listings, dates and places of birth, levels of education, degrees received, prior military experience, and/or most recent previous educational institutions enrolled by students.

USE OF SOCIAL SECURITY NUMBERS
Southwestern College has not used a student Social Security Number as a student identifier since January 1, 2007, when legislation was passed. All employees of the College District are prohibited from the following:

- Publicly posting or displaying individual’s social security number;

- Printing an individual’s social security number on a card required to access products or services;

- Requiring an individual to transmit his or her social security number over the internet using a connection that is not secured or encrypted;

- Requiring an individual to use his or her social security number to access an Internet Web site without requiring a password or unique personal identification number or other authentication device; or

- Printing, in whole or in part, an individual’s social security number that is visible on any materials that are mailed to the individual, except those materials used for:

  - Application or enrollment purposes;

  - Establishing, amending, or terminating an account, contract, or policy; or confirming the accuracy of the social security number.

RECORDS OF ACCESS
Each office officially charged with maintaining student records will also maintain a record of access which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate interests. The listing will not include:

- Students granted access to their own records.

- Parties to whom public directory information is released.

- Parties for whom written consent has been given by the student.

- Officials or employees of the District having a legitimate educational interest.

NOTE: For purposes of this section, “officials or employees” include any individual employed by the Southwestern Community College District, or such other persons with whom the District has made formal, written agreement for unpaid service. “Legitimate educational interest” exists when access to student records is necessary or appropriate to assist the official or employee in fulfilling his/her assigned responsibilities to the District.
FEES FOR RECORDS
Students may obtain copies of any of their own records to which they have legal access for a fee of $1 per page. There is a fee for transcripts. However, each student is entitled to two free transcripts by regular mail. See our website for Transcripts Fees.

PUBLIC DIRECTORY INFORMATION
Directory information may be released in accordance with the definitions in Policy and Procedure BP/AP 5040 – Student Records, Directory Information & Privacy. Directory information is defined as: student’s name, email address; participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.

The directory information may be released by Admissions and Records, unless prior written objection is received from the student and placed on file in Admissions and Records. Students can elect to withhold their directory information on the college application. At any point, students can check their withholding status at Admissions and Records.

REPORTING OF VIOLATIONS AND CHALLENGING CONTENT
Any student may file a written request with the Dean of Student Services or designee to correct or remove information recorded in his or her student records, as defined in AP 5045 – Student Records-Challenging Content. Information that the student challenges may include: (1) inaccurate; (2) unsubstantiated personal conclusion or inference; (3) conclusion or inference outside of the staff person’s area of competence; or (4) not based on the personal observation of the student by the staff person with the time and place of the observation noted.

Within 30 working days of receipt of the request, the Dean of Student Services or designee shall meet with the student and the employee who recorded the information in question, if the employee is presently employed by the District. The Dean of Student Services or designee shall then sustain or deny the allegations.

If the Dean of Student Services or designee sustains any or all of the allegations, he or she shall order the correction or removal and destruction of the information. If the Vice President of Student Affairs or designee denies any or all of the allegations and refuses to order the correction or removal of the information, the student may appeal to the Superintendent/President in writing within 10 working days of the refusal.

If the Superintendent/President or designee sustains any or all of the allegations, he or she shall order the correction or removal and destruction of the information. If the Superintendent/President or designee denies any or all of the allegations and refuses to order the correction or removal of the information, the student may appeal to the Governing Board in writing within 10 working days of the refusal.

Within 30 days of receipt of an appeal, the Governing Board shall in closed session with the student and the employee who recorded the information in question to determine whether to sustain or deny the allegations. If the Governing Board sustains any or all of the allegations, it shall order the Superintendent/President or designee to immediately correct or remove and destroy the information. The decision of the Governing Board shall be in writing and shall be final.

If the final decision of the Governing Board is unfavorable to the student, the student shall have the right to submit a written statement of objection. The statement shall become part of the student’s record until the information objected to is corrected or removed.

DISCIPLINARY RECORDS
Whenever there is any information in the student disciplinary record concerning an action, the student shall be allowed to include a written statement or response concerning the disciplinary action. Appeals to any disciplinary action will follow the guidelines in AP 5500 - Standards of Student Conduct.

When there is any student disciplinary record information concerning any action in connection with any alleged sexual assault or physical abuse, threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim shall be informed within three days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

It is also the right of the student to file a complaint with the United States Department of Education concerning an alleged failure by the institution to comply with the legal requirements regarding student privacy and rights with respect to student records.

SEXUAL ASSAULT POLICY
In accordance with the Education Code 67385, Southwestern Community College District has implemented written procedures to ensure, to the fullest extent possible, that students, faculty, and staff who are victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the District, will receive treatment and information. The procedures will provide for referrals to local community treatment centers. “Sexual assault” includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by foreign object, sexual battery, or threat of sexual assault. (Education Code 67385, District Policy 5117.)

The District has developed written procedures which contain the following information:

• The District policy regarding sexual assault on campus.
• Personnel on campus who should be notified, and procedures for notification, with the consent of the victim.
• Legal reporting requirements and procedures for fulfilling them.
• A description of campus services and resources available to victims, as well as appropriate off-campus services.
• Procedures for ongoing case management, including procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault, and the results of any disciplinary action or appeal.
• Procedures for helping the victim deal with academic difficulties that may arise because of the victimization and its impact.
• Procedures for guaranteeing confidentiality and appropriately handling requests for information from the press, concerned students, and parents.
• Information about the existence of at least the following options: criminal prosecution, civil actions, the disciplinary process through the District, mediation, academic assistance, alternatives, and mental health counseling.

The policy and procedures are published in student, faculty, and staff handbooks and shall be given to any student or employee who is the victim of a sexual assault.
SMOKING AND TOBACCO PRODUCTS

District BP & AP 3570 and Government Code Section 7597.1(a) authorizes governing bodies of each community college to take the following steps in regards to establishing policies on smoking and tobacco use.

- Set enforcement standards for the College District
- Impose a fine
- Inform the public, employees and students of the smoking and tobacco use policy and enforcement measures used on the College District’s campuses through signage and other means.

This procedure explains the College District’s protocols for implementing Policy 3570 Smoking and Tobacco Use including informing students, employees, and visitors regarding enforcement and consequences for violation of the policy. The success of this program is dependent upon the cooperation of the smoking and nonsmoking public, and the College District will rely primarily on fines and social enforcement as the methods of enforcement.

DEFINITIONS

Smoking is defined as inhaling, exhaling, burning, or carrying a lighted or vapor-producing tobacco product. Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff).

Social enforcement refers to the establishment of a broadly shared norm and value within our community. Enforcement at SWC will primarily rely on fellow community members engaging in direct, honest and supportive communication. the College District does not encourage or tolerate hostile actions, speech or other conduct directed at a fellow student, employee or visitor related to the enforcement of this policy. Campus Police Officers who view violations of the policy may approach any individual and request student or employee identification.

PROHIBITIONS

1. Smoking and other uses of tobacco products are prohibited in all properties and in all vehicles owned, leased or controlled by the College District.
2. Smoking and other uses of tobacco products are prohibited in parking lots owned, leased or controlled by the College District.
3. Restrictions on smoking apply to all campuses of the Southwestern Community College District currently operating and any future campuses.
4. The sale of, advertisement for, and/or promotion of tobacco products is prohibited on any property under the jurisdiction of the College District, including the Southwestern College Sun newspaper and El Sol magazine. Advertising in a newspaper or magazine that is not produced by SWC and is sold legally on College District property is exempt.
5. The distribution of free samples of smoking and tobacco products is prohibited.
6. Smoking shall be permitted in college-district sponsored theater and dance productions where smoking is part of the script.

FINES

The violation of policy 3570 will result in the following fines:
- First offense: $35
- Second or subsequent offense: $50

EDUCATION

1. The Student Health Services Office will maintain a current listing of tobacco use cessation programs available to assist employees and students.
2. Notices of the policy shall be posted at principle entrances to the campus, shall be included in the college catalog and all class schedules, and posted on the college district’s website in a visible location.
3. Signage informing the community of the prohibition of smoking and tobacco products shall be placed in locations where students or staff congregate and where the most frequent violations occur.

STUDENT RIGHTS AND RESPONSIBILITIES

Becoming a student at Southwestern College means becoming a member of an academic community of faculty, staff, administrators, and other students. The heart of the community is the student, who has both the right and responsibility to take a primary role in his/her education. At Southwestern College, the student learns that a good education goes beyond what is taught in lectures and textbooks. Students are encouraged to actively participate in the cultural and social opportunities afforded by the academic community.
STANDARDS OF STUDENT CONDUCT

In joining the academic community, the student enjoys the right and shares the responsibility of exercising the freedom to learn. Like other members of the academic community, each student’s conduct is expected to be in accordance with the standards of the college that are designed to promote its educational purposes. A charge of misconduct may be imposed upon a student for violating provisions of College District policy and/or procedure, state education statutes and regulations and/or administrative codes. Where a student is subject to charges of misconduct, such charges shall be processed in accordance with the Southwestern Community College District’s policy and procedure No. 5500.

The Superintendent/President’s designee shall, in consultation with the Academic Senate, establish procedures for the imposition of discipline of students in accordance with the requirements for due process of the Federal and State law and regulations. The procedures shall clearly define the conduct that is subject to discipline and shall identify potential disciplinary actions including, but not limited to, the removal, suspension or expulsion of a student. The procedures shall be made widely available to students through the College Catalog and other means.

DISCIPLINARY ACTIONS VIOLATIONS

1. Cheating, or engaging in other academic dishonesty, including copying from another’s work; discussion prohibited by the instructor; obtaining exam copies without permission; and using notes, other information, or devices that have been prohibited.

2. Plagiarism in individual or group work or in a student publication, including the act of taking the ideas, words or specific substantive materials of another and offering them as one’s own without giving credit to the sources.

3. 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.

4. Disruptive behavior, willful disobedience or the open and persistent defiance of the authority of, or persistent abuse of, College District personnel which may or may not include habitual profanity or vulgarity.

5. Assault or battery upon another person or any threat of force or violence or 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 the Superintendent/President or his/her designee.

7. Unlawful possession, use, sale, offer to sell, furnishing, or being under the influence of any controlled substance; alcoholic beverage, or intoxicant of any kind; Unlawful possession of offering, arranging or negotiating the sale of any drug paraphernalia.

8. Committing or attempting to commit robbery or extortion.

9. Cauing or attempting to cause damage and/or defacing College District property or private property on College District controlled facilities.

10. Theft, attempted theft, or knowingly receiving stolen College District property or private property.

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

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

13. 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 cyber-bullying.

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

15. Willful misconduct which results in injury or death to a student or to College District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College District.

16. Misrepresentation and/or impersonation, including arranging for or allowing another individual to impersonate or otherwise misrepresent the student, in person or in an online environment.

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

18. Unauthorized entry upon or use of College District facilities.

19. Lewd, indecent or obscene conduct or gestures on College District-owned or controlled property, or at College District sponsored or supervised functions.

20. Engaging in expression which is obscene, libelous, or slanderous; or that incites students as to create a clear and present danger of the commission of unlawful acts on any College District premises, or the violation of lawful College District policies or procedures, or the substantial disruption of the orderly operation of the College District.

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

22. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose of effect of unreasonably interfering with a student’s academic performance, or a College District employee’s work performance, or of creating an intimidating, hostile or offensive educational or work environment.
23. Violation of College District policies and/or procedures governing the use of student user accounts, computers, and telecommunication devices, including, but not limited to, the unauthorized entry, opening or viewing of a file; the unauthorized use of another individual's identification and password; arranging for, allowing, and/or impersonation of one person by another; sending obscene or abusive messages or files; and/or use of computing facilities to interfere with the work of another student or employee of the College District.

24. Violation of a duly issued restraining order, stalking, and/or a pattern of conduct with intent to follow, harm, or harass another person, and/or which causes that person to reasonably fear for his or her safety, and where the pattern of conduct persisted after the person has demanded that the pattern of conduct cease.

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

26. Violation of College District regulations or state laws.

**DISCIPLINARY ACTION: PROCEDURES**

1. The faculty, staff member, student worker or administrator concerned who believes disruptive behavior or a student conduct violation has occurred shall first attempt to resolve the misconduct by informal consultation with the student.

2. If this proves to be less than satisfactory, the faculty, staff member, student worker or administrator will inform the School/Center Dean or Supervisor of the area. The School/Center Dean or Supervisor should meet with the faculty, staff member or administrator and, then the student(s) involved in an attempt to resolve the problem.

3. If the faculty/staff member still believes that the issue has not been resolved satisfactorily at these levels, a completed “Report of Student Misconduct” shall be filed with the Dean of Student Services. In cases in which the College Police has been called or has become involved or in which the situation has become an issue of safety, steps 1 and 2 need not be followed.

4. During the preliminary meeting with the Dean of Student Services, he/she shall confer with the student for the purpose of reviewing the misconduct and attempting to resolve the matter.

5. The Dean of Student Services may also obtain information relating to the misconduct from other parties involved. Whenever appropriate, the Dean of Student Services shall assess damage to property and injury to person(s).

6. Students charged with misconduct may be subject to the following sanctions:
   a. **Verbal Warning:** oral notice to the student that continuation or repetition of misconduct may be cause for further disciplinary action.
   b. **Written Reprimand:** Students are notified that continuation of conduct may result in further disciplinary action and may be considered in the event of future violations.
   c. **Disciplinary Probation:** Any misconduct during the probation period will be cause for suspension or other disciplinary action.
   d. **Disciplinary Suspension:** Exclusion from class, privileges or activities for a specified period of time as set forth in the notice of suspension.
   e. **Expulsion:** Termination of student status. Expulsion requires formal action by the Governing Board.
   f. **Remand** the case to formal hearing.

The Dean of Student Services shall have the power to impose suspension and to recommend expulsion. If the student does not accept the action of the Dean of Student Services, the student has the right to challenge and request a formal hearing under the Guidelines for Due Process set forth below. Students who have been suspended and are waiting for a formal hearing will not be able to attend any on-campus or College District-sponsored activities.

If permissible, the student may contact his/her instructor(s) or appropriate College District office by email or voicemail to receive class assignments or other information. Assignments or College District documents can be turned into the Campus Police to be forwarded to the appropriate parties. If violation(s) of Student Conduct include issues of campus or personal safety, the student may be prohibited from contacting any College District staff, faculty or students.

The Governing Board shall consider any recommendation from the Superintendent/President for expulsion. The Governing Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Governing Board on the expulsion shall be reported in a public meeting.

**GUIDELINES FOR DUE PROCESS**

Procedural due process is the method established to resolve faculty, staff, and student conduct issues in a clear, fair, and orderly manner. These procedures apply to actions which interfere with or exert a harmful effect upon the function of the College District. Due process is intended to achieve an equitable solution that will resolve the issue with due regard for the rights of the accused, the protection of the student body, and the interest of the College District. Any action taken by a student under this due process procedure shall not preclude any further action. The implementation of procedural due process on campus will consist of the following due process procedures, and will take place within a reasonable length of time.

**I. PRELIMINARY ACTION PROCEDURE**

**A. SUBMITTING OF OFFICIAL FORMS**

The Dean of Student Services shall receive and may issue a charge of alleged student misconduct. Charges may be made against a student by faculty, staff or administrator. The complainant shall file a Report of Student Misconduct form with the Dean of Student Services. In the absence of the Dean of Student Services, there may be a designee.
B. NOTIFICATION OF CHARGES
Students charged with violations of the Standards of Student Conduct shall be notified of the violation of which they are accused and provided with a brief written statement of the facts supporting the accusation. The student is required to schedule an appointment with the Dean of Student Services to discuss such alleged violations and/or any disciplinary actions that may result if such charges are found to be true. The notice will be sent to the student’s official address on file with the College District via regular and certified U.S. Mail or overnight delivery service.

After the second attempt of notification, a student who does not report to the Office of Student Services to address the student misconduct report will have an administrative hold placed on his/her records, in addition to possibly being dropped from his/her classes.

C. PRELIMINARY MEETING
The meeting with the Dean of Student Services shall consist of the following:
1. The student is provided a copy of College District Procedure No. 5500 AP - Standards of Student Conduct.
2. The student is provided with a brief written statement of the facts supporting the alleged violation.
3. The Dean of Student Services and the student will review the misconduct charges.
4. The Dean of Student Services informs the student of the potential disciplinary action(s) that may be taken if the allegations are proven to be true.

D. ADMINISTRATOR ACTIONS
The Dean of Student Services will obtain information relating to the charge from the student and other persons. When appropriate, the Dean of Student Services shall assess damage to property and injury to persons. The Dean of Student Services may take any of the following actions and will notify the student of that action:
- Dismiss the charge for lack of merit.
- Issue the student one or more of the following types of disciplinary actions, unless the Dean of Student Services and the student agree to another appropriate disciplinary action:
  1. Verbal Warning: Student receiving a warning will have met with the Dean of Student Services to discuss the inappropriate behavior.
  2. Written Reprimand: A student receiving a reprimand by the Dean of Student Services is thereby notified that continued conduct of the type described may result in further disciplinary action against the student.
  3. Disciplinary Probation: Any misconduct during the probation period will be cause for suspension or other disciplinary action.
  4. Disciplinary Suspension: Exclusion from class, privileges or activities for a specified period of time as set forth in the notice of suspension.
  5. Expulsion: Termination of student status. Dean of Student Services or Vice President for Student Affairs may recommend expulsion to the Superintendent/President. This action requires formal action by the Governing Board.
  6. Remand the case to formal hearing.

A letter notifying the student of the Dean of Student Services’ decision shall be sent to the student’s official address on file with the College District via regular and certified U.S. Mail or overnight delivery service, specifying the mailing date of such letter. The Dean of Student Services is deemed to have notified the student of his or her decision on the date of the mail receipt.

Students in violation of any additional College District policies, procedures and/or state, federal regulations while on disciplinary action may be subject to the extension or addition of disciplinary sanctions. If additional misconduct(s) are filed, while students are on disciplinary action, the due process and procedures may be repeated.

E. APPEAL TO GRIEVANCE AND ORDER COMMITTEE
From the date of the mail receipt, the student is notified of the Dean of Student Services’ decision, any request for a hearing must be received postmarked or hand delivered in three (3) working days. Any appeal shall be made in writing and delivered to the Office of Student Services. If the student is suspended, the letter of appeal may be delivered to the Campus Police, who will hand deliver the letter to the Office of Student Services.

The Dean of Student Services will convene a Grievance and Order Hearing Panel to conduct the formal hearing within thirty calendar days after the request for a hearing is received during the fall and spring semesters. If the fall or spring semester ends before the hearing is scheduled, both parties will be notified of any delay.

After the hearing date has been established and each party has been notified via regular and certified U.S. Mail or overnight delivery service, copies of the written case materials will be available for each party to pick up from the Office of Student Services seven (7) working days prior to the hearing.

In addition to copies of the written case materials, the names of the Grievance and Order Hearing Panel members will be provided to each party. Each party involved in the Report of Student Misconduct may challenge the participation of any member of the Grievance and Order Hearing Panel for cause. The person must submit their request in writing to the Office of Student Services no later than 48 hours prior to the hearing. The grounds for cause shall be limited to any personal involvement in the situation or issue, or any other act or statement indicating that person could not act in a neutral manner. After submitting the written statement to the Office of Student Services, the validity of any such challenges shall be determined by the Chairperson of the Hearing Panel. Five (5) panel members shall be the minimum number to conduct a hearing.

II. HEARING PROCEDURE
A. FORMAL HEARING PROCESS
The Formal Hearing Process is the College District’s administrative due process to resolve misconducts. Parties are allowed to present testimony and witnesses to support their position. All communication and actions taken during this process are confidential. There will be a sworn Campus Police representative present at all hearing regardless of the type of Student Misconduct.
B. THE HEARING PANEL
Each academic year, the Dean of Student Services shall request and receive appointments of at least four members from each constituent group to serve on the Grievance and Order Committee and Hearing Panel pool(s) as necessary.

There shall be a standing Grievance and Order Committee from which members are appointed to a Grievance and Order Hearing Panel, as needed. The Grievance and Order Hearing Panel shall be comprised of at least one member from each of the following groups, in addition to the chairperson to consist of a minimum of a five member panel. When a Hearing Panel is required to be assembled, the Dean of Student Services will contact the President of each constituent group to appoint a member from the Hearing Panel pool:

- Two students and two alternates (enrolled in 5 or more units) who shall be appointed by ASO president and;
- Two full-time, tenured, faculty and two alternates shall be appointed by the Academic Senate president and;
- Two full-time classified personnel, and two alternates, except those designated as management, who shall be appointed by the Classified Union president and;
- Two full-time management personnel and two alternates, (who shall be appointed by the Superintendent/President) with the exception of the Vice President for Student Affairs and Dean of Student Services.

C. SCOPE OF THE STUDENT GRIEVANCE AND ORDER HEARING
The Grievance and Order Hearing Panel shall limit the scope of its appeal hearing to the following:

1. Determine if the evidence supports the findings of the Dean of Student Services.
2. Determine if the disciplinary action levied by the Dean of Student Services is within range of disciplinary actions delineated in Procedure No. 5500 AP - Standards of Student Conduct.
3. Make recommendation(s) to the Vice President for Student Affairs or designee.

D. RESPONSIBILITIES OF THE CHAIRPERSON/PERSON
The Chairperson shall preside over the hearing and make rulings as to its conduct. Disruptive behavior will not be tolerated and will result in exclusion of the disruptive person(s) from the proceedings.

E. RIGHT TO REPRESENTATION
This is an internal due process hearing conducted by Southwestern Community College District. Each party may bring one other non-contributing person to the hearing for the purpose of moral support. The support person may not represent or provide testimony. Parties are not allowed to be represented by legal counsel at any time during the hearing process.

F. FORMAL HEARING ORDER OF PROCEEDINGS

1. Opening
   The Chairperson shall call the hearing to order, introduce the participants, explain the hearing is being recorded and proceedings are confidential, and announce the purpose of the hearing, e.g., “The Committee meets to hear an appeal of disciplinary action against (student's name) and/or to submit its findings to the Vice President for Student Affairs.”

2. Evidence for Hearing
   All evidence will be entered for the record. Irrelevant and unduly repetitious evidence shall be excluded.

3. Closed Hearing
   All hearings are confidential and closed to the general public.

4. Identification of Witnesses
   Witnesses are to identify themselves and state for the record the reason for their presence. Witnesses will be allowed to be present at the hearing only while providing testimony.

5. Swearing in of Both Parties
   Swear in both the complainant and defendant by the Administrative Secretary.

6. Opening Statements
   Both parties will make opening statements. Person who filed charges will make first opening statement. Each party will be given five minutes for opening statement.

7. Questioning Protocol
   Grievance and Order Hearing Panel members may ask questions of both parties.
   Parties may submit questions to the chairperson. The Chairperson will pose questions to appropriate party. Rebuttal two minutes each.

8. Calling Witnesses
   Witnesses are sworn in by the Administrative Secretary. Witnesses are questioned by hearing members. Parties may submit questions to Grievance and Order hearing chairperson.

9. Closing Statements
   Both parties will make closing statements. Person who filed charges will make first closing statement. Each party will be given five minutes.

G. BURDEN OF PROOF AND OF PRODUCING EVIDENCE
The student seeking appeal has the burden of proving that the evidence filed in the Report of Student Misconduct did not support the Dean of Student Services’ findings and/or the Dean of Student Services acted outside the scope of his/her authority or acted arbitrarily in imposing the appealed disciplinary measure. The student may present evidence in support of his or her position, and the person filing the misconduct may present evidence to refute such evidence.

H. ARGUMENTS
Arguments will be presented first by the person filing the Report of Student Misconduct. The student shall be afforded an opportunity to make or waive an opening statement. After the opening statements, the person filing the Report of Student Misconduct shall have the first opportunity to present witnesses and other relevant evidence. The student shall have the opportunity to present witnesses and other relevant evidence.

I. EVIDENCE
Irrelevant and unduly repetitious evidence shall be excluded.

J. CLOSED HEARINGS

1. Hearings shall be confidential and closed to the general public.
2. Both parties shall be entitled to call witnesses. Any questions directed to the witnesses will be in writing and given to the chairperson.
3. Members of the Hearing Panel may ask questions to either party upon recognition by the Chairperson. Either party may recall a witness, who again may be questioned by the Hearing Panel.
4. A brief caucus may be called by the Chairperson or any member, with all other persons excused except for the Grievance and Order Hearing Panel.
5. The hearing shall be recorded. The recording may be used by the Vice President for Student Affairs or the Superintendent/President in case of an appeal.
K. ABSENCE OF THE COMPLAINANT AND/OR THE DEFENDANT

It is imperative that all parties be present during the hearing process. Disruptive behavior will result in removal of the person(s), and the hearing will continue in their absence. If the student(s) and/or the College District employee(s) who are involved in the Report of Student Misconduct do not appear, or leave the hearing before its conclusion, the hearing shall proceed without the absent parties, and the Hearing Panel shall reach a decision based on the evidence presented.

L. CONCLUSION

The opportunity to make or waive a closing argument will be made first by the person filing the Report of Student Misconduct. The Hearing Panel shall recess to deliberate in closed session with all of the members. The Dean of Student Services and if appropriate, the appointed College District legal counsel may be present to advise. The Hearing Panel shall reach its decision based upon the record of the hearing and shall not consider matters outside of that record.

Within one working day of the hearing, the Chairperson shall deliver to the Vice President for Student Affairs a written decision arrived at by majority vote of the Hearing Panel. The faculty Chairperson will vote in case of a tie.

The Hearing Panel's decision may include one of the following recommendations:

- Exoneration
- Written warning
- Disciplinary Probation: conditional continued enrollment
- Disciplinary Suspension: specified period of time
- Expulsion (see section IV)
- Any other recommendation(s) that the committee members deem necessary for a successful resolution.

M. FINAL ACTION

Upon receiving the findings and recommendations of the Hearing Panel, the Vice President for Student Affairs shall render a decision within three (3) working days and will transmit the decision in writing to the student, the Grievance and Order Hearing Panel and other appropriate administrative officers via regular and certified U.S. Mail or overnight delivery service.

The Vice President for Student Affairs may do the following:

- Concur with the Hearing Panel findings and recommendations and the Dean of Student Services decision.
- Reduce and/or reverse the sanctions of the Hearing Panel and Dean of Student Services.
- Increase the sanctions of the Hearing Panel and Dean of Student Services.

IV. EXPULSION

According to Education Code §76030: A student may be expelled “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.”

In the case of expulsion, the Superintendent/President’s recommendation (see section III) must be forwarded to the Governing Board.

The student will be notified of the intent to expel in writing via regular and certified U.S. Mail or overnight delivery service. A written request addressed to the Superintendent/President must be received from the student within the 48 hours of the receipt of the written notice of intent to expel; otherwise the matter will be reviewed in closed session.

The Governing Board must consider the expulsion in closed session unless the student requests to have the matter heard in open session. Students may not request a public hearing if any discussion might be in conflict with the right to privacy of any student other than the student requesting the public meeting.

- The final action of the Governing Board shall be reported in a public meeting in accordance with student privacy rights and the result of that action shall be a public record of the College District.
- The duration of the expulsion may be indefinite.
- The expulsion shall be noted in the student's disciplinary file.
- Re-admittance after expulsion requires action by the Governing Board.

V. MAINTENANCE OF STUDENT RECORDS

The facts of any disciplinary action shall be documented in the student’s disciplinary record, subject to access, review, and comment by the student as authorized by the Family Educational Rights and Privacy Act (10 USC Section 2332g) and Education Code Section 76200 et seq. All access to, or release of such records to members of the public shall also be in accordance with State and Federal law. The student’s disciplinary record will be maintained in the office of the Dean of Student Services for three years for a minor offense of written reprimand or less, and for ten years for disciplinary probation and suspension. The condition for an expulsion will be stated in the student’s disciplinary record.
GENERAL INFORMATION

Academic community. and improper action by any member of the ends, the student should be free of unfair and personal development. In pursuing these activities that will promote intellectual growth studies and other College District-sponsored The student is encouraged to pursue academic for Employee Services. 

made to the Human Resources Compliance and other forms of unlawful discrimination are Services. Complaints of sexual harassment Section 504 Coordinator in Office of Student Americans with Disabilities Act are made to the

NOTE: Complaints under Section 504 and/or Americans with Disabilities Act are made to the Section 504 Coordinator in Office of Student Services. Complaints of sexual harassment and other forms of unlawful discrimination are made to the Human Resources Compliance Coordinator in the Office of the Vice President for Employee Services.

The student is encouraged to pursue academic studies and other College District-sponsored activities that will promote intellectual growth and personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community.

I. STUDENT GRIEVANCE PROCEDURES

A grievance may be initiated by a student when he/she believes he/she has been subject to an unjust action or denial of rights as stipulated in College District regulations and in the state education and administrative codes. Such action may be instituted by the student against another student, faculty, administrator or staff member. A grievance must be initiated no later than the end of the term during which the incident occurred or within 30 days if the alleged action took place during the last two weeks of the semester. Where a student believes an injustice has taken place, the student may seek resolution through the following procedures.

Grade and grading disputes are addressed within this administrative procedure, unless the student is alleging discrimination, harassment, or related retaliation in grading. Students should refer to the “Student Grade Dispute Procedure—Section II” found in this procedure.

The procedure does not apply to:

• Student Disciplinary records covered by College District Procedure No. 5500 AP—Standards of Student Conduct.

• Police citations. Complaints about citations must be directed to the Campus Police or San Diego County Superior Court in the same manner as any traffic violation.

• Complaints alleging unlawful discrimination, harassment, or related retaliation should be filed under College District Procedure No. 3430 AP—Prohibition of Harassment and Discrimination.

• Appeals for residency determination. Residency appeals are filed with Admissions and Records.

• Evaluation of professional competence, qualifications or job performance of any College District employee. The Dean of Student Services reserves the right to transfer the student grievance to the Vice President for Employee Services when deemed appropriate.

A grievance exists when an error or offense has resulted in an injury or harm that may be corrected through this grievance procedure. As noted, there may be other procedures applicable to various other alleged injuries or harms, and this grievance procedure may not be the sole or exclusive remedy, and it may not be necessary to exhaust this process before presenting allegations to other College District or government agencies.

The Superintendent/President shall appoint the Dean of Student Services or his/her designee to assist students in seeking resolution.

Informal meetings and discussion between persons directly involved in the grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought to avoid persons involved in the case becoming polarized, which could render a solution more difficult to achieve.

GLOSSARY OF TERMS

A. ADMINISTRATOR—The Dean of Student Services or Designee.

B. PRESIDENT—The Superintendent/President of the College District or Designee.

C. CAMPUS POLICE—Southwestern Community College District Police Department.

D. DAY—When the College District is in regular session and regular classes are held.

E. REPORT OF STUDENT MISCONDUCT

• Complainant: Person filing a Report of Student Misconduct.

• Defendant: Person being charged.

F. COLLEGE DISTRICT—Southwestern Community College District.

G. VERBAL WARNING—Oral notice to the student that continuation or repetition of misconduct may be cause for further disciplinary action.

H. WRITTEN REPRIMAND—An admonishment by the Dean of Student Services and continuation of conduct may result in further disciplinary action and may be considered in the event of future violations.

I. DISCIPLINARY PROBATION—Specific period of conditional participation in campus and academic affairs, which may involve any or all of the following:

• Ineligibility for all student organization officer position. Any misconduct during the probation period will be cause for suspension or other disciplinary action.

J. SUSPENSION—Denial of all campus privileges for a specified period of time. Exclusion include from classes, athletics, and co-curricular activities.

K. EXPULSION—The removal of a student from any and all classes of the College District; permanent termination of the student status.

(BP & AP 5500 - Standards of Student Conduct and Education Code Section 66300; Accreditation Standard II.A.7.b)
At no time shall any persons directly or indirectly involved in the case use the facts, the information which has been discussed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute for any other purpose other than the settlement of the grievance.

The determination of whether the Report of Student Grievance presents sufficient grounds for review shall be based on the following:

- The grievant must be a student, which include applicants and former students.
- The grievant is personally and directly affected by the alleged grievance.
- The grievance was filed in a timely manner.
- The grievance is not frivolous, clearly without foundation, or filed for the purpose of harassment.

The Report of Student Grievance must include the following:

- A clear and concise statement of the grievance.
- Name(s) of the individuals against whom the grievance is being filed.
- Identify the resolution, corrective action or remedy being sought.
- Summary of actions already taken to attempt to resolve the issue.

The Report of Student Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official.

Preliminary Action Procedure

1. The student who believes an injustice has occurred shall attempt to resolve the grievance by informal consultation with the student, staff, faculty or administrator concerned.

2. If this proves to be less than satisfactory, the student will inform the School/Center Dean or Supervisor of the area, who shall attempt to resolve the grievance by informal consultation with the student, staff, faculty concerned.

Formal Grievance

3. If the student still believes that the issue has not been resolved satisfactorily through the informal resolution process, the student shall submit a completed “Report of Grievance” to the Dean of Student Services. In cases in which the College District Police Department has been involved or in which the situation has become an issue of safety, the preliminary actions need not be adhered to.

4. During the preliminary meeting with the Dean of Student Services, he/she shall confer with the student for the purpose of reviewing the grievance and attempting to resolve the matter.

5. The Dean of Student Services or designee may also obtain information relating to the grievance from other parties involved.

The Dean of Student Services will notify each party of the following actions being considered:

- Dismissal of the grievance for lack of merit.
- Agreement among parties to work towards an equitable solution.
- Remand of the case to a formal hearing. (Guidelines for Due Process on page 94)
- Charges are filed against the student for misconduct. (Pursuant to College District Procedure No. 5500 AP—Standards of Student Conduct.)

From the date the student is notified of the Dean of Student Services’ decision, any request for a hearing of the Grievance and Order Committee must be received postmarked or hand delivered in three (3) working days. Appeals shall be made in writing and delivered to the Office of Student Services.

The Dean of Student Services shall arrange a review of the case by formal hearing to consider the disposition. Please see Guidelines for Due Process in this procedure.

II. STUDENT GRADE DISPUTE PROCEDURES

If a student feels that an instructor has issued a grade based on capricious action in the evaluation of the student’s academic performance, the student must be able to substantiate the claim by showing evidence of a mistake, fraud, bad faith, and/or incompetence. If a student feels that an instructor has issued a grade based on unlawful discrimination, harassment, or related retaliation, the complaint is not covered by this procedure. The student should file with the Human Resources Compliance Coordinator in the Office of the Vice President for Employee Services under College District Procedure No. 3430 AP—Prohibition of Harassment and Discrimination.

California Education Code Section 76224 states:

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith or incompetence, shall be final.

Students should note the following definitions which are taken from Black’s Law Dictionary:

- Mistake—some unintentional act, omission, or error by the instructor;
- Fraud—an intentional perversion of the truth for the purpose of inducing another to part with something valuable or to surrender a legal right;
- Bad Faith—synonymous with fraud, neglect, or refusal to fulfill some duty or contractual obligation, not prompted by an honest mistake as to one’s rights or duties;
- Incompetence—lack of ability, legal qualification, or fitness to discharge a required duty.

If the student feels that an instructor has given a grade based on a mistake, fraud, bad faith, or incompetence, and the student has evidence to substantiate the claim, these steps must be followed:

1. The student must contact his/her instructor to discuss, clarify, and attempt to resolve the grade dispute in person, via electronic mail, or in writing within 30 working days of the time the official grade report was posted on WebAdvisor or on the official transcript. Grades are posted within one week after the end of a semester or term. If the concern is not resolved satisfactorily, then:

2. The student must discuss the matter with the School/Center Dean, or designee, in person, via electronic mail or in writing within 10 working days. The School/Center Dean, or designee, will try to resolve the dispute and will respond to the student in writing.

3. If the concern is still unresolved, the student must within 10 working days after receiving written response from the School/Center Dean, or designee, discuss the matter with the Vice President for Academic Affairs or designee in person, via electronic mail or in writing. The Vice President for Academic Affairs, in consultation with the Academic Senate President, will render a final decision in writing within 15 working days.

4. The decision made by the Vice President for Academic Affairs or designee, in consultation with the Academic Senate President, will be final. There will be no requests granted for a due process hearing.
GUIDELINES FOR DUE PROCESS

Procedural due process is the method established to resolve faculty, staff, and student conduct issues in a clear, fair, and orderly manner. These procedures apply to actions which interfere with or exert a harmful effect upon the function of the College District. Due process is intended to achieve an equitable solution that will resolve the issue with due regard for the rights of the accused, the protection of the student body, and the interest of the College District. Any action taken by a student under this due process procedure shall not preclude any further action.

The implementation of procedural due process on campus will consist of the following due process procedures and will take place within a reasonable length of time.

I. PRELIMINARY ACTION PROCEDURE

A. SUBMITTING OF OFFICIAL FORMS
   The Dean of Student Services shall receive any charge of alleged student grievance. Charges may be made by a student against another student, faculty, staff or administrator. The complainant shall file a Report of Student Grievance form with the Dean of Student Services. In the absence of the Dean of Student Services, there may be a designee.

B. NOTIFICATION OF CHARGES
   Students, faculty, staff or administrators charged with a Student Grievance shall be notified of the grievance which they are accused and provided a brief written statement of the facts supporting the accusation. The student, faculty staff or administrator is required to schedule an appointment with the Dean of Student Services to discuss such alleged violations. The notice will be mailed to the parties’ official addresses on file with the College District via regular and certified U.S. Mail or overnight delivery service.

   After the second attempt of notification, a student who does not report to the Office of Student Services to address a student grievance report will have an administrative hold placed on his/her records, in addition to possibly being dropped from his/her classes.

C. PRELIMINARY MEETING
   The meeting with the Dean of Student Services shall consist of the following:
   1. The alleged party is provided a copy of College District Procedure No. 5530 AP —Student Rights and Grievances.
   2. The alleged party will be provided with a brief written statement of the facts supporting alleged student grievance.
   3. The Dean of Student Services informs the student, staff, faculty and/or administrator of the process which will be followed.

D. ADMINISTRATOR ACTIONS
   The Dean of Student Services will obtain information relating to the charge from the student and other persons. The Dean of Student Services will notify each party regarding any of the following actions:
   • Dismiss the grievance for lack of merit.
   • Work towards an equitable solution. (See Guidelines for Due Process)
   • Charge the student with misconduct. (College District Procedure No. 5500 AP—Standards of Student Conduct)

A letter notifying the parties of the Dean of Student Services’ decision shall be sent via regular and certified U.S. Mail or overnight delivery service, specifying the mailing date of such letter. The Administrator is deemed to have notified the student, faculty, staff and/or administrator of his or her decision on the date the mail receipt.

E. APPEAL TO GRIEVANCE AND ORDER COMMITTEE
   From the date of the mail receipt, the parties are notified of the Dean of Student Services’ decision, any request for a hearing to the Student Grievance and Order Committee must be received postmarked or hand delivered in three (3) working days. Any appeal shall be made in writing and delivered to the Office of Student Services. The Dean of Student Services will convene the Grievance and Order Committee to conduct the formal hearing within 30 calendar days during the fall and spring semesters. If the fall or spring semester ends before the hearing can be scheduled and held, both parties will be notified of any delay.

   After the hearing date has been established and each party has been notified via regular and certified U.S. Mail or overnight delivery service, copies of the written case materials will be available for each party to pick up from the Office of Student Services seven (7) working days prior to the hearing.

   In addition to copies of the written case materials, the names of the Grievance and Order Hearing Panel members will be provided to each party. Each party involved in the Report of Student Grievance may challenge the participation of any member of the Grievance and Order Hearing Panel for cause. The person must submit their request in writing to the Office of Student Services no later than 48 hours prior to the hearing. The grounds for cause shall be limited to any personal involvement in the situation or issue, or any other act or statement indicating that person could not act in a neutral manner. After submitting the written request to the Office of Student Services, the validity of any such challenges shall be determined by the Chairperson of the Hearing Panel. Five (5) panel members shall be the minimum number to conduct a hearing.

II. HEARING PROCEDURE

A. FORMAL HEARING PROCESS
   The Formal Hearing Process is the College District’s administrative due process to resolve student grievances that are not resolved by informal actions. Parties are allowed to present testimony and witnesses to support their positions. All communication and actions taken during this process are confidential during a closed hearing. Disruptive behavior will not be tolerated and will result in exclusion of the disruptive person(s) from the proceedings. There will a sworn Campus Police representative present at all hearing regardless of the type of Student Grievance.

B. THE HEARING PANEL
   Each academic year, the Dean of Student Services shall request and receive appointments of at least four members from each constituent group to serve on the Grievance and Order Committee and Hearing Panel pool(s) as necessary.

   There shall be a standing Grievance and Order Committee from which the members are appointed to a Grievance and Order Hearing Panel, as needed. The Grievance and Order Hearing Panel shall be comprised of at least one member from each of the following groups, in addition to the chairperson to consist of a minimum of a five member panel. When a Hearing Panel is required to be assembled, the Dean of Student Services will contact the President of each constituent group to appoint a member to a Hearing Panel pool.
1. Two students and two alternates (enrolled in 5 or more units) who shall be appointed by the ASO president and;
2. Two full-time tenured faculty and two alternates shall be appointed by the Academic Senate president and;
3. Two full-time classified personnel and two alternates except those designated as management, who shall be appointed by the Classified Union president and;
4. Two full-time management personnel and two alternates (who shall be appointed by the Superintendent/President) with the exception of the Vice President for Student Affairs and Dean of Student Services.

C. SCOPE OF THE STUDENT GRIEVANCE AND ORDER HEARING
The Grievance and Order Hearing Panel shall limit the scope of its appeal hearing to the following:
1. Determine if the evidence supports the findings of the Dean of Student Services.
2. Determine if the action levied by the Dean of Student Services is within range of student grievance actions delineated in College District Procedure No. 5530 AP - Student Rights and Grievances.
3. Make recommendations to the Vice President for Student Affairs designee.

D. RESPONSIBILITIES OF THE CHAIRPERSON
The Chairperson shall preside over the hearing and make rulings as to its conduct. Disruptive behavior will not be tolerated and will result in exclusion of the disruptive person(s) from the proceedings.

E. RIGHT TO REPRESENTATION
This is an internal due process hearing conducted by Southwestern community College District. Parties are allowed to present testimony and witnesses to support their positions. Each party may bring one other non-contributing person to the hearing for the purpose of moral support. The support person may not represent or provide testimony. Parties are not allowed to be represented by legal counsel at any time during the hearing process.

F. FORMAL HEARING ORDER OF PROCEEDINGS
1. Opening
   The Chairperson shall call the hearing to order, introduce the participants, explain the hearing is being recorded and proceedings are confidential, and announce the purpose of the hearing, e.g., ”The Committee meets to hear an appeal of grievance against (person’s name) and/or to submit its findings to the Vice President for Student Affairs.
2. Evidence for Hearing
   Any and all evidence will be entered for the record. Irrelevant and unduly repetitious evidence shall be excluded.
3. Closed Hearing
   All hearings are confidential and closed to the general public, unless both parties agree that the hearing be open and waive their rights to confidentiality. Any such request must be made in writing no less than five (5) days prior to the date of the hearing.
4. Identification of Witnesses
   Witnesses are to identify themselves and state for the record, the reason for their presence. During a closed hearing, witnesses will be allowed to attend the hearing only during the time they provide testimony.
5. Swearing in of Both Parties
   Swear in both the complainant and defendant by the Administrative Secretary.
6. Opening Statements
   Both parties will make opening statements. Person who filed charges will make first opening statement. Each party will be given five minutes.
7. Questioning Protocol
   Grievance and Order Hearing Panel members may ask questions of both parties. Parties may submit questions to the chairperson. The Chairperson will pose questions to appropriate party. Rebuttal two minutes each.
8. Closing Witnesses
   Witnesses are sworn in by the Administrative Secretary. Witnesses are questioned by committee members. Parties may submit questions to Grievance and Order Hearing chairperson.
9. Closing Statements
   Both parties will make closing statements. Person who filed charges will make first closing statement. Each party will be given five minutes.

G. BURDEN OF PROOF AND OF PRODUCING EVIDENCE
The person seeking appeal has the burden of proving that the evidence filed in the Report of Student Grievance did not support the Dean of Student Services’ findings. The student filing the grievance may present evidence in support of his or her position, and then the other person may present evidence to refute such evidence.

H. ARGUMENTS
Arguments will be presented first by the student filing the Report of Student Grievance. The student shall be afforded an opportunity to make or waive an opening statement. After the opening statements, the student filing the Report of Student Grievance shall have the first opportunity to present witnesses and other relevant evidence. Then the other person shall have the opportunity to present witnesses and other relevant evidence.

I. EVIDENCE
Irrelevant and unduly repetitious evidence shall be excluded.

J. CLOSED HEARINGS
1. Hearings shall be confidential and closed to the general public, unless both parties agree that the hearing be open and waive their rights to confidentiality. Any such request must be made in writing no less than five (5) days prior to the date of the hearing.
2. Both parties shall be entitled to call witnesses. Any questions directed to the witnesses shall be in writing and given to the chairperson.
3. Members of the Hearing Panel may ask questions to either party upon recognition by the Chairperson. Either party may recall a witness who again may be questioned by the Hearing Panel.
4. A brief caucus may be called by the Chairperson or any member, with all other person’s excused except for the Grievance and Order Hearing Panel.
5. The hearing shall be recorded. The recording may be used by the Vice President for Student Affairs or the Superintendent/President, in case of an appeal.
K. ABSENCE OF THE COMPLAINANT AND/OR THE DEFENDANT
It is imperative that all parties be present during the hearing process. Disruptive behavior will result in removal of the person(s), and the hearing will continue in their absence. If the student(s) and/or the College District employee(s) who are involved in the Report of Student Grievance do not appear, or leaves the hearing before its conclusion, the hearing shall proceed without the absent parties, and the Hearing Panel shall reach a decision based on the evidence presented.

L. CONCLUSION
The opportunity to make or waive a closing argument will be made first by the student filing the Report of Student Grievance. The Hearing Panel shall recess to deliberate in closed session with all of the members. The Dean of Student Services and if appropriate the appointed college legal counsel, may be present to advise. The Hearing Panel shall reach its decision based upon the record of the hearing and shall not consider matters outside of that record.

Within one working day of the hearing, the Chairperson shall deliver to the Vice President for Student Affairs a written decision arrive by majority vote of the Hearing Panel. The faculty Chairperson will vote in case of tie.

The Hearing Panel’s decision may include one of the following recommendations:
• Exoneration
• Written warning
• Any other recommendation(s) that the committee members deem necessary for a successful resolution.

M. FINAL ACTION
Upon receiving the findings and recommendations of the Hearing Panel, the Vice President for Student Affairs shall render a decision within three (3) working days and transmit in writing to the person, Grievance and Order Hearing Panel members and other appropriate administrative officers via regular and certified U.S. Mail or overnight delivery service.

The Vice President for Student Affairs may do the following:
• Concur with the Hearing Panel findings and recommendations and the Dean of Student Services’ decision.
• Revise the recommendation and/or actions of the Hearing Panel and the Dean of Student Services.

III. APPEAL TO THE SUPERINTENDENT/PRESIDENT
From the date the person is notified of the Vice President for Student Affairs decision, any request for an appeal to the Superintendent/President must be received postmarked or hand delivered in three (3) working days. Any appeal shall be made in writing and delivered to the Office of the Superintendent/President.

The Superintendent/President may do the following:
• Concur with the Hearing Panel’s findings and recommendations and the Vice President for Student Affairs decision.
• Revise the recommendation and/or actions of the Hearing Panel and the Vice President for Student Affairs.

The letter rendering the Superintendent/President’s decision shall be mailed to the student via regular and certified U.S. Mail or overnight delivery service.

The Superintendent/President’s action shall be final and binding on all parties.

IV. GLOSSARY OF TERMS
A. ADMINISTRATOR—The Dean of Student Services or Designee.
B. PRESIDENT—The Superintendent/President of the District or Designee.
C. CAMPUS POLICE—Southwestern College District College Police Department.
D. DAY—When the college is in regular session and regular classes are held.

E. REPORT OF STUDENT GRIEVANCE
Complainant—Student filing a Report of Student Grievance.
Defendant—Staff, faculty and/or administrator being charged
F. COLLEGE / COLLEGE DISTRICT—Southwestern Community College District.

(BP & AP 5530 - Student Rights and Grievances and Education Code Section 76224(a); Title IX, Education Amendments of 1972; Title 5 Section 51023.7)

STUDENT RIGHT-TO-KNOW
In compliance with the Student Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542) and as a service to its community, the Southwestern Community College District makes available its completion and transfer rates to all current and prospective students.

Beginning in fall 2006 a cohort of all college students who were certificate-, degree-, and transfer-seeking first time, full-time students were tracked over a three-year period. The completion and transfer rates are based on information submitted by each college to the U.S. Department of Education. Based on the cohort defined above, 19.63 percent of the SWC cohort attained a certificate or degree or became transfer-prepared from fall 2006 to spring 2009. In addition, 12.48 percent transferred to another postsecondary institution (University of California, California State University, or other California community college) during the same three-year period.

NOTE: The above rates do not represent the success rates of the entire student population at Southwestern College (SWC), nor do they account for student outcomes occurring after this three-year tracking period. Additionally, the rates do not describe other important features about the College and its students. SWC contributes significantly to the lives of thousands of students in assisting them to meet their educational goals.

More information concerning SRTK is available from the Office of Institutional Effectiveness and Academic Affairs Offices. Additional information can also be found at the following websites: http://www.cccco.edu/divisions/tris/mis/srtk.htm and http://srtk.cccco.edu/091/99index.htm.

ACADEMIC ACCOMMODATIONS FOR STUDENT WITH DISABILITIES

POLICY BP 5140
The Southwestern Community College District is committed to providing an Inclusive educational environment which is responsive and accessible to the needs of all students. Students with disabilities shall be reasonably accommodated pursuant to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and Section 508 of the Rehabilitation Act of 1973 in all applicable District programs. The fundamental principles of nondiscrimination and accommodation in academic programs provide that:
• No student with a qualified disability shall, on the basis of the disability, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination under any post-secondary education activity or program; ([84.43(a)] Section 504, Fed. Rehab. Act, 1973; and
• Reasonable accommodations or adjustments to academic activities shall be made as are necessary to ensure that such requirements do not discriminate or have the effect of discrimination on the basis of the disability; and
• The District shall maintain an educational environment where students with disabilities have equal access to instruction without compromising the essential components of the course, educational program or degree, including instruction taking place in a clinical setting within the scope of the program technical standards, while ensuring patient safety.

The Disability Support Services (DSS) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for students with disabilities who can benefit from instruction as required by federal and state laws.

DSS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.

No student with disabilities is required to participate in DSS programs and services. The point of contact regarding accommodations for student who choose not to register with DSS is the 504 Compliance Officer/Dean of Student Services.

The College District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President for Student Affairs, shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Superintendent/President shall assure that the DSS program conforms to all requirements established by the relevant law and regulations.

All complaints of unlawful discrimination on the basis of physical or mental disability shall be filed with the Human Resources Compliance Coordinator in the Office of the Vice President for Employee Services under College District Procedure No. 3430AP-Prohibition of Harassment & Discrimination.

ACADEMIC ACCOMMODATIONS FOR STUDENT WITH DISABILITIES PROCEDURES AP 5140

The Southwestern Community College District is committed to providing an inclusive educational environment which is responsive and accessible to the needs of all students. The Disability Support Services (DSS) program is the primary provider for support programs and services for students with disabilities. Students with disabilities are not required to register with DSS. The point of contact regarding accommodations for these students is the 504 Compliance Officer/Dean of Student Services.

The College District maintains a plan for the provision of programs and services to students with disabilities designed to assure that they have equal access to College District classes and programs. Other information regarding the goals and objectives of DSS can be found in the DSS Program Review document.

Providing Academic Adjustments for Student with Disabilities

Students with disabilities are assured equal access to educational institutions and all systems of communication under federal and State laws. Equal access for an individual with a disability is defined as the opportunity to obtain the same result, gain the same benefit or to reach the same level of achievement, in the most integrated setting appropriate to the person's needs. Equal access is achieved either by providing universal access, or by academic adjustments (accommodations). Academic adjustments or accommodations are modifications to the way instructional material is presented, learned, expressed and/or assessed. In postsecondary settings, academic adjustments or accommodations may not fundamentally alter the essential requirements of a course, program, certificate or degree (Section 504 of the Rehabilitation Act of 1973).

1. Verification. The student with a disability must provide written documentation of the disability for verification of the need for academic adjustments or accommodations. The student is responsible for requesting adjustments or accommodations in a timely fashion. Students submit their documentation to DSS or to the 504 Compliance Officer/Dean of Student Services. If the student prefers not to use DSS services, the 504 Compliance Officer/Dean of Student Services will address the issue of accommodations. Professors are not permitted to offer accommodations without authorization from DSS or the 504 Compliance Officer/Dean of Student Services. Accommodations will be recommended after disability verification has been received.

2. If the student does not have appropriate disability verification, DSS will initiate an assessment to determine and document a disability within the scope of assessment services provided by DSS and deemed necessary by a DSS professional.

3. The DSS professional, who meets the standards established by state regulations, will assess and document the extent and the effects of the current disability. Depending on the severity and educationally related functional limitations of the assessed disability, the DSS professional shall authorize accommodations immediately upon request of the student.

4. The student will submit to his/her instructors the authorized accommodations forms completed by the DSS professional.

5. Requests. Once the disability is verified, the student will complete the form to request accommodations every enrolled term. This form is completed each time a student is requesting accommodations and can be obtained in the DSS office, by email request at dss@swccd.edu, or at the Student Services counter at the Higher Education Centers in San Ysidro, Otay Mesa, or National City.

6. Student Enrollment and Requirements. Students must be currently enrolled in a credit or noncredit adult education course in order to request and receive academic adjustments. The following statement must be included on course syllabi and read during the first week of class: “Southwestern College recommends that student with disabilities or specific learning needs contact their professors during the first two weeks of class to discuss academic accommodations. If the student believes they may have a disability and would like more information, they are encouraged to contact Disability Support Services (DSS) at (619) 482-6512 (voice), (619) 207-4480 (video phone), or email at dss@swccd.edu. Alternate forms of this syllabus and other course materials are available upon request.”
COURSE SUBSTITUTIONS

1. The student must complete the petition for a course substitution with the Disability Support Services (DSS) office. The petition must be received by DSS prior to student’s final semester before graduation or transfer to avoid last minute negotiations.

2. A preliminary review of the student’s disability-related need for a course substitution will be made on an individual basis taking into account the unique needs of each student. The review must be conducted by a team of appropriate professionals within DSS, including the DSS Director. Sufficient written documentation that the student meets all standardized criteria established by Title 5 and the Chancellor’s Office relevant to the student’s disability must be demonstrated to the DSS office in order to proceed with a formal request (Section 56032-56044 of Subchapter 1 of Chapter 7 of Division 6 of Title 5).

3. If the DSS team determines that the above requirements are met, it will develop an education plan for the student that addresses the student’s particular disability, immediate and future educational and career goals, and how this particular course substitution will affect any prerequisite, graduation or transfer requirements detailed by this educational plan.

4. Within ten instruction days of receiving the petition, DSS will present this educational plan in writing to an ad hoc committee consisting of: the DSS Director, the student’s DSS Specialist, the School Dean, Department Chair or faculty representative from the department from which the course substitution has been requested, and one (1) designee from the Academic Senate. Additional representatives may be added if members of this committee deem it necessary.

5. Within ten instruction days of the referral from DSS, this committee will determine if the requested substitution constitutes a fundamental alteration of the educational program. The committee will also develop and submit to the student a written individualized plan for accommodations or adjustments that address the appropriate educational needs as they relate to the educational goals of the student. The plan developed by the committee becomes effective immediately and will be coordinated and implemented by DSS. The DSS Director or his/her designee will ensure that the provisions of the plan are followed.

6. If the ad hoc committee cannot reach a decision, the matter will be referred to the 504 Compliance Officer/Dean of Student Services to review and begin the Academic Adjustment Hearing process within ten (10) instruction days.

7. Any course substitution provided for a student determined to require such an academic adjustment should guarantee that any grade assigned to the student is based on their ability to demonstrate comparable concept mastery to that of other students enrolled in the course being replaced. For this reason, special project courses or others designated by the department may be assigned as the appropriate substitution courses and should incorporate those essential concepts as identified in the course outline of record for the course being replaced.

8. If the substituted course is required for transfer, and the student plans to transfer, the student is responsible for contacting the transferring institution regarding the acceptability of the substitution. SWC students will be informed in writing that a substitution granted by SWC may not be recognized by a subsequent educational institution.

COMPLAINT/GRIEVANCE PROCESS FOR PROVIDING EQUAL ACCESS

Students with disabilities or professors who are not satisfied with the reasonable accommodation, purchase, use or agreement for accessing College District-related information can appeal the decision following the procedure outlined below.

1. A student who disagrees with the academic accommodation(s) recommended by DSS should promptly discuss his/her concern with the DSS professional recommending the accommodation. If the student’s concern continues to be unresolved, the student should discuss his/her concern with the DSS Director. If the concern continues to be unresolved, the next step is to contact the 504 Compliance Officer/Dean of Student Services as outlined in number 3 below. The students must contact the 504 Compliance Officer/Dean of Student Services prior to the posting of the final grade.

2. If an instructor has questions about an accommodation requested by a student with a verified disability, the instructor should promptly contact the DSS professional who authorized the accommodation(s). Informal meetings and discussion among the instructor, department chair or designee, the student, the appropriate members of DSS, and/or other appropriate members of the college community are essential at the outset, and will be completed within five (5) instruction days following the student’s request of the accommodation.

3. If no informal resolution can be found within five (5) instruction days and the accommodation is not allowed, the DSS professional, student, or the instructor will refer the matter to the 504 Compliance Officer/Dean of Student Services as soon as possible for review. The 504 Compliance Officer/Dean of Student Services will conduct interviews with all involved parties, and will make a decision regarding the accommodation within seven (7) instruction days of having received the matter.

4. Following notification by the 504 Compliance Officer/Dean of Student Services, if either the instructor or the student disagrees with the decision, they will notify the 504 Compliance Officer/Dean of Student Services in writing within three (3) instruction days. Written notice must be hand-delivered or postmarked by the three (3) day deadline. The 504 Compliance Officer/Dean of Student Services will then proceed with the Academic Adjustment Hearing process.

5. The accommodation originally authorized by DSS will be allowed for a maximum of four (4) instruction weeks during which time a resolution will be achieved. If the decision of the Committee is that the accommodation is not reasonable, the accommodation will either be modified or rescinded depending upon the Academic Adjustment Hearing Committee’s recommendations.

ACADEMIC ADJUSTMENT HEARING PROCESS

Students with disabilities or instructors who are not satisfied with the reasonable accommodation, purchase, use or agreement for accessing College District-related information can appeal the decision made by the 504 Compliance Officer/Dean of Student Services by filing a formal written request for an Academic Adjustment Hearing with the College’s 504 Compliance Officer/Dean of Student Services. The 504 Compliance Officer/Dean of Student Services is located on the Chula Vista campus, in the Cesar Chavez Building, Room S109, 619-482-6369.

1. The 504 Compliance Officer/Dean of Student Services is responsible for informing the complainant of his/her rights, responsibilities, and procedures.

2. The accommodation originally authorized by DSS will be allowed for a maximum of four (4) instructional weeks during which time a resolution will be achieved.
3. An Academic Adjustment Hearing Committee will be scheduled by the 504 Compliance Officer/Dean of Student Services within five (5) instructional days to review the complaint. The hearing will be convened within ten (10) instructional days. The committee will be composed of the following voting members:
   a. DSS Director or DSS Department Chairperson or his/her designee
   b. Dean or Department Chairperson from the department where the student/instructor is registering the complaint
   c. Academic Senate President or his/her designee
   d. ASO President or his/her designee
4. The 504 Compliance Officer/Dean of Student Services shall serve as Chairperson and will vote only in case of a tie and will be responsible for providing an audio recording of the hearing.
5. All four (4) voting members shall constitute a quorum by which the hearing may proceed.
6. Both parties have the right to present witnesses, testimony, and evidence, but only as related to the complaint.
7. Both parties have the right to be accompanied by an advocate in the formal appeal hearing. Attorneys are not permitted unless the Committee finds that complex legal issues are raised by the complaint.
8. The hearing shall be closed to the public.
9. The Committee shall review both the written and oral testament presented and shall render a written decision within five (5) instruction days following the conclusion of the hearing. Copies of the findings shall be forwarded to the student, instructor, committee membership, and other cognizant administrative officers. In addition, a copy of the Committee’s findings shall be forwarded to the College District Superintendent/President.
10. The 504 Compliance Officer/Dean of Student Services shall inform the complainant of the Committee’s action by certified mail within three (3) instructional days of the receipt of the Committee’s findings.
11. Upon notification of the Committee’s findings, either party may appeal the Committee’s decision to the College District Superintendent/President. Any appeal to the Superintendent/President must be made in writing, and shall be either hand delivered or postmarked within three (3) instructional days following notification of the Committee’s findings.
12. The Superintendent/President will review the decision of the Committee and will either accept or modify the decision.
13. The Superintendent/President shall inform the complainant and the Committee of his/her final action by certified mail within ten (10) instructional days of the receipt of the appeal request.
14. The Superintendent/President’s decision shall be the final decision and shall be implemented within five (5) instruction days.
15. The confidential audio recording of the proceedings shall be kept in a confidential file by the 504 Compliance Officer/Dean of Student Services. All documents shall be filed separately from the personnel file of Southwestern College employees.

GENERAL PROVISIONS
1. The time limits specified herein shall be considered under normal circumstances and every effort shall be made to expedite the process. Time limits may be extended only by mutual consent, in writing.
2. A complaint can be withdrawn at any step of the process; however, the same complaint shall not be re-filed.
3. Either party may consult with the 504 Compliance Officer/Dean of Student Services regarding any of these procedures at any time.

DISABILITY DISCRIMINATION COMPLAINTS
The Southwestern Community College Catalog contains the most recent information regarding services available for students with disabilities. This document is updated annually for currency and correctness.

Any student, College District employee, or community member wishing to file a complaint alleging discrimination on the basis of physical or mental disability should file with the Human Resources Compliance Coordinator in the Office of the Vice President for Employee Services under College District Procedure No. 3430 AP - Prohibition of Harassment & Discrimination.

If these processes yield an unsatisfactory result, the Office for Civil Rights may be contacted regarding its complaint resolution processes:

United States Department of Education
Office for Civil Rights
Region IX
Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, CA 94102

STUDENT RIGHTS POLICY
If admitted to Southwestern Community College District in accordance with District admission policies (Education Code Section 76000), a student can exercise the following rights pursuant to Title 5, Sections 5521, 5530, 5534, 58106:

• Enrollment in any course for which the student can meet necessary and valid prerequisites and corequisites that have been established pursuant to Title 5, Section 58106.

• Access to clear and consistent information describing student rights and responsibilities available in college publications and documents such as catalog, schedule, and student educational plan.

• Participation in an efficient matriculation process that encourages student access to college programs.

• Maintaining enrollment status in a course after the beginning of the semester. The student may withdraw voluntarily or can be dropped from the course against his/her will if he/she fails to comply with District attendance policy or exhibits disruptive behavior as identified in District policy. A student who does not meet the mandatory prerequisite or corequisite may be dropped from a course. Therefore, it is incumbent upon the College to ensure that students are informed about mandatory prerequisites and corequisites and that prerequisites and corequisites are enforced in a timely and efficient manner. (Title 5, Section 55758)
ACADEMIC ADJUSTMENT PROCEDURES

1. The student bears the responsibility of presenting Disability Support Services (DSS) with professional disability verification that describes specific educational limitations before an academic accommodation will be authorized.

2. If the student does not have appropriate disability verification, DSS will direct the student to the appropriate professional who can determine disability, or will initiate an assessment to determine and document a disability within the scope of assessment services provided by DSS and deemed necessary by a DSS professional.

3. The DSS professional, who meets the standards established by state regulations, will assess and document the extent and the effects of the current disability. Depending on the severity and educationally related functional limitations of the assessed disability, the DSS professional shall authorize accommodations immediately upon request of the student.

4. The student will submit to his/her instructors the authorized accommodations forms completed by the DSS professional.

INFORMAL RESOLUTION

4a. The College is charged with determining and providing what it believes to be the appropriate academic accommodation for a student. A student who disagrees with the academic accommodation(s) prescribed by DSS should discuss his/her concern with the DSS professional recommending the accommodation. If the student’s concern continues to be unresolved, the student should discuss his/her concern with the DSS Director. If the concern continues to be unresolved, the next step is to contact the 504 Compliance Officer/Dean of Student Services as outlined in number 5 below. Students must file an Academic Accommodation appeal with the 504 Compliance Officer prior to the posting of the final grade.

4b. If an instructor has questions about an accommodation requested by a student with a verified disability, the instructor should promptly contact the DSS professional who authorized the accommodation(s). Informal meetings and discussion among the instructor, department chair or designee, the student, the appropriate members of DSS, and/or other appropriate members of the college community are essential at the outset, and will be completed within five (5) instruction days following the student’s request for the accommodation.

5. If no informal resolution can be found within five (5) instruction days and the accommodation is not allowed, the DSS professional, student, or the instructor will refer the matter to the 504 Compliance Officer/Dean of Student Services as soon as possible for review. The 504 Compliance Officer/Dean of Student Services will conduct interviews with all involved parties, and will make a decision regarding the accommodation within seven (7) instruction days of having received the matter.

6. Following notification by the 504 Compliance Officer/Dean of Student Services, if either the instructor or the student disagrees with the decision, they will notify the 504 Compliance Officer/Dean of Student Services in writing within three (3) instruction days. Written notice must be hand-delivered to the Office of Student Services, Cesar E. Chavez Student Services building, Room S109 or postmarked by the three (3) day deadline. The 504 Compliance Officer/Dean of Student Services will then proceed with the Academic Accommodation Hearing process.

7. The accommodation originally authorized by DSS will be allowed for a maximum of four (4) instruction weeks during which time a resolution will be achieved. If the decision of the Committee is that the accommodation is not reasonable, the accommodation will either be modified or rescinded depending upon the Academic Accommodation Hearing Committee’s recommendations.

ACADEMIC ACCOMMODATION HEARING PROCESS

Students or instructors wishing to appeal a decision made by the 504 Compliance Officer/Dean of Student Services at the conclusion of the informal resolution process will file a formal written request for a hearing with the College’s 504 Compliance Officer/Dean of Student Services. The 504 Compliance Officer/Dean of Student Services is located on campus, in the Cesar E. Chavez Student Services Building, Room S109, 619-482-6369.

1. The 504 Compliance Officer/Dean of Student Services is responsible for informing the complainant of his/her rights, responsibilities, and procedures.

2. The accommodation originally authorized by DSS will be allowed for a maximum of four (4) instructional weeks during which time a resolution will be achieved.

3. An Academic Accommodation Hearing Committee will be scheduled by the 504 Compliance Officer/Dean of Student Services within five (5) instructional days to review the complaint. The hearing will be convened within ten (10) instructional days. The committee will be composed of the following voting members:

   a. DSS Director or DSS Department Chairperson or his/her designee
   b. Dean or Department Chairperson from the department where the student / instructor has registered the complaint.
   c. ASO President or his/her designee
   d. Academic Senate President or his/her designee

4. The 504 Compliance Officer/Dean of Student Services shall serve as Chairperson and will vote only in case of a tie and will be responsible for appointing a secretary or providing a tape recording of the hearing.

5. All four (4) voting members, including the chair, shall constitute a quorum by which the hearing may proceed.

6. Both parties have the right to present witnesses, testimony, and evidence, but only as related to the case.

7. Both parties have the right to be accompanied by an advocate in the formal appeal hearing. Attorneys are not permitted, unless the Committee finds that complex legal issues are raised by the complainant.

8. The hearing shall be closed to the public.

9. The Committee shall review both the written and oral testament presented and shall render a written decision within five (5) instructional days following the conclusion of the hearing. Copies of the findings shall be sent to the student, instructor, committee membership, and other cognizant administrative officers. In addition, a copy of the Committee’s findings shall be sent to the College District Superintendent/President.

10. The 504 Compliance Officer/Dean of Student Services shall inform the complainant of the Committee’s action by certified mail within three (3) instructional days of the receipt of the Committee’s findings.

11. Upon notification of the Committee’s findings, either party may appeal the Committee’s decision to the College Superintendent/President. Any appeal to the Superintendent/President must be made in writing, and shall be either hand delivered or postmarked within three (3) instructional days following notification of the Committee’s findings.

12. The Superintendent/President will review the decision of the Committee and will either accept or modify the decision.
13. The Superintendent/President shall inform the complainant and the Committee of his/her final action by certified mail within ten (10) instructional days of the receipt of the appeal request.

14. The Superintendent/President’s decision shall be the final decision rendered and shall be implemented within five (5) instruction days.

15. The confidential tape recording of the proceedings shall be kept in a confidential file by the 504 Compliance Officer/Dean of Student Services and a copy shall be available to the parties. All documents shall be filed separately from the personnel file of Southwestern College employees.

GENERAL PROVISIONS

1. The time limits specified herein shall be considered under normal circumstances and every effort shall be made to expedite the process. Time limits may be extended only by mutual consent, in writing.

2. The complainant may withdraw the appeal at any time. However, the same appeal shall not be filed again by the same complainant.

3. Either party may consult with the 504 Compliance Officer/Dean of Student Services regarding any of these procedures at any time.

DISABILITY DISCRIMINATION COMPLAINTS

Students wishing to file complaints or grievances based upon discrimination on the basis of physical or mental disability should contact the 504 Compliance Officer/Dean of Student Services located on campus, in the Cesar E. Chavez Building, Room S109, 619-482-6369.

Any student, District employee, or community member can file a complaint of unlawful disability discrimination directly with the Human Resources Compliance Coordinator, located in Employee Services, Room 1650, 619-482-6329.

If these processes yield an unsatisfactory result, the Office of Civil Rights may be contacted regarding their complaint resolution process:

United States Department of Education
Office of Civil Rights
Region IX
Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, CA 94102

SERVICE ANIMALS AT SOUTHWESTERN COLLEGE FACILITIES

In accordance with the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Amendments Act of 2008, people with disabilities may bring their service animals into all Southwestern Community College District facilities.

A service animal is defined as “any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.” Under the ADAA, a service animal is not considered a pet. Service animals must be permitted to accompany a person with a disability everywhere on campus or off campus as the activity (e.g., internship, field work, etc.) pertains to the curriculum. If there are any questions as to whether an animal qualifies as a service animal, a determination will be made by the Section 504 Compliance Officer/Dean of Student Services and/or DSS Director (542. U.S. Code Sections 12101; BP & AP - 3440 Service Animals).

STUDENT RIGHTS

If admitted to Southwestern Community College District in accordance with District admission policies (Education Code Section 76000), a student can exercise the following rights pursuant to Title 5, Sections 5521, 55330, 55534, 58106:

• Enrollment in any course for which the student can meet necessary and valid prerequisites and corequisites that have been established pursuant to Title 5, Section 58106.

• Access to clear and consistent information describing student rights and responsibilities available in college publications and documents such as catalog, schedule, and student educational plan.

• Participation in an efficient matriculation process that encourages student access to college programs.

• Maintaining enrollment status in a course after the beginning of the semester. The student may withdraw voluntarily or can be dropped from the course against his/h er will if he/she fails to comply with District attendance policy or exhibits disruptive behavior as identified in District policy. A student who does not meet the mandatory prerequisite or corequisite may be dropped from a course. Therefore, it is incumbent upon the College to ensure that students are informed about mandatory prerequisites and corequisites and that prerequisites and corequisites are enforced in a timely and efficient manner. (Title 5, Section 55758)

A student may petition for waiver or appeal if he feels that assessment, orientation, counseling, prerequisites, corequisites, or any other matriculation procedures are being applied in a discriminatory manner. Where a student believes an injustice is being done, the student may seek redress through established grievance policy and procedure. See this catalog under SSSP Appeals Petition.

UNIVERSAL DESIGN

In order to provide an accessible education that develops the human potential of all its students, Southwestern College shall comply with the Title III of the Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Amendments Act of 2008, and conform to the principles of Universal Design in Education (UDE) as defined by the Center for Universal Design at North Carolina State University: “the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.” Promoting the values of diversity and inclusion, UDE recognizes the full spectrum of user abilities and thus benefits all members of the Southwestern College community (Policy No. 3415).

This policy applies to, but is not limited to, the following:

• Instruction
• Student Services
• Facilities
• Institutional Technology
• Public Information
• Other campus goods, services, and environments
# MAJORS LIST

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### NONCREDIT CERTIFICATES OF COMPLETION

- Entry Level ESL
- Marine Safety Service
- Quality Home Care Provider
- Tax Preparation
ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Some courses within these programs may require additional coursework that must be completed prior to enrollment in those courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

Notes: The reference to “other limitations on enrollment” covers other course requisites such as certification or license. The same or a similar statement may be necessary for the SEP.
ACCOUNTING

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569
FACULTY: Elena Arteaga, CPA; M. E. Martinez-Sanabria, M.B.A.
DEPARTMENT CHAIR: Elisabeth Shapiro, J.D.

GENERAL DESCRIPTION
Accountancy is the study of theories, principles, and practices in the recording, analyzing, and communication of financial information. This discipline explores the flow of transactions in quantitative form and the role of reporting in the overall system for financial control in business, industry, and government. Accounting processes and information are frequently the foundation for decision making and business planning. Students can also enter the field through the certificate programs—Micro Technician Bookkeeper and Payroll Clerk. The ability to move upward in an organization requires continued education.

CAREER OPTIONS
Following is a sample of the career options available for the accounting major. There are three kinds of accountants: public, management, and government. Some positions require an associate degree, many require a bachelor’s degree, and a few may require a graduate-level degree. Entry-level career opportunities are available in government, industry, educational institutions, hospitals, small business, public agencies, investment firms, real estate, offices, stock brokerage firms, tax accounting services, international trade organizations, transportation, high technology, marketing, savings, and loans, human resources, and accounting firms.

DEGREE/CERTIFICATE OPTIONS

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Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN ARTS DEGREE

ASSOCIATE IN ARTS DEGREE

TRANSFER PREPARATION* (MAJOR CODE: 01110)

Designed to equip students with the knowledge, skills, practices, and values to understand the complex and changing global business environment. Individual courses promote comprehension of the field, foster problem solving, and provide basic analytical and conceptual skills. Lower-division requirements are not the same for all universities, and there are differences among the areas of specialization. However, the courses listed below meet the lower-division requirements for most universities offering a bachelor’s degree with a major in accounting. Students usually start with the two-year undergraduate common core curriculum in business administration, as these are required for most business-related majors.

Program Student Learning Outcome Statement:

- Prepare financial statements, supporting schedules, and management reports in compliance with Generally Accepted Accounting Principles.
- Student will prepare financial statements, analyze financial data, and explain the meaning and impact of the data upon the business.
- Student will represent mathematical information symbolically, visually, numerically and verbally and interpret mathematical models such as formulas, tables, and graphs while recording and interpreting the financial data.

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<td>MATH 120 Calculus for Business Analysis</td>
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Total units 29

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
ASSOCIATE IN SCIENCE DEGREE

ACCOUNTING

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02011)

Provides training in accounting theory and practice, sole proprietorship, partnership, corporation accounting procedures, cost accounting, income tax procedures, and the application of microcomputers to accounting problems. Prepares students for employment as junior members of the accounting staff of a private business or industrial enterprise, a public accounting firm, or a governmental agency.

Program Student Learning Outcome Statement:

- Prepare payroll registers financial statements, and other reports which are in compliance with Generally Accepted Accounting Principles.
- Define, analyze and classify each business transaction within the framework of Generally Accepted Accounting Principles, business law, and Taxation methods.
- Student will represent mathematical information symbolically, visually, numerically and verbally and interpret mathematical models such as formulas, tables, and graphs while recording and interpreting the financial data.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

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<td>ACCT 102</td>
<td>Principles of Accounting II—Managerial</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 105</td>
<td>Intermediate Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 109</td>
<td>Federal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>BUS 123</td>
<td>Introduction to Investments</td>
<td>3</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Business Law/The Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 142</td>
<td>Business Ethics—Corporate and Personal</td>
<td>1</td>
</tr>
<tr>
<td>BUS 150</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Communication (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 290–293</td>
<td>Work Experience in Business I–IV</td>
<td>2</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computers and Information Processing</td>
<td>4</td>
</tr>
<tr>
<td>CIS 133</td>
<td>Advanced Microcomputer Spreadsheets Software</td>
<td>1</td>
</tr>
</tbody>
</table>

Total units: 37

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

CERTIFICATES

ACCOUNTING

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02012)

Provides training in accounting theory and practice, sole proprietorship, partnership, corporate accounting procedures, cost or income tax accounting, and the application of microcomputers to accounting problems.

Program Student Learning Outcome Statement:

- Prepare payroll registers, financial statements, and other reports which are in compliance with Generally Accepted Accounting Principles.
- Define, analyze and classify each business transaction within the framework of Generally Accepted Accounting Principles, business law, and Taxation methods.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

ACCT 12 Computerized Accounting 3
ACCT 101 Principles of Accounting I 4
ACCT 102 Principles of Accounting II—Managerial 4
ACCT 105 Intermediate Accounting 3
ACCT 109 Federal Income Tax 3
BUS 123 Introduction to Investments 3
BUS 140 Business Law/The Legal Environment of Business 3
BUS 142 Business Ethics—Corporate and Personal 1
BUS 150 Principles of Management 3
BUS 211 Communication in Business and Industry (3)
OR
BUS 212 Business Communication (3)
BUS 290–293 Work Experience in Business I–IV 2
CIS 101 Introduction to Computers and Information Processing (4)
OR
CL 120 Computer Literacy (1)
AND
CIS 122B Spreadsheet Software—Excel (1)

Total units 34–36
**ADMINISTRATION OF JUSTICE**

**STUDENT TRANSFER ACHIEVEMENT REFORM (STAR) ACT (SB1440)**

**ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01251)**

Administration of Justice and Criminal Justice are the study of theories, concepts, statutes, laws, procedures, and methodologies governing the criminal justice system. These programs explore the historical development of criminal law, the interrelationship between criminal law and the criminal justice system, and its contemporary application in juvenile and adult crime. This program meets the requirements of the STAR Act.

**REQUIRED CORE: (6 units)**
- AJ 111 Introduction to Administration of Justice 3
- AJ 151 Concepts of Criminal Law 3

**LIST A: select two courses (6–8 units)**
- AJ 161 Principles and Procedures of the Justice System (3)
- AJ 156 Legal Aspects of Evidence (3)
- AJ 166 Principles of Investigation (4)
- AJ 171 Evidence Technology (4)
- AJ 188 Community Relations (3)
- AJ 113 Correctional Institutions (3)
- AJ 181 Juvenile Law and Procedures (3)

**LIST B: select two courses or any course from List A not already used (6–8 units)**
- SOC 101 Introduction to Sociology (3)
- PSYC 270 Statistical Methods of Psychology (3) OR
- SOC 270 Statistical Methods of Sociology (3) OR
- MATH 119 Elementary Statistics (4)
- PSYC 101 General Psychology (3)
- PS 102 Introduction to American Government and Politics (3) OR
- SOC 110 Contemporary Social Problems (3) OR
- any CSU transferable Administration of Justice lower division course or courses outside the Administration of Justice discipline that are articulated as lower division major preparation for the Criminal Justice or Criminology Major at any CSU. (3)

**Total units** 18–22

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**ASSOCIATE IN ARTS DEGREE CRIMINAL JUSTICE**

**ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01250)**

Students who wish to major in the Administration of Justice program and plan to go on to a four-year institution are encouraged to pursue an associate in arts degree in criminal justice. The coursework is designed to offer the student a two-year degree program while preparing the student for typically required courses at a college offering a bachelor’s or higher-degree program. Criminal Justice majors may complete all of their lower-division requirements at Southwestern College.

The associate in science degree in administration of justice and the associate in arts degree in criminal justice differ in that the A.S. is designed to offer those skills required for immediate employment in the areas of corrections and law enforcement, while the A.A. is intended to meet the needs of transferring students with long range educational goals in the criminal justice field.

**Program Student Learning Outcome Statement:**
- Demonstrate ability to observe objectively and to collect data and facts in order to make an informed judgment.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 111</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>AJ 151</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>AJ 156</td>
<td>Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>AJ 188</td>
<td>Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>AJ 161</td>
<td>Principles and Procedures of the Justice System</td>
<td>3</td>
</tr>
<tr>
<td>PS 102</td>
<td>Introduction to American Government and Politics</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 110</td>
<td>Contemporary Social Problems</td>
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<tr>
<td>MATH 119</td>
<td>Elementary Statistics (4) OR</td>
<td>3–4</td>
</tr>
<tr>
<td>PSYC/SOC 270</td>
<td>Statistical Methods of Psychology (3)</td>
<td></td>
</tr>
</tbody>
</table>

**Total units** 27–28

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

**Note:** For Police Academy, see Law Enforcement Training Academy, page 236.
ASSOCIATE IN SCIENCE DEGREE

ADMINISTRATION OF JUSTICE

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL

Students in administration of justice may obtain an associate in science degree in administration of justice and criminal justice programs. In addition, the student may obtain three certificates of achievement in law enforcement, corrections, and/or forensics. Degree candidates for the Administration of Justice degree must complete the courses required for the major and at least one emphasis listed as the “Corrections Emphasis,” the “Law Enforcement Emphasis,” or the “Forensics Emphasis.” In addition, degree candidates must complete the requirements listed under graduation requirements in this catalog.

COMMON CORE
AJ 110  Ethics and the Administration of Justice  3
AJ 111  Introduction to Administration of Justice  3
AJ 151  Concepts of Criminal Law  3
AJ 156  Legal Aspects of Evidence  3
AJ 161  Principles and Procedures of the Justice System  3
AJ 167  Written Communication in Administration of Justice  3
AJ 181  Juvenile Law and Procedures  3
AJ 188  Community Relations  3

Total units  24

PLUS AT LEAST ONE EMPHASIS BELOW.

ADMINISTRATION OF JUSTICE:
CORRECTIONS EMPHASIS

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02521)

Program Student Learning Outcome Statement:
- Demonstrate ability to observe objectively and to collect data and facts in order to make an informed judgment.

AJ 114  Fundamentals of Crime and Criminal Behavior  3
AJ 115  Adult Probation, Prison, and Parole  3

Plus Common Core courses for Administration of Justice  24

Total units  30

Recommended Electives: MAS 141; PSYC 101 or SOC 101.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

ADMINISTRATION OF JUSTICE:
LAW ENFORCEMENT EMPHASIS

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02523)

Students in administration of justice may obtain an associate in science degree in administration of justice and criminal justice programs. In addition, the student may obtain three certificates of achievement in law enforcement, corrections, and/or forensics. Degree candidates for the Administration of Justice degree must complete the courses required for the major and at least one emphasis listed as the “Corrections Emphasis,” the “Law Enforcement Emphasis,” or the “Forensics Emphasis.”

Program Student Learning Outcome Statement:
- Demonstrate ability to observe objectively and to collect data and facts in order to make an informed judgment.

AJ 166  Principles of Investigation  4
AJ 171  Evidence Technology  4

Plus Common Core courses for Administration of Justice (*Excluding AJ 181)  21

Total units  28

Recommended Electives: ANTH 101; BIOL 260; CAD 220; PHIL 103.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

Note: Students pursuing the Administration of Justice degree with the Forensics Emphasis will take AJ 171 in lieu of AJ 181.
CRIME SCENE INVESTIGATOR

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: B2705)

Students with an interest in the field of criminal justice, but with a particular interest in science and evidence collection, are encouraged to pursue the Crime Scene Investigator associate in science degree. This program was designed to prepare interested persons for careers as field evidence technicians. Persons engaged in this vocational area aid investigators at crime scenes. Specifically, they locate, collect, and analyze evidence. Typically, they work with field investigators in the course of criminal or civil investigations.

The Crime Scene Investigator associate in science degree satisfies entry-level job requirements in the area of forensics. Students interested in careers in this area should be aware that some practical experience is usually required prior to paid employment. This is a technical field requiring a combination of education and practical experience. Many students find it helpful, if not necessary, to volunteer at crime laboratories and police agencies in order to gain the requisite experience.

Program Student Learning Outcome Statement:
• Demonstrate ability to observe objectively and to collect data and facts in order to make an informed judgment.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 111</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>AJ 151</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>AJ 156</td>
<td>Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>AJ 166</td>
<td>Principles of Investigation</td>
<td>4</td>
</tr>
<tr>
<td>AJ 167</td>
<td>Written Communication in Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>AJ 171</td>
<td>Evidence Technology</td>
<td>4</td>
</tr>
<tr>
<td>AJ 216</td>
<td>Latent Fingerprint Examiner</td>
<td>4</td>
</tr>
<tr>
<td>AJ 222</td>
<td>Digital Forensic Photography</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 100</td>
<td>Principles of Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Principles of Biology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 100</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total units</td>
<td>36</td>
</tr>
</tbody>
</table>

Recommended Electives: AJ 216; BUS 210; MAS 141; PSYC/SOC 101.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

Note: There are recommended preparations for each course which the students are encouraged to complete. In addition, students should note that AJ 167 has a mandatory prerequisite of ENGL 71 or English assessment process. AJ 110, 111, 114, and 167 meet the general education and administration of justice requirements.

CERTIFICATES

ADMINISTRATION OF JUSTICE: CORRECTIONS EMPHASIS

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02700)

Designed for students seeking careers in parole, probation, correctional institutions, and community corrections.

Program Student Learning Outcome Statement:
• Demonstrate ability to observe objectively and apply principles of investigation, supervision, and socialized treatment as practiced in probation, prison and parole.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 114</td>
<td>Fundamentals of Crime and Criminal Behavior</td>
<td>3</td>
</tr>
<tr>
<td>AJ 115</td>
<td>Adult Probation, Prison, and Parole</td>
<td>3</td>
</tr>
<tr>
<td>Plus Common Core courses for Administration of Justice</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total units</td>
<td>30</td>
</tr>
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</table>

Recommended Electives: ANTH 101; BIOL 260; CAD 220; PHIL 103; TELE 100.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.
ADMINISTRATION OF JUSTICE: FORENSICS EMPHASIS

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02713)
Designed for students interested in careers in the forensics and criminalistic fields.

Program Student Learning Outcome Statement:
• Demonstrate ability to observe objectively and to collect evidence, data, and facts in order to offer an informed judgment, if required.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

AJ 166 Principles of Investigation 4
AJ 171 Evidence Technology 4
Plus Common Core courses for Administration of Justice (*Excluding AJ 181) 21
Total units 28

* Students pursuing the Administration of Justice degree with the Forensics Emphasis will take AJ 171 in lieu of AJ 181.

CRIME SCENE INVESTIGATOR

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: B2706)
Designed for students interested in careers as field evidence technicians/crime scene investigator.

Program Student Learning Outcome Statement:
• Demonstrate ability to observe objectively and to collect data and facts in order to make an informed judgment.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

AJ 111 Introduction to Administration of Justice 3
AJ 151 Concepts of Criminal Law 3
AJ 156 Legal Aspects of Evidence 3
AJ 166 Principles of Investigation 4
AJ 167 Written Communication in Administration of Justice 3
AJ 171 Evidence Technology 4
AJ 216 Latent Fingerprint Examiner 4
AJ 222 Digital Forensic Photography 4
BIOL 100 Principles of Biology 3
BIOL 101 Principles of Biology Laboratory 1
CHEM 100 Introduction to General Chemistry 4
Total units 36
AFRICAN-AMERICAN STUDIES

SCHOOL OF ARTS, COMMUNICATION, AND SOCIAL SCIENCES

ACTING DEAN: William Kinney, M.A., Office 702B, 619-482-6372
FACULTY: Stanley James, M.A.
DEPARTMENT CHAIR: Stanley James, M.A.

GENERAL DESCRIPTION
African-American Studies examines the truth and fiction regarding the African experience in the United States. This department explores the history, anthropology, sociology, psychology, economic, and political aspects of African Americans in the U.S. In addition, African-American Studies focus on the literary, musical, and artistic heritage of people of African descent leading to a heightening of self-awareness and cultural understanding for African-American students. This strengthens connections between students and the African community that can hasten social change and enhance human dignity.

CAREER OPTIONS
Below is a sample of the career options available for the African-American studies major. A few of these require an associate degree, most require a bachelor’s degree, and some require a graduate-level degree: lawyer, high school or college teacher, researcher, government or foreign service officer, business administrator, library technician, historian, writer, publisher, anthropologist, political scientist, politician, economist, philosopher, cultural arts director, social service agency worker, business manager, consultant, counselor, and urbanologist.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>Major Code</th>
<th>Degree/Certificate Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>01700</td>
<td>Associate in Arts Degree: Transfer Preparation</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN ARTS DEGREE
AFRICAN-AMERICAN STUDIES

ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01700)
The associate in arts degree is intended to emphasize history from an African-American perspective, the development and role of African-American culture today, and the African American in the political system.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
AMERICAN SIGN LANGUAGE

SCHOOL OF LANGUAGE AND LITERATURE

DEAN: Joel M. Levine, Ed.D., Office 430F, 619-482-6349
FACULTY: Angelina Stuart, M.A.
DEPARTMENT CHAIR: Esther Alonso, M.A.

GENERAL DESCRIPTION
Language and communication are at the heart of the human experience. Knowing another language gives one the powerful key to successfully communicate with speakers of other languages. Learning another culture prepares us to live in a multicultural world which helps us gain an especially rich preparation for the future. Each language program at Southwestern College is designed to facilitate interaction and communication with speakers of other languages, whether they are across town or across the world.

CAREER OPTIONS
Below is a sample of the career options available to students with fluency in a foreign language. Fluency and intercultural communication skills in a second language enhances opportunities in: government, business, medicine and healthcare, teaching, technology, the military, social service, law enforcement, communications, fashion, and marketing.

DEGREE/CERTIFICATE OPTIONS

CERTIFICATE OF PROFICIENCY
American Sign Language 01485

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ANTHROPOLOGY

SCHOOL OF ARTS, COMMUNICATION, AND SOCIAL SCIENCES

ACTING DEAN: William Kinney, M.A., Office 702B, 619-482-6372
FACULTY: Erin Browder, Ph.D.; Maria Jelaka-Tavakoli, Ph.D.
DEPARTMENT CHAIR: Christopher Hayashi, M.A., Ed.D.

GENERAL DESCRIPTION
Anthropology is the broadest of the social sciences and is the study of human biological and cultural origins and change. The anthropology program goals and objectives have been developed to provide students with a broad introduction to the anthropological perspective including the cross-cultural and comparative approach. The program aims to introduce a wide variety of biologically and culturally relevant topics including, but not confined to, evolution, social organization, genetics, language, cultural bias, globalization, religion, technology, and recovery and study of material remains relevant to the human past. The anthropology program emphasizes the role of the scientific method in evaluating humans biologically and culturally, as well as in the development of theoretical perspectives relevant to studying human societies past and present including evolution and contemporary existence in a technological age.

CAREER OPTIONS
Anthropology has a high degree of relevance to many careers and occupations. Some of the following careers require education beyond the bachelor’s degree. A sample of possible career options includes: archaeologist, cultural anthropologist, environmental anthropologist, exhibit designer, expedition guide, film ethnographer, folklorist, forensic anthropologist/archaeologist, health researcher, linguist, medical anthropologist, museum curator, paleoanthropologist, peace studies, primatologist, professor, public health employee, trans-cultural nurse specialist, teacher, travel consultant, urban planner, zoological collections.

DEGREE/CERTIFICATE OPTION

ASSOCIATE IN ARTS DEGREE: TRANSFER PREPARATION

Anthropology 01720
Anthropology for Transfer (SB 1440) 01725

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.
ASSOCIATE IN ARTS DEGREE

ANTHROPOLOGY

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01720)
Lower-division requirements are not the same for all universities, and there are differences among the areas of specialization. However, the courses listed below meet the lower-division requirements for most universities offering a bachelor’s degree with a major in anthropology.

Program Student Learning Outcome Statement:
• Student will be able to identify and analyze perspectives, major research, trends, cultural significance, and issues pertaining to the scientific evaluation of the human species from the anthropological approach.

ANTH 101 Biological Anthropology 3
ANTH 102 Cultural Anthropology 3
ANTH 103 Archaeology and Prehistory 3
PSYC 270 Statistical Methods of Psychology OR 3
SOC 270 Statistical Methods of Sociology

Foreign Language or Anthropology electives to total 6 units 6

Total units 18

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

ANTHROPOLOGY FOR TRANSFER

STUDENT TRANSFER ACHIEVEMENT REFORM (STAR) ACT (SB1440)
ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01725)
Anthropology is the study of human biological and cultural origins and development, integrating the biological sciences, social sciences, physical sciences and humanities. The Anthropology AA-T degree introduces students to the basic body of knowledge, including the cross-cultural and comparative approach. The program emphasizes the role of the scientific method in investigating humankind, as well as in the development of theoretical perspectives relevant to studying human societies. The Associate in Arts in Anthropology for Transfer (AA-T) degree satisfies the requirements of the STAR Act for transfer to the CSU system.

Program Student Learning Outcome Statement:
• Students will compare and contrast elements of culture, race, ethnicity and gender to varying cultural universals from past and present, such as language, personality development, and health/illness.
• Students will be able to apply research and critical thinking skills in order to evaluate current breakthroughs, trends, or discoveries pertaining to anthropology.
• Using a globally comparative approach, the student will be able to locate, identify and explain the major cultural characteristics and unique contributions of selected societies.

REQUIRED CORE: (9 units)
ANTH 101 Biological Anthropology 3
ANTH 102 Cultural Anthropology 3
ANTH 103 Archaeology and Prehistory 3

LIST A: (3–4 units)
MATH 119 Elementary Statistics (4) OR 3–4
SOC 270 Statistical Methods of Sociology (3) OR
PSYC 270 Statistical Methods of Psychology (3)

LIST B: (4 units)
BIOL 260 Human Anatomy (4) OR 4
GEOL 100 Principles of Geology (3) AND
GEOL 101 General Geology Laboratory (1)
**LIST C: (3 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ANTH 110</td>
<td>Indians of North America</td>
<td>3</td>
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<tr>
<td>ANTH 112</td>
<td>Cultures of Mexico</td>
<td>3</td>
</tr>
<tr>
<td>COMM 176</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 106</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 106</td>
<td>World Religions</td>
<td>3</td>
</tr>
<tr>
<td>SOC 106</td>
<td>Race and Ethnicity</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total units** 20–21

* Students planning to transfer to a four-year college or university should complete courses specific to transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center.

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**ARCHITECTURE**

**SCHOOL OF BUSINESS AND TECHNOLOGY**

**DEAN:** Mink Stavenga, DBA, Office 470K, 619-482-6569  
**FACULTY:** Thomas Rogo, M.Arch; Diana DeLaTorre, M.Arch II  
**DEPARTMENT CHAIR:** Marie Vicario-Fisher, M.S., M.P.H.

**GENERAL DESCRIPTION**

Architecture is the study of creating livable and workable environments balancing social, political, economic, technical, and aesthetic requirements with human needs. Although building design is the ultimate goal of the program of study, knowledge about how people affect environments and manage resources in the creation of structure is of major importance. Architects rely on an understanding of a diversity of subjects including mathematics, physics, design, graphics, engineering, architecture history, visual art, social sciences, and humanities.

**CAREER OPTIONS**

Below is a sample of the career options available to the architecture major. A few of these require an associate degree, some require a bachelor’s degree, and most require a graduate-level degree: architect, urban planner, environmental researcher, architectural technician, vocational teacher, college instructor, landscape architect or technician, building contractor, construction supervisor, CAD specialist, architectural engineer, construction manager, drafting technician, and the allied professions such as business, marketing, and interior design.

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**ASSOCIATE IN SCIENCE DEGREE**

**ARCHITECTURE**

**ASSOCIATE IN SCIENCE DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01940)**

Designed to provide the student with the creative problem-solving skills and critical thinking processes necessary to successfully complete upper-division baccalaureate work leading to the professional bachelor of architecture degree. The curriculum fulfills most of the first and second year requirements at some CSU, US, and other baccalaureate institutions.

Academic placement at the transfer institution is based upon evaluation of a portfolio of the student’s work. Students will be required to develop a portfolio of their work for purposes of evaluation by the transfer institution. The courses listed are the architecture courses required to obtain the associate degree in architecture. Students wishing to transfer to the California State University should follow, General Education Breadth Requirement California State University. Students should review specific course requirements of the transfer institution and consult with a counselor as to which courses taken at Southwestern College will articulate to their chosen college.

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**DEGREE/CERTIFICATE OPTIONS**

**MAJOR CODE**

<table>
<thead>
<tr>
<th>Degree/Certificate Options</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Science Degree: Transfer Preparation</td>
<td>01940</td>
</tr>
<tr>
<td>Associate in Science Degree: Career/Technical</td>
<td>02840</td>
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<tr>
<td>Certificates of Achievement</td>
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</tr>
<tr>
<td>Architecture Technology</td>
<td>A2842</td>
</tr>
<tr>
<td>Architecture Technology—Advanced</td>
<td>02841</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

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* The program below is undergoing modification and the modification will be placed into an addendum upon Chancellor’s Office approval - see your counselor for further information and visit the college website under http://www.swccd.edu/catalog link for the latest addenda updates.
Program Student Learning Outcome Statement:

- Develop and expand their technological skill-set and professional practices through the use of state-of-the-art equipment and software consistent with our profession.
- Enhance their international perspective by direct involvement in classroom discussions, design programs, design projects, historical design issues and cultural and social perspectives that are global in scope, including issues of sustainability and environmental sensitivity.
- Develop a greater sense of self-awareness and interpersonal skills by required participation in team projects.
- Further enhance critical communication skills by requiring them to express not only their solution to design problems, but also demonstrating the process of arriving at these solutions, orally, graphically and three-dimensionally to professionals and fellow students.
- Develop critical thinking skills in a problem/project based curriculum that requires solving spatial, social, engineering and sustainable design problems by developing creative and individual solutions.

**FIRST SEMESTER**

- **ARCH 110**  Freehand Drawing for Designers  3
- **ARCH 115**  Graphic Communication for Architects and Designers  3
- **ARCH 150**  Architectural Design I  5

**SECOND SEMESTER**

- **ARCH 112**  Architectural Rendering  3
- **ARCH 151**  Architectural Design II  3
- **ARCH 165**  Architectural Practice I  3

**THIRD SEMESTER**

- **ARCH 200**  Introduction to Computer Aided Design (3) OR
- **ARCH/SES 201**  Beginning Building Information Modeling (3)
- **ARCH 235**  Structures  3
- **ARCH 252**  Architectural Design III  3
- **ARCH 265**  Architectural Practice II  3

**FOURTH SEMESTER**

- **ARCH 222**  Environmental Controls  2
- **ARCH 253**  Architectural Design IV  3
- **ARCH 266**  Architectural Practice III  2

*Total units 39*

**Recommended Electives:** ARCH 204, 205, 208, 210

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.
First Semester
- ARCH 110 Freehand Drawing  
- ARCH 115 Architectural Graphics  
- ARCH 150 Architectural Design I

Second Semester
- ARCH 112 Architectural Rendering  
- ARCH 151 Architectural Design II  
- ARCH 165 Architectural Practice I

Third Semester
- ARCH 200 Introduction to Computer Aided Design (3) OR ARCH/SES 201 Beginning Building Information Modeling (3)  
- ARCH 235 Structures  
- ARCH 265 Architectural Practice II

Fourth Semester
- ARCH 209 Construction Surveying  
- ARCH 210 World Architecture II  
- ARCH 222 Environmental Controls  
- ARCH 266 Architectural Practice III

Total units: 37

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

Certificates

Certificate of Achievement
Career/Technical (Major Code: A2842)

Program Student Learning Outcome Statement:
- Develop and expand their technological skill-set and professional practices through the use of state-of-the-art equipment and software consistent with our profession.
- Enhance their international perspective by direct involvement in classroom discussions, design programs, design projects, historical design issues and cultural and social perspectives that are global in scope, including issues of sustainability and environmental sensitivity.
- Develop a greater sense of self-awareness and interpersonal skills by required participation in team projects.
- Further enhance critical communication skills by requiring them to express not only their solution to design problems, but also demonstrating the process of arriving at these solutions, orally, graphically and three-dimensionally to professionals and fellow students.
- Develop critical thinking skills in a problem/project based curriculum that requires solving spatial, social, engineering and sustainable design problems by developing creative and individual solutions.

Gainful Employment:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

First Semester
- ARCH 115 Graphic Communication for Architects and Designers  
- ARCH 150 Architectural Design I

Second Semester
- ARCH 112 Architectural Rendering  
- ARCH 151 Architectural Design II  
- ARCH 165 Architectural Practice I

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
PROGRAMS

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Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

W W

THIRD SEMESTER
ARCH 200 Introduction to Computer Aided Design 3
ARCH 235 Structures 3
ARCH 265 Architectural Practice II 3

FOURTH SEMESTER
ARCH 201 Beginning Building Information Modeling 3
ARCH 222 Environmental Controls 2

Total units 31

Recommended Electives: ARCH 204, 205

ARCHITECTURE TECHNOLOGY:
ADVANCED

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02841)

Program Student Learning Outcome Statement:
• Develop and expand their technological skill-set and professional practices through the use of state-of-the-art equipment and software consistent with our profession.
• Enhance their international perspective by direct involvement in classroom discussions, design programs, design projects, historical design issues and cultural and social perspectives that are global in scope, including issues of sustainability and environmental sensitivity.
• Develop a greater sense of self-awareness and interpersonal skills by required participation in team projects.
• Further enhance critical communication skills by requiring them to express not only their solution to design problems, but also demonstrating the process of arriving at these solutions, orally, graphically, and three-dimensionally to professionals and fellow students.
• Develop critical thinking skills in a problem/project based curriculum that requires solving spatial, social, engineering and sustainable design problems by developing creative and individual solutions.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation."

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

FIRST SEMESTER
ARCH 110 Freehand Drawing for Designers 3
ARCH 115 Graphic Communication for Architects and Designers 3
ARCH 150 Architectural Design I 5

SECOND SEMESTER
ARCH 112 Architectural Rendering 3
ARCH 151 Architectural Design II 3
ARCH 165 Architectural Practice I 2

THIRD SEMESTER
ARCH 200 Introduction to Computer Aided Design (3)
OR 3
ARCH 201 Beginning Building Information Modeling (3)
ARCH 235 Structures 3
ARCH 265 Architectural Practice II 2

FOURTH SEMESTER
ARCH 209 Construction Surveying 3
ARCH 210 World Architecture II 3
ARCH 222 Environmental Controls 2
ARCH 266 Architectural Practice III 2

ADDITIONAL COURSES
ARCH 114 Advanced Architectural Rendering 3
ARCH 205 Advanced Architectural CAD 3

Total units 43

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
ART

SCHOOL OF ARTS, COMMUNICATION, AND SOCIAL SCIENCES

ACTING DEAN: William Kinney, M.A., Office 702B, 619-482-6372

DEPARTMENT CHAIR: Matt Micajah Truitt, M.F.A.

GENERAL DESCRIPTION
Art is the study of visual thinking, idea generation, and the creation of aesthetic objects. This department explores concepts of creative intelligence and art making techniques for a full range of two- and three-dimensional forms and investigates the history of art in both Western and non-Western cultures. Students learn the language of art, design principles, and elements of composition, as the foundation for the communication of visual ideas into such forms as painting, drawing, photography, digital imagery, ceramics, new genres, sculpture, printmaking, and graphic design. Art analysis, theory, and criticism serve as the basis for problem solving.

CAREER OPTIONS
Below is a sample of the career options for art majors. Most require an associate degree, some require a bachelor’s degree, and a few require a graduate-level degree. Possible career options include artist, graphic artist, computer technician, photographer, elementary school or high school teacher, college instructor, gallery director, museum technician, sales, museum director or curator, materials supplier, film/video maker, broker, consultant, and the allied professions of architecture, telemedia, and interior design.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>DEGREE/CERTIFICATE OPTIONS</th>
<th>MAJOR CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Arts Degree: Transfer Preparation</td>
<td>01210</td>
</tr>
<tr>
<td>Art History (SB1440)</td>
<td>01215</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>01090</td>
</tr>
<tr>
<td>Photography</td>
<td>01380</td>
</tr>
<tr>
<td>Studio Arts (SB1440)</td>
<td>01228</td>
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<tr>
<td>Associate in Arts Degree: Career/Technical</td>
<td>02350</td>
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<tr>
<td>Photography and Digital Imaging</td>
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<tr>
<td>Certificate of Achievement</td>
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<tr>
<td>Professional Photography</td>
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<td>Certificate of Proficiency</td>
<td>02574</td>
</tr>
<tr>
<td>Graphic Applications</td>
<td></td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN ARTS DEGREE

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01210)

Stresses the study of art as form and content. Designed to develop the student’s perceptual and conceptual abilities in the context of art history and society. Designed to give the student an opportunity to develop his/her technical skills, aesthetic awareness, personal expression, and critical analysis.

The art courses listed fulfill lower-division requirements at most universities. Most universities require students to present a portfolio for evaluation to be admitted; therefore, students should keep a portfolio of their work from Southwestern College.

Program Student Learning Outcome Statement:
• Students will seek out resources that enable them to investigate elements for the growth of their creative and aesthetic experience.
• Students will engage in discussions of human communication, interaction and expression from all spheres, with the purpose of enriching their ability to be part of their cultural surroundings and a larger social dialogue.
• Students will interpret and synthesize concepts from diverse historical to personal contexts and references, in order to obtain a more integrated knowledge and cohesive body of work.
• Students will demonstrate a proficiency in communicating their original ideas through visual, oral or written media.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
FIRST SEMESTER
ART 100  Drawing I  3
ART 101  Design I  3

SECOND SEMESTER
ART 102  Drawing II  3
ART 103  Design II  3
Complete 3 units from Art History courses listed below *  3

THIRD SEMESTER
ART 197  Professional Practices and Portfolio
Development for Visual Artists  3
Complete 3 units from Art History courses listed below *  3
Complete 3 units from electives  3

FOURTH SEMESTER
Complete 6 units from electives  6
Total units  30

*Art History Courses:
ART 150  Art History Survey—Stone Age to the Ages of Faith  3
ART 151  Art History—Renaissance to Contemporary  3
ART 157  Nineteenth Through Twenty-First Century Art  3


To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.
<table>
<thead>
<tr>
<th>LIST C: select one course below or any course from List A or B not already used (3–5 units)</th>
<th>3–5</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 149</td>
<td>Women in Western Art History, 1550–Present (3)</td>
</tr>
<tr>
<td>ART 156</td>
<td>History of Photography (3)</td>
</tr>
<tr>
<td>ART 157</td>
<td>Nineteenth Through Twenty-First Century Art (3)</td>
</tr>
<tr>
<td>ART 130</td>
<td>History of Film as Art (3)</td>
</tr>
<tr>
<td>ART 104</td>
<td>Introduction to Art (3)</td>
</tr>
<tr>
<td>ART 107</td>
<td>Painting I (3)</td>
</tr>
<tr>
<td>ART 121</td>
<td>Darkroom and Digital Photography I (3)</td>
</tr>
<tr>
<td>ART 182</td>
<td>Design in Wood I (3)</td>
</tr>
<tr>
<td>ART 185A</td>
<td>Jewelry and Metalwork I (3)</td>
</tr>
<tr>
<td>ART 185B</td>
<td>Jewelry and Metalwork II (3)</td>
</tr>
<tr>
<td>HUM 123</td>
<td>Women and Gender in World Art (3)</td>
</tr>
<tr>
<td>CHIN 101</td>
<td>Mandarin Chinese I (5)</td>
</tr>
<tr>
<td>CHIN 102</td>
<td>Mandarin Chinese II (5)</td>
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<tr>
<td>FIL 101</td>
<td>Elementary Filipino I (5)</td>
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<tr>
<td>FIL 102</td>
<td>Elementary Filipino II (5)</td>
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<td>Intermediate Filipino I (5)</td>
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<td>ITAL 101</td>
<td>Elementary Italian I (5)</td>
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<tr>
<td>ITAL 102</td>
<td>Elementary Italian II (5)</td>
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<tr>
<td>ITAL 201</td>
<td>Intermediate Italian I (5)</td>
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<td>ITAL 202</td>
<td>Intermediate Italian II (5)</td>
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<td>Introductory Elementary Japanese (3)</td>
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<td>JPN 101B</td>
<td>Continuation of Elementary Japanese (3)</td>
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<td>JPN 102</td>
<td>Beginning Japanese II (5)</td>
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<tr>
<td>JPN 201</td>
<td>Intermediate Japanese I (5)</td>
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<td>JPN 202</td>
<td>Intermediate Japanese II (5)</td>
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<td>PORT 101</td>
<td>Elementary Portuguese I (5)</td>
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<td>PORT 102</td>
<td>Elementary Portuguese II (5)</td>
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<tr>
<td>SPAN 101</td>
<td>Elementary Spanish I (5)</td>
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<td>SPAN 101A</td>
<td>Introduction to Elementary Spanish (3)</td>
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<tr>
<td>SPAN 101B</td>
<td>Continuation of Elementary Spanish (3)</td>
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<tr>
<td>SPAN 102</td>
<td>Elementary Spanish II (5)</td>
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<td>SPAN 201</td>
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<td>Spanish for Bilinguals II (5)</td>
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<td>SPAN 221</td>
<td>Introduction to Literature for Bilinguals (5)</td>
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<tr>
<td>SPAN 225</td>
<td>Intermediate Conversation and Writing on Spanish Culture (3)</td>
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<tr>
<td>SPAN 226</td>
<td>Intermediate Conversation and Writing on Latin American Culture (3)</td>
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<td>HUM 101</td>
<td>Humanities Through The Arts I (3)</td>
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<td>ANTH 102</td>
<td>Cultural Anthropology (3)</td>
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<td>AFRO 110</td>
<td>African-American History I (3)</td>
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<td>ASIA 112</td>
<td>Asian-American History I (3)</td>
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<tr>
<td>MAS 141</td>
<td>Mexican-American History I (3)</td>
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<td>HIST 132</td>
<td>Women in World History (3)</td>
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<tr>
<td>HUM 120</td>
<td>Introduction to Gender and Women’s Studies (3)</td>
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<td>SOC 105</td>
<td>Masculinity (3)</td>
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<td>HIST 100</td>
<td>American Civilization I (3)</td>
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</table>

Total units: 18–20

* Students planning to transfer to a four-year college or university should complete courses specific to transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center.

ASSOCIATE IN ARTS DEGREE

GRAPHIC DESIGN

ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01090)

Designed for the art student desiring to enter the field of graphic communication and intended for students who plan to transfer to a university or seek employment after completion of coursework at Southwestern College. Employment is possible at advertising agencies, design studios, printers, typesetters, sign companies, newspapers, corporate art departments, government agencies, television studios, and publishers. Self-employment as a freelance artist is also an option. In all cases, internships should be part of the preparation for employment.

Program Student Learning Outcome Statement:
- Demonstrate competence in analyzing and critiquing graphic design works.

FIRST SEMESTER

| ART 101 | Design I | 3 |
| ART 150 | Art History Survey—Stone Age to the Ages of Faith | 3 |
| ART 159 | Graphic Design—Layout | 3 |

SECOND SEMESTER

| ART 161 | Graphic Design | 3 |

THIRD SEMESTER

| ART 151 | Art History—Renaissance to Contemporary | 3 |
| ART 160 | Graphic Design—Typography | 3 |
| CIS 123 | Web Publishing With Dreamweaver | 6 |

FOURTH SEMESTER

| ART 168 | Graphic Imagery | 3 |
| TELE 131 | Introduction to Video and Film Production | 3 |

Total units: 30

Recommended Electives: ART 148A, 157, 192, 205

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
PHOTOGRAPHY

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01380)

Designed to give students a sound background in technical skills and theory while increasing their visual awareness and conceptual abilities.

Two groups within this program of studies, traditional photography and digital imaging, provide the student with basic aesthetic principles and technical skills needed for entry into the field of professional photography. Students are encouraged to develop critical and aesthetic judgment while achieving technical experience.

Program Student Learning Outcome Statement:
- Student will research significant photographers and photography movements, analyze the concepts researched, and apply new information to their own thinking and artwork.
- Student will analyze and evaluate personal work and the work of others during critique that will allow one to process criticism, absorb ideas, and apply new found insights to future work.
- Student will analyze photographic theory through specific artists and genres, and then integrate concepts from those artists and genres into his or her own personal artwork.
- Show Student will show proficiency in camera handling, camera controls, exposure, film development, darkroom printing, and print finishing.
- Student will identify historical and contemporary issues, and then bring awareness to those issues by creating documentary and/or social commentary photographs.

Choose Group 1 or Group 2 to complete degree program.

<table>
<thead>
<tr>
<th>Group 1: Traditional Photography (9 units)</th>
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<tbody>
<tr>
<td>ART 122 Darkroom and Digital Photography II (3)</td>
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<tr>
<td>ART 123 Darkroom and Digital Photography III (3)</td>
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<tr>
<td>ART 127 Advanced Color Photography (3)</td>
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<td>OR 7–9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 2: Digital Photography (7 units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 137 Website Development for Artists and Graphic Designers (4)</td>
</tr>
<tr>
<td>ART 138 Advanced Digital Imaging for Photography, Art, and Graphics (3)</td>
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</tbody>
</table>

Total units 22–24

Recommended Electives:
For Group 1: ART 116, 118, 119, 120, 130, 151, 159, 199A; HUM 112.

For Group 2: ART 117, 120, 127, 130, 150, 157, 159, HUM 112.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
ASSOCIATE ARTS FOR TRANSFER

STUDIO ARTS

STUDENT TRANSFER ACHIEVEMENT REFORM (STAR) ACT (SB1440)

ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01228)

Designed to provide students with a broad visual arts education and for the major who wishes to transfer to a four-year college or university. Coursework focuses on both form and content while developing the student's technical skills, aesthetic awareness, personal expression, and critical analysis. In addition, the curriculum encourages the student's perceptual and conceptual abilities in the context of art history and society. Most universities require students to present a portfolio for evaluation to be admitted; therefore, students should keep a portfolio of their work from Southwestern College.

REQUIRED CORE: (12 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 151</td>
<td>Art History—Renaissance to Contemporary</td>
<td>3</td>
</tr>
<tr>
<td>ART 101</td>
<td>Design I</td>
<td>3</td>
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<tr>
<td>ART 103</td>
<td>Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 100</td>
<td>Drawing I</td>
<td>3</td>
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LIST A: select one (3 Units) 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ART 150</td>
<td>Art History Survey—Stone Age to the Ages of Faith</td>
</tr>
<tr>
<td>ART 129</td>
<td>Asian Art</td>
</tr>
<tr>
<td>ART 112</td>
<td>Arts of Africa, Oceania, and Indigenous North Americas</td>
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LIST B: select three (9 Units) 9

<table>
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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ART 105</td>
<td>Life Drawing I (3)</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ART 102</td>
<td>Drawing II (3)</td>
</tr>
<tr>
<td>ART 107</td>
<td>Painting I (3)</td>
</tr>
<tr>
<td>ART 116</td>
<td>Printmaking (3)</td>
</tr>
<tr>
<td>ART 170</td>
<td>Beginning Ceramics (3)</td>
</tr>
<tr>
<td>ART 110</td>
<td>Sculpture I (3)</td>
</tr>
<tr>
<td>ART 192</td>
<td>Introduction to Digital Imaging (3)</td>
</tr>
<tr>
<td>ART 205</td>
<td>Beginning Digital Photography (3)</td>
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<tr>
<td>ART 185A</td>
<td>Jewelry and Metalwork I (3)</td>
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<tr>
<td>ART 106</td>
<td>Life Drawing II (3)</td>
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<td>AND</td>
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</tr>
<tr>
<td>ART 108</td>
<td>Painting II (3)</td>
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<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>ART 111</td>
<td>Sculpture II (3)</td>
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</tbody>
</table>

Total units 24

Students planning to transfer to a four-year college or university should complete courses specific to transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center.

PHOTOGRAPHY AND DIGITAL IMAGING

ASSOCIATE IN ARTS DEGREE CAREER/TECHNICAL (MAJOR CODE: 02350)

Educates students with a sound background in technical skills and theory while increasing their conceptual abilities. Two groups within this program of studies, photographic arts and photography for industry, provide the student with basic aesthetic principles and technical skills needed for entry into the field of professional photography. Students are encouraged to develop critical and aesthetic judgment while achieving technical experience.

Program Student Learning Outcome Statement:

• Student will research significant photographers and photography movements, analyze the concepts within the artwork created by those photographers and photography movements, and apply new information to their own thinking and artwork.
• Student will analyze and evaluate personal work and the work of others during critique that will allow one to process criticism, absorb ideas, and apply new found insights to future work.
• Student will analyze photographic theory through specific artists and genres, and then integrate concepts from those artists and genres into his or her own personal artwork.
• Student will show proficiency in camera handling, camera controls, digital capture, Camera RAW workflow, digital imaging workflow, and digital printing.
• Student will identify historical and contemporary issues, and then bring awareness to those issues by creating documentary and/or social commentary photographs.

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 156</td>
<td>History of Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 192</td>
<td>Introduction to Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ART 205</td>
<td>Beginning Digital Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 206</td>
<td>Intermediate Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 207</td>
<td>Studio and Lighting Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>
THIRD SEMESTER
Complete 5–7 units of Photography Electives 5–7

FOURTH SEMESTER
ART 216 Advanced Photography 3
Complete 2–4 units from Photography Electives 2–4
Total units 28–32


Note: It is recommended to wait until the fourth semester before taking ART 197 in order to have enough photographic works to include in competitive portfolio. It is recommended to wait until the fourth semester before taking ART 290 in order to have the skills and experience necessary for most applied arts internships.

Suggested courses prepare students for fine-art photography: ART 138, 197, 208A, 210, 212A.

Suggested courses prepare students for commercial, editorial, and advertising photography: ART 137, 138, 209, 210, 211, 213, 290.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.
 Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment

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**ART 138** Advanced Digital Imaging for Photography, Art, and Graphics 3
**ART 192** Introduction to Digital Imaging 3
**ART 205** Beginning Digital Photography 3
**ART 207** Studio and Lighting Techniques 3
**ART 209** Photography Business Practices 2
**ART 211** Editorial and Advertising Photography 3
**ART 210** Portrait Photography 3
**ART 197** Professional Practices and Portfolio Development for Visual Artists (3) OR 3
**ART 290** Cooperative Work Experience in Applied Visual Arts I (3) 2–4

**Total units** 22–24

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**ASIAN-AMERICAN STUDIES**

**SCHOOL OF ARTS, COMMUNICATION, AND SOCIAL SCIENCES**

**ACTING DEAN:** William Kinney, M.A., Office 702B, 619-482-6572
**FACULTY:** Felix Tuyay, M.A.
**DEPARTMENT CHAIR:** Stanley James, M.A.

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**GENERAL DESCRIPTION**

Asian-American Studies examines the needs, conditions and contributions of Japanese, Chinese, Filipino, Korean, and Asian Indians to the United States. This department explores the hitherto neglected aspects of the social, political, economic, and cultural factors of Asians in America. In doing so, the program addresses common experiences of immigration, race relations, community development, traditional values, U.S. policies, and issues of adoption within a complex society.

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**CAREER OPTIONS**

Below is a sample of the career options available for the Asian-American Studies major. A few of these require an associate degree, most require a bachelor’s degree, and some require a graduate-level degree: lawyer, high school or college instructor, researcher, international trade specialist, foreign service officer, business administrator, historian, politician, political scientist, philosopher, writer, publisher, librarian, library technician, economist, cultural arts director, social service worker, business manager, consultant, counselor, and urbanologist.

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**DEGREE/CERTIFICATE OPTIONS**

**MAJOR CODE**

**Associate in Arts Degree: Transfer Preparation**

Asian-American Studies 01202

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

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**ASSOCIATE IN ARTS DEGREE**

**ASIAN-AMERICAN STUDIES**

**ASSOCIATE IN ARTS DEGREE**

**TRANSFER PREPARATION* (MAJOR CODE: 01202)**

The associate in arts degree is designed to emphasize history from an Asian-American perspective, the development and role of Asian-American culture today, and the Asian American in the political system.

**Program Student Learning Outcome Statement:**

- Student will be able to identify and conduct comparative analyses of major historiographic perspectives, concepts, issues, historic relationships, contributions, and paradigms that impact Asian American identity and culture.

Asian-American History (ASIA 112, 113) fulfills the American Institutions requirement at SDSU and most other campuses of the California State Universities and college system.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASIA/HIST 112</td>
<td>Asian-American History I</td>
<td>3</td>
</tr>
<tr>
<td>ASIA/HIST 113</td>
<td>Asian-American History II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 106</td>
<td>World History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 107</td>
<td>World History II</td>
<td>3</td>
</tr>
<tr>
<td>ASIA/SOC 115</td>
<td>Filipino-American Culture</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td></td>
<td>6–10</td>
</tr>
</tbody>
</table>

**Total units** 21–25

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.
ASTRONOMY

SCHOOL OF MATHEMATICS, SCIENCE, AND ENGINEERING

DEAN: Michael Odu, Ph.D., Office 215A, 619-482-6344
FACULTY: Grant J. Miller, M.S.; Jeffrey Veal, Ph.D.
DEPARTMENT CHAIR: Jeffrey Veal, Ph.D.

GENERAL DESCRIPTION

Astronomy, the oldest science, is a physical science that has played an important function in the development of modern science. This discipline explores the universe at large and the physical processes that govern it. Astronomers have historically investigated the laws, physical properties and behavior, chemistry, and composition of astronomical phenomena. Modern astronomers use advanced technology to explain and understand planets, comets, stars, nebulae, galaxies, quasars, pulsars, black holes, and the evolution of the universe.

CAREER OPTIONS

Below is a sample of the career options available for the astronomy major. A few require an associate degree, some require a bachelor’s degree, and most require a graduate-level degree: high school or college instructor, space science technician, astronaut, astrophysicist, astronomer, observatory technician, telescope operator, scientific computer programmer, space engineer, mathematician, and positions in planetaria or allied professions of business and industry.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>DEGREE/CERTIFICATE OPTIONS</th>
<th>MAJOR CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Science Degree: Transfer Preparation</td>
<td>01500</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN SCIENCE DEGREE

ASTRONOMY

ASSOCIATE IN SCIENCE DEGREE

TRANSFER PREPARATION * (MAJOR CODE: 01500)

Some areas of study in astronomy include the sun, the solar system, stars and stellar evolution, the Milky Way, galaxies, and cosmology. Astronomers work in space industries, for government agencies, and for educational institutions as professors and researchers.

Astronomy curricula stress very strong initial study in mathematics, physics, and computer science. Students are encouraged to start with mathematics and physics in the order listed below since these courses are prerequisites for the subsequent courses.

Program Student Learning Outcome Statement:

- Develop mathematical skills, acquire physics knowledge, and practice applying these skills and knowledge in astrophysical situations.

FIRST SEMESTER

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 250</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
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SECOND SEMESTER

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>MATH 251</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 270</td>
<td>Principles of Physics I</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 271</td>
<td>Principles of Physics Laboratory I</td>
<td>1</td>
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</table>

THIRD SEMESTER

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 205</td>
<td>Elementary Astrophysics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 252</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 272</td>
<td>Principles of Physics II</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 273</td>
<td>Principles of Physics Laboratory II</td>
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</table>

FOURTH SEMESTER

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>PHYS 274</td>
<td>Principles of Physics III</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 275</td>
<td>Principles of Physics Laboratory III</td>
<td>1</td>
</tr>
</tbody>
</table>

Total units: 28

Recommended Elective: CHEM 200.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.
AUTOMOTIVE TECHNOLOGY

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Dr. Mink Stavenga, DBA, Office 470K, 619-482-6569
FACULTY: Jose Ibarra, A.S.; David Preciado, A.S.
DEPARTMENT CHAIR: Marie Vicario-Fisher, M.S., M.P.H.

GENERAL DESCRIPTION
Automotive technology is a study of the complete automobile divided into a subsystem approach. This program of study explores and instructs students in the operation of all automotive systems. Processes are emphasized including problem solving, repair procedures, service techniques, diagnostic analysis, and shop safety. All automotive system instruction meets Automotive Service Excellence (ASE) guidelines and National Automotive Technicians Education Foundation (NATEF) certification.

CAREER OPTIONS
Below is a sample of the career options for the automotive major. Most require a certificate or an associate in science degree. Automotive Service Excellence Certification will allow entry-level employment as: mechanic, automotive technician, service station attendant, repair shop operator, service writer/advisor, part sales person, automobile insurance adjuster, vocational teacher, race car mechanic, supplier or distributor, and positions in allied professions of business, marketing, and industry.

DEGREE/CERTIFICATE OPTIONS

Associate in Science Degree: Career/Technical
Automotive Technology

Certificates of Achievement
Advanced Emission Specialist
Automotive Performance Systems
Automotive Technology

Certificate of Proficiency
Automotive Brake and Suspension Systems (ABS and Four-Wheel Alignment)

Areas of Preparation for ASE Certification Exam:
ASE Brakes
ASE Suspension
ASE Engine Performance
ASE Automotive Heating, Cooling, and Air Conditioning
ASE Electrical Systems
ASE Engine Repair
ASE Automotive Manual Transmissions
ASE Manual Transmission

ASSOCIATE IN SCIENCE DEGREE

AUTOMOTIVE TECHNOLOGY

ASSOCIATE IN SCIENCE DEGREE

CAREER/TECHNICAL (MAJOR CODE: 02870)

Based on the National Institute for Automotive Service Excellence Certification Program (ASE). Courses fulfill the needs of beginning and advanced students and those in the field who require upgrading. Prepares students for the National ASE Certification exams.

Program Student Learning Outcome Statement:
- Inspect, diagnose, and repair small engines.
- The students will inspect, diagnose, and repair small engines.

FIRST SEMESTER
AT 101 Introduction to Basic Automotive Service 3
AT 102 Automotive Science and Basic Mechanics 3
AT 109 Automotive Braking Systems 3
AT 110 Automotive Suspension, Alignment, and Steering 3

SECOND SEMESTER
AT 120 Engine Performance I 3
AT 130 Automotive Electrical Systems 3
AT 131 Automotive Heating, Cooling, and Air Conditioning 3
AT 140 Engine Repair 3

THIRD SEMESTER
AT 220 Engine Performance II 3
AT 230 Automotive Electronics 3
AT 234 Automatic Transmissions and Transaxles 3
AT 236 Manual Transmission, Transaxles, and Final Drives 3
AT 242 Clean Air Car 3
AT 247 Automotive Emission Systems and Computerized Engine Controls 3

Total units 42

Recommended Electives: AT 290–293.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

ATTENTION SMALL BUSINESS OWNERS AND ENTREPRENEURS:
Study small business management. Earn a Certificate that combines your education discipline with Entrepreneurship courses. For more information turn to Business Management - Entrepreneurship Education.

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.
Programs

Certificates

Advanced Emission Specialist

Certificate of Achievement

Career/technical (major code: 02766)

Designed to prepare students for the Advanced Emission Specialist Technician license that allows an individual to inspect, diagnose, adjust, repair, and certify emission control systems on vehicles subject to the smog check program at licensed stations in all areas of the state.

Program Student Learning Outcome Statement:
• Inspect, diagnose and repair emission systems.

Gainful Employment:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

First Semester

AT 101 Introduction to Basic Automotive Service 3
AT 102 Automotive Science and Basic Mechanics 3
AT 120 Engine Performance I 3
AT 130 Automotive Electrical Systems 3

Second Semester

AT 140 Engine Repair 3
AT 220 Engine Performance II 3
AT 230 Automotive Electronics 3
AT 247 Advanced Emission Systems and Computerized Engine Controls 3

Third Semester

AT 242 Clean Air Car 3

Total units 27

Automotive Brake and Suspension Systems (Abs and Four-Wheel Alignment)

Certificate of Proficiency

Career/technical (major code: 02750)

Program Student Learning Outcome Statement:
• Inspect, diagnose and repair brake and suspension system.

AT 101 Introduction to Basic Automotive Service 3
AT 102 Automotive Science and Basic Mechanics 3
AT 109 Automotive Braking Systems 3
AT 110 Automotive Suspension, Alignment, and Steering 3

Total units 12

Automotive Performance Systems

Certificate of Achievement

Career/technical (major code: 02765)

Program Student Learning Outcome Statement:
• Inspect, diagnose and repair performance systems.

AT 101 Introduction to Basic Automotive Service 3
AT 102 Automotive Science and Basic Mechanics 3
AT 120 Engine Performance I 3
AT 220 Engine Performance II 3
AT 242 Clean Air Car 3
AT 247 Advanced Emission Systems and Computerized Engine Controls 3

Total units 18

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses.

Please consult the individual course listings for prerequisites and any other limitations on enrollment.
AUTOMOTIVE TECHNOLOGY

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02871)

Program Student Learning Outcome Statement:
• Inspect, diagnose, and repair small engines.
• The students will inspect, diagnose, and repair small engines.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

FIRST SEMESTER
AT 101 Introduction to Basic Automotive Service 3
AT 102 Automotive Science and Basic Mechanics 3
AT 109 Automotive Braking Systems 3
AT 110 Automotive Suspension, Alignment, and Steering 3

SECOND SEMESTER
AT 120 Engine Performance I 3
AT 130 Automotive Electrical Systems 3
AT 131 Automotive Heating, Cooling, and Air Conditioning 3
AT 140 Engine Repair 3

THIRD SEMESTER
AT 220 Engine Performance II 3
AT 230 Automotive Electronics 3
AT 234 Automatic Transmissions and Transaxles 3
AT 236 Manual Transmission, Transaxles, and Final Drives 3
AT 242 Clean Air Car 3
AT 247 Advanced Emission Systems and Computerized Engine Controls 3

Total units 42

Recommended Electives: AT 290–293.

ASE Certification Areas:
ASE Brakes Certification AT 109
ASE Suspension Certification AT 110
ASE Engine Performance Certification AT 120/AT 220
ASE Automotive Heating, Cooling, and Air Conditioning Certification AT 131
ASE Electrical Systems Certification AT 130/AT 230
ASE Engine Repair Certification AT 140
ASE Automotive Transmissions Certification AT 234
ASE Manual Transmissions Certification AT 236

Certificates of Course Achievement are offered in the following areas: Clean Air Car—AT 242 and Automotive Emission Systems and Computerized Engine Controls—AT 247.

BAJA CALIFORNIA STUDIES
SCHOOL OF MATHEMATICS, SCIENCE, AND ENGINEERING

DEAN: Michael Odu, Ph.D., Office 215A, 619-482-6344
FACULTY: Heather Eudy, M.F.A.; Rachel Hastings, Ph.D.; Margery Stinson, M.S.; Ken Yanow, M.S.; Rebecca Wolniewicz, Ph.D.
DEPARTMENT CHAIR: Margie Stinson, M.S.

GENERAL DESCRIPTION
The Baja California Studies certificate allows students to develop a concentration of study devoted to Baja California that complements any major. The certificate is based on interdisciplinary courses that focus on Baja California. It is not a major but provides students a list of courses that help fulfill general education requirements in various disciplines while focusing intensively on Baja California. Students develop a keen appreciation of the rich connections between the arts, humanities, social life, and physical sciences.

CAREER OPTIONS
The Baja California Studies certificate complements any major; therefore, it is an asset to those who seek employment opportunities in a variety of fields. It prepares recipients to assume leadership roles in the complex educational, environmental, civic, and health issues facing Baja California and the border region. In addition to expanding employment opportunities, it prepares students to transfer to a four-year degree institution to continue interdisciplinary, Mexican-American, or Latin American studies.
Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

**DEGREE/CERTIFICATE OPTIONS**

**MAJOR CODE**

<table>
<thead>
<tr>
<th>Certificate of Proficiency</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baja California Studies</td>
<td>02891</td>
</tr>
</tbody>
</table>

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

**CERTIFICATE**

<table>
<thead>
<tr>
<th>BAJA CALIFORNIA STUDIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CERTIFICATE OF PROFICIENCY</strong></td>
</tr>
<tr>
<td><strong>CAREER/TECHNICAL (MAJOR CODE: 02891)</strong></td>
</tr>
</tbody>
</table>

Service learning hours that focus on the Baja California region are required in some courses. The hours will be determined by the individual instructor of each course. It is recommended that the student demonstrate an intermediate to high proficiency in the Spanish language, as measured by the Oral Proficiency Interview (OPI) given and evaluated by an OPI certified Southwestern College Spanish instructor.

**Program Student Learning Outcome Statement:**

- Upon successful completion of the Baja California Studies Certificate of Proficiency Program, students will be able to use critical thinking skills and logical reasoning to analyze ideas and themes in literature from Baja California and Mexican-American border regions.

- Upon successful completion of the Baja California Studies Certificate of Proficiency Program, students will be able to apply critical thinking skills and the scientific method to assess and evaluate issues relevant to the biology, oceanography and geoscience of southern California and Baja California, Mexico.

- Upon successful completion of the Baja California Studies Certificate of Proficiency Program, students will be able to communicate ideas in ways that are considered clear and appropriate by people of that culture.

- Upon successful completion of the Baja California Studies Certificate of Proficiency Program, students will be able to apply literary theory and critical thinking skills to examine various historical, aesthetic, and socialpolitical contexts present in literature of the Mexican-American border region and Baja California.

**FALL SEMESTER**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 176</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 274</td>
<td>Literature of the U.S.–Mexico Borderlands and Baja California</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 143</td>
<td>Biology, Oceanography, and Geoscience of Baja California</td>
<td>3</td>
</tr>
</tbody>
</table>

**SPRING SEMESTER**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 145</td>
<td>EcoMundo: Ecology and Environmental Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total units:** 12

**Recommended Electives:** COMM 142.

You will have met four GE requirements in Plan AA–AS, Plan CSU, and IGETC Plan at the completion of this certificate.

**GENERAL EDUCATION PLAN**

<table>
<thead>
<tr>
<th>AA–AS Plan</th>
<th>CSU Plan</th>
<th>IGETC Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 143</td>
<td>Group D5</td>
<td>Group D5</td>
</tr>
<tr>
<td>BIOL 145</td>
<td>Group B</td>
<td>Group B2</td>
</tr>
<tr>
<td>COMM 176</td>
<td>Group D7</td>
<td>Group D7</td>
</tr>
<tr>
<td>ENGL 274</td>
<td>Group C2</td>
<td>Group C2</td>
</tr>
</tbody>
</table>

**BIOLOGY**

**SCHOOL OF MATHEMATICS, SCIENCE, AND ENGINEERING**

<table>
<thead>
<tr>
<th>DEAN: Michael Odu, Ph.D., Office 215A, 619-482-6344</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACULTY: David Brady, M.S.; Lukas Buehler, Ph.D.; Nira Clark, M.A.; Allison Green Ph.D.; Shaunte Griffith-Jackson, Ph.D.; Charles Hoyt, M.S.; Linda Jones, D.C.; Valerie Pennington, M.S.; Sharon Shapiro, D.P.M.; Margie Stinson, M.S.; John Tolli, Ph.D.</td>
</tr>
<tr>
<td>DEPARTMENT CHAIR: Margie Stinson, M.S.</td>
</tr>
</tbody>
</table>

**GENERAL DESCRIPTION**

Biology is a natural science that focuses on physical and chemical processes in living organisms. This discipline explores how organisms acquire and use energy to maintain homeostasis, how they reproduce, and how they interact with each other and their environment. Biological processes are emphasized as a means of answering these questions. Biologists rely heavily on a chemistry foundation since living organisms are chemical systems.
CAREER OPTIONS
Below is a sample of the career options available for the biology major. A few of these require an associate in science degree, most require a bachelor’s degree, and some require a graduate-level degree: agricultural consultant, animal health technician, biotechnology technician, dentist, environmental consultant, field biologist, forester, horticulturist, genetic counselor, bioinformatics specialist, agricultural scientist, environmental health worker, exercise physiologist, high school or college teacher, marine biologist, microbiologist, public health technician, physician, pharmaceutical researcher, research biologist, and veterinarian. In addition, a background in biology may be required for the following: registered nurse, physical therapist, respiratory therapist, dental hygienist, medical technician, physician’s assistant, and optometrist.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>MAJOR CODE</th>
<th>DEGREE/CERTIFICATE OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>01510</td>
<td>Associate in Science Degree: Transfer Preparation</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN SCIENCE DEGREE

ASSOCIATE IN SCIENCE DEGREE TRANSFER PREPARATION* (MAJOR CODE: 01510)

Lower-division requirements are not the same for all universities, and there are differences among the areas of specialization. However, the courses listed below meet the lower-division requirements for most universities offering a bachelor’s degree with a major in one of the biological sciences.

Students should start with mathematics and chemistry during the first year, as these are required for other science courses. Some of the courses may be applied toward the general education requirement.

Courses offered in biology, other than those listed below, are intended as general education courses for nonscience majors. They are not the acceptable courses for biology majors. Biology majors will take similar but more intensive courses as part of their upper-division requirements.

Program Student Learning Outcome Statement:

- Upon successful completion of the Biology Program, students will be able to communicate clearly in a way that reflects knowledge and understanding of biological processes and structures.
- Upon successful completion of the Biology Program, students will be able to approach and examine issues related to the biological sciences from an evidence-based perspective and communicate this information in a clear manner.
- Upon successful completion of the Biology Program, students will be able to demonstrate information literacy skills to access, evaluate, and use resources.
- Upon successful completion of the Biology Program, students will be able to use and apply the scientific method to critically evaluate hypotheses.

FIRST SEMESTER

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 200</td>
<td>General Chemistry I **</td>
<td>5</td>
</tr>
<tr>
<td>MATH 121</td>
<td>Applied Calculus I ***</td>
<td>3</td>
</tr>
</tbody>
</table>

SECOND SEMESTER

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 210</td>
<td>General Zoology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 210</td>
<td>General Chemistry II **</td>
<td>5</td>
</tr>
<tr>
<td>MATH 122</td>
<td>Applied Calculus II ***</td>
<td>3</td>
</tr>
</tbody>
</table>

THIRD SEMESTER

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 211</td>
<td>Introduction to Cell and Molecular Biology</td>
<td>4</td>
</tr>
</tbody>
</table>

FOURTH SEMESTER

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 212</td>
<td>Biology of Plants</td>
<td>4</td>
</tr>
</tbody>
</table>

Total units: 28

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice (e.g. UCSD molecular biology B.S., requires the MATH 250 sequence instead of MATH 121 and MATH 122). University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

** If you do not meet the prerequisites for CHEM 200, take CHEM 170 in your first semester, then CHEM 200 in the second semester, and CHEM 210 in the third semester.
TO TRANSFER TO UCSD AND SDSU:
Beginning in Fall 2000 all students majoring in biology who wish to transfer to UCSD or SDSU must have satisfied all biology pre-major requirements prior to admission to the biology major. In the event that a transfer student has been unable to complete all required courses prior to enrolling at UCSD, he/she will be allowed a maximum of three quarters at UCSD to complete any remaining required pre-major coursework. For more information see http://www.biology.ucsd.edu/sa/ugadmission.html

**Note:** Two calculus-based physics course sequences are now available for biology majors. Sequence one—PHYS 170, 172, and 174. Sequence two—PHYS 270, 272, and 274. Check with your transfer institution for specific requirements.

**Websites for biology majors:**
- SDSU: http://www.sci.sdsu.edu
- UCSD: http://www.biology.ucsd.edu
- CSU, San Marcos: http://www.csusm.edu/biology
- Articulation: http://www.assist.org

**BIOTECHNOLOGY**

**SCHOOL OF MATHEMATICS, SCIENCE, AND ENGINEERING**

**DEAN:** Michael Odu, Ph.D., Office 215A, 619-482-6344
**FACULTY:** Lukas Buehler, Ph.D.
**DEPARTMENT CHAIR:** Margie Stinson, M.S.

**GENERAL DESCRIPTION**
Biotechnology is a rapidly expanding field of biology that has significant future potential for both improving life and providing a growing source of technical jobs. Biotechnology is the science of using and modifying biological materials in order to develop products and organisms for specific uses. The biotechnology laboratory technician works in a research or industry laboratory.

**CAREER OPTIONS**
Below is a sample of the career options available for the biotechnology major. Most of these require a certificate or an associate in science degree and are career options at an entry-level technician position in the following areas, which include but are not limited to the biotechnology industry: food, oil, genomics, pharmaceutical industry, forensic science, agriculture, anthropology, NASA projects, and basic research in academic or nonprofit institutions.

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**DEGREE/CERTIFICATE OPTIONS**

<table>
<thead>
<tr>
<th>Degree/Certificate</th>
<th>Major Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Science Degree: Transfer Preparation</td>
<td>Biotechnology</td>
<td>01512</td>
</tr>
<tr>
<td>Certificate of Achievement</td>
<td>Biotechnology</td>
<td>01511</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

**ASSOCIATE IN SCIENCE DEGREE**

**BIOTECHNOLOGY**

**ASSOCIATE IN SCIENCE DEGREE TRANSFER PREPARATION** *(MAJOR CODE: 01512)*
The associate in science degree augments student transfer preparation and qualifies students for entry-level positions in biotechnology research laboratories.

**Program Student Learning Outcome Statement:**
- Demonstrate skills, based on biotechnology industry requirements, necessary to successfully apply, interview and perform in biotechnology research internships and/or professional jobs.

**FIRST SEMESTER**
- MATH 70 Intermediate Algebra II 4

**SECOND SEMESTER**
- BIOL 100 Principles of Biology ** 3
- BIOL 101 Principles of Biology Laboratory ** 1
- BIOL 205 DNA Science I 2
- BIOL 229 Introduction to Biological Research I 3
- CHEM 170 Preparation for General Chemistry (4) ** OR 4–5
- CHEM 200 General Chemistry I (5) **

**THIRD SEMESTER**
- BIOL 206 DNA Science II 2
- BIOL 211 Introduction to Cell and Molecular Biology 4
- BIOL 230 Introduction to Biological Research II 3
- BIOL 265 General Microbiology 4

**Total units** 30–31

**Transfer students** should substitute higher-level courses required for their major (e.g.: BIOL 100/101; CHEM 170 or 200 can be replaced by higher-numbered chemistry courses; and MATH 70 can be replaced by higher-numbered math courses.)
To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

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**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 70</td>
<td>Intermediate Algebra II *</td>
<td>4</td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 100</td>
<td>Principles of Biology *</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Principles of Biology Laboratory *</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 205</td>
<td>DNA Science I</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 229</td>
<td>Introduction to Biological Research I</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 170</td>
<td>Preparation for General Chemistry (4) OR</td>
<td>4–5</td>
</tr>
<tr>
<td>CHEM 200</td>
<td>General Chemistry I (5)</td>
<td></td>
</tr>
</tbody>
</table>

**THIRD SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 206</td>
<td>DNA Science II</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 211</td>
<td>Introduction to Cell and Molecular Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 230</td>
<td>Introduction to Biological Research II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 265</td>
<td>General Microbiology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total units**: 30–31

* Higher-numbered courses are also acceptable:
  BIOL 210 can replace BIOL 100/101; CHEM 170 or 200 can be replaced by higher-numbered chemistry courses; and MATH 70 can be replaced by higher-numbered math courses.

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**BUSINESS ADMINISTRATION**

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**CERTIFICATE**

**BIOTECHNOLOGY**

**CERTIFICATE OF ACHIEVEMENT**

**CAREER/TECHNICAL (MAJOR CODE: 01511)**

Provides training in the theory and practices of biotechnology, which include introduction to microbiology, cell biology, and molecular biology techniques. Each participant is required to take a qualifying examination prior to certification.

**Program Student Learning Outcome Statement:**

- Demonstrate skills, based on biotechnology industry requirements, necessary to successfully apply, interview and perform in biotechnology research internships and/or professional jobs.

**GAINFUL EMPLOYMENT:**

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

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**SCHOOL OF BUSINESS AND TECHNOLOGY**

**DEAN:** Mink Stavenga, DBA, Office 470K, 619-482-6569

**FACULTY:** Yvonne Lucas, M.B.A.; Frank Paiano, M.B.A.; Elisabeth Shapiro, J.D.; Gail Stockin, M.A.

**DEPARTMENT CHAIR:** Elisabeth Shapiro, J.D.

**GENERAL DESCRIPTION**

Business administration is a broad area encompassing administration, management, marketing, finance, entrepreneurship, supervision, banking, small business, merchandising, international trade, accounting, and information systems. Study in this area explores the theories, history, principles, skills, practices, laws, ethics, and technologies governing the increasingly global business environment.

**CAREER OPTIONS**

Below is a sample of the career options available for the business or business-related major. Most require an associate degree, some require a bachelor’s degree, and a few require a graduate-level degree: administrator, manager, salesperson, banker, financial planner, high school or college instructor, lawyer, small business owner/operator, supervisor, economist, city manager, consumer analyst, purchasing agent, personnel officer, product developer, research auditor, controller, financier and insurance agent. Many entry-level employment opportunities are available in retail or wholesale sales, business offices, banks, savings and loans, hospitals, schools, colleges, and government.
**DEGREE/CERTIFICATE OPTIONS**

<table>
<thead>
<tr>
<th>Associate in Arts Degree: Transfer Preparation</th>
<th>MAJOR CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>01100</td>
</tr>
<tr>
<td>International Business Emphasis</td>
<td>01101</td>
</tr>
<tr>
<td>Business Administration (SB1440)</td>
<td>01105</td>
</tr>
<tr>
<td>Finance</td>
<td>01120</td>
</tr>
<tr>
<td>Management</td>
<td>01150</td>
</tr>
<tr>
<td>Marketing</td>
<td>01160</td>
</tr>
</tbody>
</table>

**Certificate of Proficiency**

| Sales and Customer Service Professional       | 02175      |

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

**ASSOCIATE IN ARTS DEGREE**

**BUSINESS ADMINISTRATION**

**ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01100)**

Prepares the student in the field of business administration with an understanding of the concepts of accounting, business law, business communications, computers and information processing, economics, statistics, and calculus.

**Program Student Learning Outcome Statement:**

- Identify and analyze material factors that are involved in business problems.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 102</td>
<td>Principles of Accounting II—Managerial</td>
<td>4</td>
</tr>
<tr>
<td>BUS 120</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Business Law/The Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computers and Information Processing</td>
<td>4</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 119</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 120</td>
<td>Calculus for Business Analysis</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total units** 35

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

**INTERNATIONAL BUSINESS EMPHASIS**

**ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01101)**

Prepares students for work in the fields of international business and trade. Provides a practical approach to the study of international business and trade topics relevant in today's global economy.

**Program Student Learning Outcome Statement:**

- Identify, measure, interpret, and incorporate relevant information in analyzing problems and making effective business decisions in an international context.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 102</td>
<td>Principles of Accounting II—Managerial</td>
<td>4</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Business Law/The Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 177</td>
<td>Principles of International Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computers and Information Processing</td>
<td>4</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 256</td>
<td>International Law for business</td>
<td>3</td>
</tr>
<tr>
<td>MATH 119</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>Foreign Language</td>
<td></td>
<td>6–10</td>
</tr>
</tbody>
</table>

**Total units** 37–41

**Recommended Electives:** HIST 104, 105.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
The program below is undergoing modification and the modification will be placed into an addendum upon Chancellor’s Office approval - see your counselor for further information and visit the college website under http://www.swccd.edu/catalog link for the latest addenda updates.

BUSINESS ADMINISTRATION

STUDENT TRANSFER ACHIEVEMENT REFORM (STAR) ACT (SB1440)

ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01105)

This degree prepares students for transfer admission to any California State University campus within the field of Business Administration. This major is designed to equip students with the knowledge, skills, practices, and values to understand the complex and changing global business environment. Individual courses promote comprehension of the field, foster problem solving, and provide basic analytical and conceptual skills. In addition to meeting the requirement for transfer to any California State University (such as SDSU, for example), the courses listed meet the lower-division requirements for most universities offering a bachelor’s degree with a major in business or accounting.

REQUIRED CORE: (17 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 140</td>
<td>Business Law/The Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 102</td>
<td>Principles of Accounting II—Managerial</td>
<td>4</td>
</tr>
</tbody>
</table>

LIST A: select one (4 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 119</td>
<td>Elementary Statistics (4)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 120</td>
<td>Calculus for Business Analysis (4)</td>
<td></td>
</tr>
</tbody>
</table>

LIST B: select two courses below and any course from List A not already used (8 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Introduction to Computers and Information</td>
<td>4</td>
</tr>
<tr>
<td>MATH 119</td>
<td>Elementary Statistics (4)</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 120</td>
<td>Calculus for Business Analysis (4)</td>
<td></td>
</tr>
</tbody>
</table>

Total units 29

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

FINANCE

ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01120)

Prepares students in the field of finance with an understanding of the concepts of accounting, legal environment, business communications, economics, statistics, financial planning, money management, and securities.

Program Student Learning Outcome Statement:
- Students will be able to develop appropriate written communication for the intended business audience.
- Students will be able to critically evaluate, analyze, and interpret information to solve problems and make business decisions.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 102</td>
<td>Principles of Accounting II—Managerial</td>
<td>4</td>
</tr>
<tr>
<td>BUS 121</td>
<td>Financial Planning and Money Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Business Law/The Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computers and Information Processing</td>
<td>4</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 119</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 120</td>
<td>Calculus for Business Analysis</td>
<td>4</td>
</tr>
</tbody>
</table>

Total units 35

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.
ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01150)

Prepares students in the field of management with an understanding of the concepts of accounting, human resources, production and operations, organizational behavior, statistics and management science, legal environment, business communications, and economics.

Program Student Learning Outcome Statement:

- Students will be able to develop appropriate written communication for the intended business audience.
- Students will be able to critically evaluate, analyze, and interpret information to solve problems and make business decisions.

ACCT 101 Principles of Accounting I           4
ACCT 102 Principles of Accounting II—Managerial 4
BUS 140 Business Law/The Legal Environment of Business 3
BUS 150 Principles of Management                3
BUS 212 Business Communication                 3
CIS 101 Introduction to Computers and Information Processing 4
ECON 101 Principles of Economics I              3
ECON 102 Principles of Economics II             3
MATH 119 Elementary Statistics                 4
MATH 120 Calculus for Business Analysis         4

Total units 35

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01160)

Prepares students in the field of marketing with an understanding of the concepts of marketing functions such as sales, advertising, marketing research, product development, distribution, and pricing. Covers additional concepts of accounting, economics, legal environment, and business communication.

Program Student Learning Outcome Statement:

- Students will be able to develop appropriate written communication for the intended business audience.
- Students will be able to critically evaluate, analyze, and interpret information to solve problems and make business decisions.

ACCT 101 Principles of Accounting I           4
ACCT 102 Principles of Accounting II—Managerial 4
BUS 140 Business Law/The Legal Environment of Business 3
BUS 174 Introduction to Marketing and Social Media Practices 3
BUS 212 Business Communication                 3
CIS 101 Introduction to Computers and Information Processing 4
ECON 101 Principles of Economics I              3
ECON 102 Principles of Economics II             3
MATH 119 Elementary Statistics                 4
MATH 120 Calculus for Business Analysis         4

Total units 35

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.
SALES AND CUSTOMER SERVICE PROFESSIONAL

CAREER/TECHNICAL (MAJOR CODE: 02175)
Designed for students desiring to enter or refresh their skills in the field of sales and customer service. Provides training that is required for employment in businesses, institutions, and organizations of all types and that can help present employees to take advantage of opportunities to upgrade to higher level positions.

Program Student Learning Outcome Statement:
• Student will present ideas clearly and persuasively with the goal of selling a product, service, or idea.
• Student will interact with people of diverse ethnic and socio-economic backgrounds in providing quality customer service with the goal of retaining and building good relationships with customers, clients, and co-workers.

BUS 96 Customer Service and Communication Techniques 1
BUS 134 eBusiness I: Principles of Electronic Commerce (3) 1
OR
BUS 191 Creating and Managing a Virtual Office (3) 3
BUS 139 Consumer Retailing and Merchandising 1
BUS 144 Advertising and Promotional Strategy 1
BUS 147 Successful Selling Techniques 1
LDR 148 Business Presentation Skills—Bilingual (Spanish/English) (2) 2
OR
LDR 149 Business Presentation Skills (2) 2
BUS 210 Business English 3
Total units 12

CAREER OPTIONS
Below is a sample of the career options available for the business management or related major. Most require an associate degree, some require a bachelor's or graduate-level degree: administrator, manager, human resources, small business owner/operator, supervisor, office manager, and insurance professional. Many entry-level employment opportunities are available in retail or wholesale sales, business offices, financial institutions, schools, colleges, and local, state, and federal government.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>Degree/Certificate Options</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Science Degree: Career/Technical</td>
<td>02456</td>
</tr>
<tr>
<td>entrepreneurship and Small Business</td>
<td>01156</td>
</tr>
<tr>
<td>Business Management</td>
<td>A1151</td>
</tr>
<tr>
<td>Certificates of Proficiency</td>
<td>A2457</td>
</tr>
<tr>
<td>eBusiness—Intermediate</td>
<td>A1155</td>
</tr>
<tr>
<td>eBusiness—Basic</td>
<td>A2444</td>
</tr>
<tr>
<td>entrepreneurship and Small Business—Basic</td>
<td>A2442</td>
</tr>
<tr>
<td>Management—Basic</td>
<td>01152</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN SCIENCE DEGREE

EBUSINESS

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02456)
Designed to prepare students to work in the dynamic field of electronic business and commerce. The associate degree provides students with a broad range of the business knowledge and technical skills required to be competitive in the job market in the field of eBusiness.

Program Student Learning Outcome Statement:
• Students will be able to develop appropriate written professional communications for the intended business audience.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 12</td>
<td>Computerized Accounting (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 120</td>
<td>Introduction to Business</td>
<td></td>
</tr>
<tr>
<td>BUS 121</td>
<td>Financial Planning and Money Management</td>
<td></td>
</tr>
<tr>
<td>BUS 136</td>
<td>Diverse Workforce Management and Communication (2)</td>
<td></td>
</tr>
<tr>
<td>BUS 152</td>
<td>Human Relations in Organizations (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 150</td>
<td>Principles of Management (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 152</td>
<td>Principles of International Business (3)</td>
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<tr>
<td>BUS 150</td>
<td>Principles of Management (3)</td>
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</tr>
<tr>
<td>BUS 177</td>
<td>Principles of International Business (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 183</td>
<td>Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>CIS 133</td>
<td>Advanced Microcomputer Spreadsheets Software (1)</td>
<td></td>
</tr>
<tr>
<td>CIS 134</td>
<td>Microcomputer Database Software—Access (1)</td>
<td></td>
</tr>
<tr>
<td>LDR 148</td>
<td>Business Presentation Skills—Bilingual (English/Spanish) (2)</td>
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</tr>
<tr>
<td>LDR 149</td>
<td>Business Presentation Skills (2)</td>
<td></td>
</tr>
<tr>
<td>LDR 151</td>
<td>Human Resources and Labor Relations</td>
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</tr>
<tr>
<td>ACCT 12</td>
<td>Computerized Accounting (3)</td>
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<tr>
<td>BUS 120</td>
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<td>Business Mathematics</td>
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<td>CIS 133</td>
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<td></td>
</tr>
<tr>
<td>CIS 134</td>
<td>Microcomputer Database Software—Access (1)</td>
<td></td>
</tr>
<tr>
<td>LDR 148</td>
<td>Business Presentation Skills—Bilingual (English/Spanish) (2)</td>
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<td>LDR 149</td>
<td>Business Presentation Skills (2)</td>
<td></td>
</tr>
<tr>
<td>LDR 151</td>
<td>Human Resources and Labor Relations</td>
<td></td>
</tr>
</tbody>
</table>

Total units: 36–38

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

The program below is undergoing modification and the modification will be placed into an addendum upon Chancellor’s Office approval - see your counselor for further information and visit the college website under http://www.swccd.edu/catalog link for the latest addenda updates.

---

**ENTREPRENEURSHIP AND SMALL BUSINESS**

**ASSOCIATE IN SCIENCE DEGREE**

**CAREER/TECHNICAL (MAJOR CODE: 01156)**

Designed for both prospective and current owners or managers of a small business. Emphasizes opportunities available in San Diego County for entrepreneurs and provides training in all aspects of the development of a successful small business enterprise.

Program Student Learning Outcome Statement:
- Students will describe and summarize an entrepreneur solution by creating a small business opportunity.

---

**BUSINESS MANAGEMENT**

**ASSOCIATE IN SCIENCE DEGREE**

**CAREER/TECHNICAL (MAJOR CODE: A1151)**

Designed to provide students with key concepts in business management, including the areas of administration, management, marketing, finance, entrepreneurship, supervision, banking, small business, merchandising, international trade, accounting, ebusiness and information systems. Explores the theories, history, principles, skills, practices, laws, ethics, and technologies governing the increasingly global business environment.

Program Student Learning Outcome Statement:
- Summarize measures that can be taken by individuals and organizations to correct organizational problems.

---

**GAINFUL EMPLOYMENT:**

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”
Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

**EBUSINESS: INTERMEDIATE**

**CERTIFICATE OF ACHIEVEMENT**

**CAREER/TECHNICAL (MAJOR CODE: A2457)**

Designed to prepare students to work in the dynamic field of electronic business and commerce. Builds upon the combined knowledge and technical skills students have acquired in creating and maintaining a strong business presence on the Web.

**Program Student Learning Outcome Statement:**

- Students will describe and summarize ebusiness solutions to solve and determine current and future business requirements.

**GAINFUL EMPLOYMENT:**

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

**REQUIRED CORE (9 UNITS):**

- BUS 134 eBusiness I: Principles of Electronic Commerce 3
- BUS 143 eStrategic Business Planning 2
- CIS 162 Web Site Universal Design 2
- CIS 255 Web Search Engine Visibility 2

**Plus the required courses for the Business Management—**

**Basic Certificate:**

- BUS 120 Introduction to Business 3
- BUS 142 Business Ethics---Corporate and Personal 1
- BUS 150 Principles of Management 3
- BUS 152 Human Relations in Organizations 3

**Total units** 19

**ENTREPRENEURSHIP AND SMALL BUSINESS: BASIC**

**CERTIFICATE OF PROFICIENCY**

**CAREER/TECHNICAL (MAJOR CODE: A2442)**

Designed for both the prospective and the current owner/manager of a small business. Emphasizes basic concepts in bookkeeping, law, and operations management for a small business, as well as the advertising and selling of products and services.

**Total units** 7-10

Recommended Electives: BUS 148, 149.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
ENTREPRENEURSHIP EDUCATION

CAREER/TECHNICAL
Prepares students with the understanding of entrepreneurship and small business management which includes developing, planning, organizing, and operating. Provides students interested in self-employment and those working within small firms with the knowledge and skills to foster small business. Entrepreneurship training contributes to the student's financial independence, career success, and the world's economy. Linking entrepreneurship education with program specific areas, prepares students from a wide spectrum of disciplines with the practical tools to build and maintain small businesses or to work successfully within a small business.

COMMON CORE
Complete the Common Core classes listed below plus at least one emphasis from pages 151-153.
BUS 143 eStrategic Business Planning 2
BUS 145 Financial Management for Small Business 1
BUS 148 Developing and Starting a New Business 3
BUS 149 Entrepreneurship Operating and Managing a Small Business 3

Total units 9

PLUS COMPLETION OF ONE OF THE FOLLOWING CERTIFICATES OF EMPHASIS:
• Automotive Technology
• Event and Convention Planning
• Landscape Construction
• Recording Arts
• Web Designer

AUTOMOTIVE TECHNOLOGY EMPHASIS

CERTIFICATE OF PROFICIENCY
CAREER/TECHNICAL (MAJOR CODE: 02192)
Prepares students for self-employment and work within small companies in the business aspects of the automotive industry. Builds on their industry education in automotive repair. Expands their education in entrepreneurship and small business management. Contributes to the student's financial independence, career success, and the world's economy. Prepares them to own businesses in the automotive industry or for positions in business management, sales, and customer service.

Program Student Learning Outcome Statement:
• Students will be able to professionally communicate their business ideas and values to the appropriate business audience.
• Students will be able to examine diverse populations and understand how businesses respond to the different populations with customized business strategies.
• Students will be able to develop and implement a business plan by conducting research in the appropriate specialty area and identify the target market, competition, industry standards, and financial projections.

AT 101 Introduction to Basic Automotive Service 3
AT 102 Automotive Science and Basic Mechanics 3

Plus the Common Core courses for Entrepreneur Education 9
Total units 15

EVENT AND CONVENTION PLANNING EMPHASIS

CERTIFICATE OF PROFICIENCY
CAREER/TECHNICAL (MAJOR CODE: 02968)
Prepares students for self-employment and work within small businesses in the dynamic hospitality industry. Builds on their industry education in event and convention planning, event marketing, and corporate project management. Expands their education in entrepreneurship and small business management. Contributes to the student's financial independence, career success, and the world's economy. Prepares them for private practice or for key roles within event management firms.

Program Student Learning Outcome Statement:
• Students will be able to professionally communicate their business ideas and values to the appropriate business audience.
• Students will be able to examine diverse populations and understand how businesses respond to the different populations with customized business strategies.
• Students will be able to develop and implement a business plan by conducting research in the appropriate specialty area and identify the target market, competition, industry standards, and financial projections.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

### LANDSCAPE CONSTRUCTION EMPHASIS

**CERTIFICATE OF PROFICIENCY**

**CAREER/TECHNICAL (MAJOR CODE: 02193)**

Prepares students for self-employment and work within small businesses in the landscape industry. Builds on their industry education in project estimating, sprinkler system repair, and working with concrete, masonry, and wood. Expands their education in entrepreneurship and small business management. Contributes to the student's financial independence, career success, and the world's economy. Prepares them to work for others and after passing the state contractor's examination, to own their own landscape construction business.

**Program Student Learning Outcome Statement:**

- Certificate students will be able to professionally communicate their business ideas and values to the appropriate business audience.
- Certificate students will be able to examine diverse populations and work appropriately with clients, co-workers, and suppliers.
- Certificate students will be able to develop and implement a business plan by conducting research in the appropriate specialty area and identify the target market, competition, industry standards, and financial projections.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>EVNT 154</td>
<td>Introduction to Event and Convention Planning</td>
<td>3</td>
</tr>
<tr>
<td>EVNT 155</td>
<td>Event Marketing</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EVNT 157</td>
<td>Corporate Event Project Management</td>
<td>3</td>
</tr>
<tr>
<td>Plus the Common Core courses for Entrepreneur Education</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td><strong>Total units</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**RECORDING ARTS EMPHASIS**

**CERTIFICATE OF PROFICIENCY**

**CAREER/TECHNICAL (MAJOR CODE: 02194)**

Prepares students for self-employment and work within small businesses in the dynamic entertainment industry. Builds on their recording industry technical education in recording arts and recording techniques. Expands their education in entrepreneurship and small business management. Contributes to the student's financial independence, career success, and the world's economy. Prepares them for business ownership or key roles within the audio recording and sound mixing fields.

**Program Student Learning Outcome Statement:**

- Students will be able to professionally communicate their business ideas and values to the appropriate business audience.
- Students will be able to examine diverse populations and understand how businesses respond to the different populations with customized business strategies.
- Students will be able to develop and implement a business plan by conducting research in the appropriate specialty area and identify the target market, competition, industry standards, and financial projections.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 150/RA&amp;T 110</td>
<td>Music Business/Career Overview</td>
<td>3</td>
</tr>
<tr>
<td>MUS 151/TELE 151/RA&amp;T 120</td>
<td>Recording Techniques</td>
<td>3</td>
</tr>
<tr>
<td>MUS 152</td>
<td>Advanced Recording Techniques</td>
<td>2</td>
</tr>
<tr>
<td>Plus the Common Core courses for Entrepreneur Education</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td><strong>Total units</strong></td>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**WEB DESIGNER EMPHASIS**

**CERTIFICATE OF PROFICIENCY**

**CAREER/TECHNICAL (MAJOR CODE: 02339)**

Prepares students for self-employment and work in small businesses in any industry that relies on websites for marketing. Builds on
their industry education in web design and usability. Expands their education in entrepreneurship and small business management. Contributes to the student's financial independence, career success, and the world's economy. Prepares them for business ownership and key roles in web design or maintenance positions.

Program Student Learning Outcome Statement:
- Students will be able to professionally communicate their business ideas and values to the appropriate business audience.
- Students will be able to examine diverse populations and understand how businesses respond to the different populations with customized business strategies.
- Students will be able to develop and implement a business plan by conducting research in the appropriate specialty area and identify the target market, competition, industry standards, and financial projections.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 123</td>
<td>Web Publishing With Dreamweaver</td>
<td>6</td>
</tr>
<tr>
<td>CIS 162</td>
<td>Website Universal Design</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Plus the Common Core courses for Entrepreneur Education</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td><strong>Total units</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

CHEMISTRY
SCHOOL OF MATHEMATICS, SCIENCE, AND ENGINEERING

DEAN: Michael Odu, Ph.D., Office 215A, 619-482-6344
FACULTY: David R. Brown, Ph.D.; David Hecht, Ph.D.; Tinh-Alfredo V. Khuong, Ph.D.; Joann Um, Ph.D.
DEPARTMENT CHAIR: Jeffrey Veal, Ph.D.

GENERAL DESCRIPTION
Chemistry is a physical science that focuses on the composition, structural properties, reaction of substances, and the means by which matter is converted from one form to another. This discipline explores the fundamentals of organic and inorganic matter, chemical structure and reactivity, qualitative and quantitative analyses, laboratory procedures that include strong emphasis on modern instrumental methods, research methodologies, and quantum mechanics.

CAREER OPTIONS
Below is a sample of the career options available to the chemistry major. A few require an associate in science degree, some require a bachelor's degree, and most require a graduate-level degree: high school or college teacher, analytical chemist, biochemist, polymer chemist, medical doctor, dentist, laboratory technician, and technical sales representative. Entry-level career opportunities are available in biotechnology, biomedical instrumentation, diagnostics, immunochemistry, pharmaceuticals, basic research, and environmental control agencies.

DEGREE/CERTIFICATE OPTIONS

ASSOCIATE IN SCIENCE DEGREE

CHEMISTRY

ASSOCIATE IN SCIENCE DEGREE
TRANSFER PREPARATION *

Chemistry is the study of the composition of matter, its structure, and the means by which it is converted from one form to another. Related to chemistry is molecular biology. Students interested in matter as it applies to life should also take courses in the life sciences. Most courses require mathematics prerequisites. Placement is determined by the Mathematics Assessment Process, which should be taken before registration. It is essential that students start with mathematics during the first semester.

Chemistry majors are advised to give priority to lower-division requirements for the major as they are prerequisites for most upper division courses. Only as many general education courses should be taken as can be included in the 70-unit transfer limitation, and these must be chosen with care to insure that they fit into the general education pattern at the transfer institution.

Program Student Learning Outcome Statement:
- Solve quantitative chemistry problems and demonstrate reasoning clearly and completely.

FIRST SEMESTER **

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHEM 200</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 250</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
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SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CHEM 210</td>
<td>General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>MATH 251</td>
<td>Analytic Geometry and Calculus II</td>
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<tr>
<td>PHYS 270</td>
<td>Principles of Physics I</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 271</td>
<td>Principles of Physics Laboratory I</td>
<td>1</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

Note: See also Pharmaceutical and Laboratory Science, page 302.

Websites for chemistry majors:
SDSU: http://www.chemistry.sdsu.edu
UCSD: http://www.chemistry.ucsd.edu
CSU, San Marcos: http://www.csusm.edu/chemistry
Articulation: http://www.assist.org

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
COMMUNICATION

SCHOOL OF ARTS, COMMUNICATION, AND SOCIAL SCIENCES

**DEPARTMENT CHAIR:** Rebecca Wolniewicz, Ph.D.

**FACULTY:**
- Eric Maag, M.A.
- Candice Taffolla-Schreiber, M.A.
- Rebecca Wolniewicz, Ph.D.
- Rachel Hastings, Ph.D.

**GENERAL DESCRIPTION**
In the broadest sense, communication is the study of all forms of human communication with a focus upon verbal behavior. This department explores the nature and method of verbalization including the development and use of language and symbolic process and theories of rhetoric and communicative behavior. A competent communicator is skilled in the critical analysis of an evaluation of messages and can manage essential factors within a verbal situation, such as idea selection, language use, and vocal or physical presentation.

**PROGRAMS**

**THIRD SEMESTER**
- CHEM 240 Organic Chemistry I 5
- MATH 252 Analytic Geometry and Calculus III 4
- PHYS 272 Principles of Physics II 3
- PHYS 273 Principles of Physics Laboratory II 1

**FOURTH SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 250</td>
<td>Analytical Chemistry (S)</td>
</tr>
<tr>
<td>OR</td>
<td>CHEM 242 Organic Chemistry II (S)</td>
</tr>
</tbody>
</table>

**Total units** 41

**DEGREE/CERTIFICATE OPTIONS**

**ASSOCIATE IN ARTS DEGREE**

**COMMUNICATION**

**DEGREE/CERTIFICATE OPTIONS**

**ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION ** (MAJOR CODE: A1470)

**COMMUNICATION**

**Program Student Learning Outcome Statement:**

- Demonstrate the communication skills necessary to engage competently in interpersonal, small group, public speaking, and mass communication contexts.

**CAREER OPTIONS**

Below is a sample of the career options available for the communication major. A few of these require an associate degree, most require a bachelor’s degree, and some require a graduate-level degree. Possible career options include: high school or college instructor, public relations officer, television or radio broadcaster, consultant, lawyer, public administrator, politician, speech writer, minister, sales representative, business manager, television, radio critic, or film critic. With additional coursework, a communication major can seek positions related to speech pathology, and audiology, which is a field concerned with disorders of speech, language, and hearing.

**ASSOCIATE IN ARTS DEGREE**

**COMMUNICATION**

**ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION ** (MAJOR CODE: A1470)

Consult a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.
COMM 200/JOUR 101
Introduction to Mass Communication and Society (3)
COMM 262 Forensics Workshop I: Individual Events (2)
COMM 263 Forensics Workshop II: Individual Events (2)
COMM 264 Forensics Workshop III: Individual Events (2)
COMM 265 Forensics Workshop IV: Individual Events (2)
COMM 272 Forensics Workshop I: Debate (2)
COMM 273 Forensics Workshop II: Debate (2)
COMM 274 Forensics Workshop III: Debate (2)
COMM 275 Forensics Workshop IV: Debate (2)

Total units: 21

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

Note: No more than 8 units from forensics workshop courses will be accepted towards the completion of the major.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

**COMMUNITY, ECONOMIC AND URBAN DEVELOPMENT**

**SCHOOL OF BUSINESS AND TECHNOLOGY**

**DEAN:** Mink Stavenga, DBA, Office 470K, 619-482-6569
**FACULTY:** Elisabeth Shapiro, J.D.
**DEPARTMENT CHAIR:** Elisabeth Shapiro, J.D.

**GENERAL DESCRIPTION**
In recent years, governmental entities and community planning groups have undertaken urban revitalization by focusing on initiatives that develop the local economy, create jobs, and maximize the use of local resources including the development of real property, transportation, water and other natural resources. Southwestern College has developed the Community, Economic, and Urban Development Program to provide students with the skills and knowledge required to be successful in this and related career fields. The program discusses the concepts of city planning, architectural design, land use, innovation, creativity, leadership, real estate, transportation, economics principles, and workforce development.

**ASSOCIATE IN ARTS DEGREE**

**COMMUNICATION STUDIES FOR TRANSFER**

**STUDENT TRANSFER ACHIEVEMENT REFORM (STAR) ACT (SB1440)**

**ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01475)**

Designed to provide students who desire a broad cultural education in the liberal arts and for the major who wishes to transfer to a four-year college or university. Coursework focuses on both theoretical principles of oral communication and practical application in public speaking in formal and informal debates. In addition, the curriculum encourages effective personal growth, citizenship, and social relations.

**Program Student Learning Outcome Statement:**
- Demonstrate the communication skills necessary to engage competently in interpersonal, small group, public speaking and mass communication contexts.

**REQUIRED:**
- COMM 104 Public Speaking 3

**LIST A: (6 units)**
- COMM 160 Argumentation and Debate 3
- COMM 174 Interpersonal Communication 3

**LIST B: select two (6 units)**
- COMM 103 Oral Communication (3)
- COMM 176 Intercultural Communication (3)
- COMM 200 Introduction to Mass Communication and Society (3)

**LIST C: select one course below or any course from List B not already used (3–4 units)** 3–4
- ANTH 102 Cultural Anthropology (3)
- PSYC 101 General Psychology (4)
- SOC 101 Introduction to Sociology (3)
- ENGL 116 Critical Thinking and Composition (4)

**Total units: 18–19**

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.
A work experience component offers volunteer or paid internship opportunities on local civic boards, commissions, councils, committees, private businesses, government agencies, or non-profit organizations located throughout San Diego County focusing on the south county region. Students gain practical skills and can work toward employment in the field or transfer to a four-year college or university that has related programs in the area of urban planning.

CAREER OPTIONS
Urban planner has been considered one of the “best careers” in surveys conducted by various organizations. The following list is a sample of the career options available for individuals who complete studies in the Community, Economic, and Urban Development major. Some of these options require an advanced certificate or an associate degree; some require a bachelor’s or master’s degree: urban/city planner or designer, transportation planner, environmental technician, research analyst, title examiner, construction manager, operations manager, architect, real estate and land use designer, property and community association manager, economic developer, housing specialist, parks and recreation planner, surveying and mapping technician, workforce developer, community activist, charitable and social service organization worker/manager, and entrepreneur involved in urban planning and design.

DEGREE/CERTIFICATE OPTIONS

ASSOCIATE IN SCIENCE Degree: Career/Technical
Community, Economic and Urban Development 01061

Certificates of Achievement
Community, Economic and Urban Development—Basic 01062
Community, Economic and Urban Development—Intermediate 01063

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

Program Student Learning Outcome Statement:
- Students will prepare a report on a South San Diego County community or regional planning initiative or other related effort that they have researched.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 52</td>
<td>Basics of Government Contracting</td>
<td>2</td>
</tr>
<tr>
<td>BUS 83</td>
<td>Principles of Economic Development</td>
<td>3</td>
</tr>
<tr>
<td>BUS 84</td>
<td>Grant Research and Writing Fundamentals</td>
<td>1</td>
</tr>
<tr>
<td>BUS 100</td>
<td>Introduction to Community, Economic, and Urban Planning</td>
<td>3</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Business Law/The Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 142</td>
<td>Business Ethics—Corporate and Personal</td>
<td>1</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry (3) OR</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Communication (3)</td>
<td></td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 145</td>
<td>Introduction to Mapping and Geographic Information Science (GIS)</td>
<td>3</td>
</tr>
<tr>
<td>LDR 152</td>
<td>Business Innovation and Creativity</td>
<td>1</td>
</tr>
<tr>
<td>LDR 154</td>
<td>Community and Collaborative Leadership</td>
<td>3</td>
</tr>
<tr>
<td>LDR 155</td>
<td>Strategic Planning and Sustainability (3) OR</td>
<td>3</td>
</tr>
<tr>
<td>RE 101</td>
<td>Real Estate Principles (3)</td>
<td></td>
</tr>
<tr>
<td>LDR 156</td>
<td>Microfinance and Sustainable Development (3) OR</td>
<td>2–3</td>
</tr>
<tr>
<td>LERL 266</td>
<td>Mediation, Negotiation, and Conflict Management (2)</td>
<td></td>
</tr>
<tr>
<td>BUS 290–293</td>
<td>Work Experience in Business</td>
<td>2–4</td>
</tr>
</tbody>
</table>

Total units 40–43

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

ASSOCIATE IN SCIENCE
COMMUNITY, ECONOMIC AND URBAN DEVELOPMENT

ASSOCIATE IN SCIENCE Degree
CAREER/TECHNICAL (MAJOR CODE: 01061)
Prepares students to work in leadership roles in private, public, and nonprofit organizations engaged in various community planning, economic development, and residential/commercial revitalization activities. Develops skills in community land-use planning, economic development, business planning, community leadership, design concepts, economics, and real estate principles and practices.

CERTIFICATES
COMMUNITY, ECONOMIC AND URBAN DEVELOPMENT: BASIC

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 01062) BASIC
Prepares students to work in private, public, and nonprofit organizations engaged in various community, and economic development activities. Provides an overview of the key areas involved in the field, including concepts of sustainability, strategic planning, microfinance, community design, real estate, economics, and legal issues related to the field.
Program Student Learning Outcome Statement:

- Students will prepare a PowerPoint presentation on a community planning initiative or other related effort that they have been exposed to in the South Bay or in the broader San Diego region.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

ACCT 101 Principles of Accounting I 4
BUS 52 Basics of Government Contracting 2
BUS 84 Grant Research and Writing Fundamentals 1
BUS 140 Business Law/The Legal Environment of Business 3
BUS 142 Business Ethics—Corporate and Personal 1
ECON 102 Principles of Economics II 3
LDR 156 Microfinance and Sustainable Development (3) OR 2–3
LEGL 266 Mediation, Negotiation, and Conflict Management (2)
BUS 290–293 Work Experience in Business 2–4

Plus the courses required for the Community, Economic and Urban Development—Basic certificate 22

Total units 40–43

COMMUNITY, ECONOMIC AND URBAN DEVELOPMENT: INTERMEDIATE

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 01063)

Prepares students to work in private, public, and nonprofit organizations engaged in various community planning, economic development, and residential/commercial revitalization activities. Develops skills in project management, accounting, business ethics, human resources, labor relations, and business communications.

Program Student Learning Outcome Statement:

- Students will prepare a report on a South San Diego County community or regional planning initiative or other related effort.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

**PROGRAMS**

**SCHOOL OF BUSINESS AND TECHNOLOGY**

**DEAN:** Mink Stavenga, DBA, Office 470K, 619-482-6569  
**DEPARTMENT CHAIR:** Marie Vicario-Fisher, M.S., M.P.H.

**GENERAL DESCRIPTION**

Designed to provide students with the skills and technical knowledge requested by employers using Computer Aided Design and Drafting (CADD) in a variety of disciplines. This program focuses on the development of CADD skills and problem-solving strategies in the development of two- and three-dimensional models. Additional engineering options allow students to acquire advanced CADD skills in areas of special interest.

The CADD technology associate in science degree prepares the student for various job opportunities in a wide variety of disciplines. There is an increasing demand for competent engineering technicians knowledgeable in the use and application of CADD software. Students planning to enroll in a four-year college engineering program will benefit greatly by developing CADD skills used in most engineering departments.

**CAREER OPTIONS**

Below is a sample of the career options available for the computer aided design major. Some require a certificate of achievement and most require an associate in science degree: mechanical, aeronautical, structural, and civil engineering. New areas of use can be found in animation, simulation, and theatrical departments. While drafting boards are still in use, a large number of companies have integrated drafting boards with monitors and computers, requiring that today's engineers, designers, and draftsmen possess both essential drafting and CADD competencies.

**DEGREE/CERTIFICATE OPTIONS**

**Associate in Science Degree: Career/Technical (Major Code: A2571)**

**DEGREE/CERTIFICATE OPTIONS**

<table>
<thead>
<tr>
<th>Degree/Certificate Options</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate in Science Degree: Career/Technical</strong></td>
<td></td>
</tr>
<tr>
<td>Computer Aided Design and Drafting</td>
<td>A2571</td>
</tr>
<tr>
<td>Design Technology</td>
<td>A2572</td>
</tr>
<tr>
<td><strong>Certificates of Achievement</strong></td>
<td></td>
</tr>
<tr>
<td>Computer Aided Design and Drafting—Advanced</td>
<td>A2576</td>
</tr>
<tr>
<td>Design Technology</td>
<td>A2577</td>
</tr>
<tr>
<td><strong>Certificate of Proficiency</strong></td>
<td></td>
</tr>
<tr>
<td>Computer Aided Design and Drafting—Basic</td>
<td>02569</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

**ASSOCIATE IN SCIENCE DEGREE**

**COMPUTER AIDED DESIGN AND DRAFTING**

**ASSOCIATE IN SCIENCE DEGREE**

**CAREER/TECHNICAL (MAJOR CODE: A2571)**

Designed to provide students with the skills and technical knowledge requested by employers using CADD in a variety of departments. The program focuses on the development of CADD skills and problem solving strategies in the development of two- and three-dimensional models. Additional engineering options allow students to acquire advanced CADD skills in areas of special interest.

**Program Student Learning Outcome Statement:**

- Construct, modify and print existing drawings to meet industry standards.
- Use provided software to construct and analyze solid models.
- Use appropriate technical material to determine and correctly communicate drawing information.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 220</td>
<td>Introduction to CADD/CAM Systems</td>
<td>3</td>
</tr>
<tr>
<td>CAD 222</td>
<td>CAD Mechanical Design I</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 110</td>
<td>Engineering Design and Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CAD 223</td>
<td>CAD Detailing and Dimensioning</td>
<td>3</td>
</tr>
<tr>
<td>CAD 224</td>
<td>CAD Mechanical Design II</td>
<td>2.5</td>
</tr>
<tr>
<td>CAD 230</td>
<td>Introduction to Solidworks</td>
<td>2.5</td>
</tr>
<tr>
<td>MATH 104</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total units:** 20

**Recommended Electives:** CAD 272, 276.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

**DESIGN TECHNOLOGY**

**ASSOCIATE IN SCIENCE DEGREE**

**CAREER/TECHNICAL (MAJOR CODE: A2572)**

Designed to provide the student with a sound background in CADD and design elements related to the field of mechanical engineering. The program trains the student in use of CADD software and stresses the fundamentals of design and related topics. Design and presentation software are available to enrolled students. Additional engineering options allow students to acquire, develop, and enhance skills in areas of special interest.
Program Student Learning Outcome Statement:
- Modify drawings through evaluation of written instructions.
- Use technical documentation analyze drawings and modify to meet industry required standards.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 101</td>
<td>Introduction to Engineering Careers</td>
<td>1</td>
</tr>
<tr>
<td>ENGR 110</td>
<td>Engineering Design and Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 200</td>
<td>Introduction Computer Aided Design (3)</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAD 220</td>
<td>Introduction to CADD/CAM Systems (3)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 104</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARCH 205</td>
<td>Advanced Architectural CAD (3)</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAD 222</td>
<td>CAD Mechanical Design I (3)</td>
<td>3</td>
</tr>
<tr>
<td>Complete</td>
<td>6 units from electives</td>
<td>6</td>
</tr>
</tbody>
</table>

Total units: 19

Electives: CAD 223, 224, 272, 276.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

The program below is undergoing modification and the modification will be placed into an addendum upon Chancellor’s Office approval - see your counselor for further information and visit the college website under http://www.swccd.edu/catalog link for the latest addenda updates.

CERTIFICATES

COMPUTER AIDED DESIGN AND DRAFTING: BASIC

CERTIFICATE OF PROFICIENCY

CAREER/TECHNICAL (MAJOR CODE: 02569)

Program Student Learning Outcome Statement:
- Develop and organize drawings to meet industry mandated standards.
- Use CAD skills construct or modify provided drawings based on written and verbal communications.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 220</td>
<td>Introduction to CADD/CAM Systems</td>
<td>3</td>
</tr>
<tr>
<td>CAD 222</td>
<td>CAD Mechanical Design I</td>
<td>3</td>
</tr>
<tr>
<td>CAD 223</td>
<td>CAD Detailing and Dimensioning</td>
<td>3</td>
</tr>
<tr>
<td>CAD 224</td>
<td>CAD Mechanical Design II</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 110</td>
<td>Engineering Design and Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 104</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units: 20.5

COMPUTER AIDED DESIGN AND DRAFTING: ADVANCED

CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: A2576)

Program Student Learning Outcome Statement:
- Organize and print different types of views used in mechanical design.
- Analyze drawings and modify to meet industry required standards.
- Use technical documents student will evaluate mechanical drawings for errors.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 220</td>
<td>Introduction to CADD/CAM Systems</td>
<td>3</td>
</tr>
<tr>
<td>CAD 222</td>
<td>CAD Mechanical Design I</td>
<td>3</td>
</tr>
<tr>
<td>CAD 223</td>
<td>CAD Detailing and Dimensioning</td>
<td>3</td>
</tr>
<tr>
<td>CAD 224</td>
<td>CAD Mechanical Design II</td>
<td>2.5</td>
</tr>
<tr>
<td>CAD 230</td>
<td>Introduction to Solidworks</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 110</td>
<td>Engineering Design and Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 104</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units: 17.5

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
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Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ATTENTION SMALL BUSINESS OWNERS AND ENTREPRENEURS:
Study small business management. Earn a Certificate that combines your education discipline with Entrepreneurship courses. For more information turn to Business Management—Entrepreneurship Education.
ASSOCIATE IN SCIENCE DEGREE

CIS—COMPUTER PROGRAMMING WITH AN EMPHASIS ON APPLICATIONS

ASSOCIATE IN SCIENCE DEGREE
CAREER TECHNICAL (MAJOR CODE: 02273)

Provides training in the theory and practice of computer programming and software design emphasizing business and computer applications. Prepares students for employment in the programming field and provides a strong foundation for students who desire to transfer to work toward a bachelor’s degree in the area of information technology (IT).

Program Student Learning Outcome Statement:
- Demonstrate the use of the appropriate user interface design and application tools to solve various programming problems.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 120</td>
<td>Introduction to Business (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 134</td>
<td>eBusiness I: Principles of Electronic Commerce (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 142</td>
<td>Business Ethics—Corporate and Personal</td>
<td>1</td>
</tr>
<tr>
<td>BUS 183</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Communication (3)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computers and Information Processing</td>
<td>4</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Programming Logic and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Introduction to Programming Using C++</td>
<td>4</td>
</tr>
<tr>
<td>CIS 130</td>
<td>Microcomputer Disk Operating System</td>
<td>1</td>
</tr>
<tr>
<td>CIS 146</td>
<td>Introduction to Structured Query Language (SQL)</td>
<td>2</td>
</tr>
<tr>
<td>CIS 167</td>
<td>Quality Assurance and Software Testing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 226</td>
<td>Operating Systems and Command Languages</td>
<td>3</td>
</tr>
<tr>
<td>CIS/BUS 239</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 290–291</td>
<td>Work Experience CIS Applications I–II</td>
<td>2–4</td>
</tr>
</tbody>
</table>

Plus Group A and Group B

GROUP A: Open Source (10 units)
- CIS 108 PHP (Personal Home Page) and MySQL                     | 6     |
- CIS 153 Programming Internet Visual/ Mobile Applications Using Java | 4     |

GROUP B: Microsoft (8 units)
- CIS 117 Windows Programming Using Visual BASIC                 | 4     |
- CIS 139 Windowing Environments                                 | 1     |
- CIS 166 C# Programming                                        | 3     |

Total units **17–19**

Plus at least one emphasis from pages 162–164.

CAREER/TECHNICAL—ASSOCIATE SCIENCE DEGREES WITH EMPHASIS

CIS—ECOMMERCE EMPHASIS

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02071)

The objective of the eCommerce curriculum is to prepare students for entry-level employment in the eCommerce industry. The curriculum is designed to provide students with basic and advanced eCommerce knowledge, along with the skills necessary to design, maintain, and administer a Web-based eCommerce site.

Students will understand the complexities of the marketplace for eCommerce and will become familiar with the legal and regulatory issues that affect eCommerce. Students will gain an understanding of the issues surrounding privacy, security, and the protection of intellectual property.

Program Student Learning Outcome Statement:
- Compare and contrast strategies and programming techniques of developing an online store.
- Discuss and apply methods to design, maintain, and administer a Web-based eCommerce site.
- Distinguish and demonstrate an understanding of complex eCommerce marketplace legal and regulatory issues that affect eCommerce.
- Read, explain, and develop web based technologies and applications required to design dynamic interactive eCommerce sites.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Communication (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 290–293</td>
<td>Work Experience in Business I–IV</td>
<td>2–4</td>
</tr>
<tr>
<td>CIS/ELEC 10A</td>
<td>Microcomputer Repair and Service</td>
<td>2</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computers and Information Processing</td>
<td>4</td>
</tr>
<tr>
<td>CIS 130</td>
<td>Microcomputer Disk Operating System</td>
<td>1</td>
</tr>
<tr>
<td>CIS 139</td>
<td>Windowing Environments</td>
<td>1</td>
</tr>
<tr>
<td>CIS 150</td>
<td>Introduction to Telecommunications and the Internet</td>
<td>1</td>
</tr>
<tr>
<td>CIS 226</td>
<td>Operating Systems and Command Languages</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units **17–19**

Plus at least one emphasis from pages 162–164.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
PROGRAMS

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

CIS—INTERNET EMPHASIS

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02083)

Designed to provide students with a fundamental understanding of Web pages for the Internet.

The objective of the curriculum is to prepare students for employment as Internet specialists, by learning how Internet technology can be used to re-engineer business processes. Students will gain programming, art, and telemedia skills using applications that are geared for designing World Wide Web pages. The Internet specialist designs a plan that specifies how a Website integrates with a company’s existing infrastructure, and is also well versed in developing and managing sophisticated Web projects.

Program Student Learning Outcome Statement:
• Code web pages using scripts that create and manipulate scripting components such as label, button, text field, check boxes, radio buttons, list boxes, combo boxes, menus, windows, frames, forms, and dialog boxes with at least 90% accuracy to Universal Design best practices.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 134</td>
<td>eCommer ce I: Principles of Electronic Commerce</td>
<td>3</td>
</tr>
<tr>
<td>CIS 146</td>
<td>Introduction to Structured Query Language (SQL)</td>
<td>2</td>
</tr>
<tr>
<td>CIS 103A</td>
<td>eCommer ce IIa—Miva Merchant Online Stores Using Fireworks</td>
<td>4</td>
</tr>
<tr>
<td>CIS 104</td>
<td>eCommer ce IV—Beginning ColdFusion</td>
<td>3–4</td>
</tr>
<tr>
<td>Plus Common Core courses for Computer Information Systems</td>
<td>17–19</td>
<td></td>
</tr>
<tr>
<td>Total units</td>
<td>25–28</td>
<td></td>
</tr>
</tbody>
</table>

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

CIS/ELEC 142 Networking Academy Fundamentals (Cisco Certification Preparation) 3
CIS 144A Routers and Internetwork Fundamentals (Cisco Certification Preparation) 3
CIS 144B Advanced Routers and LAN Networking 3
CIS 144C Wide Area Networks Implementation and Support 3
CIS 147 Network Security 3
ELEC 15 Data, Voice, and Video Cable Installation 2
ELEC 260 Microcomputer Systems and A+ Certification 4
ELEC 266 Network Management for Technicians 4

Plus Common Core courses for Computer Information Systems 17–19

Total units 42–44

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

CIS—INTERNETWORK TECHNICIAN EMPHASIS

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02088)

Provides intensive training in the theory and practice of the operation and maintenance of internetworking with special emphasis on switches, routers, and other specialized equipment. The objectives of the curriculum are to prepare students for employment as certified level technicians in the Internetworking industry.

Program Student Learning Outcome Statement:
• Demonstrate the ability to design, administer, configure, analyze, and explain network hardware and software connectivity using commands and interfaces that monitor and control traffic within and between devices.

CIS/ELEC 142 Networking Academy Fundamentals (Cisco Certification Preparation) 3
CIS 144A Routers and Internetwork Fundamentals (Cisco Certification Preparation) 3
CIS 144B Advanced Routers and LAN Networking 3
CIS 144C Wide Area Networks Implementation and Support 3
CIS 147 Network Security 3
ELEC 15 Data, Voice, and Video Cable Installation 2
ELEC 260 Microcomputer Systems and A+ Certification 4
ELEC 266 Network Management for Technicians 4

Plus Common Core courses for Computer Information Systems 17–19

Total units 42–44

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

CIS—MICROCOMPUTER APPLICATIONS EMPHASIS

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02335)

Designed for those students with no prior computer experience who want to learn how to use the computer as a business and personal tool. Some vocational opportunities are accounting clerk, data entry clerk, bookkeeper, administrative assistant, general office clerk, and small office data processor.

ART 192 Introduction to Digital Imaging 3
CIS/LIB 151 Research Using the Internet 1
CIS 152 Using HTML and CSS to Create Web Pages 2
CIS 158 Imaging for the World Wide Web (Photoshop) 3
TELE/ART 131 Introduction to Video and Film Production 3
TELE 163 Video Post-production and Special Effects 3

Plus Common Core courses for Computer Information Systems 17–19

Total units 32–34

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
Students will gain computer skills such as using appropriate office applications software, programming, and familiarity with information systems concepts in a microcomputer environment. Students should have typing skills or should complete *BUS 70 Keyboarding I as their first course of the program.

**Program Student Learning Outcome Statement:**
- Demonstrate the ability to use computer device Browsers, Word Processors, Databases, and Spreadsheets to present formatted business and academic information using application functionality.

**BUS 120**  
Introduction to Business  
3

**CIS/ELEC 10B**  
Microcomputer Hardware and Software Upgrade  
2

**CIS 121B**  
Word Processing—Microsoft Word  
1

**CIS 122B**  
Spreadsheet Software—Excel  
1

**CIS 133**  
Advanced Microcomputer Spreadsheets Software  
1

**CIS 134**  
Microcomputer Database Software—Access  
1

**CIS 137**  
Advanced Word Processing Software  
1

**CIS 146**  
Introduction to Structured Query Language (SQL)  
2

**Plus Common Core courses for Computer Information Systems**  
17–19

**Total units**  
29–31

**Recommended Electives:**  
ACCT 12, 101;  
*BUS 70; CIS 115, 117.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students should have typing skills or should complete BUS 70 Keyboarding I as their first course of the program.

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**CIS—OPERATIONS/PC SUPPORT SPECIALIST EMPHASIS**

**ASSOCIATE IN SCIENCE DEGREE CAREER/TECHNICAL (MAJOR CODE: 02090)**  
Provides training in the theory and practice of computer programming emphasizing industrial, business, and scientific applications. Prepares students for employment as entry-level programmers, system level software integrators (mini/micro environments), or software error recovery test and acceptance personnel using a variety of system software resources and associated techniques.

**Program Student Learning Outcome Statement:**
- Demonstrate the ability to solve industrial, business, and scientific programming problems using a variety of programming languages, system software resources, and associated techniques.
PROGRAMS

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 106</td>
<td>Programming Logic and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Introduction to Programming Using C++</td>
<td>4</td>
</tr>
<tr>
<td>CIS 117</td>
<td>Windows Programming Using Visual BASIC</td>
<td>4</td>
</tr>
<tr>
<td>CIS 153</td>
<td>Programming Internet Visual/Mobile Applications Using Java</td>
<td>4</td>
</tr>
</tbody>
</table>

**Plus Common Core courses for Computer Information Systems**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>17–19</td>
</tr>
</tbody>
</table>

**Total units**

32–34

Recommended Electives: CIS 133, 137, MATH 140.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

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**CIS—WEB FLASH DEVELOPER AND GAMING ANIMATOR**

**ASSOCIATE IN SCIENCE DEGREE**

**CAREER/TECHNICAL (MAJOR CODE: 02129)**

Prepares students to work in a computer animation studio, Web design firm, gaming firm, or to work independently as a freelance animator. Students will create interactive video games and Websites using Flash ActionScript.

**Program Student Learning Outcome Statement:**

- Create an animated video game, website, or movie short with clear content message.
- Create an animated video game, website or movie short using the industry standard animation software and programming script.

**GAINFUL EMPLOYMENT:**

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUS 134</td>
<td>eBusiness I: Principles of Electronic Commerce</td>
<td>3</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>CIS 123</td>
<td>Web Publishing With Dreamweaver (6) OR</td>
<td>6</td>
</tr>
<tr>
<td>CIS 108</td>
<td>PHP (Personal Home Page) and MySQL (6)</td>
<td>6</td>
</tr>
<tr>
<td>CIS 124</td>
<td>Web Imaging With Fireworks</td>
<td>6</td>
</tr>
<tr>
<td>CIS 162</td>
<td>Website Universal Design</td>
<td>2</td>
</tr>
<tr>
<td>CIS 255</td>
<td>Web Search Engine Visibility</td>
<td>2</td>
</tr>
<tr>
<td>CIS 256</td>
<td>Web Shopping Cart With Advanced Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>CIS 290–293</td>
<td>Work Experience CIS Applications I–IV</td>
<td>2–4</td>
</tr>
</tbody>
</table>

**Total units**

27–29

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

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**CIS—WEBSITE DESIGNER AND DEVELOPER**

**ASSOCIATE IN SCIENCE DEGREE**

**CAREER/TECHNICAL (MAJOR CODE: 02121)**

Prepares students to work in web design studios, computer firms, or as independent freelance Web designers or search engine marketers. Creates dynamic Websites using Dreamweaver with Cascading Style Sheets (CSS) and open-source shopping cart software. Develops maximum search engine visibility. Formats websites for computer and portable devices.

**Program Student Learning Outcome Statement:**

- Create a website which matches an industry standard for effective communication using search engine analytical tools to create a search engine marketing plan.

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<td>BUS 134</td>
<td>eBusiness I: Principles of Electronic Commerce</td>
<td>3</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>CIS 124</td>
<td>Web Imaging With Fireworks</td>
<td>6</td>
</tr>
<tr>
<td>CIS 125</td>
<td>Flash Motion Graphics</td>
<td>6</td>
</tr>
<tr>
<td>CIS 126</td>
<td>Advanced Flash ActionScript</td>
<td>6</td>
</tr>
<tr>
<td>CIS 162</td>
<td>Website Universal Design</td>
<td>2</td>
</tr>
<tr>
<td>CIS 290–291</td>
<td>Work Experience CIS Applications I–II</td>
<td>2–4</td>
</tr>
</tbody>
</table>

**Total units**

28–30

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
CERTIFICATES

CIS—COMPUTER PROGRAMMING WITH AN EMPHASIS ON APPLICATIONS: BASIC

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02274)
Provides training in the theory and practice of computer programming emphasizing business and computer applications. Prepares students for employment as entry-level programmers or programmer aides and provides a foundation for students who wish to prepare for a career in the field of information technology.

Program Student Learning Outcome Statement:
- Demonstrate the use of the appropriate user interface design and application tools to solve various basic programming problems.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

BUS 70 Keyboarding I 1
CIS 101 Introduction to Computers and Information Processing 4
CIS 106 Programming Logic and Design 3
CIS 115 Introduction to Programming Using C++ 4
CIS 130 Microcomputer Disk Operating System 1
CIS 146 Introduction to Structure Query Language (SQL) 2
CIS 167 Quality Assurance and Software Testing 3
CIS 226 Operating Systems and Command Languages 3

Total units 21

CIS—ECOMMERCE EMPHASIS: BASIC

CERTIFICATE OF PROFICIENCY
CAREER/TECHNICAL (MAJOR CODE: 02072)

Program Student Learning Outcome Statement:
- Demonstrate and develop an eCommerce storefront using current web programming technologies and compile and compare results to solve eCommerce requirements.
- Compute, interpret, and analyze eBusiness solution and demonstrate an understanding of state-of-the-art information technology within web-based eCommerce solutions.
- Research state-of-the-art eCommerce trends for integration into a eCommerce web-based solution for business applications.

BUS 134 eBusiness I: Principles of Electronic Commerce 3
CIS 146 Introduction to Structured Query Language (SQL) 2
CIS 103A eCommerce IIIa—Miva Merchant Online Stores Using Fireworks 4

Total units 9

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
CIS—ENTRY-LEVEL DATABASE ADMINISTRATOR

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02017)
Prepares students to work as a first-level database administrator within mainframe or distributed computing environments (Oracle Academy hosted).

Program Student Learning Outcome Statement:
• Categorize the basic SQL language subsets (DML, DDL, and DCL) and apply these (where appropriate) to prespecified business problems and associated tables while administering the database.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

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BUS 96 Customer Service and Communication Techniques 1
BUS 290–293 Work Experience in Business I–IV 2–4
CIS 168A Database Design 5
CIS 168B Database Programming with SQL 5
CIS 168C Database Programming with PL/SQL 5
Total units 18–20

CIS—INTERNET EMPHASIS: BASIC

CERTIFICATE OF PROFICIENCY
CAREER/TECHNICAL (MAJOR CODE: 02074)

Program Student Learning Outcome Statement:
• Code basic web pages using scripts that create and manipulate scripting components such as label, button, text field, check boxes, radio buttons, list boxes, combo boxes, menus, windows, frames, forms, and dialog boxes with at least 90% accuracy to Universal Design best practices.

CIS/LIB 151 Research Using the Internet 1
CIS 152 Using XHTML and CSS to Create Web Pages 2
CIS 158 Imaging for the World Wide Web (Photoshop) 3
Total units 6

CIS—INTERNET EMPHASIS: ADVANCED

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02093)

Program Student Learning Outcome Statement:
• Code advanced web pages using scripts that create and manipulate scripting components such as label, button, text field, check boxes, radio buttons, list boxes, combo boxes, menus, windows, frames, forms, and dialog boxes with at least 90% accuracy to Universal Design best practices.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

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**PROGRAMS**

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

### CIS—INTERNETWORK TECHNICIAN EMPHASIS: BASIC

**CERTIFICATE OF PROFICIENCY**

CAREER/TECHNICAL (MAJOR CODE: 02089)

**Program Student Learning Outcome Statement:**
- Demonstrate the ability to design, administer, configure, analyze, and explain basic network hardware and software connectivity using commands and interfaces that monitor and control traffic within and between devices.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS/ELEC 142</td>
<td>Networking Academy Fundamentals (Cisco Certification Preparation)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 144A</td>
<td>Routers and Internetwork Fundamentals (Cisco Certification Preparation)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 144B</td>
<td>Advanced Routers and LAN Networking</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units **12**

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### CIS—MICROCOMPUTER APPLICATIONS EMPHASIS: BASIC

**CERTIFICATE OF PROFICIENCY**

CAREER/TECHNICAL (MAJOR CODE: 02337)

**Program Student Learning Outcome Statement:**
- Demonstrate the ability to use computer device Browsers, Word Processors, Databases, and Spreadsheets to present formatted business and academic information using basic application functionality.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 70</td>
<td>Keyboarding I *</td>
<td>1</td>
</tr>
<tr>
<td>BUS 120</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS/ELEC 10A</td>
<td>Microcomputer Repair and Service</td>
<td>2</td>
</tr>
<tr>
<td>CIS 121B</td>
<td>Word Processing—Microsoft Word</td>
<td>1</td>
</tr>
<tr>
<td>CIS 122B</td>
<td>Spreadsheet Software—Excel</td>
<td>1</td>
</tr>
<tr>
<td>CIS 133</td>
<td>Advanced Microcomputer Spreadsheets Software</td>
<td>1</td>
</tr>
<tr>
<td>CIS 134</td>
<td>Microcomputer Database Software—Access</td>
<td>1</td>
</tr>
<tr>
<td>CIS 137</td>
<td>Advanced Word Processing Software</td>
<td>1</td>
</tr>
<tr>
<td>CIS 139</td>
<td>Windowing Environments</td>
<td>1</td>
</tr>
<tr>
<td>CIS 150</td>
<td>Introduction to Telecommunications and the Internet</td>
<td>1</td>
</tr>
</tbody>
</table>

Total units **13**

* Students who know touch-typing do not need to take BUS 70.

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### CIS—SYSTEMS PROGRAMMING EMPHASIS

**CERTIFICATE OF ACHIEVEMENT**

CAREER/TECHNICAL (MAJOR CODE: 02099)

**Program Student Learning Outcome Statement:**
- Analyze and report outcomes from Test Report Presentations.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CIS 152</td>
<td>Research Using the Internet</td>
<td>1</td>
</tr>
<tr>
<td>CIS 158</td>
<td>Imaging for the World Wide Web (Photoshop)</td>
<td>3</td>
</tr>
<tr>
<td>TELE/ART 131</td>
<td>Introduction to Video and Film Production</td>
<td>3</td>
</tr>
<tr>
<td>TELE 163</td>
<td>Video Post-production and Special Effects</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units **12**

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Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
GAINFUL EMPLOYMENT:
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Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

CIS 106  Programming Logic and Design 3
CIS 115  Introduction to Programming Using C++ 4
CIS 117  Windows Programming Using Visual BASIC 4
CIS 153  Programming Internet Visual/Mobile Applications Using Java 4

Plus Common Core courses for Computer Information Systems 17–19

Total units 32–34

Recommended Electives: CIS 133, 137, MATH 140.

CIS—WEB DESIGNER

CERTIFICATE OF PROFICIENCY

CAREER/TECHNICAL (MAJOR CODE: 02108)

Prepares students to work in an Internet Web design studio or to work independently as a freelance project consultant. Students receive training in creating, designing, testing, uploading, and maintaining multimedia Websites.

Program Student Learning Outcome Statement:
• Create a site statement and site contract for a website client.
• Upload a website and quality-control test it for accuracy.
• Work in groups to create a website component. Students will evaluate peers’ work.
• Create a fully functional multimedia website.

CIS 123  Web Publishing with Dreamweaver 6
CIS 124  Web Imaging with Fireworks 6
CIS 162  Website Universal Design 2

Total units 14

CIS—WEB DATABASE PROGRAMMER/ADMINISTRATOR—LAMP (LINUX, APACHE, MYSQL, PHP)

CERTIFICATE OF PROFICIENCY

CAREER/TECHNICAL (MAJOR CODE: 02107)

Designed to prepare students to work as a first-level Database/Web Administrator support specialists installing and implementing the Linux, Apache, MySQL, PHP (LAMP) open source software platform.

Program Student Learning Outcome Statement:
• Use government regulations to evaluate LAMP stack and other website presentation technologies for accessibility compliance.

CIS 108  PHP (Personal Home Page) and MySQL 6
CIS 109  Linux Operating System and Apache Web Server 6
CIS 162  Website Universal Design 2

Total units 14

CIS—WEB FLASH DESIGNER

CERTIFICATE OF PROFICIENCY

CAREER/TECHNICAL (MAJOR CODE: 02109)

Designed to prepare students to work in computer-animation studios, Web design firms, or to work independently as freelance project consultants. Students will learn to create basic vector and raster images for the Web.

Program Student Learning Outcome Statement:
• Create an animated website or movie with clear content message.
• Create an animated website or short animated film using the industry standard animation software.

CIS 125  Flash Motion Graphics 6
CIS 126  Advanced Flash ActionScript 6
CIS 162  Website Universal Design 2

Total units 14

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02134)
Prepares students to work in a computer animation studio, Web design firm, gaming firm, or to work independently as a freelance animator. Students will create interactive video games and Websites using Flash ActionScript.

Program Student Learning Outcome Statement:
- Create an animated video game, a website, or a movie with clear content message.
- Create animated video game, a website, or movie short using the industry standard animation software and scripting code.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

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BUS 134 eBusiness I: Principles of Electronic Commerce 3
BUS 211 Communication in Business and Industry 3
CIS 124 Web Imaging With Fireworks 6
CIS 125 Flash Motion Graphics 6
CIS 126 Advanced Flash ActionScript 6
CIS 162 Website Universal Design 2
CIS 290–291 Work Experience CIS Applications I–II 2–4
**Total units** 28–30

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02334)
Builds a marketing strategy to ensure top placement of a website in web searches. Provides hands-on introduction to search engine visibility, including optimization techniques. keywords, trends, and measuring tools. Includes designing for portable devices and using social media.

Program Student Learning Outcome Statement:
- Prepare a written proposal for search engine positioning strategies for a client website.
- Compile data from web search engine measurement tools and analyze data to formulate a search engine strategy presentation for a client website.
- Work with colleagues in a professional manner to produce a team website positioning project.
- Write a summary of research to identify the major search engines, the major strategies for visibility, and a before-and-after analysis of keyword testing.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

CIS 123 Web Publishing with Dreamweaver (6) OR 6
CIS 108 PHP (Personal Home Page) and MySQL (6)
CIS 124 Web Imaging with Fireworks 6
CIS 152 Using XHTML and CSS to Create Web Pages 2
CIS 162 Website Universal Design 2
CIS 255 Web Search Engine Visibility 2
**Total units** 18

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
CIS—WEB SHOPPING CART DEVELOPER

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02333)
Builds dynamic multimedia websites with shopping cart. Uses open-source software to build an online storefront and catalog. Uses effective business practices and design techniques, follows accessibility standards to sell products online to target consumer audiences. Provides hands-on instruction with multimedia equipment, uploading to the web, and quality control testing.

Program Student Learning Outcome Statement:
- Create an online catalog of items for sale to include name, image, description, and price.
- Test the online shopping cart functions for quality control to include effective solutions for inventory, price calculation, payment method on each customer order.
- Simulate work in a web design studio; will work with colleagues and customers in a professional manner with a service attitude.
- Research current techniques using open-source software for building an online shopping cart and will write a report evaluating the feasibility of using this technique in the office.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

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</thead>
<tbody>
<tr>
<td>CIS 123</td>
<td>Web Publishing with Dreamweaver</td>
<td>6</td>
</tr>
<tr>
<td>CIS 124</td>
<td>Web Imaging with Fireworks</td>
<td>6</td>
</tr>
<tr>
<td>CIS 152</td>
<td>Using XHTML and CSS to Create Web Pages</td>
<td>2</td>
</tr>
<tr>
<td>CIS 162</td>
<td>Website Universal Design</td>
<td>2</td>
</tr>
<tr>
<td>CIS 256</td>
<td>Web Shopping Cart with Advanced Dreamweaver</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units 19

CIS—WEBSITE DESIGNER AND DEVELOPER

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02122)

Program Student Learning Outcome Statement:
- Create a website which matches an industry standard for effective communication.
- Use the major search engine analytical tools to create a search engine marketing plan for a website.
- Work in group projects with a diverse population and will exhibit a professional demeanor and service attitude.
- Use layout and authoring and shopping cart and marketing software to create a website with shopping cart and its online marketing plan.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 134</td>
<td>eBusiness I: Principles of Electronic Commerce</td>
<td>3</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>CIS 123</td>
<td>Web Publishing With Dreamweaver (6)</td>
<td>6</td>
</tr>
<tr>
<td>CIS 108</td>
<td>PHP (Personal Home Page) and MySQL (6) OR</td>
<td></td>
</tr>
<tr>
<td>CIS 124</td>
<td>Web Imaging With Fireworks</td>
<td>6</td>
</tr>
<tr>
<td>CIS 152</td>
<td>Using XHTML and CSS to Create Web Pages</td>
<td>2</td>
</tr>
<tr>
<td>CIS 162</td>
<td>Website Universal Design</td>
<td>2</td>
</tr>
<tr>
<td>CIS 255</td>
<td>Web Search Engine Visibility</td>
<td>2</td>
</tr>
<tr>
<td>CIS 256</td>
<td>Web Shopping Cart With Advanced Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>CIS 290–293</td>
<td>Work Experience CIS Applications I–IV</td>
<td>2–4</td>
</tr>
</tbody>
</table>

Total units 29–31

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses.

Please consult the individual course listings for prerequisites and any other limitations on enrollment.
**COMPUTER SCIENCE**

**SCHOOL OF MATHEMATICS, SCIENCE, AND ENGINEERING**

**DEAN:** Michael Odu, Ph.D., Office 215A, 619-482-6344  
**DEPARTMENT CHAIR:** Peter Herrera, M.A.; Silvia Nadalet, M.A.

**GENERAL DESCRIPTION**

Computer science is the youngest of the sciences and focuses on the study of computer software, architecture, theory, and applications. This discipline explores computing theory and symbolic computation, the nature of computer architecture and operating systems, data communications, graphics, software engineering, mathematical applications, robotics, artificial intelligence, and system software.

There are many curriculum choices open to students interested in the science of computers. Students interested in the hardware aspect of computers should look at the vocational and transfer courses offered in engineering and electronics programs. Students interested in the operations aspect of computers should review the programs offered in computer information systems and computer literacy courses.

The Computer science program at SWC focuses on the programming or software aspect of computer science and offers three academic pathways from which to choose:

- Transfer preparation associate degree for students who plan to transfer and major in computer science
- Career/Technical associate degree for students seeking employment at the technician level in science or mathematics fields
- Career/Technical certificate

**CAREER OPTIONS**

Many career options are available for the computer science major, a few of these require an associate in arts degree, most require a bachelor's degree, and some require a graduate degree. Possible career options include: computer scientist, systems analyst, computer service coordinator, software engineer, computer graphic specialist, high school or college teacher, data base administrator, researcher, program analyst, teleprocessing coordinator, knowledge engineer, technical control specialist, systems manager, data processing application programmer, information specialist and positions available in allied professions of business, industry, and scientific technology.

**ASSOCIATE IN ARTS DEGREE**

**COMPUTER SCIENCE**

**ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01180)**

Most careers in computer science require a bachelor's degree, and some require a graduate-level degree. The coursework for this associate degree prepares students who plan to transfer and major in computer science with the lower-division computer programming and mathematics coursework required by most colleges and universities.

The program of study listed below is for students interested in the programming or software aspect of computer science. It is designed to provide a strong foundation in mathematics, programming methodology and skills, and computer organization.

**Program Student Learning Outcome Statement**

- Recognize and appropriately apply current and historical Software Engineering design patterns, algorithms, and data structures to produce efficient, well-engineered software products.

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 130</td>
<td>Introduction to Computer Programming</td>
<td>4</td>
</tr>
<tr>
<td>MATH 250</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
</tbody>
</table>

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
Most careers in computer science require a bachelor's degree, and some require a graduate-level degree. The coursework for this associate degree prepares students who plan to transfer and major in computer science with the lower-division computer programming and mathematics coursework required by most colleges and universities. The program of study listed below is for students interested in the programming or software aspect of computer science. It is designed to provide a strong foundation in mathematics, programming methodology and skills, and computer organization.

**REQUIRED CORE:**
- MATH 130 Introduction to Computer Programming 4
- MATH 140 Data Structures and Algorithms 4
- MATH 230 Computer Organization and Architecture 4
- MATH 250 Analytic Geometry and Calculus I 5
- MATH 251 Analytic Geometry and Calculus II 4
- MATH 260 Discrete Mathematics 3
- PHYS 270 Principles of Physics I 3
- PHYS 271 Principles of Physics Laboratory I 1
- PHYS 272 Principles of Physics II 3
- PHYS 273 Principles of Physics Laboratory II 1

**Total units** 32

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER INFORMATION section on page 45 for further information.

The program below is undergoing modification and the modification will be placed into an addendum upon Chancellor’s Office approval - see your counselor for further information and visit the college website under http://www.swccd.edu/catalog link for the latest addenda updates.

**ASSOCIATE IN SCIENCE DEGREE**

**CAREER/TECHNICAL (MAJOR CODE: 02190)**

The program of study listed below is designed for students who seek employment at the technician level in the science or mathematics fields. Completion of this program of study does not satisfy the lower-division requirements for transfer to colleges or universities. Students who plan to transfer should complete the courses listed under the Computer Science Associate in Arts degree program.

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Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
Program Student Learning Outcome Statement

- Recognize and appropriately apply current and historical Software Engineering design patterns, algorithms, and data structures to produce efficient, well-engineered software products.

FIRST SEMESTER
MATH 119  Elementary Statistics  4
MATH 130  Introduction to Computer Programming  4

SECOND SEMESTER
MATH 140  Data Structures and Algorithms  4
MATH 250  Analytic Geometry and Calculus I  5

THIRD SEMESTER
MATH 230  Computer Organization and Architecture  4

Total units  21

Recommended Electives: MATH 251, 252, 253, 254, 260.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

CONSTRUCTION INSPECTION

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569
DEPARTMENT CHAIR: Marie Vicario-Fisher, M.S., M.P.H.

GENERAL DESCRIPTION
Construction Inspection is the study of the design, fabrication, codes, inspection processes, and licensure governing the construction of structures, both residential and commercial. This program explores blueprint reading, site plans, cost estimation, construction materials, soil engineering, mechanical construction, inspection procedure, building codes, quality control management, and license laws for contractors.

CAREER OPTIONS
Below is a sample of the options for construction inspection majors. Most require a certificate achievement or an associate in science degree, some require a bachelor’s degree, and a few of these may require a graduate-level degree: construction inspector, estimator, apprentice as a carpenter, electrician, plumber, mason, cement finisher, roofer, painter, licensed contractor, soil engineer, architect, project engineer, quality control manager, vocational teacher, and positions available in all professions of manufacturing, retail and wholesale, business, industry, and the military or government.
DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>Degree/Certificate Options</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Science Degree: Career/Technical</td>
<td>02880</td>
</tr>
<tr>
<td>Construction Inspection</td>
<td>02880</td>
</tr>
<tr>
<td>Construction Management</td>
<td>02881</td>
</tr>
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</table>

Certificates of Achievement

<table>
<thead>
<tr>
<th>Certificate Options</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Inspection</td>
<td>02882</td>
</tr>
<tr>
<td>Construction Management</td>
<td>02883</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN SCIENCE DEGREE

CONSTRUCTION INSPECTION

ASSOCIATE IN SCIENCE DEGREE

CAREER/TECHNICAL (MAJOR CODE: 02880)
Provides entry-level training to prepare students to become construction inspectors. Construction inspectors verify that contractors and subcontractors comply with the architect’s plans and the various uniform building codes. Construction inspection is recognized as a major career opportunity area by agencies of both industry and government.

Program Student Learning Outcome Statement

- Demonstrate an ability to apply problem solving strategies and integrate technical knowledge.

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI 10</td>
<td>Building Plans and Construction Details</td>
<td>3</td>
</tr>
<tr>
<td>CI 60</td>
<td>Building Codes I</td>
<td>3</td>
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SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI 50</td>
<td>Legal Factors of Construction Inspection</td>
<td>3</td>
</tr>
<tr>
<td>CI 65</td>
<td>Building Codes II</td>
<td>3</td>
</tr>
</tbody>
</table>

THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI 20</td>
<td>Inspection of Mechanical Construction</td>
<td>3</td>
</tr>
<tr>
<td>CI 80</td>
<td>Soils Engineering</td>
<td>3</td>
</tr>
</tbody>
</table>

FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI 40</td>
<td>Electrical Inspection</td>
<td>3</td>
</tr>
<tr>
<td>CI 70</td>
<td>Inspection of Architectural Details and Structural Inspection</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units 24

Recommended Elective: CI 90.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

ASSOCIATE IN SCIENCE DEGREE

CAREER/TECHNICAL (MAJOR CODE: 02881)

Designed to provide students with the necessary skills and knowledge for employment within the construction industry. The construction manager is an integral member of the building team and requires a broad range of professional knowledge in the areas of construction methods and materials, building codes, cost analysis and control, construction scheduling, and consulting with the design professions during initial planning stages of a building program. Areas in which graduates of this program might work include general contracting, project management for developers, facilities management, and design-and-build architecture firms.

Program Student Learning Outcome Statement

- Demonstrate an ability to apply problem solving strategies and integrate technical knowledge.

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 115</td>
<td>Architectural Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CI 90</td>
<td>Construction Quality Control Management</td>
<td>3</td>
</tr>
</tbody>
</table>

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 165</td>
<td>Architectural Practice I</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 200</td>
<td>Introduction to Computer Aided Design</td>
<td>3</td>
</tr>
<tr>
<td>CI 60</td>
<td>Building Codes I</td>
<td>3</td>
</tr>
</tbody>
</table>

THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ARCH 235</td>
<td>Structures</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 265</td>
<td>Architectural Practice II</td>
<td>2</td>
</tr>
<tr>
<td>CI 80</td>
<td>Soils Engineering</td>
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FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 266</td>
<td>Architectural Practice III</td>
<td>2</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Business Law/The Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>CI 65</td>
<td>Building Codes II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units 36

Recommended Electives: ARCH 205, 222, 290–293, CI 70.

The program below is undergoing modification and the modification will be placed into an addendum upon Chancellor’s Office approval - see your counselor for further information and visit the college website under http://www.swccd.edu/catalog link for the latest addenda updates.

CONSTRUCTION MANAGEMENT

ASSOCIATE IN SCIENCE DEGREE

CAREER/TECHNICAL (MAJOR CODE: 02881)
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

CERTIFICATES

CONSTRUCTION INSPECTION

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02882)

Program Student Learning Outcome Statement
• Demonstrate the ability to apply problem solving strategies and integrate technical knowledge.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

FIRST SEMESTER
CI 10  Building Plans and Construction Details  3
CI 60  Building Codes I  3

SECOND SEMESTER
CI 50  Legal Factors of Construction Inspection  3
CI 65  Building Codes II  3

THIRD SEMESTER
CI 20  Inspection of Mechanical Construction  3
CI 80  Soils Engineering  3

FOURTH SEMESTER
CI 40  Electrical Inspection  3
CI 70  Inspection of Architectural Details and Structural Inspection  3

Total units  24

CONSTRUCTION MANAGEMENT

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02883)

Program Student Learning Outcome Statement
• Demonstrate the ability to apply problem solving strategies and integrate technical knowledge.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

FIRST SEMESTER
ACCT 101  Principles of Accounting I  4
ARCH 115  Graphic Communication for Architects and Designers  3
CI 90  Construction Quality Control Management  3

SECOND SEMESTER
ARCH 165  Architectural Practice I  3
ARCH 200  Introduction to Computer Aided Design  3
CI 60  Building Codes I  3

THIRD SEMESTER
ARCH 235  Structures  3
ARCH 265  Architectural Practice II  3
CI 80  Soils Engineering  3

FOURTH SEMESTER
ARCH 209  Construction Surveying  3
ARCH 266  Architectural Practice III  2
BUS 140  Business Law/The Legal Environment of Business  3
CI 65  Building Codes II  3

Total units  39
GENERAL DESCRIPTION

The Culinary Arts program has two components—the Baking and Pastry certificate and the Cooking and Baking certificate/degree programs. These programs prepare students for work in the restaurant and hospitality industry by focusing on the development of kitchen skills and food handling techniques in both the baking and culinary specialty areas. Students will understand how to work with foods and the function of ingredients, baking and cooking methods, food economics, nutrition, and kitchen safety and sanitation. A dual focus in baking and pastry as well as culinary kitchen skills is emphasized. Oral and written communications and computer literacy skills are an integral part of the program, and a work experience internship is required at the advanced certificate and associate degree levels.

CAREER OPTIONS

Students completing these certificate/degree programs can gain employment at the entry level or higher depending on their previous experience. Employment exists in bakeries, large grocery chains, cafes, restaurants, hotels, resorts, childcare facilities, cafeterias, hospitals, food preparation centers, casinos, and catering facilities. Career options in the field of baking and pastry: baker, baker assistant, bakery production finisher/supervisor, pastry chef, pastry decorator, caterer, and bakery entrepreneur. Career options in the field of Culinary: entry-level prep cook, head cook, assistant chef, chef, food service supervisor, catering manager, and restaurant entrepreneur.

DEGREE/CERTIFICATE OPTIONS

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.
CERTIFICATES

CULINARY ARTS: COOKING AND BAKING: ADVANCED

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 01824)
Prepares students for work in the restaurant and hospitality industry by focusing on the development of kitchen skills and food handling techniques. Covers the preparation of food and the functions of ingredients, cooking methods, food economics, nutrition, safety, and sanitation in the kitchen. Emphasizes baking and pastry skills and the culinary kitchen.

Program Student Learning Outcome Statement:
- Demonstrate teamwork in planning, purchasing, preparing, and presenting food for service in the culinary industry.

GAINDFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

BUS 183 Business Mathematics 3
BUS 210 Business English 3
BUS 290–293 Work Experience in Business I–IV 2–4
CA 170 Professional Cooking—Basic Skills 3
CA 171 Soups, Stocks, and Sauces 3
CA 172 Professional Cooking—Advanced Skills 3
CA 173 Professional Cooking—Cultural Foods 3
CA 181 Food Service Safety, Sanitation, and Nutrition 1
CA 182 Introduction to Baking Skills and Culinary Arts 3
CA 183 Food Purchase and Control 2
CA 184 Professional Baking and Pastry Production Basics 3
CA 185 Professional Pastry Design and Decorating 3
CA 186 Professional Baking and Pastry Production—Breads 3
CL 120 Computer Literacy 1

Total units 36–38

CULINARY ARTS: COOKING ESSENTIALS: BASIC

CERTIFICATE OF PROFICIENCY
CAREER/TECHNICAL (MAJOR CODE: 01826)
Prepares students for work in the restaurant and hospitality industry by focusing on the development of kitchen skills and food handling techniques. Covers the preparation of food and the functions of ingredients, cooking methods, food economics, nutrition, safety, and sanitation in the kitchen.

Program Student Learning Outcome Statement:
- Demonstrate an understanding of the criteria for excellence in purchasing food, preparing food, and presenting food for service in the culinary industry.

GAINDFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

CA 170 Professional Cooking—Basic Skills 3
CA 171 Soups, Stocks, and Sauces 3
CA 172 Professional Cooking—Advanced Skills 3
CA 173 Professional Cooking—Cultural Foods 3
CA 181 Food Service Safety, Sanitation, and Nutrition 1
CA 183 Food Purchase and Control 2
CL 120 Computer Literacy 1

Total units 16

PROFESSIONAL BAKING AND PASTRY

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 01820)
Designed to prepare students to work as pastry chefs in local restaurants, hotels, resorts, bakeries, and catering establishments. Develops skills in food handling, bread and pastry baking, and decoration techniques. Introduces principles of bakery production and cost management. Students are given training to test for San Diego County food handler’s certification.

CA 170 Professional Cooking—Basic Skills 3
CA 171 Soups, Stocks, and Sauces 3
CA 172 Professional Cooking—Advanced Skills 3
CA 173 Professional Cooking—Cultural Foods 3
CA 181 Food Service Safety, Sanitation, and Nutrition 1
CA 183 Food Purchase and Control 2
CA 184 Professional Baking and Pastry Production Basics 3
CA 185 Professional Pastry Design and Decorating 3
CA 186 Professional Baking and Pastry Production—Breads 3
CL 120 Computer Literacy 1

Total units 36–38

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
Program Student Learning Outcome Statement:
- Demonstrate an understanding of the properties and functions of various ingredients used in baking and pastry, and demonstrate proper scaling and measurement techniques.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation."

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

BUS 290–293
Work Experience in Business I–IV 2–4
CA 181 Food Service Safety, Sanitation, and Nutrition 1
CA 182 Introduction to Baking Skills and Culinary Arts 3
CA 183 Food Purchase and Control 2
CA 184 Professional Baking and Pastry Production Basics 3
CA 185 Professional Pastry Design and Decorating 3
CA 186 Professional Baking and Pastry Production—Breads 3
CL 120 Computer Literacy 1

Total units 18–20

Recommended Electives: BUS 78, 120, 142, 145, 148, 174, HLTH 204.

Note: For other options in Culinary Arts, see Hospitality, page 214.

DANCE

SCHOOL OF ARTS, COMMUNICATION, AND SOCIAL SCIENCES

ACTING DEAN: William Kinney, M.A., Office 702B, 619-482-6372
FACULTY: Mary Jo Horvath, M.F.A.; Dana Maue, M.A.
DEPARTMENT CHAIR: Cynthia McGregor, Ph.D.

GENERAL DESCRIPTION
Dance as an academic department encompasses the elements of dance as a performing art, as well as the science of dance as movement. Dance is one of the oldest art forms and probably the most communicative and expressive of artistic mediums. This department explores dance history, criticism, movement techniques, body conditioning, notation, choreography, theory, improvisation, terminology, music, dance in world cultures, dance production, performance skills, and dance forms—traditional to modern.

CAREER OPTIONS
Below is a sample of the career options for the dance major. A few of these require an associate degree, most require a bachelor's degree, and some require a graduate-level degree: professional dancer, choreographer, teacher in community or recreation programs, high school or college instructor, dance therapist, critic, physical therapist for dancers, company director, promoter, and dance production technician. Dance is frequently integrated into theater, performance art, and video and film productions.

DEGREE/CERTIFICATE OPTIONS

ASSOCIATE IN ARTS DEGREE: Transfer Preparation

Dance

MAJOR CODE A1350

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN ARTS DEGREE

DANCE

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION *(MAJOR CODE: A1350)
Dance is a rigorous, specialized area of the performing arts that communicates and expresses meaning, emotion, and cultural values. The field demands a high level of physical preparation as well as a thorough understanding of aesthetics. Designed to help students develop the technical skills and professional preparation for careers related to dance. Students develop their skills in ballet, jazz, and modern dance, concentrating on rhythm, musicality, coordination, and memory building techniques. It also offers the option to explore tap, ethnic, and social dance forms while offering opportunities for individual creativity.
Program Student Learning Outcome Statement:

- Create and perform dance studies for a small group using accompaniment.
- Employ the concepts of specific dance techniques in the demonstration and performance of center and torso movement combinations.

ANTH 102 Cultural Anthropology 3
BIOL 260 Human Anatomy 4
DANC 109 Modern Dance I 1.5
DANC 110 Modern Dance II 1.5
DANC 113 Ballet I 1.5
DANC 114 Ballet II 1.5
DANC 115 Ballet III 1.5
DANC 117 Jazz Dance I 1.5
DANC 118 Jazz Dance II 1.5
DANC 200 Dance History and Appreciation 3
PSYC 101 General Psychology 3

Total units 23.5

Recommended Electives: BIOL 100, 101; DANC 111, 112, 125, 126.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

DENTAL HYGIENE

HIGHER EDUCATION CENTER AT NATIONAL CITY

DEAN: Christine M. Perri, M.A., Office 7116, 619-216-6668
FACULTY: Kesa Hopkins, M.S., Linda Lukacs, D.D.S.,
Beth Gray, M.A., Karen Kubischta, B.A.
DIRECTOR: Vickie Kimbrough, Ph.D.

GENERAL DESCRIPTION

A dental hygienist is a licensed healthcare professional, oral health educator, and clinician who, as a co-therapist with a dentist, provides preventive, educational, and therapeutic services supporting total health for the control of oral diseases and the promotion of oral health. A registered dental hygienist has graduated from a minimum of two year college program that includes classroom studies and extensive supervised clinical experience.

The program prepares students for a career in dental hygiene through the study of humanities, social and natural sciences, and the field of dental hygiene. Emphasis is on clinical practice in the context of dental hygiene care. Graduates are eligible to apply to take national, and regional examinations to earn the RDH license.

The dental hygienist may work in general and specialty oral health practices. Other areas of employment include programs for research, professional education, and community health; hospital and institutional care of disabled persons; federal programs, such as the armed services; or other health service locations as specified in statute or as authorized by the state board of dentistry/dental hygiene.

CAREER OPTIONS

Although the dental hygienist primarily provides preventive and therapeutic services in a private dental office or clinic, he/she may provide services in public health settings, schools, skilled nursing facilities and mobile clinics. Clinical practice generally requires an associate degree education. The dental hygienist may also serve as an administrator/manager for community dental health programs or dental product companies, an educator in dental hygiene and dental school programs, or a researcher in a university or corporate setting. Many of these roles may require a bachelor's or graduate-level degree.

PROGRAM GOALS

Upon completion of the dental hygiene program the graduate will:

- Demonstrate the knowledge to pass the National Board Dental Hygiene Examination (NBDHE).
- Demonstrate the clinical skills necessary to pass the Regional Registered Dental Hygienist Licensure Examination.
- Demonstrate the knowledge to pass the California Dental Law and Ethics Examinations.
- Secure entry-level employment as a dental hygienist.
## DEGREE/CERTIFICATE OPTIONS

### MAJOR CODE

**Associate in Science Degree: Career/Technical**  
**Dental Hygiene**  
02380

Refer to Dental Hygiene Program within the SWC website for admission requirements.

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

---

### ASSOCIATE IN SCIENCE DEGREE

#### DENTAL HYGIENE

<table>
<thead>
<tr>
<th>DEPARTMENT ACCEPTANCE INTO THE DENTAL HYGIENE PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
</tr>
<tr>
<td>DH 101 Introduction to Clinical Concepts</td>
</tr>
<tr>
<td>DH 114 Head and Neck Anatomy</td>
</tr>
<tr>
<td>DH 123 Oral Anatomy and Physiology</td>
</tr>
<tr>
<td>DH 124 Oral Embryology and Histology</td>
</tr>
<tr>
<td>DH 108 Introduction to Clinical Practice</td>
</tr>
<tr>
<td>DH 109 Dental Radiography</td>
</tr>
<tr>
<td>DH 125 Oral Health</td>
</tr>
<tr>
<td><strong>SECOND SEMESTER</strong></td>
</tr>
<tr>
<td>DH 112 Clinic I</td>
</tr>
<tr>
<td>DH 115 Periodontics</td>
</tr>
<tr>
<td>DH 121 Pain Control</td>
</tr>
<tr>
<td>DH 113A Clinical Concepts I</td>
</tr>
<tr>
<td>DH 203 Pathology</td>
</tr>
<tr>
<td>DH 206 Dental Pharmacology</td>
</tr>
<tr>
<td><strong>SECOND SUMMER SESSION</strong></td>
</tr>
<tr>
<td>DH 118 Transitional Clinic</td>
</tr>
<tr>
<td><strong>THIRD SEMESTER</strong></td>
</tr>
<tr>
<td>DH 122 Clinic II</td>
</tr>
<tr>
<td>DH 200A Community Dental Health</td>
</tr>
<tr>
<td>DH 205 Advanced Periodontics</td>
</tr>
<tr>
<td>DH 113B Clinical Concepts II</td>
</tr>
<tr>
<td>DH 106 Special Need Patient Care</td>
</tr>
<tr>
<td>DH 116 Dental Materials</td>
</tr>
<tr>
<td><strong>FOURTH SEMESTER</strong></td>
</tr>
<tr>
<td>DH 202 Clinic III</td>
</tr>
<tr>
<td>DH 211 Ethics and Jurisprudence</td>
</tr>
<tr>
<td>DH 214 Seminar</td>
</tr>
<tr>
<td>DH 113C Clinical Concepts III</td>
</tr>
<tr>
<td>DH 200B Community Dental Health II</td>
</tr>
<tr>
<td><strong>Total units</strong></td>
</tr>
<tr>
<td>53</td>
</tr>
</tbody>
</table>

**Note:** A grade of 75% (“C”) or better is required in all dental hygiene courses for progression in the Dental Hygiene program and to graduate.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

---

### ASSOCIATE IN SCIENCE DEGREE

#### CAREER/TECHNICAL (MAJOR CODE: 02380)

Prepares students for a career in dental hygiene through the study of humanities, social and natural sciences, and the field of dental hygiene. Emphasis is on clinical practice in the context of dental hygiene care. Graduates are eligible to apply to take both regional and national examinations for licensure.

#### Program Student Learning Outcome Statement:

- Analyze and evaluate dental hygiene theory to achieve a minimum of 75% on the National Dental Hygiene Board Examination.
- Assess patient needs, coordinate dental hygiene treatment and demonstrate clinical skills to pass regional licensing examination.

#### PREREQUISITIES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 260</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 261</td>
<td>Principles of Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 265</td>
<td>General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 100</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 110</td>
<td>Elementary Organic and Biological Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>HLTH 204</td>
<td>Fundamentals of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>COMM 103</td>
<td>Oral Communication (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td>3</td>
</tr>
<tr>
<td>COMM 174</td>
<td>Interpersonal Communication (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>COMM 176</td>
<td>Intercultural Communication (3)</td>
<td></td>
</tr>
<tr>
<td>ENGL 115</td>
<td>College Composition: Reading and Writing Analytically</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td>3</td>
</tr>
<tr>
<td>SOC 110</td>
<td>Contemporary Social Problems (3)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Units**  
36
ECONOMICS

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569
FACULTY: Peggy Crane, M.S.
DEPARTMENT CHAIR: Christopher Hayashi, M.A., Ed.D.

GENERAL DESCRIPTION
Economics is a social science that examines the functions of various markets, the determination of prices, the distribution of income, the rates of unemployment, income, and inflation. The study of economics deals with social problems and issues such as racism, sexism, war, and poverty. The focus of learning is on principles of economic analysis, fiscal and monetary policy, macro and micro theories, consumer protection, international trade, American economic history, monetary systems, and governmental regulations.

CAREER OPTIONS
Below is a sample of the career options available for the economics major. A few of these require an associate degree, most require a bachelor's degree, and some require a graduate-level degree: economist, general manager, budget analyst, industrial relations specialist, high school or college instructor, research technician, market analyst, labor relations arbitrator, business conditions forecaster, investment analyst, economic commentator, manpower economist, natural resource economist, commodity economist, energy economist, international economist, and commodity price forecaster.

DEGREE/CERTIFICATE OPTIONS

Assess in Arts Degree: Transfer Preparation
Economics

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN ARTS DEGREE

ECONOMICS

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01190)

Economics is the social science that studies the production, distribution, and consumption of goods and services. Many beginning positions in business and government are available to students with a bachelor's degree in economics.

Program Student Learning Outcome Statement:
• Student will be able to identify and apply economic theories, principles, and reasoning to better understand and critically evaluate real world circumstances, trends, and events.

ECON 101 Principles of Economics I 3
ECON 102 Principles of Economics II 3
MATH 119 Elementary Statistics 4
MATH 120 Calculus for Business Analysis 4
Foreign Language 10–15

Total units 24–29

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

EDUCATION

SCHOOL OF LANGUAGE, LITERATURE, AND HUMANITIES

DEAN: Joel M. Levine, Ed.D., Office 430F, 619-482-6349
DEPARTMENT CHAIR: Leslie Yoder, M.A., C.Phil.

GENERAL DESCRIPTION
The Education program focuses on the acquisition of skills and knowledge necessary to complete a degree in education or to obtain a job in the teaching profession. Coursework explores philosophies of education and pedagogy while emphasizing career exploration through public speaking experience, tutor training, and early fieldwork in public school classrooms.
CAREER OPTIONS
Employment opportunities in private and public schools for credentialed teachers are excellent due to pending retirements and the demand for graduates with bilingual or special education credentials. Below is a sample of the career options available for the Education major. A few of these require a significant accumulation of units, most require a bachelor's degree, and some require a California teaching credential or graduate-level degree: tutor, after-school program specialist, teaching assistant, substitute teacher, K–12 public school teacher, K–12 special education teacher, post-secondary teacher, self-enrichment teacher, speech-language pathologist, education administrator, counselor, adult literacy specialist, librarian, childcare worker, and psychologist.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>DEGREE/CERTIFICATE OPTIONS</th>
<th>MAJOR CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Arts Degree: Transfer Preparation</td>
<td>01407</td>
</tr>
<tr>
<td>Career/Technical: Certificate of Achievement</td>
<td>01415</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN ARTS FOR TRANSFER

ELEMENTARY TEACHER EDUCATION

STUDENT TRANSFER

ACHIEVEMENT REFORM (STAR) ACT (SB1440)

ASSOCIATE IN ARTS DEGREE

CAREER/TECHNICAL* (MAJOR CODE: 01407)

Designed to prepare students for transfer into a Liberal Studies program at a four-year university by offering students breadth of study relevant to a California Elementary (Multiple Subject) Teaching Credential. Additional requirements for the Elementary Teacher Education major vary at each CSU campus. Students should verify the major preparation required at a CSU campus. Students should verify the major preparation required at each CSU campus. It is highly recommended that students meet with counselors to discuss courses that are required by local CSU campuses and encourage students to take some of these additional courses prior to transfer.

Program Student Learning Outcome Statement:

- Assess the personality traits necessary to become a successful teacher and evaluate whether teaching is an appropriate career.

REQUIRED CORE: (44 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 200</td>
<td>Teaching as a Profession</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 200</td>
<td>Teaching as a Profession</td>
<td>3</td>
</tr>
<tr>
<td>CD 170</td>
<td>Principles of Child Development</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 100</td>
<td>Principles of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Principles of Biology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>GEOL 104</td>
<td>Introduction to Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 101</td>
<td>General Geology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MATH 110</td>
<td>Mathematics for Elementary School Teachers I</td>
<td>4</td>
</tr>
<tr>
<td>COMM 104</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 115</td>
<td>College Composition: Reading and Writing Analytically</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 220</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 106</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIST 106</td>
<td>World History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 100</td>
<td>American Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>PS 102</td>
<td>Introduction to American Government and Politics</td>
<td>3</td>
</tr>
</tbody>
</table>

LIST A: select one (3–4 units) 3–4

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 116</td>
<td>Critical Thinking and Composition</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 103</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 160</td>
<td>Argumentation and Debate</td>
<td>3</td>
</tr>
</tbody>
</table>

LIST B: select one (3 units) 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 104</td>
<td>Introduction to Art</td>
<td>3</td>
</tr>
<tr>
<td>TA 101</td>
<td>Introduction to the Theatre</td>
<td>3</td>
</tr>
<tr>
<td>ART 151</td>
<td>Art History—Renaissance to Contemporary</td>
<td>3</td>
</tr>
</tbody>
</table>

LIST C: (0–10 additional units — if needed)

Any courses not selected above.

Any course that is articulated as lower division preparation for the Liberal Arts, Integrated Teacher Education, or other similar major at a CSU.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 111</td>
<td>Mathematics for Elementary School Teachers II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 112</td>
<td>Children’s Mathematical Thinking</td>
<td>1</td>
</tr>
<tr>
<td>ES/T 200</td>
<td>Physical Education for Elementary School</td>
<td>2</td>
</tr>
<tr>
<td>MUS 103</td>
<td>Musicianship for General Elementary Teachers</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units 50–60

NOTE:

1. Additional requirements for the Elementary Teacher Education major vary at each CSU campus. It is highly recommended that students meet with counselors to discuss courses that are required by local CSU campuses and encourage students to take some of these additional courses prior to transfer.

2. This TMC has been designed to meet the introductory content area subject matter requirements for teaching at the elementary school level. Careful consideration was given to identify a specific match to CSU general education requirements for transfer.
3. Due to considerable overlap between the major requirements and general education (GE), this TMC presumes that all courses in the TMC do fill the indicated CSU-GE requirement. If the courses at a given college do not currently fill all the indicated GE requirements, colleges may want to pursue further CSU-GE approval, or a TMC-aligned degree may not be possible within the SB 1440-mandated 60 unit maximum for the total degree.

CERTIFICATE

TEACHER EDUCATION PREPARATION

CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: 01415)

Designed for students initiating their preparation to enter the education field. Includes early field experience in K–12 public school classrooms and the skills necessary for success as a teacher through specified coursework. Program participants must attend one STEP program orientation per semester.

Program Student Learning Outcome Statement:

• Acquire the skills necessary to work as a paraprofessional in education.

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 103</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>ED 100</td>
<td>Tutor Training: Level I</td>
<td>2</td>
</tr>
<tr>
<td>ED 110</td>
<td>Teaching and Learning Practicum</td>
<td>2</td>
</tr>
<tr>
<td>ED/ENGL 200</td>
<td>Teaching as a Profession</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 115</td>
<td>College Composition: Reading and Writing Analytically</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total units</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

* Required ENGL 115 must be fulfilled by taking a section of ENGL 115 designated for “For Future Teachers”.

DEGREE/CERTIFICATE OPTIONS

MAJOR CODE

Certificates of Proficiency

Electronics—Computer Technician—Basic A2908

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ELECTRONICS

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619 482-6569
DEPARTMENT CHAIR: Thomas Luibel, B.S.

GENERAL DESCRIPTION

Electronics is a technological giant among America’s businesses and industries. The electronics technician possesses the fundamental knowledge of both the engineer and the craftsperson and thus acts as a liaison between them. Our programs offer opportunities for certification studies in the field. Study in this program consists of building and testing prototype circuits and equipment, modifying electronic apparatus, and interpreting schematic drawings and sketches. Computer electronics is also emphasized with programs focused on Microsoft certified systems. Intensive Training and Computer Systems Intensive Certification training. Southwestern College is a member of the International Electronics Technicians Articulation Committee (IETAC).

CAREER OPTIONS

Below is a sample of the career options available for the electronics/electrical majors. Most of these require an associate degree, some require a bachelor’s degree, and a few require a graduate-level degree: electronics mechanic, automated systems technician, manufacturing specialist, computer support technician, electrical/electronics test technician, engineering assistant, telecommunications engineer and technician, network specialist, sales representative, and service technician. Entry-level career opportunities are available in electric utilities, industrial plants, engineering firms, electrical manufacturing, smart home construction and landscaping businesses, telecommunications, biomedical electronics, and radio and television stations.

DEGREE/CERTIFICATE OPTIONS

MAJOR CODE

Certificates of Proficiency

Electronics—Computer Technician—Basic A2908

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.
PROGRAMS

**ELECTRONICS: COMPUTER TECHNICIAN: BASIC**

**CERTIFICATE OF PROFICIENCY**

**CAREER/TECHNICAL (MAJOR CODE: A2908)**

Provides intensive training in the operation and maintenance of computers, computer peripherals, and computer networks.

---

**Program Student Learning Outcome Statement**

- Students will be able to use classroom materials to successfully prepare to sit for and to pass the CompTIA A+ and Security+ examinations.
- Students will use reasoning to be able to resolve any problem that may be encountered with a computer or a computer network.
- Students will be able to work effectively with diverse groups of people with much more or much less education and/or experience than themselves.
- Students will be able to use all available materials to solve problems that they encounter while working with computers or networks.

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**EMERGENCY MEDICAL TECHNOLOGY AND PARAMEDIC**

**HIGHER EDUCATION CENTER AT OTAY MESA**

---

**DEAN:** Silvia Cornejo, M.A., Office 4118D, 619-216-6755  
**FACULTY:** Ronald Ungar, M.A.; Jason Hums, M.P.H  
**DEPARTMENT CHAIR:** Ronald Ungar, M.A.  
**DIRECTOR:** Devin Price, M.S.

---

**GENERAL DESCRIPTION**

Emergency medical technology and paramedic is the study of emergency medical care and the evaluation and treatment of injuries. These programs focus on both technical and practical knowledge while providing requisite skills to evaluate and treat a wide variety of medical and trauma emergencies in the prehospital setting. Students learn to administer medication, start intravenous lines, interpret EKG rhythm strips, and defibrillate patients in cardiac arrest, as well as to administer many other advanced life support procedures.

---

**CAREER OPTIONS**

Below is a sample of the career options available for the emergency medical or paramedic major. Most require an associate degree, some require a bachelor's degree, and a few of these require a graduate-level degree: emergency medical technician, paramedic, vocational teacher, college instructor, search and rescue responder, hospital technician, and emergency room technician.

---

**DEGREE/CERTIFICATE OPTIONS**

**MAJOR CODE**

**Associate in Science Degree: Career/Technical**

Emergency Medical Technology and Paramedic  
02340

**Certificate of Achievement**

Emergency Medical Technology and Paramedic  
02341

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

---

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
ASSOCIATE IN SCIENCE DEGREE

EMERGENCY MEDICAL TECHNOLOGY AND PARAMEDIC

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02340)

Prepares students to give prehospital emergency care with classroom work and training in hospitals and in first-response vehicles in the field. Upon program completion, the students are eligible to take the exam for national certification. Students desiring to earn the associate in science degree should consult a counselor.

Entrance into the Paramedic Program has special application requirements and deadlines. For more information, please visit www.swccd.edu/paramedic.

Program Student Learning Outcome Statement

- Graduate is consistently able to communicate complete and accurate patient assessment findings to EMS and healthcare team members.
- Consistently performs a thorough exam with appropriate inquiry and inspection pertinent to the patient’s chief complaint. Findings are accurate.
- Consistently builds rapport with patient, family and bystanders and shows consideration and respect for others.

DEPARTMENT ACCEPTANCE REQUIRED FOR THIS PROGRAM.

PREREQUISITES:
BIOL 190 Human Anatomy and Physiology 4
EMT 113 Emergency Medical Technician—Basic (Theory) 5
EMT 113L Emergency Medical Technician—Basic (Laboratory) 3

FIRST SEMESTER
EMTP 200 Advanced Life Support Paramedic Theory I 12
EMTP 200L Advanced Life Support Paramedic Laboratory I 3
EMTP 202 EMS Community Experience I 1.5

SECOND SEMESTER
EMTP 201 Advanced Life Support Paramedic Theory II 12
EMTP 201L Advanced Life Support Paramedic Laboratory II 3
EMTP 203 EMS Community Experience II 1.5

SUMMER SESSION
EMTP 225 Hospital Clinical Experience for Paramedics 3
EMTP 230 Field Training for Paramedics I 8
EMTP 231 Field Training for Paramedics II 1

Total units 57

Required courses for an associate in science degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 104 Public Speaking (3)</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>COMM 174 Interpersonal Communication (3)</td>
<td></td>
</tr>
<tr>
<td>ENGL 115 College Composition: Reading and Writing Analytically (4)</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENGL 116 Critical Thinking and Composition (4)</td>
<td></td>
</tr>
<tr>
<td>PSYC 101 General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units 10

Recommended Elective: SOC 135.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

EMTP Credit

Licensed paramedics may be granted college units toward an associate in arts degree if they are currently licensed by the State of California. The student may receive a maximum of 6.5 units for previous EMT-I training. The student may receive a maximum of 35 units for previous EMTP training.

Note: Grade of “C” is required for each course for progression and completion.

CERTIFICATE

EMERGENCY MEDICAL TECHNOLOGY AND PARAMEDIC

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02341)

Entrance into the Paramedic Program has special application requirements and deadlines. For more information, please visit www.swccd.edu/paramedic.

Program Student Learning Outcome Statement

- Graduate is consistently able to communicate complete and accurate patient assessment findings to EMS and healthcare team members.
- Consistently performs a thorough exam with appropriate inquiry and inspection pertinent to the patient’s chief complaint. Findings are accurate.
- Consistently builds rapport with patient, family and bystanders and shows consideration and respect for others.
GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

PREREQUISITES
BIOL 190  Human Anatomy and Physiology 4
EMT 113  Emergency Medical Technician—Basic (Theory) 5
EMT 113L Emergency Medical Technician—Basic (Laboratory) 3

Total units 12

FIRST SEMESTER
EMTP 200  Advanced Life Support Paramedic Theory I 12
EMTP 200L Advanced Life Support Paramedic Laboratory I 3
EMTP 202  EMS Community Experience I 1.5

SECOND SEMESTER
EMTP 201  Advanced Life Support Paramedic Theory II 12
EMTP 201L Advanced Life Support Paramedic Laboratory II 3
EMTP 203  EMS Community Experience II 1.5

SUMMER SESSION
EMTP 225 Hospital Clinical Experience for Paramedics 3
EMTP 230 Field Training for Paramedics I 8
EMTP 231 Field Training for Paramedics II 1

Total units 57

ENGINEERING

SCHOOL OF MATHEMATICS, SCIENCE, AND ENGINEERING

DEAN: Michael Odu, Ph.D., Office 215A, 619-482-6344
FACULTY: Lauren Zinola, M.A.
DEPARTMENT CHAIR: Jeffrey Veal, Ph.D.

GENERAL DESCRIPTION
Engineering focuses on the application of scientific principles and knowledge of mathematics to create solutions for problems involving human, biological, and mechanical systems. Engineering is a broad discipline of related areas of study including civil, mechanical, electrical, computer, and industrial.

CAREER OPTIONS
Below is a sample of the career options available for the engineering major. A few of these require an associate degree, most require a bachelor’s degree, and some require a graduate-level degree: technician, engineer’s assistant, civil engineer, urban planner, biomedical engineer, electronics engineer, computer engineer, software designer, telecommunications specialist, computer architect, test engineer, environmental engineer, soil engineer, aerospace engineer, CADD specialist, product engineer, estimator, technical sales representative, construction manager, and general contractor.

DEGREE/CERTIFICATE OPTIONS

ASSOCIATE IN SCIENCE DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01565)
Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN SCIENCE DEGREE
ENGINEERING

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
Program Student Learning Outcome Statement
- Develop mathematical skills, acquire engineering knowledge, and practice applying these skills and knowledge to engineering problems.

FIRST SEMESTER
CHEM 200 General Chemistry I 5
ENGR 110 Engineering Design and Graphics 3
MATH 250 Analytic Geometry and Calculus I 5

SECOND SEMESTER
ENGR 120C Engineering Problem Analysis—C/C++ Language 3
MATH 251 Analytic Geometry and Calculus II 4
PHYS 270 Principles of Physics I 3

THIRD SEMESTER
ENGR 250 Engineering Statics 3
MATH 252 Analytic Geometry and Calculus III 4
PHYS 272 Principles of Physics II 3
PHYS 273 Principles of Physics Laboratory II 1

FOURTH SEMESTER
ENGR 204 Engineering Dynamics for Electrical Engineers (1.5) OR 1.5–3
ENGR 251 Engineering Dynamics (3)
ENGR 270 Electrical Circuits 3
PHYS 274 Principles of Physics III 3
PHYS 275 Principles of Physics Laboratory III 1

Total units 42.5–44

Recommended Elective: ENGR 101.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

The program outlined fulfills the requirements for San Diego State University and the California State University system.

ENGLISH
SCHOOL OF LANGUAGE, LITERATURE, AND HUMANITIES

DEAN: Joel M. Levine, Ed.D., Office 430F, 619-482-6349
DEPARTMENT CHAIR: Leslie Yoder, M.A., C.Phil.

GENERAL DESCRIPTION
The English majors focus on the study of the language and literature of English. Majors explore the grammar and prose of the English language including expository, argumentative, and creative writing, critical and analytical reading, and literary genres (fiction, nonfiction, poetry, drama) and modes (comedy, tragedy, satire, and romance).

CAREER OPTIONS
Below is a sample of the career options available for the English major. A few of these require an associate in arts degree, most require a bachelor’s degree, and some require a graduate-level degree: writer, poet, journalist, literary or film critic, high school or college instructor, film or television scriptwriter, lawyer, public relations person, technical writer, tutor, interpreter, writing consultant, methods analyst, program developer, grant writer, legislative assistant, civil servant, columnist, business administrator, and advertising agent.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>DEGREE/CERTIFICATE OPTIONS</th>
<th>MAJOR CODE</th>
</tr>
</thead>
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<td>English</td>
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<td>01406</td>
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<tr>
<td>Literature</td>
<td>A1400</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.
ASSOCIATE IN ARTS DEGREE

ENGLISH

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01405)
Designed to develop language skills for reading and writing. The study and analysis of literature provide contact with exemplary works of various cultures, genres, and historical periods. Composition courses develop the skills for effective communication, mental discipline, organization, coherence, and proper form. The student who is not prepared to enter courses numbered 115 and above should consult a counselor to plan a program designed to improve his/her English skills.

These courses parallel the CSU lower-division requirements for the bachelor's degree in English. It is strongly recommended that students who are planning to transfer into the CSU system as English majors follow this plan.

Program Student Learning Outcome Statement

• Analyze arguments concerning historical and contemporary issues and evaluate validity in written and oral discourse.

ENGL 115  College Composition: Reading and Writing Analytically  4
ENGL 116  Critical Thinking and Composition  4
ENGL 240  English Literature  3
ENGL 241  English Literature II  3
Complete 6 units from electives  6

Total units  20

Electives: Complete 3 units from each group.

Group 1:
ENGL 220, 230, 231, 270.

Group 2:
ENGL 120, 130, 140, 250, 251.

Note: Additional electives are required if any of the program courses are used to complete general education requirements.

SDSU also requires three consecutive courses in a single foreign language as part of the requirement for the bachelor's degree. Foreign language competency may also be demonstrated by successfully completing four years of one foreign language in high school or by successfully completing a challenge examination. See a counselor for additional information.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

ENGLISH (SB 1440)

STUDENT TRANSFER ACHIEVEMENT REFORM (STAR) ACT (SB1440)
ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01406)
Designed to develop language skills for reading and writing. The study and analysis of literature provide contact with exemplary works of various cultures, genres, and historical periods. Writing courses develop the skills for effective written communication across a range of genres. This degree satisfies the requirements of the STAR Act for transfer to the CSU system.

Program Student Learning Outcome Statement

• Analyze arguments concerning historical and contemporary issues and evaluate validity in written and oral discourse.

REQUIRED CORE: (7 units)
ENGL 220  Introduction to Literature  3
ENGL 116  Critical Thinking and Composition  4

LIST A: select two courses (6 units)  6
ENGL 230  World Literature I (3)
ENGL 231  World Literature II (3)
ENGL 240  English Literature I (3)
ENGL 241  English Literature II (3)
ENGL 250  American Literature I (3)
ENGL 251  American Literature II (3)

LIST B: select one course below or any course from List A not already used (3 units)  3
ENGL 250  American Literature I (3)
ENGL 251  American Literature II (3)
ENGL 240  English Literature I (3)
ENGL 241  English Literature II (3)
ENGL 230  World Literature I (3)
ENGL 231  World Literature II (3)
ENGL 120  Creative Writing I (3)

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
LIST C: select one course below or any course from
List A or B not already used (3–5 units)

ENGL 120 Creative Writing I (3)
ENGL 130 Advanced Creative Writing: Fiction I (3)
ENGL 140 Advanced Creative Writing: Poetry (3)
ENGL 250 American Literature I (3)
ENGL 251 American Literature II (3)
ENGL 240 English Literature I (3)
ENGL 241 English Literature II (3)
ENGL 230 World Literature I (3)
ENGL 231 World Literature II (3)
ASL 120 American Sign Language I (4)
ASL 130 American Sign Language II (4)
CHIN 101 Mandarin Chinese I (5)
CHIN 102 Mandarin Chinese II (5)
FIL 101 Elementary Filipino I (5)
FIL 102 Elementary Filipino II (5)
FIL 201 Intermediate Filipino I (5)
FREN 101 Elementary French I (5)
FREN 102 Elementary French II (5)
FREN 201 Intermediate French I (5)
FREN 202 Intermediate French II (5)
ITAL 101 Elementary Italian I (5)
ITAL 102 Elementary Italian II (5)
ITAL 201 Intermediate Italian I (5)
ITAL 202 Intermediate Italian II (5)
JPN 101 Beginning Japanese I (5)
JPN 101A Introductory Elementary Japanese (3)
JPN 101B Continuation of Elementary Japanese (3)
JPN 102 Beginning Japanese II (5)
JPN 201 Intermediate Japanese I (5)
JPN 202 Intermediate Japanese II (5)
PORT 101 Elementary Portuguese I (5)
PORT 102 Elementary Portuguese II (5)
SPAN 101 Elementary Spanish I (5)
SPAN 101A Introduction to Elementary Spanish (3)
SPAN 101B Continuation of Elementary Spanish (3)
SPAN 102 Elementary Spanish II (5)
SPAN 201 Intermediate Spanish I (5)
SPAN 202 Intermediate Spanish II (5)
SPAN 215 Spanish for Bilinguals I (5)
SPAN 216 Spanish for Bilinguals II (5)
SPAN 221 Introduction to Literature for Bilinguals (5)
SPAN 225 Intermediate Conversation and Writing on Spanish Culture (3)
SPAN 226 Intermediate Conversation and Writing on Latin American Culture (3)
TA 101 Introduction to the Theatre (3)

Total units 19–21

The program below is undergoing modification and the modification will be placed into an addendum upon Chancellor’s Office approval - see your counselor for further information and visit the college website under http://www.swccd.edu/catalog link for the latest addenda updates.

LITERATURE

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: A1400)

Designed to develop reading and writing skills. The required composition courses focus on techniques for effective communication and creative expression. The literature offerings include the traditional survey courses as well as specialized courses focusing on various topics, styles, and genres.

Program Student Learning Outcome Statement

- Discuss and produce analytical writing using critical thinking and logical reasoning techniques concerning major ideas and themes in literature.

ENGL 115 College Composition: Reading and Writing Analytically 4
ENGL 116 Critical Thinking and Composition 4
ENGL 220 Introduction to Literature 3
Complete 9 units from electives 9

Total units 20

Electives: Complete 3–6 units from each group.

Group 1:

Group 2:

Note: Additional electives required if ENGL 115 and/or ENGL 116 are needed to complete general education requirements and if any of the program courses are used to complete general education requirements.

SDSU also requires three consecutive courses in a single foreign language as part of the requirement for the bachelor’s degree. Foreign language competency may also be demonstrated by successfully completing four years of one foreign language in high school or by successfully completing a challenge examination. See a counselor for additional information.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.
ENGLISH AS A SECOND LANGUAGE

SCHOOL OF LANGUAGE, LITERATURE, AND HUMANITIES

DEAN: Joel M. Levine, Ed.D., Office 430F, 619-482-6349
DEPARTMENT CHAIR: Surian Figueroa, M.A.
ESL STUDENT ADVOCATE: Angelina Barrera, Office 436A, 619-421-6700 ext. 5549

GENERAL DESCRIPTION

All ESL courses are designed for students whose native language is a language other than English or those who speak some English at home but feel they need to strengthen their English skills in order to prepare for entry into college academic or vocational programs and to interact effectively in their community. Southwestern College offers the following two ESL programs and ESL courses:

• **Academic ESL Program** (for students with academic goals) consists of the following courses: ESL 29D, ESL 29E, ESL 39D, ESL 39E, ESL 49D, ESL 49E, ESL 159A and ESL159B. Please see the Course Description Section towards the back of this catalog to know more about each course.

• **Spanish-to-English Program** (specific ESL classes designed to support the Child Development Certificate Program) consists of the following courses: ESL 27A, ESL 27B, ESL 27C and ESL 27D and other Child Development courses. Please see the Course Description Section towards the back of this catalog to know more about each course.

• **Everyday ESL courses** (for students who want to use English around the community where they live, work or study) consist of the courses that can be taken independently such as: ESL 15, ESL 16, ESL 17, ESL 18, ESL 19A1, ESL 19A2, ESL 19B1, ESL 20, ESL 30, ESL 40, ESL 55, ESL 56, ESL 57, ESL 58, ESL 103, and ESL 104. Please see the Course Description Section towards the back of this catalog to know more about each course.

CAREER OPTIONS

Today, there are many career choices for people who can communicate effectively in more than one language. The world is a global community where employment opportunities for educated individuals can span more than one continent, several countries, and many different cultures. Career options are available at entry-level through more advanced positions in business, industry, education, and government.

ACADEMIC ESL PROGRAM

The Academic ESL Program is designed to prepare students for transfer into academic programs at Southwestern College. Academic ESL classes focus on academic reading, writing, speaking, listening, grammar, and vocabulary. This program incorporates academic themes and concepts from various disciplines and emphasizes academic skills. Please note: No ESL Placement Assessment is required for the First Level of the Academic ESL Program; entry into higher levels of the Academic ESL Program requires an ESL Placement Assessment, which will determine which level of the program is best for the student.

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>COURSE</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>FIRST LEVEL</td>
<td>ESL 29D</td>
<td>Academic ESL Speaking, Listening and Grammar I 5</td>
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<td>ESL 29E</td>
<td>Academic ESL Reading, Writing, and Grammar I 5</td>
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<tr>
<td>SECOND LEVEL</td>
<td>ESL 39D</td>
<td>Academic ESL Speaking, Listening, and Grammar II 5</td>
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<td>ESL 39E</td>
<td>Academic ESL Reading, Writing, and Grammar II 5</td>
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<tr>
<td>THIRD LEVEL</td>
<td>ESL 49D</td>
<td>Academic ESL Speaking, Listening, and Grammar III 5</td>
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<tr>
<td></td>
<td>ESL 49E</td>
<td>Academic ESL Reading, Writing, and Grammar III 5</td>
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<th>LEVEL</th>
<th>COURSE</th>
<th>DESCRIPTION</th>
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<tr>
<td>FOURTH LEVEL</td>
<td>ESL 159A</td>
<td>Academic ESL Advanced Reading and Grammar IV 4</td>
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<tr>
<td></td>
<td>ESL 159B</td>
<td>Academic ESL Advanced Writing and Grammar IV 5</td>
</tr>
</tbody>
</table>

**Total units:** 39

SPANISH TO ENGLISH PROGRAM

Spanish-to-English ESL courses are specifically designed to help students acquire English necessary for communication and writing in the Child Development field. Please note: Students who want to take Spanish-to-English classes must be enrolled in the Spanish-To-English Child Development Associate Teacher's Certificate Program. If interested, contact the Child Development Program to enroll.

EVERYDAY ESL COURSES

Everyday ESL courses are designed for students who wish to improve their English skills for everyday purposes and for daily or informal communication. Some classes focus on a specific language skill, like pronunciation or grammar, and are at a low or intermediate level. Please note: Everyday ESL courses are not required for entry into the Academic ESL Program. In addition, the ESL Placement Assessment is not required for these classes.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.
Programs

Inglés como Segundo Idioma (ESL)

Todos los cursos de ESL están diseñados para estudiantes cuyo idioma natal no es el inglés, o para aquellos que hablan un poco de inglés en casa pero sienten que necesitan fortalecer sus habilidades de inglés para prepararse para ingresar a programas académicos o vocacionales universitarios y para interactuar efectivamente en su comunidad. Southwestern College ofrece los dos siguientes programas de ESL y cursos de ESL:

- Programa de ESL Académico (para estudiantes con metas académicas) incluye los siguientes cursos: ESL 29D, ESL 29E, ESL 39D, ESL 39E, ESL 49D, ESL 49E, ESL 159A and ESL159B. Favor de revisar la sección Descripción del Curso, que se encuentra en la parte posterior de este catalogo para saber más de cada curso.

- Programa español a inglés (clases de ESL específicamente diseñadas para brindar apoyo al Programa de Certificado para Maestro Asociado de Desarrollo Infantil) incluye los siguientes cursos: ESL 27A, ESL 27B, ESL 27C and ESL 27D y otros cursos en Desarrollo Infantil. Favor de revisar la sección Descripción del Curso, que se encuentra en la parte posterior de este catalogo para saber más de cada curso.

- Cursos diarios de ESL (para estudiantes que quieren utilizar el inglés en la comunidad en la que viven, trabajan o estudian) consiste en cursos que pueden tomarse independientemente como: ESL 15, ESL 16, ESL 17, ESL 18, ESL 19A1, ESL 19A2, ESL 19B1, ESL 20, ESL 30, ESL 40, ESL 55, ESL 56, ESL 57, ESL 58, ESL 103, and ESL 104. Favor de revisar la sección Descripción del Curso, que se encuentra en la parte posterior de este catalogo para saber más de cada curso.

Opciones para su Carrera

Hoy en día, existen muchas opciones profesionales para aquellos que pueden comunicarse efectivamente en más de un idioma. El mundo es una comunidad global donde las oportunidades de empleo para individuos con una educación formal pueden abarcar más de un continente, varios países y varias distintas culturas. Existen opciones profesionales desde el nivel de ingreso hasta los puestos más altos dentro de campos empresariales, industriales, educativos, y gubernamentales.

Programa Académico de ESL

El programa académico de ESL está diseñado para preparar a los estudiantes para transferirse a programas académicos en Southwestern College. Las clases académicas de ESL se enfocan en las habilidades académicas de lectura, escritura, comprensión oral, gramática y vocabulario. Este programa incorpora temas y conceptos académicos de diversas disciplinas y hace énfasis en las habilidades académicas. Favor de notar: No es necesario tomar un examen de proficiencia de ESL (“ESL Assessment Exam”) para ingresar al Primer Nivel del Programa Académico de ESL; el ingreso a los niveles más altos requiere un examen de proficiencia de ESL (“ESL Assessment Exam”), el cual determinará el nivel del programa que mejor le ayude al estudiante.

Primer Nivel

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<th>Curso</th>
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<th>Unidades totales</th>
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<tbody>
<tr>
<td>ESL 29D</td>
<td>Curso Académico de ESL de Habla, Comprensión Oral y Gramática I</td>
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<tr>
<td>ESL 29E</td>
<td>Curso Académico de ESL de Lectura, Escritura y Gramática I</td>
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Segundo Nivel

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<tr>
<td>ESL 39D</td>
<td>Curso Académico de ESL de Habla, Comprensión Oral y Gramática II</td>
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<tr>
<td>ESL 39E</td>
<td>Curso Académico de ESL de Lectura, Escritura y Gramática II</td>
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Tercer Nivel

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<tr>
<td>ESL 49D</td>
<td>Curso Académico de ESL de Habla, Comprensión Oral y Gramática III</td>
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<td>ESL 49E</td>
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Cuarto Nivel

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<tr>
<td>ESL 159A</td>
<td>Curso Académico de ESL Avanzado de Lectura y Gramática IV</td>
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<tr>
<td>ESL 159B</td>
<td>Curso Académico de ESL Avanzado de Escritura y Gramática IV</td>
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</table>

El Programa de Español a Inglés

Los cursos del programa de español-a-inglés están diseñados específicamente para ayudarles a adquirir el inglés necesario para comunicarse y escribir dentro del campo de Desarrollo Infantil. Favor de notar: Los alumnos interesados en tomar clases de español-a-inglés se tienen que matricular en el programa Certificado para Maestro Asociado de Desarrollo Estudiantil español-a-inglés. Si está interesado, comuníquese con el departamento de Desarrollo Infantil para matricularse.

Cursos de Inglés para Todos los Días

Los cursos de inglés para todos los días son diseñados para los alumnos que desean mejorar su inglés para uso diario y para comunicación diaria o informal. Algunos cursos se enfocan en una destreza en particular, como la pronunciación o gramática, y son de nivel de principiante o intermedio. Favor de notar: Los cursos de ESL para todos los días no son requeridos para el ingreso al programa académico de ESL. Además, no es necesario tomar un examen de proficiencia de ESL (“ESL Assessment Exam”) para estos cursos.
ENVIRONMENTAL TECHNOLOGY

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569
FACULTY: Marie Vicario-Fisher, M.S., M.P.H.
DEPARTMENT CHAIR: Marie Vicario-Fisher, M.S., M.P.H.

GENERAL DESCRIPTION
The Environmental Technology program has two areas of emphasis that allow students to specialize in the new and growing fields of environmental management and occupational health and safety. Environmental management emphasizes the study of and the solutions for environmental pollution and its effect on the environment and people. Occupational health and safety emphasizes the causes of and the solutions for hazardous agents in occupational settings, unsafe work practices, and their effect on human health and welfare.

CAREER OPTIONS
Below is a sample of the career options available for the environmental major. Most of these require a certificate or an associate degree, or a bachelor's degree, and a few require a graduate-level degree: field sampling technician, environmental scientist, hazardous materials specialist, pollution control technician, environmental specialist, environmental compliance manager, environmental investigator, water quality technician, air quality aide, recycling coordinator, environmental economist, environmental lawyer, environmental journalist, waste management specialist, vocational teacher, transportation planner, legislative researcher, emergency responder, site remediation specialist, hazardous materials manager, wastewater treatment operator, pollution prevention specialist, toxicologist, environmental regulator, environmental activist, occupational health and safety specialist, risk analyst, and industrial hygienist.

DEGREE/CERTIFICATE OPTIONS

MAJOR CODE
Associate in Science Degree: Career/Technical
Environmental Management A1971
Occupational Health and Safety A1973

Certificates of Achievement
Environmental Management A1972
Occupational Health and Safety A1974

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN SCIENCE DEGREE

ENVIRONMENTAL MANAGEMENT

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: A1971)
Emphasis on waste treatment technologies, current hazardous waste and hazardous materials regulations, sustainable development, economic and sociopolitical environmental issues, small business and large facility compliance, emergency response techniques, toxicology, pollution prevention, and the cleanup of contaminated air, water, and soil.

Program Student Learning Outcome Statement
• Discuss and produce analytical writing using critical thinking and logical reasoning techniques concerning major ideas and themes in literature.

BIOL 140 Environmental Biology 3
CHEM 100 Introduction to General Chemistry 4
CHEM 110 Elementary Organic and Biological Chemistry 4
EHMT 100 Introduction to Environmental Technology 4
EHMT 110 Waste Stream Generation, Reduction, and Treatment 3
EHMT 130 Introduction to Toxicants 3
EHMT 150 Waste Management Applications 4
EHMT 200 Environmental Materials Management Applications 4
EHMT 202 Water and Wastewater Management 4
EHMT 230 Safety and Emergency Response 4
EHMT 290–293 Environmental Technology Cooperative 2–4

Total units 39–41

Recommended Electives: BIOL 265; BUS 120, 152; CIS 101; COMM 103; GEOL 100; MATH 121, 250.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

A 40-hour HAZWOPER certification that meets OSHA requirements for 29 CFR 1910.120 is given upon the successful completion of EHMT 230.

OCCUPATIONAL HEALTH AND SAFETY

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: A1973)
Emphasis on the recognition, evaluation, and control of hazardous agents in the work environment; regulations pertaining to the California and Federal Occupational Safety and Health Administration; the toxicological effects of hazardous agents in the workplace, occupational diseases and methods of prevention; industrial safety practices; the administration and management of safety programs; and monitoring techniques for airborne contaminants, noise, heat, illumination, and radiation.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
**PROGRAMS**

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

### ENVIRONMENTAL MANAGEMENT

#### CERTIFICATE OF ACHIEVEMENT
**CAREER/TECHNICAL (MAJOR CODE: A1972)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 190</td>
<td>Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 100</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>EHMT 100</td>
<td>Introduction to Environmental Technology</td>
<td>4</td>
</tr>
<tr>
<td>EHMT 130</td>
<td>Introduction to Toxicants</td>
<td>3</td>
</tr>
<tr>
<td>EHMT 201</td>
<td>Introduction to Industrial Hygiene and Occupational Health</td>
<td>4</td>
</tr>
<tr>
<td>EHMT 260</td>
<td>Occupational Safety</td>
<td>3</td>
</tr>
<tr>
<td>EHMT 261</td>
<td>Occupational Safety Management</td>
<td>3</td>
</tr>
<tr>
<td>EHMT 230</td>
<td>Safety and Emergency Response</td>
<td>4</td>
</tr>
<tr>
<td>EHMT 290–293</td>
<td>Environmental Technology Cooperative</td>
<td>4–8</td>
</tr>
</tbody>
</table>

**Total units: 33–37**

**Recommended Electives:** BIOL 211, 265; MATH 119

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

A forty-hour HAZWOPER certification that meets OSHA requirements for 29 CFR 1910.120 is given upon the successful completion of EHMT 230.

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**GAINFUL EMPLOYMENT:**
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

### OCCUPATIONAL HEALTH AND SAFETY

#### CERTIFICATE OF ACHIEVEMENT
**CAREER/TECHNICAL (MAJOR CODE: A1974)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHMT 100</td>
<td>Introduction to Environmental Technology</td>
<td>4</td>
</tr>
<tr>
<td>EHMT 110</td>
<td>Waste Stream Generation, Reduction, and Treatment</td>
<td>3</td>
</tr>
<tr>
<td>EHMT 130</td>
<td>Introduction to Toxicants</td>
<td>3</td>
</tr>
<tr>
<td>EHMT 150</td>
<td>Waste Management Applications</td>
<td>4</td>
</tr>
<tr>
<td>EHMT 200</td>
<td>Environmental Materials Management Applications</td>
<td>4</td>
</tr>
<tr>
<td>EHMT 230</td>
<td>Safety and Emergency Response</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total units: 22**

**Recommended Electives:** BIOL 211, 265, MATH 119

A forty-hour HAZWOPER certification that meets OSHA requirements for 29 CFR 1910.120 is given upon the successful completion of EHMT 230.
EVENT AND CONVENTION PLANNING

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569
DEPARTMENT CHAIR: Gail Stockin, M.A.

GENERAL DESCRIPTION
Hospitality and tourism is a dynamic and growing industry in San Diego County. The industry has many facets, one of which is the area of event and convention planning. Individuals who work in this field coordinate events, both small and large, and are in charge of bringing together the detailed aspects of the event such as food or catering, event theme, travel, and entertainment in coordination with the hotels, convention centers, or other special locations.

The hospitality industry offers individuals great potential for growth and excellent wages. People may enter the field with basic education and training skills such as those provided by the School of Business, Professional & Technical Education in our basic and advanced certificate programs.

In addition to these career training programs, a transfer program, Hospitality and Tourism Management, has been developed for persons who desire to transfer to a four-year institution including San Diego State University or at the local level, as well as other institutions at the state and national levels. Transfer students can work toward a bachelor’s degree in hospitality and tourism, which is often required for top-level or high executive positions.

CAREER OPTIONS
Below is a sample of the career options available for event and convention planning majors. In addition to employment as event and convention planners, students will be provided with a foundation that will allow them to prepare for careers ranging from entry-level assistants to experienced event planners and managers for major hotels or organizations. Related job titles include meeting planner, wedding planner/coordinator, event marketer, corporate project manager, convention center director, and director of hospitality. Employment exists in hotels, hotel/motel chains, convention centers, casinos, lodges, recreation facilities, food service entities, travel and tourism businesses, cruise ships, and hospitality marketing organizations. Many opportunities also exist for those individuals who wish to become entrepreneurs in the industry and manage their own businesses.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>Degree/Certificate Options</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Proficiency</td>
<td></td>
</tr>
<tr>
<td>Event and Convention Planning—Basic</td>
<td>02966</td>
</tr>
<tr>
<td>Certificate of Achievement</td>
<td></td>
</tr>
<tr>
<td>Event and Convention Planning—Advanced</td>
<td>02967</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ATTENTION SMALL BUSINESS OWNERS AND ENTREPRENEURS:
Study small business management. Earn a Certificate that combines your education discipline with Entrepreneurship courses. For more information turn to Business Management - Entrepreneurship Education.

CERTIFICATES

EVENT AND CONVENTION PLANNING: BASIC

CERTIFICATE OF PROFICIENCY

CAREER/TECHNICAL (MAJOR CODE: 02966)
Prepares students to gain an entry-level position as event, meeting, and convention planners. Provides an overview of the opportunities available in the broad area of hospitality and tourism and prepares students with fundamental skills to gain employment.

Program Student Learning Outcome Statement:
• Student will be able to assess and plan a basic event to meet the stakeholder’s needs.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL 120</td>
<td>Computer Literacy</td>
<td>1</td>
</tr>
<tr>
<td>CIS/LIB 151</td>
<td>Research Using the Internet</td>
<td>1</td>
</tr>
<tr>
<td>EVNT 154</td>
<td>Introduction to Event and Convention Planning</td>
<td>3</td>
</tr>
<tr>
<td>EVNT 155</td>
<td>Event Marketing</td>
<td>3</td>
</tr>
<tr>
<td>EVNT 157</td>
<td>Corporate Event Project Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units 11

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
EXERCISE SCIENCE

SCHOOL OF WELLNESS, EXERCISE SCIENCE, AND ATHLETICS

DEAN: James Spillers, M.S., Office H403, 619-482-6551


DEPARTMENT CHAIR: Brad Platt, M.S.; Dionicio Monarrez, M.Ed.

GENERAL DESCRIPTION

Exercise Science is an academic area of study concerned with the art and science of physical movement. This department explores the processes through which individuals obtain optimal health, physical skills, and fitness. Learning concentrates on human movement as it affects and is affected by physiological, psychological, cultural, social, and mechanical parameters. The application of movement concepts evolves from a foundation in human anatomy, physiology, and principles of kinesiology that cover healthful living, nutrition, and emergency practices.

CAREER OPTIONS

Below is a sample of the career options available for the exercise science major. A few of these require an associate degree, most require a bachelor's degree, and some require a graduate-level degree: athletic trainer, high school or college instructor, coach, corrective therapist, exercise test technologist, sports medicine doctor, recreation specialist, community center leader, personal trainer, rehabilitation technician, sportscaster, referee, resort sports coordinator, and sports club manager or personnel, exercise physiologist and physical therapist.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>MAJOR CODE</th>
<th>DEGREE/CERTIFICATE OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1360</td>
<td>Associate in Arts Degree: Transfer Preparation</td>
</tr>
<tr>
<td>01365</td>
<td>Exercise Science</td>
</tr>
<tr>
<td></td>
<td>Kinesiology (SB1440)</td>
</tr>
<tr>
<td>01362</td>
<td>Certificate of Achievement</td>
</tr>
<tr>
<td></td>
<td>Fitness Specialist Certification—Advanced</td>
</tr>
<tr>
<td>01361</td>
<td>Certificate of Proficiency</td>
</tr>
<tr>
<td></td>
<td>Fitness Specialist Certification—Basic</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

Program Student Learning Outcome Statement

- Student will be able to identify and conduct comparative analyses of major historiographic and cultural perspectives, concepts, issues, historic relationships, contributions, and paradigms that are relevant to the female experience and feminist perspectives.

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

<table>
<thead>
<tr>
<th>ACCT 7</th>
<th>Basic Business Bookkeeping (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td>ACCT 101 Principles of Accounting I (4)</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Business English</td>
</tr>
<tr>
<td>BUS 290–293</td>
<td>Work Experience in Business I–IV</td>
</tr>
<tr>
<td>CIS 122B</td>
<td>Spreadsheet Software—Excel</td>
</tr>
<tr>
<td>CIS/LIB 151</td>
<td>Research Using the Internet</td>
</tr>
<tr>
<td>CL 120</td>
<td>Computer Literacy</td>
</tr>
<tr>
<td>EVNT 154</td>
<td>Introduction to Event and Convention Planning</td>
</tr>
<tr>
<td>EVNT 155</td>
<td>Event Marketing</td>
</tr>
<tr>
<td>EVNT 157</td>
<td>Corporate Event Project Management</td>
</tr>
</tbody>
</table>

**Total units: 20–21**

**Note:** For other options in Event and Convention Planning, see Hospitality and Tourism Management, page 214.
ASSOCIATE IN ARTS DEGREE

EXERCISE SCIENCE

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: A1360)

Exercise science is the study of the processes through which individuals obtain optimal health, physical skills, and fitness. The academic foundation of exercise science is the study of human movement as it affects and is affected by physiological, psychological, developmental, sociocultural, and mechanical parameters.

While this program emphasizes preparation for the teaching career, the physical educator is prepared for a wide range of career opportunities in such fields as physical therapy, athletic training, recreation, research, and private fitness and health.

Program Student Learning Outcome Statement

- Student will learn how the body responds to exercise demands and the positive benefits, known as training effects, that can be achieved through healthy exercise habits.
- Student will be able to differentiate between cardiorespiratory exercise and muscle strength and endurance exercise and how those components make up physical fitness.

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 100</td>
<td>Principles of Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Principles of Biology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ES/T 202</td>
<td>Introduction to Kinesiology</td>
<td>3</td>
</tr>
</tbody>
</table>

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 260</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 100</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>COMM 103</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Complete 1 unit from ES/Activity</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 261</td>
<td>Principles of Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Complete 1 unit from ES/Activity</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total units 30

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

ASSOCIATE IN ARTS FOR TRANSFER

KINESIOLOGY

STUDENT TRANSFER ACHIEVEMENT REFORM (STAR) ACT (SB1440)

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01365)

The Kinesiology program offers a wide range of possibilities for the student who wants to pursue a degree in the interdisciplinary approach to the study of human movement, athletic training, physical education, prephysical therapy, human anatomy, human physiology, and the social and psychological aspects of exercise, fitness and sport. Exploration of career opportunities in areas sport, movement, exercise and fitness, including teaching, coaching, and fitness professions. Transfer Credit: CSU.

REQUIRED CORE: (11 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES/T 202</td>
<td>Introduction to Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 260</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 261</td>
<td>Principles of Human Physiology</td>
<td>4</td>
</tr>
</tbody>
</table>

Movement-based Courses (minimum 3 units)

Select a maximum of one (1) course from any three (3) of the following areas for a minimum of three units: Aquatics, Fitness, Individual Sports, Team Sports

Aquatics:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES/A 155</td>
<td>Swimming I</td>
<td>1</td>
</tr>
<tr>
<td>ES/A 223</td>
<td>Beginning Sailing</td>
<td>1–2</td>
</tr>
<tr>
<td>ES/A 227</td>
<td>Aquatic Exercise I</td>
<td>1</td>
</tr>
<tr>
<td>ES/A 238</td>
<td>Beginning Surfing</td>
<td>1</td>
</tr>
</tbody>
</table>

Fitness:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES/A 264</td>
<td>Beginning Yoga</td>
<td>1</td>
</tr>
</tbody>
</table>

Individual Sports:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES/A 135</td>
<td>Bowling—Beginning</td>
<td>1</td>
</tr>
<tr>
<td>ES/A 143</td>
<td>Badminton I</td>
<td>1</td>
</tr>
</tbody>
</table>
LIST A: select two courses (7–8 units)

MATH 119 Elementary Statistics (4)
OR
SOC 270 Statistical Methods of Sociology (3)
OR
BIOL 100 Principles of Biology (3)
AND
BIOL 101 Principles of Biology Laboratory (1)
OR
CHEM 100 Introduction to General Chemistry (4)
OR
CHEM 170 Preparation for General Chemistry (4)

Total units 21–23

* Students planning to transfer to a four-year college or university should complete courses specific to transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center.

FITNESS SPECIALIST CERTIFICATION: BASIC

CERTIFICATE OF PROFICIENCY
CAREER/TECHNICAL (MAJOR CODE: 01361)
The Fitness Specialist program is designed to train and qualify students to function as entry-level, intermediate, and advanced group exercise leaders and personal trainers. Students will learn the scientific principles of exercise and physical conditioning, techniques of exercise leadership with groups and individuals, assessment and establishment of healthy behaviors, nutrition and the designing of safe, effective, and personalized exercise plans for a variety of clients.

Program Student Learning Outcome Statement
• Student will be able to create an effective and safe exercise program based on observation, client assessment and risk stratification to improve fitness level of target population.
• Student will learn teaching methodologies needed to implement exercise programs to target populations in various fitness settings.

FITNESS SPECIALIST CERTIFICATION: ADVANCED

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 01362)
The Fitness Specialist program is designed to train and qualify students to function as entry-level, intermediate, and advanced group exercise leaders and personal trainers. Students will learn the scientific principles of exercise and physical conditioning, techniques of exercise leadership with groups and individuals, assessment and establishment of healthy behaviors, nutrition and the designing of safe, effective, and personalized exercise plans for a variety of clients.

Program Student Learning Outcome Statement
• Students will learn the aspects of a variety of diverse situations in the fitness setting with respect to CPR and first aid, risk assessment and basic protocol of injury management.
• Student will learn teaching methodologies needed to implement exercise programs to target populations in various fitness settings.
• Student will be able to create an effective and safe exercise program based on observation, client assessment and risk stratification to improve fitness level of target population.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

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FAMILY STUDIES

HIGHER EDUCATION CENTER AT SAN YSIDRO

DEAN: Silvia Cornejo, M.A., Office 4118B, 619-216-6755
FACULTY: Sandra Corona, Ph.D.; Leslynn Gallo, Ph.D.; Mary Holmes, M.A.; Virginia Watson, M.A.
DEPARTMENT CHAIR: Leslynn Gallo, Ph.D.

GENERAL DESCRIPTION
Child development is the study of the physical, socio-emotional, cognitive, and psychomotor growth and development of the child from conception to adolescence. This department explores human anatomy, health, psychology, sociology, education, nutrition, home and childcare environments, community resources, curriculum, childrearing, and language acquisition as they pertain to the child in contemporary society.

CAREER OPTIONS
Below is a sample of the career options available for the child development major. Most require a certificate or associate degree, some require a bachelor's degree, or a graduate degree: infant-toddler teacher, preschool teacher, director or owner, parent education instructor, elementary school teacher, child and family counselor, pediatric psychologist, college instructor, social worker, adoption counselor, education technician, tutor, social service agent, pediatric nurse or physician, and public health administrator.

DEGREE/CERTIFICATE OPTIONS MAJOR CODE
Associate in Arts Degree: Transfer Preparation Child Development 01750

Associate in Arts Degree: Career/Technical Child Development Teacher B2721

Certificates of Achievement Child Development Teacher Permit Certificate B2722

Certificates of Proficiency Family Childcare—Bilingual (English/Spanish) B2725
Spanish-to-English Associate Teacher Certificate 02723

Total units 23.5

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN ARTS DEGREE

CHILD DEVELOPMENT

ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01750)
Prepares students to work as preschool teachers or directors or to transfer to other colleges and universities offering a bachelor's degree in child development for more advanced careers with children.

Students will acquire the ability to understand the cognitive development of the child from pre-birth through adolescence, as well as his/her emotional, social, physical and educational needs, and to develop skills to work with the young child.

Program Student Learning Outcome Statement:
- Students will be able to apply major concepts of child development and demonstrate the skills necessary to guide young children in a classroom setting.

CD 170 Principles of Child Development 3
CD 170L Principles of Child Development Laboratory 1
CD 180 Observation and Guidance for Child Development 3
CD 181 Curriculum Planning for Child Development 3
CD 184 Observation and Documentation 3
CD 282A Child Development Field Practicum 3
CD 284 Child, Family, and Community 3
CD 135 Principles of Family Development 3
SOC 101 Introduction to Sociology (3) OR
PSYC 101 Introduction to Sociology (3) OR
SOC 270 Statistical Methods of Sociology (3) OR
PSYC 270 Statistical Methods of Psychology (3) OR

Total units 28

Recommended Electives: CD 175, 177.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.
Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

**CHILD DEVELOPMENT TEACHER**

**ASSOCIATE IN ARTS DEGREE**  
**CAREER/TECHNICAL (MAJOR CODE: B2721)**  
Designed to prepare students to qualify as teachers of young children. A practicum component allows students to apply theoretical knowledge to student teaching experience.

**Program Student Learning Outcome Statement:**  
- Upon completion of the program students will be able to support the cognitive, language, physical and socio-emotional development of young children, identifying and applying major concepts of child development.

**FIRST SEMESTER**
- CD 170 Principles of Child Development 3
- CD 180 Observation and Guidance for Child Development 3
- CD 181 Curriculum Planning for Child Development 3

**SECOND SEMESTER**
- CD 283 Emerging Literacy 3
- CD 284 Child, Family, and Community (3) 3
- CD 135 Principles of Family Development (3) 3
- CD 133 Math, Science, and Technology for Young Children (3) 3
- CD 177 Alternatives to Violence (3) 3
- CD 173 Development of Infants and Toddlers (3) 3
- CD 176 Music and Movement for Young Children (3) 3

**THIRD SEMESTER**
- CD 184 Observation and Documentation 3
- CD 275 Art for Children 3
- CD 172 Curriculum for Infants and Toddlers (3) 3
- CD 278 Working with Children and Families with Special Needs (3) 3
- CD 279 Early Education Service Learning in a Global Environment (3) 3

**FOURTH SEMESTER**
- CD 282A Child Development Filed Practicum 3
- CD 175 Nutrition, Health, and Safety for Children 3

**Total units**

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

**Note:** After completion of this coursework, student will qualify for the teacher level of the State of Education’s permit (www.childdevelopment.org).

- Students who successfully complete CD 175—Nutrition, Health, and Safety for Children, will receive certification in Infant and Children, First Aid, and CPR.

**CERTIFICATES**

**CHILD DEVELOPMENT TEACHER PERMIT CERTIFICATE**

**CERTIFICATE OF ACHIEVEMENT**  
**CAREER/TECHNICAL (MAJOR CODE: B2722)**  
Designed to prepare students as preschool teachers and qualify for State Permit on the Teacher Permit level.

**Program Student Learning Outcome Statement:**  
- Upon completion of the program students will be able to apply and identify major concepts of child development and demonstrate the skills necessary to guide young children in a classroom context.

**GAINFUL EMPLOYMENT:**

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.
FIRST SEMESTER
CD 170  Principles of Child Development  3
CD 180  Observation and Guidance for Child Development  3
CD 181  Curriculum Planning for Child Development  3
Complete 3 units from Group 1  3

SECOND SEMESTER
CD 283  Emerging Literacy  3
CD 135  Principles of Family Development (3)  3
OR
CD 284  Child, Family, and Community (3)  3
Complete 3 units from Group 2  3

THIRD SEMESTER
CD 184  Observation and Documentation  3
ENGL 115  College Composition: Reading and Writing Analytically (4)  OR
SPAN 101  Elementary Spanish I (5)  3–5
SPAN 215  Spanish for Bilinguals I (5)  OR
COMM 103  Oral Communication (3)  3
Complete 3 units from Group 1 & complete 3 units from Group 2  6

FOURTH SEMESTER
CD 282A  Child Development Field Practicum  3
BIOL 140  Environmental Biology (3)  OR
LNT 100  Plant and Horticulture Science (4)  OR
SOC/PSYC 270  Statistical Methods of Sociology (3)  OR
MATH 101  College Algebra (3)  3–4
Complete 6 units from Group 3  3–6
Total units  42–48

GROUP I
CD 133  Math, Science, and Technology for Young Children (3)
CD 172  Curriculum for Infants and Toddlers (3)
CD 173  Development of Infants and Toddlers (3)
CD 175  Nutrition, Health, and Safety for Children (3)
CD 176  Music and Movement for Young Children (3)
CD 177  Alternatives to Violence (3)
CD 275  Art for Children (3)
CD 278  Working with Children and Families with Special Needs (3)
CD 279  Early Education Service Learning in a Global Environment (3)

GROUP 2
ART 101  Design I (3)
ART 104  Introduction to Art (3)
ENGL 270  Multicultural Literature (3)
MUS 105  Introduction to Music (3)
MUS 195  World Music (3)

GROUP 3
PSYC 101  General Psychology (3)
SOC 101  Introduction to Sociology (3)
HIST 104  Western Civilization I (3)
HIST/MAS 141  Mexican-American History I (3)
PS 101  Introduction to Political Science (3)
* (Eligible for Spanish Proficiency Certificate)

FAMILY CHILD CARE: BILINGUAL (ENGLISH/SPANISH)

CERTIFICATE OF PROFICIENCY
CAREER/TECHNICAL (MAJOR CODE: B2725)

Family childcare businesses are licensed to care for children in a home environment. The family childcare provider is responsible for designing developmentally appropriate curriculum for multi-age groups of children; providing a safe environment; and operating a successful small business. Designed for the prospective and experienced family childcare provider.

Program Student Learning Outcome Statement:
- Upon the completion of this program students will demonstrate the skills necessary to identify the elements of a quality childcare environment consists of according to child’s development and needs and apply concepts of child development to promote creativity and support all areas of development including cognitive, psychosocial and language development of children ages birth through school-age.

Total units  11
SPANISH-TO-ENGLISH ASSOCIATE TEACHER CERTIFICATE

CERTIFICATE OF PROFICIENCY
CAREER/TECHNICAL (MAJOR CODE: 02723)
The Spanish-to-English teacher certificate meets the academic requirements for the associate teacher permit through the State Department of Education and Child Development Division. This certificate is comprised of four-core classes in child development, which are linked to four English as a Second Language courses. The program is designed for students to learn child development concepts while acquiring English language skills. The child development courses will begin with predominantly Spanish instruction. As students progress through the courses, English instruction will increase as their English proficiency increases. This is a sequential program in which students form a community of learners starting and ending the program together. Upon completion of this certificate, students may either choose to seek employment or complete the child development teacher certificate offered in English.

Program Student Learning Outcome Statement:
• Student will list and explain tasks, skills and cognitive, physical, language and socioemotional operations during milestones of child development in simple English at an intermediate low level of proficiency from written observations and be able to explain them to the class and/or in writing.

FIRST SEMESTER
CD 170 Principles of Child Development 3
ESL 27A ESL for Child Development: Principles of Child Development 2

SECOND SEMESTER
CD 180 Observation and Guidance for Child Development 3
ESL 27B ESL for Child Development: Child Guidance 1

THIRD SEMESTER
CD 181 Curriculum Planning for Child Development 3
ESL 27C ESL for Curriculum 1

FOURTH SEMESTER
CD 284 Child, Family, and Community 3
ESL 27D ESL for Child, Family and Community 1

Total units 17

FIRE SCIENCE TECHNOLOGY

HIGHER EDUCATION CENTER AT OTAY MESA

DEAN: Silvia Cornejo, M.A., Office 4118D, 619-216-6755
FACULTY: Vacant
DEPARTMENT CHAIR: Ronald Ungar, M.A.
DIRECTOR: Devin Price, M.S.

GENERAL DESCRIPTION
Today, fire service personnel are faced with a diverse and complex environment. Fire fighters must possess sufficient knowledge and skills to deal effectively with the fire protection problem, emergency medical care response, and hazardous materials. The study of fire science includes the philosophy, history, chemistry, physics, laws, terminology, technology and detection, and prevention of fires.

CAREER OPTIONS
Below is a sample of the career options available to the fire science major. Most require a certificate of achievement or an associate in science degree and graduation from a fire academy. Positions are available in state and federal agencies and private industry. Careers in fire protection include public fire service, fire protection and engineering, and education. Openings occur each year in fire service and related fields for men and women who possess the proper education and qualifications.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>Degree/Certificate Options</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Science Degree: Career/Technical</td>
<td>02845</td>
</tr>
<tr>
<td>Fire Science Technology</td>
<td></td>
</tr>
<tr>
<td>Certificate of Achievement</td>
<td>02846</td>
</tr>
<tr>
<td>Fire Science Technology</td>
<td></td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.
The program below is undergoing modification and the modification will be placed into an addendum upon Chancellor’s Office approval - see your counselor for further information and visit the college website under http://www.swccd.edu/catalog link for the latest addenda updates.

ASSOCIATE IN SCIENCE DEGREE
FIRE SCIENCE TECHNOLOGY

ASSOCIATE IN SCIENCE DEGREE CAREER/TECHNICAL (MAJOR CODE: 02845)
Provides training in the theory and practice of fire technology, the fire service, and the fire protection field. It is designed to enhance qualifications for entry into the fire service, for preparation for entry-level hiring examinations, and for current firefighters wishing to complete a degree in fire technology.

Program Student Learning Outcome Statement
• Upon completion of this program, the student will demonstrate proficiency in multi-faceted communication skills, assessment of the problem(s), interpretation of information and make judgments related to hazardous emergencies, medical emergencies, and fire (potential/actual) incidents.
• Upon completion of this program, the student will demonstrate proficiency in all aspects of basic firefighter emergency responses as related to investigation and mitigation of the situation.
• Upon completion of this program, the student will demonstrate proficiency in working collegially with a diverse population in stressful environments in the basic firefighter role.

FS 10 Skills Preparation for Fire Services 3
FS 101 Fire Protection Organization 3
FS 102 Fire Behavior and Combustion 3
FS 103 Fire Prevention Technology 3
FS 104 Fire Protection Equipment and Systems 3
FS 106 Building Construction for Fire Protection 3
Complete 17 units from electives 17

Total units 35


To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

CERTIFICATE
FIRE SCIENCE TECHNOLOGY

CERTIFICATE OF ACHIEVEMENT CAREER/TECHNICAL (MAJOR CODE: 02846)

Program Student Learning Outcome Statement
• Upon completion of this program, the student will demonstrate proficiency in multi-faceted communication skills, assessment of the problem(s), interpretation of information and make judgments related to hazardous emergencies, medical emergencies, and fire (potential/actual) incidents.
• Upon completion of this program, the student will demonstrate proficiency in all aspects of basic firefighter emergency responses as related to investigation and mitigation of the situation.
• Upon completion of this program, the student will demonstrate proficiency in working collegially with a diverse population in stressful environments in the basic firefighter role.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

The program below is undergoing modification and the modification will be placed into an addendum upon Chancellor’s Office approval - see your counselor for further information and visit the college website under http://www.swccd.edu/catalog link for the latest addenda updates.
FS 10  Skills Preparation for Fire Services  3
FS 101  Fire Protection Organization  3
FS 102  Fire Behavior and Combustion  3
FS 103  Fire Prevention Technology  3
FS 104  Fire Protection Equipment and Systems  3
FS 106  Building Construction for Fire Protection  3
Complete 17 units from electives  17

Total units  35


ASSOCIATE IN ARTS DEGREE

FRENCH

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01410)

Foreign language courses are intended: 1) to provide required instruction for students majoring in foreign language; 2) to meet the foreign language competency for graduation required by many colleges and universities (e.g., San Diego State University); 3) to afford credit in the humanities for students seeking to meet the general education transfer breadth requirements; and 4) to provide instruction for the student seeking foreign language skills for personal development.

Program Student Learning Outcome Statement

• Initiate, sustain and close a variety of uncomplicated interpersonal and interpretive communicative tasks in the target language, and handle social situations in a culturally sensitive and collegial manner.

FIRST SEMESTER
FREN 101  Elementary French I  5

SECOND SEMESTER
FREN 102  Elementary French II  5

THIRD SEMESTER
FREN 201  Intermediate French I  5

FOURTH SEMESTER
FREN 202  Intermediate French II  5

Total units  20

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.
GEOGRAPHY

DEPARTMENT CHAIR: Jeff Veal, Ph.D.

FACULTY:
- Ken Yanow, M.S., M.A.
- Michael Odu, Ph.D., Office 215A, 619-482-6344

PROGRAMS

SCHOOL OF MATHEMATICS, SCIENCE, AND ENGINEERING

ASSOCIATE IN ARTS DEGREE

DEGREE/CERTIFICATE OPTIONS

MAJOR CODE
Associate in Arts Degree: Transfer Preparation
- Geography 01770
- Geography (SB1440) 01775

Certificate of Achievement
- Geospatial Technology Technician A1772

Certificates of Proficiency:
- Geographic Information Science—Continuing Students and Working Professionals 01771

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

GENERAL DESCRIPTION

Geography is a science that seeks to analyze the physical environment as well as study human influences to and interactions with the environment. Thus, this discipline examines the various physical forces that help shape the landscape and the role that humans play in the alteration of the landscape. Geography is a spatial and temporal science. A geographer will study the spatial and temporal distribution of vegetation across the globe, the physical forces leading to earthquakes and volcanoes, the historical and future arrangements of human societies across the planet, and the reasons behind differing climates from one part of the world to the next—presently, historically, and predictively. The field is strongly interdisciplinary with roots in the physical and cultural sciences.

CAREER OPTIONS

Below is a sample of the career options available for the geography major. A few of these require an associate in science degree, most require a bachelor’s degree, and some require a graduate-level degree: geographer, high school or college instructor, cartographer, weather observer, demographer, land use planner, geographic analyst, aerial photo interpreter, remote sensing specialist, land economist, climatologist, environmental scientist, geographic information system specialist, site researcher, urban planner, and soil conservationist.

ASSOCIATE IN ARTS DEGREE

TRANSFER PREPARATION * (MAJOR CODE: 01770)

Designed to introduce students to the department through the study of physical elements and cultural aspects of geography. Physical geography examines forces shaping the landscape including weather, soil, water bodies, and the Earth’s interior. Cultural geography studies and compares location and distribution of human values such as cultures, religion, political ideologies, economics, languages, technology, population, and recreation combined to produce a cultural landscape. Regional geography concentrates on specific regions of the world, for example, California.

Program Student Learning Outcome Statement:

- Students will be able to communicate their understanding and analysis results by making maps, writing research papers and technical reports, giving oral presentations, and developing multimedia presentations.
- Students will develop capabilities and technical skills to apply scientific research methods (in both natural and social sciences) to observe, collect, and process geographic data; to perform analysis based on the knowledge, theories and principles in geography; and to draw quantitative and qualitative conclusions.
- Students will develop capabilities and technical skills to apply scientific research methods (in both natural and social sciences) to observe, collect, and process geographic data; to perform analysis based on the knowledge, theories and principles in geography; and to draw quantitative and qualitative conclusions. Specifically, they should be able to demonstrate: a) The capability to identify and define research problems in physical and/or human geography fields; b) The capability to draw conclusions and/or suggest solutions based on their analysis results.
- Students will be able to use written text, speech, maps, graphics, equations, and other devices to identify and describe spatial characteristics, patterns and processes at a variety of scales in physical, human, and social economic environment, including themes in atmosphere, biosphere, lithosphere, hydrosphere, population, culture, economics, settlements, and policies.
In addition, geospatial technologies, such as Geographic Information Systems (GIS), remote sensing (RS), and Global Positioning Systems (GPS) are requisite tools for the modern geographer.

**Program Student Learning Outcome Statement:**
- Students will be able to define and apply major sociological concepts, theories and research methodologies to analyze a variety of social and/or cultural issues.

**REQUIRED CORE: (7 units)**
- GEOG 100 Introduction to Geography—Physical Elements 3
- GEOG 101 Physical Geography Laboratory 1
- GEOG 120 Introduction to Geography: Cultural Elements 3

**LIST A: select 2 to 3 courses (6–9 units)**
- GEOG 106 World Regional Geography (3)
- GEOG 160 Geography of California (3)
- GEOG 145 Introduction to Mapping and Geographic Information Science (GIS) (3)
- GEOG 150 Geographic Information Science and Spatial Reasoning (3)
- GEOG 130 Weather and Climate (3)

**LIST B: select two courses below or any course from List A not already used (6–8 units)**
- GEOG 152 Advanced GIS—Project Design and Applications (3)
- GEOG 154 Introduction to Remote Sensing (3)
- GEOG 155 Introduction to Image Analysis (3)
- MATH 130 Introduction to Computer Programming (4)
- MATH 119 Elementary Statistics (4)
- ANTH 102 Cultural Anthropology (3)
- GEOL 100 Principles of Geology (3)

**Total units 19–24**
- * Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.
The program below is undergoing modification and the modification will be placed into an addendum upon Chancellor's Office approval - see your counselor for further information and visit the college website under http://www.swccd.edu/catalog link for the latest addenda updates.

CERTIFICATES

GEOGRAPHIC INFORMATION SCIENCE: CONTINUING STUDENTS AND WORKING PROFESSIONALS

CERTIFICATE OF PROFICIENCY
CAREER/TECHNICAL (MAJOR CODE: 01771)
The following certificate track is designed for 1) continuing students seeking training in Geographic Information Science (GIS) for their specific discipline, and 2) working professionals seeking GIS training for their present job. The program introduces both GIS concepts and applications. Special emphasis is on hands-on experience with the hardware, software, and techniques employed in science, industry, and academia.

GIS integrates innovative tools and techniques that enables users to view and analyze temporal and spatial information in an exciting, dynamic, and productive fashion. Ultimately, a GIS helps you solve problems by looking at data in a way that is readily understood and easily shared. The ability of GIS to manage, correlate, predict, model, and share spatial information, visually and dynamically, makes GIS an essential component for any spatial discipline, including (but not limited to) geography, geology, environmental science, biology, political science, anthropology, humanities, criminal justice, health, history, education, economics, real estate, and military science.

Program Student Learning Outcome Statement:

- Students will be able to communicate their understanding and analysis results by making maps, writing research papers and technical reports, and developing multimedia presentations. Specifically, they should be able to demonstrate the principles of cartography and the convention of map making.
- Students will develop capabilities and technical skills to apply scientific research methods (in both natural and social sciences) to observe, collect, and process geographic data; to perform analysis based on the knowledge, theories and principles in geography; and to draw quantitative and qualitative conclusions. Specifically, they should be able to demonstrate the following: The capability to observe, collect, and process geographic data with state of the art technology, including GIS, Remote Sensing, GPS, field data collection instruments, as well as obtaining data from document and literature sources.
- Students will be able to demonstrate the capability to perform data analysis based on critical thinking skills and use of technical and quantitative methods, including GIS, Remote Sensing, modeling software, and statistical methods.

The ability of GIS to manage, correlate, predict, model, and share spatial information, visually and dynamically, makes GIS an essential component for any spatial discipline, including (but not limited to) geography, geology, environmental science, biology, political science, anthropology, humanities, criminal justice, health, history, education, economics, real estate, and military science.

GEOG 145 Introduction to Mapping and Geographic Information Science (GIS) 3
GEOG 150 Geographic Information Science and Spatial Reasoning 3
GEOG 152 Advanced GIS—Project Design and Applications 3

Total units 9
CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: A1772)

The following certificate track is designed for students seeking an entry-level position as a Geospatial Technology Technician. The program introduces both geospatial concepts and applications (including Geographic Information Systems (GIS), remote sensing, and image analysis). Special emphasis is on hands-on experience with the hardware, software, and techniques employed in science, industry, and academia. All of the core courses in this certificate track are short-track (8-weeks in length) and 100% online; the internship course (GEOG 153) will take place on campus or at a private or public entity.

Geospatial Technology integrates innovative tools and techniques that enables users to view and analyze temporal and spatial information in an exciting, dynamic, and productive fashion. Ultimately, geospatial technology (including GIS, remote sensing, and image analysis) helps one solve problems by looking at data in a way that is readily understood and easily shared. Today, a significant need exists within the workforce for personnel trained as Geospatial Technology Technicians. For further information visit http://www.swccd.edu/~gis or contact Professor Ken Yanow (kyanow@swccd.edu).

Program Student Learning Outcome Statement:

- Students will be able to communicate their understanding and analysis results by making maps, writing research papers and technical reports, and developing multimedia presentations. Specifically, they should be able to demonstrate the principles of cartography and the convention of map making.
- Students will develop capabilities and technical skills to apply scientific research methods (in both natural and social sciences) to observe, collect, and process geographic data; to perform analysis based on the knowledge, theories and principles in geography; and to draw quantitative and qualitative conclusions. Specifically, they should be able to demonstrate the following: The capability to observe, collect, and process geographic data with state of the art technology, including GIS, Remote Sensing, GPS, field data collection instruments, as well as obtaining data from document and literature.
- Students should be able to demonstrate the capability to perform data analysis based on critical thinking skills and use of technical and quantitative methods, including GIS, Remote Sensing, modeling software, and statistical methods.

Gainful Employment:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment

| GEOG 145 | Introduction to Mapping and Geographic Information Systems (GIS) | 3 |
| GEOG 150 | Exploring Our World—Maps and Geospatial Science | 3 |
| GEOG 152 | GIS—Project Design and Applications | 3 |
| GEOG 154 | Introduction to Remote Sensing (3) | 3 |
| PHS 154 | Introduction to Remote Sensing (3) | 3 |
| GEOG 155 | Introduction to Image Analysis (3) | 3 |
| PHS 155 | Introduction to Image Analysis (3) | 3 |
| GEOG 153 | GIS Internship | 3 |
| **Total units** | **18** |

GEOLOGY

SCHOOL OF MATHEMATICS, SCIENCE, AND ENGINEERING

DEAN: Michael Odu, Ph.D., Office 215A, 619-482-6344
FACULTY: Ken Yanow, M.S., M.A.
DEPARTMENT CHAIR: Jeff Veal, Ph.D.

GENERAL DESCRIPTION

Geology is the study of the composition, structure, and evolution of the Earth. It is an interdisciplinary science that combines geological observations and concepts with those of biology, chemistry, physics, and mathematics. This department explores rocks, minerals, fossils, and geologic principles and the processes such as plate tectonics, continental drift, and rock forming that continue to shape the Earth and its environments. Specialization within the field of geology ranges from engineering and geophysics to paleontology and marine geology.

CAREER OPTIONS

Below is a sample of the career options available for the geology major.

A few of these require an associate in science degree, most require a bachelor’s degree, and some require a graduate-level degree: geologist, soils engineer, geological technician, earth science teacher, college instructor, geophysicist, park ranger, land use planner, geochemist, astrogeologist, marine geologist, glacial geologist, mining geologist, photogeologist, oil and gas geologist, mineralogist, paleontologist, volcanologist, and seismologist.
DEGREE/CERTIFICATE OPTIONS

ASSOCIATE IN SCIENCE DEGREE

MAJOR CODE

Associate in Science Degree: Transfer Preparation

Geology 01780
Geology for Transfer 01785

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

The program below is undergoing modification and the modification will be placed into an addendum upon Chancellor’s Office approval - see your counselor for further information and visit the college website under http://www.swccd.edu/catalog link for the latest addenda updates.

ASSOCIATE IN SCIENCE DEGREE

GEOLOGY

ASSOCIATE IN SCIENCE DEGREE

TRANSFER PREPARATION * (MAJOR CODE: 01780)

Designed for students who desire a general background in the field of geology in preparation for transfer to another college or university. Some of the courses listed below require the completion of prerequisites, and students should begin with the study of biology and mathematics.

Geology majors are advised to give first priority to lower-division requirements for the major as they are prerequisites for most upper-division courses. Only as many general education courses should be taken as can be included in the 70-unit transfer limitation, and these must be chosen with care to ensure that they fit into the general education pattern at the transfer school.

Program Student Learning Outcome Statement:

- Students will understand the philosophical, mathematical and physical science foundations of geology. Specifically, they will demonstrate a basic understanding of the physical science foundations of geology.

- Students will have basic knowledge and understanding of the content of modern geology. Specifically, they will be able to explain the nature of tectonic forces in the Earth’s crust and their effects on most geological processes, understand and be able to explain geologic time and fossil record, and understand and be able to explain basic surficial processes and human interrelationships with Earth’s surface.

- Students will acquire knowledge and demonstrate skills to collect and analyze Earth’s minerals and rocks. Specifically, they will demonstrate the skills necessary to gather and interpret field and other types of geologic data, identify samples of basic mineral and rock material found on Earth’s surface, understand and be able to explain the basic physical and chemical attributes of Earth’s minerals and rocks, and explain how Earth’s basic minerals and rocks form chemically and physically.

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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<tr>
<td>BIOL 100</td>
<td>Principles of Biology</td>
<td>3</td>
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<tr>
<td>BIOL 101</td>
<td>Principles of Biology Laboratory</td>
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<tr>
<td>GEOL 100</td>
<td>Principles of Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 101</td>
<td>General Geology Laboratory</td>
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<tr>
<td>MATH 250</td>
<td>Analytic Geometry and Calculus I</td>
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SECOND SEMESTER

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<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>CHEM 200</td>
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<tr>
<td>MATH 251</td>
<td>Analytic Geometry and Calculus II</td>
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<td>PHYS 270</td>
<td>Principles of Physics I</td>
<td>3</td>
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<tr>
<td>PHYS 271</td>
<td>Principles of Physics Laboratory I</td>
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THIRD SEMESTER

<table>
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<tr>
<td>CHEM 210</td>
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<tr>
<td>MATH 252</td>
<td>Analytic Geometry and Calculus III</td>
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<tr>
<td>PHYS 272</td>
<td>Principles of Physics II</td>
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<tr>
<td>PHYS 273</td>
<td>Principles of Physics Laboratory II</td>
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FOURTH SEMESTER

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<th>Course</th>
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<td>MATH 130</td>
<td>Introduction to Computer Programming</td>
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<tr>
<td>PHYS 274</td>
<td>Principles of Physics III</td>
<td>3</td>
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<tr>
<td>PHYS 275</td>
<td>Principles of Physics Laboratory III</td>
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</tbody>
</table>

Total units 47

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

ASSOCIATE IN SCIENCE DEGREE

GEOLOGY FOR TRANSFER

STUDENT TRANSFER

ACHIEVEMENT REFORM (STAR)

ACT (SB1440)

ASSOCIATE IN SCIENCE DEGREE

TRANSFER PREPARATION * (MAJOR CODE: 01785)

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
Geology is the study of the composition, structure, and evolution of the Earth. It is an interdisciplinary science that combines geological observations and concepts with those of biology, chemistry, physics, and mathematics. This department explores rocks, minerals, fossils, and the internal and external geophysical processes that continue to shape the Earth and its environments. Specialization within the field of geology ranges from engineering and geophysics to paleontology and marine geology.

Program Student Learning Outcome Statement:

• Students will have basic knowledge and understanding of the content of modern geology. Specifically, they will be able to explain the nature of tectonic forces in the Earth's crust and their effects on most geological processes, understand and be able to explain geologic time and fossil record, and understand and be able to explain basic surficial processes and human interrelationships with Earth's surface.

• Students will acquire knowledge and demonstrate skills to collect and analyze Earth's minerals and rocks. Specifically, they will demonstrate the skills necessary to gather and interpret field and other types of geologic data, identify samples of basic mineral and rock material found on Earth's surface, understand and be able to explain the basic physical and chemical attributes of Earth's minerals and rocks, and explain how Earth's basic minerals and rocks form chemically and physically.

• Students will understand the philosophical, mathematical and physical science foundations of geology. Specifically, they will demonstrate a basic understanding of the physical science foundations of geology.

**REQUIRED CORE: (27 UNITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>GEOL 100</td>
<td>Principles of Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 101</td>
<td>General Geology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>GEOL 115</td>
<td>Dinosaurs and the Story of Earth</td>
<td>3</td>
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<tr>
<td>GEOL 115L</td>
<td>Dinosaurs and the Story of Earth Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 200</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 210</td>
<td>General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>MATH 250</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 251</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total units** 27

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center.

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**HISTORY**

**SCHOOL OF ARTS, COMMUNICATION, AND SOCIAL SCIENCES**

**ACTING DEAN:** William Kinney, M.A., Office 702B, 619-482-6372  
**FACULTY:** Victor Chavez, M.A.; Stanley James, M.A.; Laura Ryan, M.A.; Felix Tuyay, M.A.  
**DEPARTMENT CHAIR:** Stanley James, M.A.

**GENERAL DESCRIPTION**

History is the study of all human experience. History examines the people, institutions, ideas, and events of the past and present. This department provides the basic information necessary for analyzing the major political, economic, and social conditions affecting contemporary society. Historians usually specialize in a chronological, geographical, and/or topical area that constitutes an academic field for inquiry and research, such as U.S. history, ancient Greece, Africa, medieval Europe, Mexico, Islam, China, Latin America, or women in history.

**CAREER OPTIONS**

Below is a sample of the career options available for the history major. A few of these require an associate in arts degree, most require a bachelor's degree, and some require a graduate-level degree: research assistant, high school or college instructor, foreign service officer, state park historian or technician, writer, historian, travel journalist, archivist, research analyst, museum curator or director, lawyer, banker, market researcher, business person, public administrator, and historical society personnel.

**DEGREE/CERTIFICATE OPTIONS**

**MAJOR CODE**

Associate in Arts Degree: Transfer Preparation  
History 01790  
History (SB1440) 01795

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

**ASSOCIATE IN ARTS DEGREE**

**HISTORY**

**ASSOCIATE IN ARTS DEGREE**

**TRANSFER PREPARATION * (MAJOR CODE: 01790)**

History is an academic department offering both breadth and focus. The study of history contributes to cultural literacy and develops critical thinking and other useful skills while helping students understand today and plan for tomorrow. Therefore, it provides a solid fundamental preparation for transfer as a history major or for a career in business, industry, government, or education.
Program Student Learning Outcome Statement:
- Student will be able to identify and conduct comparative analyses within a regional, national, and global framework, the major concepts, relationships, issues, contributions, and paradigms that are basic to specific eras of history.

Complete 3 of the following 2-course sequences:

**FIRST SEQUENCE**
- HIST 100 American Civilization I (3)
- HIST 101 American Civilization II (3)

**SECOND SEQUENCE**
- HIST 104 Western Civilization I (3)
- HIST 105 Western Civilization II (3)

**THIRD SEQUENCE**
- HIST 106 World History I (3)
- HIST 107 World History II (3)

**FOURTH SEQUENCE**
- HIST 121 Comparative History of the Americas I (3)
- HIST 122 Comparative History of the Americas II (3)

**Total units** 18

**Recommended Electives:**
- HIST 110, 111, 112, 113, 114, 141, 142.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

**ASSOCIATE IN ARTS FOR TRANSFER**

**HISTORY**

**STUDENT TRANSFER ACHIEVEMENT REFORM (STAR) ACT (SB1440)**

**ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01795)**

**History is the study of all human experience. History examines the people, institutions, ideas, and events of the past and present. History is a social science that studies and analyzes the chronological, geographical, national, and ethnic accounts of what we believe to be the human record.**

**REQUIRED CORE: (6 units)**
- HIST 100 American Civilization I 3
- HIST 101 American Civilization II 3

**LIST A: select two courses (6 unit)**
- HIST 106 World History I (3)
  OR
- HIST 104 Western Civilization I (3)
  AND
- HIST 107 World History II (3)
  OR
- HIST 105 Western Civilization II (3)

**LIST B: select one course from each AREA (6–9 units)**

**AREA 1: (3–6 units)**

Any diversity course defined as:
- **A)** World History to 1500 or World History Since 1500 if not used in List A.
  OR
- A non-western history course (any history course not pertaining to the US or Europe) articulated as fulfilling CSU GE Area C or D or IGETC Area 3 or 4.
  OR
- Any course from the humanities or social sciences (including history) that addresses any historically under-represented group or non-western subject articulated as fulfilling CSU GE Area C or D or IGETC Area 3 or 4.

- HIST 106 World History I (3)
- HIST 107 World History II (3)
- AFRO 110 African-American History I (3)
- HIST 110 African-American History I (3)
- AFRO 111 African-American History II (3)
- HIST 111 African-American History II (3)
- MAS 141 Mexican-American History I (3)
- HIST 141 Mexican-American History I (3)
- MAS 142 Mexican-American History II (3)
- HIST 142 Mexican-American History II (3)
- ASIA 112 Asian-American History I (3)
- HIST 112 Asian-American History I (3)
- ASIA 113 Asian-American History II (3)
- HIST 113 Asian-American History II (3)
- ASIA 114 Filipino-American History (3)
- HIST 114 Filipino-American History (3)
- HIST 132 Women in World History (3)
- PS 103 Introduction to Comparative Government (3)
- PS 104 Introduction to International Relations (3)
- SOC 105 Masculinity (3)
- SOC 106 Race and Ethnicity (3)
- MAS 150 Mexican and Mexican-American Cultures in the United States (3)
- SOC 150 Mexican and Mexican-American Cultures in the United States (3)
- AFRO 151 Introduction to African-American Culture (3)
- SOC 151 Introduction to African-American Culture (3)
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
responsibility and higher wages. With this career ladder in mind, the School of Business, Professional & Technical Education has designed both a basic and an advanced certificate to allow students to enter or to advance in the industry. Our School has also designed an associate in science degree that will allow students to continue their studies with the goal of advancing even further within the industry.

In addition to these career training programs, a transfer program, Hospitality and Tourism Management, has been developed for students who desire to transfer to four-year institutions including San Diego State University at the local level, as well as other institutions at the state and national levels. Transfer students can work toward a bachelor’s degree in hospitality and tourism, which is often required for top-level or high executive positions.

**CAREER OPTIONS**

Below is a sample of the career options available for the hospitality and tourism management areas. Most of these require a certificate or an associate in science degree. A few of the job titles that make up the hospitality industry include:

- Travel and Tourism—travel manager, transportation director, travel agent/consultant, tour guide, and travel entrepreneur
- Event and Convention Planning—event meeting and convention planner, and events manager/coordinator
- Hotel Operations—hotel operations assistant/manager, rooms division manager/lobby manager/coordinator
- Culinary Arts—chef’s assistant, head chef, restaurant manager, catering manager, and food service manager

Employment can also be found in marketing agencies and organizations, cruise ships, bakeries, restaurants, catering establishments, hotels, convention and meeting centers, recreation and sports centers, and casinos. Opportunities are great for entrepreneurs who develop businesses in the specialty areas of the hospitality and tourism industry.

**DEGREE/CERTIFICATE OPTIONS**

<table>
<thead>
<tr>
<th>Associate in Science Degree: Career/Technical</th>
<th>MAJOR CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospitality: Culinary Arts—Food Services Management</td>
<td>A1821</td>
</tr>
<tr>
<td>Hospitality: Event and Convention Management</td>
<td>02994</td>
</tr>
<tr>
<td>Hospitality: Hotel Operations Management</td>
<td>02991</td>
</tr>
<tr>
<td>Hospitality: Travel and Tourism Management</td>
<td>02997</td>
</tr>
</tbody>
</table>

**Certificates of Achievement**

| Hospitality: Culinary Arts—Food Services Management—Basic | A1822 |
| Hospitality: Culinary Arts—Food Services Management—Advanced | A1823 |
| Hospitality: Event and Convention Management—Basic | 02995 |
| Hospitality: Event and Convention Management—Advanced | 02996 |
| Hospitality: Hotel Operations Management—Basic | 02992 |
| Hospitality: Hotel Operations Management—Advanced | 02993 |
| Hospitality: Travel and Tourism Management—Basic | 02998 |
| Hospitality: Travel and Tourism Management—Advanced | 02999 |

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

**ASSOCIATE IN SCIENCE DEGREE**

**HOSPITALITY: CULINARY ARTS—FOOD SERVICES MANAGEMENT**

**ASSOCIATE IN SCIENCE DEGREE**

**CAREER/TECHNICAL (MAJOR CODE: A1821)**

Prepares students with the expertise, commitment, and skills for management, marketing, and operations positions in the food service industry.

**Program Student Learning Outcome Statement:**
- Demonstrate teamwork, planning, purchasing, production, and service in the culinary industry.

**Completion Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite Course(s)</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT/HTM 153</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>BUS 140</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BUS 142</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>BUS 147</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>BUS 211</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BUS 290-293</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>EVNT 155</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HTM 156</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Complete 12 units from Group A—Culinary or Group B—Baking and Pastry**

**Group A—Culinary**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 170</td>
<td>Professional Cooking—Basic Skills</td>
<td>3</td>
</tr>
<tr>
<td>CA 171</td>
<td>Soups, Stocks, and Sauces</td>
<td>3</td>
</tr>
<tr>
<td>CA 172</td>
<td>Professional Cooking—Advanced Skills</td>
<td>3</td>
</tr>
<tr>
<td>CA 173</td>
<td>Professional Cooking—Cultural Foods</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

**Group B—Baking and Pastry**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 182</td>
<td>Introduction to Baking Skills and Culinary Arts</td>
<td>3</td>
</tr>
<tr>
<td>CA 184</td>
<td>Professional Baking and Production Basics</td>
<td>3</td>
</tr>
<tr>
<td>CA 185</td>
<td>Professional Pastry Design and Decorating</td>
<td>3</td>
</tr>
<tr>
<td>CA 186</td>
<td>Professional Baking and Pastry Production—Breads</td>
<td>3</td>
</tr>
</tbody>
</table>

**Plus the required courses for the Hospitality: Culinary Arts—Food Services Management—Basic certificate**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-20</td>
<td></td>
<td>51-52</td>
</tr>
</tbody>
</table>

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.
HOSPITALITY: EVENT AND CONVENTION MANAGEMENT

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02994)

Prepares students with the expertise, commitment, and skills for management, marketing, and operations positions in the event and convention planning industry.

Program Student Learning Outcome Statement:
• Demonstrate teamwork, planning, purchasing, production, and service in the culinary industry.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Business Law/The Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 142</td>
<td>Business Ethics—Corporate and Personal</td>
<td>1</td>
</tr>
<tr>
<td>BUS 147</td>
<td>Successful Selling Techniques</td>
<td>1</td>
</tr>
<tr>
<td>BUS 150</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Communication (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 290–293</td>
<td>Work Experience in Business I–IV</td>
<td>2</td>
</tr>
<tr>
<td>CIS 92</td>
<td>Microsoft Office Suite (3)</td>
<td>3–4</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computers and Information Processing (4)</td>
<td>3–4</td>
</tr>
<tr>
<td>CIS/LIB 151</td>
<td>Research Using the Internet</td>
<td>1</td>
</tr>
<tr>
<td>CA 183</td>
<td>Food Purchase and Control</td>
<td>2</td>
</tr>
<tr>
<td>EVNT 154</td>
<td>Introduction to Event and Convention Planning</td>
<td>3</td>
</tr>
<tr>
<td>EVNT 155</td>
<td>Event Marketing</td>
<td>3</td>
</tr>
<tr>
<td>EVNT 157</td>
<td>Corporate Event Project Management</td>
<td>3</td>
</tr>
<tr>
<td>HTM 150</td>
<td>Introduction to Hospitality and Tourism Management</td>
<td>3</td>
</tr>
<tr>
<td>HTM 156</td>
<td>Restaurant and Food Service Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units: 40–41

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

HOSPITALITY: HOTEL OPERATIONS MANAGEMENT

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02991)

Prepares students with the expertise, commitment, and skills for management, marketing, and operations positions in the hotel/motel industry.

Program Student Learning Outcome Statement:
• Student will explain to a group of employees how to register hotel guests.
• Student will interact with hotel personnel and hotel guests of diverse backgrounds in a collegial and respectful manner.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT/HTM 153</td>
<td>Hospitality Management Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Business Law/The Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 142</td>
<td>Business Ethics—Corporate and Personal</td>
<td>1</td>
</tr>
<tr>
<td>BUS 147</td>
<td>Successful Selling Techniques</td>
<td>1</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Communication (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 290–293</td>
<td>Work Experience in Business I–IV</td>
<td>2</td>
</tr>
<tr>
<td>CIS 92</td>
<td>Microsoft Office Suite (3)</td>
<td>3–4</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computers and Information Processing (4)</td>
<td>3–4</td>
</tr>
<tr>
<td>CIS/LIB 151</td>
<td>Research Using the Internet</td>
<td>1</td>
</tr>
<tr>
<td>EVNT 154</td>
<td>Introduction to Event and Convention Planning</td>
<td>3</td>
</tr>
<tr>
<td>EVNT 157</td>
<td>Corporate Event Project Management</td>
<td>3</td>
</tr>
<tr>
<td>HTM 150</td>
<td>Introduction to Hospitality and Tourism Management</td>
<td>3</td>
</tr>
<tr>
<td>HTM 151</td>
<td>Hotel Operations and Rooms Division Management</td>
<td>3</td>
</tr>
<tr>
<td>HTM 156</td>
<td>Restaurant and Food Service Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units: 41–42

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

HOSPITALITY: TRAVEL AND TOURISM MANAGEMENT

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02997)

Prepares students for entry-level management positions or advancement in the travel and tourism industry. Emphasis on management responsibilities including operations, marketing, and human resources related to the field.

Program Student Learning Outcome Statement:
• Student will explain to a group of employees how to register hotel guests.
• Student will interact with hotel personnel and hotel guests of diverse backgrounds in a collegial and respectful manner.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT/HTM 153</td>
<td>Hospitality Management Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Business Law/The Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 142</td>
<td>Business Ethics—Corporate and Personal</td>
<td>1</td>
</tr>
<tr>
<td>BUS 147</td>
<td>Successful Selling Techniques</td>
<td>1</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Communication (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 290–293</td>
<td>Work Experience in Business I–IV</td>
<td>2</td>
</tr>
<tr>
<td>CIS 92</td>
<td>Microsoft Office Suite (3)</td>
<td>3–4</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computers and Information Processing (4)</td>
<td>3–4</td>
</tr>
<tr>
<td>CIS/LIB 151</td>
<td>Research Using the Internet</td>
<td>1</td>
</tr>
<tr>
<td>EVNT 154</td>
<td>Introduction to Event and Convention Planning</td>
<td>3</td>
</tr>
<tr>
<td>EVNT 157</td>
<td>Corporate Event Project Management</td>
<td>3</td>
</tr>
<tr>
<td>HTM 150</td>
<td>Introduction to Hospitality and Tourism Management</td>
<td>3</td>
</tr>
<tr>
<td>HTM 151</td>
<td>Hotel Operations and Rooms Division Management</td>
<td>3</td>
</tr>
<tr>
<td>HTM 156</td>
<td>Restaurant and Food Service Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units: 40–41

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.
Program Student Learning Outcome Statement:
- Student will evaluate documents required in the administration of a travel office and apply this information to provide an efficient and productive travel office environment.
- Student will train office staff and be open to the ideas and changes proposed by supervisors and staff and their integration into the legal office environment.
- Student will interact properly and ethically in a travel environment with people of diverse backgrounds and determine how to manage the various individuals in a sensitive and respectful manner.
- Student will research travel office efficiency by utilizing a variety of sources and apply information to specific travel office management situations.

ACCT 101  Principles of Accounting I  4
BUS 140  Business Law/The Legal Environment of Business  3
BUS 142  Business Ethics—Corporate and Personal  1
BUS 147  Successful Selling Techniques  1
BUS 150  Principles of Management  3
BUS 210  Business English  3
BUS 211  Communication in Business and Industry (3)  OR  3
BUS 212  Business Communication (3)  OR  3
CIS 92  Microsoft Office Suite (3)  OR  3–4
CIS/LIB 151  Research Using the Internet  1
EVNT 155  Event Marketing  3
HTM 150  Introduction to Hospitality and Tourism Management  3
T&T 160  Travel Destinations—Western Hemisphere  3
T&T 162  Travel Destinations—Europe, Africa, and the Middle East  3
T&T 164  Travel Destinations—South Pacific, Asia, Orient  3
T&T 258  Worldwide Cruise Travel  3
T&T 260  Basic Computer Applications in Travel and Tourism  2
T&T 272  Travel Agency Operations  3
T&T 290–293  Cooperative Work Experience in Travel and Tourism I–IV  2

Total units  47–48

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
PROGRAMS

HOSPITALITY: CULINARY ARTS—FOOD SERVICES MANAGEMENT: ADVANCED

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: A1823)
Prepares students with the expertise, commitment, and skills for management, marketing, and operations positions in the food service industry.

Program Student Learning Outcome Statement:
• Demonstrate advanced teamwork, planning, purchasing, production, and service in the culinary industry.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT/HTM 153</td>
<td>Hospitality Management Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Business Law/The Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 142</td>
<td>Business Ethics—Corporate and Personal</td>
<td>1</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUS 290–293</td>
<td>Work Experience in Business I–IV</td>
<td>2</td>
</tr>
<tr>
<td>EVNT 155</td>
<td>Event Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HTM 156</td>
<td>Restaurant and Food Service Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete 12 units from Group A—Culinary or Group B—Baking and Pastry

Group A—Culinary
- CA 170 Professional Cooking—Basic Skills (3)
- CA 171 Soups, Stocks, and Sauces (3)
- CA 172 Professional Cooking—Advanced Skills (3)
- CA 173 Professional Cooking—Cultural Foods (3)
- OR

Group B—Baking and Pastry
- CA 182 Introduction to Baking Skills and Culinary Arts (3)
- CA 184 Professional Baking and Production Basics (3)
- CA 185 Professional Pastry Design and Decorating (3)
- CA 186 Professional Baking and Pastry Production—Breads (3)

Plus the required courses for the Hospitality: Culinary Arts—Food Services Management—Basic certificate 19–20

Total units 50–51

HOSPITALITY: EVENT AND CONVENTION MANAGEMENT: BASIC

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02995)
Prepares students with the expertise, commitment, and skills for entry-level operations positions in the event and convention planning industry.

Program Student Learning Outcome Statement:
• Student will assess a basic event in order to meet the stakeholder’s needs.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 7</td>
<td>Basic Business Bookkeeping</td>
<td>3–4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I</td>
<td>(4)</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 92</td>
<td>Microsoft Office Suite</td>
<td>(3)</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computers and Information</td>
<td>(4)</td>
</tr>
<tr>
<td>Processing (4)</td>
<td>Research Using the Internet</td>
<td>1</td>
</tr>
<tr>
<td>CA 183</td>
<td>Food Purchase and Control</td>
<td>2</td>
</tr>
<tr>
<td>EVNT 154</td>
<td>Introduction to Event and Convention Planning</td>
<td>3</td>
</tr>
<tr>
<td>EVNT 155</td>
<td>Event Marketing</td>
<td>3</td>
</tr>
<tr>
<td>EVNT 157</td>
<td>Corporate Event Project Management</td>
<td>3</td>
</tr>
<tr>
<td>HTM 150</td>
<td>Introduction to Hospitality and Tourism</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units 24–26

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02996)
Prepares students with the expertise, commitment, and skills for management, marketing, and operations positions in the event and convention planning industry.

Program Student Learning Outcome Statement:
- Student will create a business event and plan the implementation schedule.

ACCT 101  Principles of Accounting I  4
BUS 140  Business Law/The Legal Environment of Business  3
BUS 142  Business Ethics—Corporate and Personal  1
BUS 147  Successful Selling Techniques  1
BUS 150  Principles of Management  3
BUS 210  Business English  3
BUS 211  Communication in Business and Industry (3)  3
OR
BUS 212  Business Communication (3)
BUS 290–293  Work Experience in Business I–IV  2
CIS/LIB 151  Research Using the Internet  1
CIS 92  Microsoft Office Suite (3)  3–4
OR
CIS 101  Introduction to Computers and Information Processing (4)
CA 183  Food Purchase and Control  2
EVNT 154  Introduction to Event and Convention Planning  3
EVNT 155  Event Marketing  3
EVNT 157  Corporate Event Project Management  3
HTM 150  Introduction to Hospitality and Tourism Management  3
HTM 156  Restaurant and Food Service Management  3

Total units  41–42

HOSPITALITY: HOTEL OPERATIONS MANAGEMENT: BASIC

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02992)
Prepares students with the expertise, commitment, and skills for management, marketing, and operations positions in the hotel industry.

Program Student Learning Outcome Statement:
- Student will explain to a group of employees how to register hotel guests.
- Student will interact with hotel personnel and hotel guests of diverse backgrounds in a collegial and respectful manner.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

ACCT 101  Principles of Accounting I  4
BUS 210  Business English  3
CIS 92  Microsoft Office Suite (3)  3–4
OR
CIS 101  Introduction to Computers and Information Processing (4)
CIS/LIB 151  Research Using the Internet  1
EVNT 154  Introduction to Event and Convention Planning  3
HTM 150  Introduction to Hospitality and Tourism Management  3
HTM 151  Hotel Operations and Rooms Division Management  3
HTM 156  Restaurant and Food Service Management  3

Total units  23–24

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
PROGRAMS

HOSPITALITY: HOTEL OPERATIONS MANAGEMENT: ADVANCED

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02993)
Prepares students with the expertise, commitment, and skills for management, marketing, and operations positions in the hotel/motel industry.

Program Student Learning Outcome Statement:
• Student will explain to a group of employees how to register hotel guests.
• Student will interact with hotel personnel and hotel guests of diverse backgrounds in a collegial and respectful manner.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

ACCT 101 Principles of Accounting I 4
ACCT/HTM 153 Hospitality Management Accounting 4
BUS 140 Business Law/The Legal Environment of Business 3
BUS 142 Business Ethics—Corporate and Personal 1
BUS 147 Successful Selling Techniques 1
BUS 210 Business English 3
BUS 211 Communication in Business and Industry (3) OR 3
BUS 212 Business Communication (3) 3
BUS 290–293 Work Experience in Business I–IV 2
CIS 92 Microsoft Office Suite (3) OR 3–4
CIS 101 Introduction to Computers and Information Processing (4)
CIS/LIB 151 Research Using the Internet 1
EVNT 154 Introduction to Event and Convention Planning 3
EVNT 157 Corporate Event Project Management 3
HTM 150 Introduction to Hospitality and Tourism Management 3
HTM 151 Hotel Operations and Rooms Division Management 3
HTM 156 Restaurant and Food Service Management 3

Total units 40–41

HOSPITALITY: TRAVEL AND TOURISM MANAGEMENT: BASIC

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02998)
Prepares students with the expertise, commitment, and skills for entry-level operations positions in the travel and tourism industry.

Program Student Learning Outcome Statement:
• Student will work in a travel office setting interacting with supervisors, co-workers, travel professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
• Student will interact properly with people of diverse backgrounds at work and in the community providing quality customer service.
• Student will utilize print material and computer/Internet documents such as travel reports, tables, statistics, and reference materials to produce clear, accurate, and organized information and documents.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

BUS 210 Business English 3
CIS 92 Microsoft Office Suite (3) OR 3–4
CIS 101 Introduction to Computers and Information Processing (4)
CIS/LIB 151 Research Using the Internet 1
HTM 150 Introduction to Hospitality and Tourism Management 3
T&T 160 Travel Destinations—Western Hemisphere 3
T&T 164 Travel Destinations—South Pacific, Asia, Orient 3
T&T 258 Worldwide Cruise Travel 3
T&T 260 Basic Computer Applications in Travel and Tourism 2

Total units 21–22
CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02999)
Prepares students with the expertise, commitment, and skills for management, marketing, and operations positions in the travel and tourism industry.

Program Student Learning Outcome Statement:
- Student will work in a travel office setting interacting with supervisors, co-workers, travel professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will interact properly with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/Internet documents such as travel reports, tables, statistics, and reference materials to produce clear, accurate, and organized information and documents.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Business Law/The Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 142</td>
<td>Business Ethics—Corporate and Personal</td>
<td>1</td>
</tr>
<tr>
<td>BUS 147</td>
<td>Successful Selling Techniques</td>
<td>1</td>
</tr>
<tr>
<td>BUS 150</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Communication (3)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 92</td>
<td>Microsoft Office Suite (3)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computers and Information Processing (4)</td>
<td>4</td>
</tr>
<tr>
<td>CIS/LIB 151</td>
<td>Research Using the Internet</td>
<td>1</td>
</tr>
<tr>
<td>EVNT 155</td>
<td>Event Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HTM 150</td>
<td>Introduction to Hospitality and Tourism Management</td>
<td>3</td>
</tr>
<tr>
<td>T&amp;T 160</td>
<td>Travel Destinations—Western Hemisphere</td>
<td>3</td>
</tr>
<tr>
<td>T&amp;T 162</td>
<td>Travel Destinations—Europe, Africa, and the Middle East</td>
<td>3</td>
</tr>
<tr>
<td>T&amp;T 164</td>
<td>Travel Destinations—South Pacific, Asia, Orient</td>
<td>3</td>
</tr>
<tr>
<td>T&amp;T 258</td>
<td>Worldwide Cruise Travel</td>
<td>3</td>
</tr>
<tr>
<td>T&amp;T 260</td>
<td>Basic Computer Applications in Travel and Tourism</td>
<td>2</td>
</tr>
<tr>
<td>T&amp;T 272</td>
<td>Travel Agency Operations</td>
<td>3</td>
</tr>
<tr>
<td>T&amp;T 290–293</td>
<td>Cooperative Work Experience Travel and Tourism I–IV</td>
<td>2</td>
</tr>
</tbody>
</table>

Total units: 47–48
PROGRAMS

HUMANITIES
SCHOOL OF LANGUAGE, LITERATURE, AND HUMANITIES

DEAN: Joel M. Levine, Ed.D., Office 430F, 619-482-6349
FACULTY: Peter Bolland, M.A.
DEPARTMENT CHAIR: Peter Bolland, M.A.

GENERAL DESCRIPTION
The study of humanities offers an integrated approach to the thought and culture of Western and non-Western civilizations and the impact these cultures have had upon each other. Therefore, the study of humanities presupposes the acquisition, correlation, and analysis of knowledge from many different disciplines including history, literature, philosophy, religion, art, music, and drama. This department focuses on the principle epochs from the ancient past to the present and how these periods influenced the development of major civilizations.

CAREER OPTIONS
Below is a sample of the career options available in the humanities major. A few of these require an associate degree, most require a bachelor’s degree, and some require a graduate-level degree: literary research assistant, high school or college instructor, lawyer, theologian, dramatist, public relations agent, publisher, publishing technician, journalist, artist, poet, historian, business person, literary agent, editor, publicity director, museum director, librarian, archivist, and broadcast writer.

DEGREE/CERTIFICATE OPTIONS

ASSOCIATE IN ARTS DEGREE

HUMANITIES

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01320)
The program leading to an associate in arts degree represents an innovation in interdisciplinary education. The curriculum stresses an integrated, international view of culture with emphasis given to the synthesis of the departments of philosophy, art, music, drama, and literature in a historical context. Humanities majors will, of necessity, study the creative achievement of Western and non-Western civilizations and reflect upon the contributions of human culture made by both men and women.

Program Student Learning Outcome Statement:
- Student will be able to identify, examine and synthesize artistic, scientific, philosophical, religious, mythologic, and historical elements of human culture and worldviews in a way that connects them to the wider human community.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 104</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 105</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Humanities Through the Arts I (3)</td>
<td>3–6</td>
</tr>
<tr>
<td>HUM 102</td>
<td>Humanities Through the Arts II (3)</td>
<td></td>
</tr>
<tr>
<td>HUM 104</td>
<td>Introduction to Humanities: Arts and Ideas (3)</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Complete 9 units from electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total units</td>
<td>18–21</td>
</tr>
</tbody>
</table>

Electives:
- ENGL 230, 231; ENGL 260 or HUM 140; PHIL 106; ART 150, 151; HIST 106, 107; HUM 112; JOUR 101; PS 101; TA 101.

* Students planning to transfer to SDSU with a major in Humanities should take the HUM 104. Students planning to transfer to UCSD with a major in humanities must take HUM 101 and 102.

SDSU also requires three consecutive courses in a single foreign language as part of the requirement for the bachelor’s degree. Foreign language competency may also be demonstrated by successfully completing four years of one foreign language in high school or by successfully completing a challenge examination. See a counselor for additional information.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
INSURANCE
SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenqa, DBA, Office 470K, 619-482-6569
DEPARTMENT CHAIR: Elisabeth Shapiro, J.D.

GENERAL DESCRIPTION
The Insurance program was developed as part of a statewide collaboration with key members of the insurance industry in consultation with the California Insurance Commissioner’s Office. The $106 billion California insurance industry as a whole is one of the largest, most diverse employers in the state. The industry has a strong record of advancement for its employees and provides excellent opportunities for entrepreneurs and businesses to enter the field. The industry continues to grow in San Diego County creating a demand for entry-level as well as experienced workers to enter and/or advance in the field.

CAREER OPTIONS
Students gain a solid foundation to enter and grow within the industry in a wide variety of career positions. The field offers great opportunities for those interested in developing their skills and advancing to higher-level positions. These include the job entry-level areas of insurance claims and policy processing clerk, insurance underwriter, sales agent, claims adjuster/examiner, and investigator.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>Degree/Certificate Options</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Science Degree: Career/Technical Insurance</td>
<td>02181</td>
</tr>
<tr>
<td>Certificate of Achievement Insurance—Advanced</td>
<td>02183</td>
</tr>
<tr>
<td>Certificate of Proficiency Insurance—Basic</td>
<td>02182</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN SCIENCE DEGREE
INSURANCE

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02181)
Provides training for students who wish to enter the diverse field of insurance. Prepares students with a solid foundation to enter and grow within the insurance industry in a wide variety of career positions.

Program Student Learning Outcome Statement:
• Student will demonstrate the ability to present and explain the important provisions of insurance policies to potential and existing clients.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 7</td>
<td>Basic Business Bookkeeping</td>
<td>3–4</td>
</tr>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 120</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 134</td>
<td>eBusiness I: Principles of Electronic Commerce</td>
<td>3</td>
</tr>
<tr>
<td>BUS 121</td>
<td>Financial Planning and Money Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Business Law/The Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 147</td>
<td>Successful Selling Techniques</td>
<td>1</td>
</tr>
<tr>
<td>BUS 150</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 152</td>
<td>Human Relations in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUS 290–293</td>
<td>Work Experience in Business I–IV</td>
<td>2</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computers and Information Processing</td>
<td>4</td>
</tr>
<tr>
<td>INS 100</td>
<td>Introduction to Insurance</td>
<td>1</td>
</tr>
<tr>
<td>INS 103</td>
<td>Insurance Code and Ethics</td>
<td>1</td>
</tr>
<tr>
<td>INS 121</td>
<td>Principles of Property and Liability Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INS 122</td>
<td>Personal Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INS 123</td>
<td>Commercial Insurance</td>
<td>3</td>
</tr>
<tr>
<td>LDR 148</td>
<td>Business Presentation Skills—Bilingual</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(English/Spanish)</td>
<td></td>
</tr>
<tr>
<td>LDR 149</td>
<td>Business Presentation Skills</td>
<td>2</td>
</tr>
</tbody>
</table>

Total units: 41–42

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
CERTIFICATES

INSURANCE: BASIC

CERTIFICATE OF PROFICIENCY
CAREER/TECHNICAL (MAJOR CODE: 02182)
Provides training for students who wish to enter the diverse field of insurance. Prepares students with a solid foundation to enter and grow within the insurance industry in a wide variety of career positions.

Program Student Learning Outcome Statement:
• Student will demonstrate the ability to present and explain the important provisions of insurance policies to potential and existing clients.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INS 100</td>
<td>Introduction to Insurance</td>
<td>1</td>
</tr>
<tr>
<td>INS 103</td>
<td>Insurance Code and Ethics</td>
<td>1</td>
</tr>
<tr>
<td>INS 121</td>
<td>Principles of Property and Liability Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INS 122</td>
<td>Personal Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INS 123</td>
<td>Commercial Insurance</td>
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</tr>
<tr>
<td><strong>Total units</strong></td>
<td></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

INSURANCE: ADVANCED

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02183)
Provides training for students who wish to enter the diverse field of insurance. Prepares students with a solid foundation to enter and grow within the insurance industry in a wide variety of career positions.

Program Student Learning Outcome Statement:
• Student will demonstrate the ability to present and explain the important provisions of insurance policies to potential and existing clients.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 7</td>
<td>Basic Business Bookkeeping (3)</td>
<td></td>
</tr>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I (4)</td>
<td></td>
</tr>
<tr>
<td>BUS 140</td>
<td>Business Law/The Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 147</td>
<td>Successful Selling Techniques</td>
<td>1</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Business English (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Communication (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 290–293</td>
<td>Work Experience in Business I–IV</td>
<td>2–4</td>
</tr>
<tr>
<td>CIS 92</td>
<td>Microsoft Office Suite (3)</td>
<td></td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computers and Information Processing (4)</td>
<td></td>
</tr>
<tr>
<td>INS 100</td>
<td>Introduction to Insurance</td>
<td>1</td>
</tr>
<tr>
<td>INS 103</td>
<td>Insurance Code and Ethics</td>
<td>1</td>
</tr>
<tr>
<td>INS 121</td>
<td>Principles of Property and Liability Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INS 122</td>
<td>Personal Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INS 123</td>
<td>Commercial Insurance</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total units</strong></td>
<td></td>
<td><strong>26–30</strong></td>
</tr>
</tbody>
</table>

INTERNATIONAL BUSINESS

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569
FACULTY: Elisabeth Shapiro, J.D.

GENERAL DESCRIPTION
The International Business program at Southwestern College provides students with a small business approach to international business theory, import/export trade, logistics, e-business/e-commerce, cultural diversity, and international business law and regulation. Students explore the theoretical and practical aspects of working within our global business environment.

CAREER OPTIONS
Most of the career options that follow require at least an associate degree and some require a bachelor’s or graduate level degree. These include international business owner/entrepreneur, exporter, importer, logistics and transportation manager, accountant, financial officer, international banker, and human resources manager/director.

Gainful Employment:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
INTERNATIONAL BUSINESS: INTERMEDIATE

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02039)
Prepares students for work in multinational companies. Provides a practical approach to the study of international trade topics relevant in today's global economy.

Program Student Learning Outcome Statement:
- Student will participate in meaningful meetings/ negotiations/ conversations in an international business context and clarify areas that could cause misunderstanding and consider the person's position with an organization within the context of these interchanges.
- Student will work with individuals to develop new marketing techniques, solve logistics problems, and negotiate good business deals by properly communicating with employees, competitors, suppliers, and consumers.
- Student will research any new ethnic group of consumers, suppliers, employees, etc., to determine the best way to work with them and to be sensitive and respectful in all communications.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ACCT 7</td>
<td>Basic Business Bookkeeping (3)</td>
<td>3-4</td>
</tr>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I (4)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 134</td>
<td>eBusiness I: Principles of Electronic Commerce</td>
<td>3</td>
</tr>
<tr>
<td>BUS 142</td>
<td>Business Ethics—Corporate and Personal</td>
<td>1</td>
</tr>
<tr>
<td>BUS 143</td>
<td>eStrategic Business Planning</td>
<td>2</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Communication (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 290–293</td>
<td>Work Experience in Business I–IV</td>
<td>2</td>
</tr>
<tr>
<td>LEGL 256</td>
<td>International Law for Business</td>
<td>3</td>
</tr>
<tr>
<td>LDR 152</td>
<td>Business Innovation and Creativity</td>
<td>1</td>
</tr>
<tr>
<td>Plus the required courses for the International Business— Basic certificate</td>
<td>13–16</td>
<td></td>
</tr>
<tr>
<td>Total units</td>
<td>31–35</td>
<td></td>
</tr>
</tbody>
</table>

Note: It is recommended that students complete the International Business—Basic certificate plus half of the courses required for the International Business—Intermediate certificate prior to enrolling in BUS 290–293.

ITALIAN

SCHOOL OF LANGUAGE, LITERATURE, AND HUMANITIES

DEAN: Joel M. Levine, Ed.D., Office 430F, 619-482-6349
FACULTY: Surian Figueroa, M.A., Concetta Calandra, M.A.
DEPARTMENT CHAIR: Esther Alonso, M.A.

GENERAL DESCRIPTION
Language and communication are at the heart of the human experience. Knowing another language gives one the powerful key to successfully communicate with speakers of other languages. Learning another culture prepares us to live in a multicultural world which helps us gain an especially rich preparation for the future. Each language program at Southwestern College is designed to facilitate interaction and communication with speakers of other languages, whether they are across town or across the world.

CAREER OPTIONS
Below is a sample of the career options available to students with fluency in a foreign language. Fluency and intercultural communication skills in a second language enhance opportunities in: government, business, medicine and healthcare, teaching, technology, the military, social service, law enforcement, communications, fashion, and marketing.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

DEGREE/CERTIFICATE OPTIONS

ASSOCIATE IN ARTS DEGREE

ITALIAN

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01390)
World language courses are intended: 1) to provide required instruction for students majoring in world languages; 2) to meet the world language competency for graduation required by many colleges and universities (e.g. San Diego State University); 3) to afford credit in the humanities for students seeking to meet the general education transfer breadth requirements; and 4) to provide instruction for the student seeking world languages skill for personal development.

Program Student Learning Outcome Statement:
• Initiate, sustain and close a variety of uncomplicated communicative tasks in the target language, and handle social situations in a culturally sensitive and respectful manner.

FIRST SEMESTER
ITAL 101 Elementary Italian I 5

SECOND SEMESTER
ITAL 102 Elementary Italian II 5

THIRD SEMESTER
ITAL 201 Intermediate Italian I 5

FOURTH SEMESTER
ITAL 202 Intermediate Italian II 5

Total units 20

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
ASSOCIATE IN SCIENCE DEGREE

GOLF AND SPORTS TURF MANAGEMENT

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02601)

Designed to provide skills and training to students pursuing careers in the golf and sports turf industry. The field requires two distinct areas of knowledge: one based on a solid background in the science of turfgrass establishment and maintenance and the other based on business principles, budgeting, and personnel management. The program trains persons for jobs on golf courses, park and recreation systems, athletic fields, sod farms, and any other landscape area where turfgrass plays a major role.

Program Student Learning Outcome Statement:
- Degree student will demonstrate the ability to work with a wide variety of individuals and will present ideas and proposals in a clear and concise manner.
- Degree student will present ideas, job tasks, and job duties to their fellow employees in a manner that effectively results in the desired outcome.
- Degree student will analyze an existing turfgrass problem and will be able to formulate a plan to solve the problem.

Required Major Courses: (13 units)
LNT 128 Sprinkler Design 3
LNT 132 Turf Management 3
LNT 133 Golf and Sports Turf Management 3
PD 290-293 Occupational Cooperative Education 4
Select 7 units from Electives 7

Plus Common Core course for Landscape and Nursery Technology 16

Total unit 36

NURSERY OCCUPATIONS

COMMON CORE:
LNT 100 Plant and Horticultural Science 4
LNT 102–112 Plant Identification Courses* 3
LNT 125 Landscape Construction: Concrete and Masonry Skills 1
LNT 126 Landscape Construction: Fence, Deck, and Lumber Skills 1
LNT 127 Landscape Construction: Sprinkler Installation 1
LNT 134 Soils 3
LNT 136 Plant Pest and Disease Control 3

Total units 16

Electives: LNT 70, 72, 75, 91, 92, 93, 131, 148, BUS 150

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* LNT 133—Golf and Sports Turf Management is only offered at Cuyamaca College, but it is fully articulated with Southwestern College. Students must enroll and register for the class at Cuyamaca College.

The program below is undergoing modification and the modification will be placed into an addendum upon Chancellor’s Office approval - see your counselor for further information and visit the college website under http://www.swccd.edu/catalog link for the latest addenda updates.

LANDSCAPE ARCHITECTURE

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02610)

Designed to provide skills and training to students in landscape architecture. The field requires two distinct areas of knowledge, one based on a solid background in the horticultural sciences and the other based on design theory backed by an ability to express designs graphically in a professional manner. The program will train students for entry-level employment in local landscape architecture firms, allow students to start their own landscape design/construction businesses, or allow transfer to a four-year institution with the eventual goal of becoming a licensed landscape architect.

Program Student Learning Outcome Statement:
- Graduates of this program will assess the needs of a landscape design project, present those needs and solutions to the class, and defend their design ideas.
- Graduates of this program will have actively participated in round-table discussions of various design theories, their applicable uses in the environment, and will assess how they have incorporated others ideas into their design philosophies.
- Graduates of this program will work together during group projects, group presentations, and work together in defending the group’s ideas and designs.
**Required Major Courses: (14 units)**

LA 104  Landscape Graphics and Planting Design  3
LNT 102–112, 119  Plant Identification Courses*  3
LNT 120  Landscape Design I  4
LNT 122  Landscape Design II  4

**Complete 6 units from Electives**  6

**Plus Common Core courses for Landscape and Nursery Technology**  16

**Total units**  36

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**NURSERY OCCUPATIONS**

**COMMON CORE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LNT 100</td>
<td>Plant and Horticultural Science</td>
<td>4</td>
</tr>
<tr>
<td>LNT 102–112</td>
<td>Plant Identification Courses**</td>
<td>3</td>
</tr>
<tr>
<td>LNT 125</td>
<td>Landscape Construction: Concrete and Masonry Skills</td>
<td>1</td>
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<tr>
<td>LNT 126</td>
<td>Landscape Construction: Fence, Deck, and Lumber Skills</td>
<td>1</td>
</tr>
<tr>
<td>LNT 127</td>
<td>Landscape Construction: Sprinkler Installation</td>
<td>1</td>
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<tr>
<td>LNT 134</td>
<td>Soils</td>
<td>3</td>
</tr>
<tr>
<td>LNT 136</td>
<td>Plant Pest and Disease Control</td>
<td>3</td>
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</table>

**ELECTIVES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 200</td>
<td>Introduction to Computer Aided Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>LNT 128</td>
<td>Sprinkler Design</td>
<td>3</td>
</tr>
<tr>
<td>LNT 131</td>
<td>Landscape Contracting and Estimating</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 115</td>
<td>Architectural Graphics</td>
<td>3</td>
</tr>
</tbody>
</table>

* Students may select any of the plant identification classes in the required courses to total 3 units.

**To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.**

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**LANDSCAPE OCCUPATIONS**

**ASSOCIATE IN SCIENCE DEGREE**

**CAREER/TECHNICAL (MAJOR CODE: 02600)**

Designed for students interested in landscape contracting and landscape maintenance careers, including park settings, schoolgrounds, residential landscapes, and commercial landscapes. Skills include hardscape installation, sprinkler systems, turfgrass management, and landscape installation and care.

**Program Student Learning Outcome Statement:**

- Degree student will identify and analyze landscape situations and propose ideas for the enhancement, beautification, and functionality of the landscape.
- Degree student will analyze the costs involved in a landscape construction project and perform a landscape bid which encompasses the overhead and profit margins.

**Required Major Courses: (14 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BIOL 100</td>
<td>Principles of Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Principles of Biology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>LNT 128</td>
<td>Sprinkler Design</td>
<td>3</td>
</tr>
<tr>
<td>LNT 132</td>
<td>Turf Management</td>
<td>3</td>
</tr>
<tr>
<td>PD 290-293</td>
<td>Occupational Cooperative Education</td>
<td>4</td>
</tr>
</tbody>
</table>

**Complete 7 units from Electives**  7

**Plus Common Core courses for Landscape and Nursery Technology**  16

**Total units**  37

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**NURSERY OCCUPATIONS**

**COMMON CORE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LNT 100</td>
<td>Plant and Horticultural Science</td>
<td>4</td>
</tr>
<tr>
<td>LNT 102–112</td>
<td>Plant Identification Courses*</td>
<td>3</td>
</tr>
<tr>
<td>LNT 125</td>
<td>Landscape Construction: Concrete and Masonry Skills</td>
<td>1</td>
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<tr>
<td>LNT 126</td>
<td>Landscape Construction: Fence, Deck, and Lumber Skills</td>
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</tr>
<tr>
<td>LNT 127</td>
<td>Landscape Construction: Sprinkler Installation</td>
<td>1</td>
</tr>
<tr>
<td>LNT 134</td>
<td>Soils</td>
<td>3</td>
</tr>
<tr>
<td>LNT 136</td>
<td>Plant Pest and Disease Control</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total units**  16

**Electives:** LNT 70, 72, 75, 91, 92, 93, 123, 131, 148

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students may select any of the plant identification classes, to total 3 units

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Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
FLORAL DESIGN

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02821)

Designed to train students in the skills needed in the floral design industry. Students who successfully complete the degree are eligible for positions such as assistant floral designer, floral designer, floral shop manager, and floral shop owner. Positions may be found at floral shops, wholesale floral suppliers, retail nurseries, hotels and resorts, and as a private floral consultant. Students who have completed this degree have proven they can produce not only the normal bank of floral products but also new, creative, and innovative designs for all activities.

Program Student Learning Outcome Statement:
- Graduates of this program will interview a prospective bride, present floral design themes, and justify the budget for the flowers for a wedding.
- Graduates of this program will be able to plan, organize, and develop a budget for the floral arrangements for convention or business event.
- Graduates of this program will understand the differences requirements of planning the floral needs of funerals for different ethnic cultures.

LNT 100  Plant and Horticultural Science  4
LNT 106-112  Plant Identification courses  1
LNT 136  Plant Pest and Disease Control  3
LNT 138  Floral Design I  3
LNT 140  Floral Design II  3
LNT 141  Floral Design III  1
LNT 147  Wedding Design and Event Planning  2
PD 290–293  Occupational Cooperative Education I–IV  8
Complete 11 units from Electives  11

Total units  36

Recommended Elective: LNT 95, 118, 146, 148; ART 121; BUS 144, 145, 147, 148; COMM 174

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

RETAIL NURSERY AND PLANT PRODUCTION

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02822)

Designed to provide students with the skills needed for working in retail and wholesale nurseries, or for owning and operating their own nursery. Students who successfully complete the degree are eligible for positions such as retail nursery sales, retail nursery management, wholesale nursery growing, greenhouse management, and wholesale of horticultural products. Students completing this degree have proven a knowledge of plant identification, cultural requirements, plant propagation, and pest control.

Program Student Learning Outcome Statement:
- Graduates of this program, with a group of 3 others, will plan the steps needed to propagate and grow a commercial nursery crop. The group will work together to create a flow chart that tracks the appropriate steps to take this crop from seed to sales.
- Graduates of this program will analyze a plant problem, identify the cause of the problem, and suggest methods for correcting the problem

BIOL 100  Principles of Biology  3
BIOL 101  Principles of Biology Laboratory  1
LNT 102-112, 119  Plant Identification courses  3
LNT 143  Floriculture and Nursery Operations: Tree and Shrubs Production  1
LNT 146  Plant Propagation  1.5
PD 290–293  Occupational Cooperative Education I–IV  4
LNT 102–119  Plant Identification*  6
Complete 7 units from Electives  7
Plus Common Core courses for Nursery Occupations  16

Total units  36.5

NURSERY OCCUPATIONS

COMMON CORE:
LNT 100  Plant and Horticultural Science  4
LNT 102–112  Plant Identification Courses*  3
LNT 125  Landscape Construction: Concrete and Masonry Skills  1
LNT 126  Landscape Construction: Fence, Deck, and Lumber Skills  1
LNT 127  Landscape Construction: Sprinkler Installation  1
LNT 134  Soils  3
LNT 136  Plant Pest and Disease Control  3

Total units  16

Electives: LNT 70, 75, 128, 138, 148

* Students may select any of the plant identification classes, to total 6 units

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.
GOLF AND SPORTS TURF MANAGEMENT

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02602)

Program Student Learning Outcome Statement:

- Graduates of this program will be able to communicate to the supervisors or owners above them their annual plan, budget, and goals.
- Certificate students will present ideas, job tasks, and job duties to their fellow employees in a manner that effectively results in the desired outcome.
- Certificate students will analyze an existing turf grass problem and will be able to formulate a plan to solve the problem.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

Required Major Courses: (10 units)
LNT 128 Sprinkler Design 3
LNT 132 Turf Management 3
LNT 133 Golf and Sport Turf Management ** 3 (Cuyamaca College OH 265)
PD 290–293 Occupational Cooperative Education I–IV 4
Select 7 units from Electives 7
Plus Common Core for Landscape and Nursery Technology 16

Total units 36

NURSERY OCCUPATIONS

COMMON CORE:
LNT 100 Plant and Horticultural Science 4
LNT 102–112 Plant Identification Courses* 3
LNT 125 Landscape Construction: Concrete and Masonry Skills 1
LNT 126 Landscape Construction: Fence, Deck, and Lumber Skills 1
LNT 127 Landscape Construction: Sprinkler Installation 1
LNT 134 Soils 3
LNT 136 Plant Pest and Disease Control 3

Total units 16

Recommended Electives: LNT 70, 72, 75, 91, 92, 93, 131, 148, BUS 150

* Students may select any of the Plant Identification classes, to total 3 units.

** LNT 133—Golf and Sports Turf Management is only offered at Cuyamaca College, but it is fully articulated with Southwestern College. Students must enroll and register for the class at Cuyamaca College.

LANDSCAPE ARCHITECTURE

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02611)

Program Student Learning Outcome Statement:

- Certificate student will analyze a potential landscape design site, solicit input from the site’s owner, and implement the ideas and improvements into working drawings for the eventual installation of a landscape design project.
- Certificate student will perform a site analysis by identifying the assets and liabilities of the site and making suggestions for improvement to better enhance the site’s functionality, uses, and beauty.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

Required Major Courses: (14 units)
LA 104 Landscape Graphics and Planting Design 3
LNT 102–112, 119 Plant Identification Courses* 3
LNT 120 Landscape Design I 4
LNT 122 Landscape Design II 4
Complete 6 units from Electives 6
Plus Common Core courses for Landscape and Nursery Technology 16

Total units 36

Recommended Electives: LNT 70, 72, 75, 91, 92, 93, 131, 148, BUS 150

* Students may select any of the Plant Identification classes, to total 3 units.

** LNT 133—Golf and Sports Turf Management is only offered at Cuyamaca College, but it is fully articulated with Southwestern College. Students must enroll and register for the class at Cuyamaca College.
For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

FIRST SEMESTER
LNT 100   Plant and Horticultural Science        4
LNT 105–119 Plant Identification*                   3
Complete 3 units from Electives                   3

SECOND SEMESTER
LNT 105–119 Plant Identification*                    3
LNT 134   Soils                                     3
Complete 3 units from Electives                    3

THIRD SEMESTER
ACCT 7   Basic Business Bookkeeping (3)                 3
LNT 148   Horticultural Business Practices (3)        3
BIOL 100  Principles of Biology                        3
BIOL 101  Principles of Biology Laboratory             1
Complete 3 units from Electives                    3

FOURTH SEMESTER
PD 290   Occupational Cooperative Education I–IV     4
LNT 116   Plant Identification: Fruiting Plants        1.5
Complete 3 units from Electives                    3
Total units                                         37.5

Electives: LNT 72, 75, 94, 120, 122, 123, 124, 128, 132

* Students may select any of the plant identification classes, to total 6 units

FLORAL DESIGN

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02823)

Designed to train students in the skills needed in the floral design industry. Students who successfully complete the degree are eligible for positions such as assistant floral designer, floral designer, floral shop manager, and floral shop owner. Positions may be found at floral shops, wholesale floral suppliers, retail nurseries, hotels, and resorts, and as a private floral consultant. Students who have completed this degree have proven they can produce not only the normal bank of floral products but also new, creative, and innovative designs for all activities.
Program Student Learning Outcome Statement:

- Graduates of this program will be able to plan, organize, and develop a budget for the floral arrangements for a convention or business event.

GAINFUL EMPLOYMENT

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

LNT 100 Plant and Horticultural Science 4
LNT 102–119 Plant Identification courses 1
LNT 136 Plant Pest and Disease Control 3
LNT 138 Floral Design I 3
LNT 140 Floral Design II 3
LNT 141 Floral Design III 1
LNT 147 Wedding Design and Event Planning 2
PD 290–293 Occupational Cooperative Education I–IV 4

Complete 7 units from Electives 7

Total units 36.5

Recommended Electives: LNT 95, 118, 146, 148, ART 121, BUS 144, 145, 147, 148, COMM 174

NURSERY OCCUPATIONS

COMMON CORE:
- LNT 100 Plant and Horticultural Science 4
- LNT 102–119 Plant Identification courses* 3
- LNT 125 Landscape Construction: Concrete and Masonry Skills 1
- LNT 126 Landscape Construction: Fence, Deck, and Lumber Skills 1
- LNT 127 Landscape Construction: Sprinkler Installation 1
- LNT 134 Soils 3
- LNT 136 Plant Pest and Disease Control 3

Total units 16

Electives: LNT 70, 75, 128, 138, 148

* Students may select any of the plant identification classes, to total 3 units.
LAW ENFORCEMENT TRAINING ACADEMY

HIGHER EDUCATION CENTER AT OTAY MESA

DEAN: Silvia Cornejo, M.A., Office 4118D, 619-216-6755
DEPARTMENT CHAIR: Ron Ungar, M.A.
DIRECTOR: Vacant

GENERAL DESCRIPTION
Administration of justice and criminal justice are the study of theories, concepts, statutes, laws, procedures, and methodologies governing the criminal justice system. These programs explore the historical development of criminal law, the interrelationship between criminal law and the criminal justice system, and its contemporary application in juvenile and adult crime.

CAREER OPTIONS
Below is a sample of the career options available for the administration of justice or criminal justice majors. Many require an associate degree, some require a bachelor’s degree, and a few of these require a graduate-level degree: adjudicator/judge, arson investigator, bar examiner, border patrol officer/INS agent, correctional officer, crime laboratory/evidence technologist, customs agent, district attorney, lawyer/prosecutor/public defender, forensic scientist, FBI/Treasury/Secret Service agent, U.S. Marshal, fraud/forgery investigator, parole/probation officer, police officer, sheriff, postal inspector, and traffic officer.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>MAJOR CODE</th>
<th>MAJOR DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>02711</td>
<td>Certificate of Achievement Law Enforcement Training Academy</td>
</tr>
</tbody>
</table>

All students considering to apply with the SWC Police Academy must access the website and download the application and instructions. You may access the required application and supporting documents to the Police Academy at the Higher Education Center, Otay Mesa by the deadline listed on the website: www.swccd.edu/policeacademy.

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

CERTIFICATE

LAW ENFORCEMENT TRAINING ACADEMY

CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: 02711)
The Basic Police Academy is a Commission on Peace Officers Standards and Training (POST) certified training academy for California law enforcement. It meets the basic requirement for employment as a municipal, county, and state law enforcement officer. (State law requires completion of a POST-certified basic course for employment in law enforcement.) The academy is made up of two phases; phase I and phase II.

Student must apply to the Academy Office (Room 4315) approximately two months prior to the beginning of phase I. Acceptance into the academy requires that the student meets both College and state mandates. Those not meeting the mandates will not be allowed to enroll.

The units earned in the academy may be used towards graduation, and, in addition, a certificate will be awarded. The academy meets the requirements for veterans’ benefits.

Note: This is a two-phase program, which requires 10 months to complete.

Program Student Learning Outcome Statement:
- Upon completion of this program, the student will demonstrate proficiency in multi-faceted communication skills, interviewing, assessing, interpreting data and making judgments related to potential and actual criminal events.
- Upon completion of this program, the student will demonstrate proficiency in all aspects of basic law enforcement procedures.
- Upon completion of this program, the student will demonstrate proficiency in working collegially with a diverse population in stressful environments.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 41</td>
<td>Basic Police Academy I</td>
<td>12.5</td>
</tr>
<tr>
<td>AJ 42</td>
<td>Basic Police Academy II</td>
<td>12.5</td>
</tr>
<tr>
<td><strong>Total units</strong></td>
<td><strong>25</strong></td>
<td></td>
</tr>
</tbody>
</table>

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
LEADERSHIP AND SUPERVISION

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569
FACULTY: Elisabeth Shapiro, J.D.

GENERAL DESCRIPTION
The Leadership and Supervision program at Southwestern College focuses on two primary areas: (1) Management in the context of sustainability including micro enterprise innovation, strategic planning, and finance. (2) Management in the context of human resources including the study of basic management theories, labor relations, and management of people of diverse cultures and backgrounds.

CAREER OPTIONS
Most of the following career options require at least an associate degree and some require a bachelor’s or graduate level degree. A sample of the career options available in the area of leadership emphasizing sustainable micro enterprise innovation, strategic planning, and finance include micro enterprise developer/manager, entrepreneur, accountant, non-profit manager, financial officer, banker, real estate broker, and community and economic developer.

In the area of leadership emphasizing supervision, career options include human resources professional, business manager, entrepreneur, supervisor, office manager, insurance and benefits professional, union organizer, and labor relations manager.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>Degree/Certificate Options</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Science Degree: Career/Technical</td>
<td>02114</td>
</tr>
<tr>
<td>Leadership and Supervision</td>
<td></td>
</tr>
<tr>
<td>Certificate of Achievement</td>
<td>01154</td>
</tr>
<tr>
<td>Leadership and Supervision—Intermediate</td>
<td></td>
</tr>
<tr>
<td>Certificate of Proficiency</td>
<td>A2117</td>
</tr>
<tr>
<td>Leadership and Supervision—Basic</td>
<td></td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN SCIENCE DEGREE

LEADERSHIP AND SUPERVISION

ASSOCIATE IN SCIENCE DEGREE

CAREER TECHNICAL (MAJOR CODE: 02114)
Builds on the basic skills acquired in the basic certificate program. Emphasizes the development of versatile leadership abilities as well as skills in planning and problem solving, organizing, staffing, training, and working with individuals and teams.

Program Student Learning Outcome Statement:
- Student will communicate with co-workers, supervisors and subordinates in an appropriate manner with clarity and organization within the context of a business organization.
- Student will work effectively as a member of a team by providing input to the team, actively listening to the input of others, and discussing and integrating this shared input into new ideas.
- Student will work with people of various cultures and backgrounds in an effective and productive manner.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 12</td>
<td>Computerized Accounting (3)</td>
<td>3</td>
</tr>
<tr>
<td>OR ACCT 102</td>
<td>Principles of Accounting II—Managerial (4)</td>
<td>4</td>
</tr>
<tr>
<td>BUS 150</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 183</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 133</td>
<td>Advanced Microcomputer Spreadsheets Software (1) OR CIS 134</td>
<td>1</td>
</tr>
<tr>
<td>CIS 134</td>
<td>Microcomputer Database Software—Access (1)</td>
<td>1</td>
</tr>
</tbody>
</table>

Plus the required courses for the Leadership and Supervision—Intermediate certificate 32–37

Total units 42–48

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

CERTIFICATE

LEADERSHIP AND SUPERVISION: BASIC

CERTIFICATE OF PROFICIENCY

CAREER/TECHNICAL (MAJOR CODE: A2117)
Prepares students to be effective supervisors and leaders. Provides a choice of emphasis in the areas of human resources and/or sustainable micro enterprise development. Improves students’ ability to work effectively and collaboratively in either of these important areas.
Program Student Learning Outcome Statement:
- Student will communicate with co-workers, supervisors and subordinates in an appropriate manner within the context of a business organization.
- Student will work effectively as a member of a team by providing input to the team, actively listening to the input of others, and discussing and integrating this shared input into new ideas.
- Student will work with people of various cultures and backgrounds in an effective and productive manner.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

Choose from Group A or Group B: (13–14 units)

**Group A—Business Planning and Sustainability**
- LDR 150 Leadership and Supervision 3
- LDR 152 Business Innovation and Creativity 1
- LDR 154 Community and Collaborative Leadership 3
- LDR 155 Strategic Planning and Sustainability 3
- LDR 156 Microfinance and Sustainable Development 3

**Total units** 13

**Group B—Human Resources**
- LDR 150 Leadership and Supervision 3
- LDR 151 Human Resources and Labor Relations 3
- LDR 152 Business Innovation and Creativity 1
- LDR 153 Work and Life Balance for Success 2

**Complete five units from electives** 5

**Electives:** BUS 136 or BUS 152, LDR 148 or LDR 149, LDR 154, LDR 155, LDR 156

**Total units** 14

Choose from Group A or Group B: (13–14 units)

**Group A—Business Planning and Sustainability**
- LDR 150 Leadership and Supervision 3
- LDR 152 Business Innovation and Creativity 1
- LDR 154 Community and Collaborative Leadership 3
- LDR 155 Strategic Planning and Sustainability 3
- LDR 156 Microfinance and Sustainable Development 3

**Total units** 13

**Group B—Human Resources**
- LDR 150 Leadership and Supervision 3
- LDR 151 Human Resources and Labor Relations 3
- LDR 152 Business Innovation and Creativity 1
- LDR 153 Work and Life Balance for Success 2

**Complete five units from electives** 5

**Electives:** BUS 136 or BUS 152, LDR 148 or LDR 149, LDR 154, LDR 155, LDR 156

**Total units** 14

**Program Student Learning Outcome Statement:**
- Student will communicate with co-workers, supervisors and subordinates in an appropriate manner within the context of a business organization.
- Student will work effectively as a member of a team by providing input to the team, actively listening to the input of others, and discussing and integrating this shared input into new ideas.
- Student will work with people of various cultures and backgrounds in an effective and productive manner.

LEADERSHIP AND SUPERVISION: INTERMEDIATE

CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: 01154)
Designed to build on the basic skills acquired in the basic certificate program. Emphasizes the development of versatile leadership abilities as well as skills in planning and problem solving, organizing, staffing, training, and working with individuals and teams.

Program Student Learning Outcome Statement:
- Student will communicate with co-workers, supervisors and subordinates in an appropriate manner within the context of a business organization.
- Student will work effectively as a member of a team by providing input to the team, actively listening to the input of others, and discussing and integrating this shared input into new ideas.
- Student will work with people of various cultures and backgrounds in an effective and productive manner.

LEADERSHIP AND SUPERVISION:

CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: 01154)
Designed to build on the basic skills acquired in the basic certificate program. Emphasizes the development of versatile leadership abilities as well as skills in planning and problem solving, organizing, staffing, training, and working with individuals and teams.

Gainful Employment:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

Choose from Group A or Group B: (13–14 units)

**Group A—Business Planning and Sustainability**
- LDR 150 Leadership and Supervision 3
- LDR 152 Business Innovation and Creativity 1
- LDR 154 Community and Collaborative Leadership 3
- LDR 155 Strategic Planning and Sustainability 3
- LDR 156 Microfinance and Sustainable Development 3

**Total units** 13

**Group B—Human Resources**
- LDR 150 Leadership and Supervision 3
- LDR 151 Human Resources and Labor Relations 3
- LDR 152 Business Innovation and Creativity 1
- LDR 153 Work and Life Balance for Success 2

**Complete five units from electives** 5

**Electives:** BUS 136 or BUS 152, LDR 148 or LDR 149, LDR 154, LDR 155, LDR 156

**Total units** 14

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
LEGAL INTERPRETATION AND TRANSLATION

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K 619-482-6569
FACULTY: Marisa Soler-McElwain, LL.M.
DEPARTMENT CHAIR: Marisa Soler-McElwain, LL.M.

GENERAL DESCRIPTION
The legal interpreter/translator works primarily within the California Court system as a court interpreter or as a full-time or freelance interpreter/translator whose services are utilized by legal and government agencies such as the Social Security Administration, the Immigration and Naturalization Service, the Agriculture Labor Relations Board, and private legal offices, as well as clinics and hospitals.

Emphasis on English/Spanish legal terminology, interpretation of oral communications between attorney and client, as well as written translation of legal pleadings, forms, simple reports, and certificates. The program also emphasizes terminology required by interpreters in the medical, immigration, and business areas.

CAREER OPTIONS
Below is a sample of the career options available for the interpretation and translation major. Some require a certificate of achievement and most require an associate in science degree: court interpreter, freelance interpreter/translator, assistant in legal intake and services in juvenile mediation, immigration, and family counseling. Employment opportunities exist in local courts, legal clinics, related public and private agencies, and international business entities.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>Certificate of Achievement</th>
<th>MAJOR CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Interpretation—Basic (English/Spanish)</td>
<td>02449</td>
</tr>
<tr>
<td>Legal Interpretation and Translation—Intermediate (English/Spanish)</td>
<td>A2451</td>
</tr>
</tbody>
</table>

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

| BUS 181 | Spanish Computer Skills for Interpretation/Translation | 3 |
| BUS 210 | Business English | 3 |
| BUS 226 | Interpretation and Translation: Legal | 3 |
| BUS 229 | Legal Terminology—Bilingual (English/Spanish) | 3 |
| SPAN 215 | Spanish for Bilinguals I | 5 |
| Complete 3 units from electives | 3 |
| Total units | 20 |

Electives: BUS 225, 233, 227, MEDOP 220

* Students who have completed high school or a higher-level degree in a Spanish-speaking country may waive the Spanish language requirement by submitting a transcript of studies from their foreign institution.
LEGAL INTERPRETATION AND TRANSLATION: INTERMEDIATE (ENGLISH/SPANISH)

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: A2451)
Designed for students desiring careers as interpreters and translators in the legal field. Prepares students at the intermediate level with skills required for employment in government, the court system, and in private legal offices.

Program Student Learning Outcome Statement:
- Interpret orally and translate in writing for a client and an attorney from the base language (English or Spanish) to the target language (Spanish or English) maintaining accuracy in the content of the messages being interpreted and translated.
- Work with diverse clients in a legal setting in an ethical, respectful, and businesslike manner being sensitive to the traditions and culture of the clients.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

BUS 211 Communication in Business and Industry (3) OR
BUS 212 Business Communication (3)
BUS 234 Advanced Interpretation and Translation: Legal
*SPAN 216 Spanish for Bilinguals II

Complete 3 units from the following courses:
BUS 225 Interpretation/Translation: General Business (3)
BUS 233 Interpretation and Translation: Immigration (3)
BUS 227 Interpretation and Translation: Medical (3)
MEDOP 229 Medical Terminology—Bilingual (English/Spanish) (3)

Plus the required courses for the Interpretation and Translation—Basic certificate 20

Total units 34

* Students who have completed high school or a higher-level degree in a Spanish-speaking country may waive the Spanish language requirement by submitting a transcript of studies from their foreign institution.

LEGAL OFFICE MANAGEMENT
SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569
FACULTY: M. E. Martinez-Sanabria, M.B.A.;
Marisa Soler-McElwain, LL.M.
DEPARTMENT CHAIR: Marisa Soler-McElwain, LL.M.

GENERAL DESCRIPTION
The law office manager plans, directs, and coordinates operations in a legal office, including managing daily operations, overseeing personnel, and organizing procedures within the office to facilitate the efficient flow of work. The law office managers should possess a strong understanding of the legal system and its procedures especially as they relate to legal specialty areas in which the legal office or agency is involved.

CAREER OPTIONS
The following list is a sample of the career options available for individuals with legal managerial and supervisory skills. Most require a certificate or an associate degree, some require a bachelor’s degree, and a few require a graduate-level degree: law office manager/administrator, office supervisor, human resources officer, personnel officer, small business owner/entrepreneur, and chief executive officer.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>Degree/Certificate Options</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Science: Career/Technical</td>
<td>02461</td>
</tr>
<tr>
<td>Legal Office Management</td>
<td></td>
</tr>
<tr>
<td>Certificates of Achievement</td>
<td>02463</td>
</tr>
<tr>
<td>Legal Office Management—Intermediate</td>
<td></td>
</tr>
<tr>
<td>Certificates of Proficiency</td>
<td>02462</td>
</tr>
<tr>
<td>Legal Office Management—Basic</td>
<td></td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN SCIENCE DEGREE

LEGAL OFFICE MANAGEMENT

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02461)
Provides training for individuals who desire to work in supervisory and management positions in the legal office environment. Emphasizes leadership, supervision, management, and technical skills required in a legal office setting as well as an option to focus on legal English/Spanish language skills for bilingual managers.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

Program Student Learning Outcome Statement:
- Student will evaluate documents required in the administration of a legal office and apply this information to provide an efficient and productive legal office environment.
- Student will train legal office staff and be open to the ideas and changes proposed by supervisors and staff and their integration into the legal office environment.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds and determine how to manage the various individuals in a sensitive and respectful manner.
- Student will research office efficiency by identifying, analyzing, and assessing the topic of office efficiency from a variety of sources and apply to specific office situations.

Complete 5 to 6 units from the following:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 181</td>
<td>Spanish Computer Skills for Interpretation and Translation</td>
<td>3</td>
</tr>
<tr>
<td>BUS 229</td>
<td>Legal Terminology—Bilingual (English/Spanish)</td>
<td>3</td>
</tr>
<tr>
<td>BUS/CIS 239</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>LDR 148</td>
<td>Business Presentation skills—Bilingual (English/Spanish)</td>
<td>2</td>
</tr>
<tr>
<td>LDR 149</td>
<td>Business Presentation Skills</td>
<td>2</td>
</tr>
<tr>
<td>LEGL 266</td>
<td>Mediation, Negotiation, and Conflict Management</td>
<td>2</td>
</tr>
</tbody>
</table>

Plus the courses required for the Legal Office Management—Intermediate certificate  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGL 223</td>
<td>Legal Office Procedures</td>
<td>2.5</td>
</tr>
</tbody>
</table>

Total units 47–49

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

CERTIFICATES

LEGAL OFFICE MANAGEMENT: BASIC

CERTIFICATE OF PROFICIENCY  
CAREER/TECHNICAL (MAJOR CODE: 02462)  
Provides training for individuals who desire to work in supervisory and management positions in the legal office environment. Emphasizes leadership, supervision, and management techniques as well as technical skills required in a legal office setting.

LEGAL OFFICE MANAGEMENT: INTERMEDIATE

CERTIFICATE OF ACHIEVEMENT  
CAREER/TECHNICAL (MAJOR CODE: 02463)  
Provides training for individuals who desire to work in managerial positions in a legal office environment or who desire to advance in their careers. Emphasizes leadership, communication, supervisory, managerial, and technical skills required in the legal office setting.

Gainful Employment:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 140</td>
<td>Business Law/The Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 182</td>
<td>Keyboarding for Office Professionals</td>
<td>2</td>
</tr>
<tr>
<td>BUS 200A</td>
<td>Microsoft Word: Beginning</td>
<td>2.5</td>
</tr>
<tr>
<td>BUS 206</td>
<td>Filing and Records Management</td>
<td>2.5</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>CIS/LIB 151</td>
<td>Research Using the Internet</td>
<td>1</td>
</tr>
<tr>
<td>LEGL 223</td>
<td>Legal Office Procedures</td>
<td>2.5</td>
</tr>
</tbody>
</table>

Total units 16.5
**Program Student Learning Outcome Statement:**

- Student will evaluate documents required in the administration of a legal office and apply this information to provide an efficient and productive legal office environment.
- Student will train office staff and be open to the ideas and changes proposed by supervisors and staff and their integration into the legal office environment.
- Student will interact properly and ethnically in a legal environment with people of diverse backgrounds and determine how to manage the various individuals in a sensitive and respectful manner.
- Student will research office efficiency by identifying, analyzing, and assessing the topic of office efficiency from a variety of sources and apply results to specific office situations.

**GAINFUL EMPLOYMENT:**

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 7</td>
<td>Basic Business Bookkeeping (3)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>3–4</td>
</tr>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I (4)</td>
<td></td>
</tr>
<tr>
<td>BUS 200B</td>
<td>Microsoft Word: Advanced</td>
<td>2.5</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry (3)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Communication (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 183</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computers and Information</td>
<td></td>
</tr>
<tr>
<td>Processing</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>LEGL 225</td>
<td>Law Office Management</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 270</td>
<td>Computer Skills for Legal Office Professionals</td>
<td>2.5</td>
</tr>
<tr>
<td>LEGL 290–293</td>
<td>Legal Cooperative Work Experience I–IV</td>
<td>2</td>
</tr>
<tr>
<td><strong>Plus the courses required for the Legal Office Management—</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Basic certificate</strong></td>
<td></td>
<td>19</td>
</tr>
<tr>
<td><strong>Total units</strong></td>
<td></td>
<td>42–43</td>
</tr>
</tbody>
</table>
DEGREE/CERTIFICATE OPTIONS

MAJOR CODE
Associate in Science: Career/Technical
Legal Office Professional B2155

Certificates of Achievement
Business Law Specialty A2252
Civil Litigation Specialty A2253
Criminal Law Specialty A2254
Family Law Specialty A2256
Immigration Law Specialty A2257
International Business Law Specialty A2258
Wills, Trusts, and Estates Specialty A2259

Certificate of Proficiency
Legal Office Professional—Basic C2355

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

ASSOCIATE IN SCIENCE DEGREE

LEGAL OFFICE PROFESSIONAL

ASSOCIATE IN SCIENCE DEGREE

CAREER/TECHNICAL (MAJOR CODE: B2155)
Prepares students to work in a legal office. Emphasizes a comprehensive program of study regarding the court system, legal terminology, and the preparation of legal documents.

Program Student Learning Outcome Statement:
• Student will work in a legal office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
• Student will solve problems posed within the legal office environment by assessing information, including identifying issues, identifying complaints, comparing prices, comparing office systems and software, contacting legal professionals, etc., to determine the best solution/s.

LEGL 225 Law Office Management 3
LEGL 258 Legal Communications 3
Plus completion of one of the following
Specialty certificates: 32.5–34.5
Total units 38.5–40.5

CERTIFICATES

LEGAL OFFICE PROFESSIONAL: BASIC

CERTIFICATE OF PROFICIENCY

CAREER/TECHNICAL (MAJOR CODE: C2355)
Prepares students to work in a legal office. Emphasizes structure of the court system, legal terminology, and the preparation of legal documents in the areas of civil litigation, family law, wills and probate, and criminal law. Develops word processing and English language skills.

Program Student Learning Outcome Statement:
• Student will work in a legal office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
• Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.
• Student will utilize print material and computer/Internet documents such as reports, tables, statistics, and reference materials to produce clear, accurate, and organized documents utilizing word processing applications.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

Note: Certificate of achievement or A.S. degree stating a legal specialty will be granted upon the completion of all requirements plus completion of one of the legal specialties listed above.
BUS 96  Customer Service and Communication Techniques  1
BUS 182  Keyboarding for Office Professionals  2
BUS 200A  Microsoft Word: Beginning  2.5
BUS 206  Filing and Records Management  2.5
BUS 210  Business English  3
CIS 92  Microsoft Office Suite (3)  
OR  3-4
CIS 101  Introduction to Computers and Information Processing (4)
LEGL 223  Legal Office Procedures  2.5

**Total units**  **16.5–17.5**

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**BUSINESS LAW SPECIALTY**

**CERTIFICATE OF ACHIEVEMENT**

**CAREER/TECHNICAL (MAJOR CODE: A2252)**

Prepares students to work in a legal office in the area of business law. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing and English.

**Program Student Learning Outcome Statement:**

- Student will work in a legal office setting interacting with supervisors, co-workers, legal professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will solve problems posed within the legal office environment by assessing information, including identifying issues, identifying complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/Internet documents and legal databases including reports, tables, statistics, and reference materials to produce clear, accurate, and organized documents utilizing word processing applications.

**GAINFUL EMPLOYMENT:**

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

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**CIVIL LITIGATION SPECIALTY**

**CERTIFICATE OF ACHIEVEMENT**

**CAREER/TECHNICAL (MAJOR CODE: A2253)**

Prepares students to work in a legal office. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing and English.

**Program Student Learning Outcome Statement:**

- Student will work in a legal office setting interacting with supervisors, co-workers, legal/court professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/Internet documents, including civil litigation software and legal references to produce clear, accurate, and organized documents utilizing word processing applications.

**GAINFUL EMPLOYMENT:**

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.
For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUS 74</td>
<td>Keyboarding Speed and Accuracy II</td>
<td>1</td>
</tr>
<tr>
<td>BUS 200B</td>
<td>Microsoft Word: Advanced</td>
<td>2.5</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry (3)</td>
<td>3</td>
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<tr>
<td>BUS 212</td>
<td>Business Communication (3)</td>
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<tr>
<td>LEGL 261</td>
<td>Civil Litigation I</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 269</td>
<td>Civil Litigation Procedures</td>
<td>3</td>
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<tr>
<td>LEGL 270</td>
<td>Computer Skills for Legal Professionals</td>
<td>2.5</td>
</tr>
<tr>
<td>LEGL 290–293</td>
<td>Legal Cooperative Work Experience I–IV</td>
<td>2</td>
</tr>
</tbody>
</table>

Plus courses required for the Legal Office Professional—Basic certificate 16.5–17.5

Total units 33.5–34.5

CRIMINAL LAW SPECIALTY

CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: A2254)

Prepares students to work in a legal office. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing and English.

Program Student Learning Outcome Statement:

- Student will work in a legal office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will solve problems posed within the legal office environment by assessing information, including identifying issues, identifying complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/Internet documents, including Criminal Law software and legal references to produce clear, accurate, and organized documents utilizing word processing applications.

FAMILY LAW SPECIALTY

CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: A2256)

Prepares students to work in a legal office in the area of family law. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing and English.

Program Student Learning Outcome Statement:

- Student will work in a legal office setting interacting with supervisors, co-workers, family law/legal professionals and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will solve problems posed within the legal office environment by assessing information, including such activities as identifying issues, identifying complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”
GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

BUS 74 Keyboarding Speed and Accuracy II 1
BUS 200B Microsoft Word: Advanced 2.5
BUS 211 Communication in Business and Industry (3) OR
BUS 212 Business Communication (3)
LEGL 263 Family Law 3
LEGL 266 Mediation, Negotiation, and Conflict Management 2
LEGL 270 Computer Skills for Legal Professionals 2.5
LEGL 290–293 Legal Cooperative Work Experience I–IV 2
Plus courses required for the Legal Office Professional—Basic certificate 16.5–17.5
Total units 32.5–33.5

IMMIGRATION LAW SPECIALTY

CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: A2257)
Prepares students to work in a legal office in the area of immigration law. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing and English.

Program Student Learning Outcome Statement:
- Student will work in a legal office setting interacting with supervisors, co-workers, immigration/legal professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will solve problems posed within the legal office environment by assessing information, including such activities as identifying issues, identifying complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/Internet documents, including Immigration law software and legal references to produce clear, accurate, and organized documents utilizing word processing applications.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

BUS 74 Keyboarding Speed and Accuracy II 1
BUS 200B Microsoft Word: Advanced 2.5
BUS 211 Communication in Business and Industry (3) OR
BUS 212 Business Communication (3)
BUS 233 Interpretation and Translation: Immigration (3) OR
LEGL 267 Interviewing and Investigation for Paralegals (2)
LEGL 262 Immigration Law and Procedure 3
LEGL 270 Computer Skills for Legal Professionals 2.5
LEGL 290–293 Legal Cooperative Work Experience I–IV 2
Plus courses required for the Legal Office Professional—Basic certificate 16.5–17.5
Total units 32.5–34.5

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
INTERNATIONAL BUSINESS LAW SPECIALTY

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: A2258)
Prepares students to work in a legal office in the area of international business law. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing and English.

Program Student Learning Outcome Statement:
- Student will work in an international business legal office setting interacting with supervisors, co-workers, international business and legal professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will solve problems posed within the legal office environment by assessing information, including such activities as identifying issues, identifying complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/internet documents, including immigration law software and legal references to produce clear, accurate, and organized documents utilizing word processing applications.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

WILLS, TRUSTS, AND ESTATES SPECIALTY

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODES: A2259)
Prepares students to work in a legal office in the area of wills, trusts, and estates. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing and English.

Program Student Learning Outcome Statement:
- Student will work in a legal office setting interacting with supervisors, co-workers, wills, trusts and estates legal professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will solve problems posed within the legal office environment by assessing information, including such activities as identifying issues, identifying complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/Internet documents, including wills, trusts and estates software and legal references to produce clear, accurate, and organized documents utilizing word processing applications.
LEGAL OFFICE PROFESSIONAL—BILINGUAL (ENGLISH/SPANISH)

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569

FACULTY: Marisa Soler-McElwain, L.L.M.

DEPARTMENT CHAIR: Marisa Soler-McElwain, L.L.M.

GENERAL DESCRIPTION
The legal secretary assists attorneys with a wide variety of responsibilities including performing clerical duties; maintaining office files; working closely with attorneys to meet deadlines for court calendars; preparing summonses, complaints, motions, and subpoenas; and filing documents with the courts. In some law offices, legal secretaries review legal reference books, other legal publications or electronic media to identify court decisions pertinent to pending cases.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

Southwestern College offers two excellent programs: Legal Office Professional and Legal Office Professional—Bilingual (English/ Spanish). These programs provide students with strong legal secretarial skills and focus on developing excellent human relations skills with an awareness of the growing multicultural community in San Diego County. An added feature is that students have an option of working toward a certificate or degree emphasizing one or more legal specialties, including family law; civil litigation; criminal law; business law; international law; immigration law; and wills, trusts, and probate. Students with a specialty and/or knowledge of a frequently used foreign language will have the greatest opportunities for employment.

CAREER OPTIONS
Below is a sample of the career options available for the legal secretary or the legal secretary major. A few of these require a certificate of achievement and most require an associate in science degree: claims examiner, compensation and benefits manager, corporate legal secretary, court clerk, customs agent, forms and procedures specialist, freelance legal secretary, legal aide, legal technician, title examiner, court interpreter, legal documents translator, and entry-level paralegal.

DEGREE/CERTIFICATE OPTIONS

MAJOR CODE

ASSOCIATE IN SCIENCE DEGREE
LEGAL OFFICE PROFESSIONAL:
BILINGUAL (ENGLISH/SPANISH)

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: B2165)

LEGAL OFFICE PROFESSIONAL:
BILINGUAL (ENGLISH/SPANISH)

CREDENTIALS OF ACHIEVEMENT

Legal Office Professional—Bilingual (English/ Spanish)—
Basic
Civil Litigation Specialty
A2263
Criminal Law Specialty
A2264
Family Law Specialty
A2266
Immigration Law Specialty
A2267
International Business Law Specialty
A2268
Wills, Trusts, and Estates Specialty
A2269

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.
Program Student Learning Outcome Statement:

- Student will work in a legal office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction in both English and Spanish.
- Student will solve problems posed within the legal office environment by assessing information, including identifying issues, identifying complaints, comparing prices, comparing office systems and software, contacting legal professionals, etc., to determine the best solution/s.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service in both English and Spanish.
- Student will utilize print material and computer/Internet documents such as reports, tables, statistics, and reference materials to produce clear, accurate, and organized documents utilizing word processing applications.

LEGL 225 Law Office Management 3
LEGL 258 Legal Communications 3

Plus completion of one of the following specialty certificates 41.5–43.5

Total units 47.5–49.5

SPECIALTY CERTIFICATES
Civil Litigation Specialty A2263
Criminal Law Specialty A2264
Family Law Specialty A2266
Immigration Law Specialty A2267
International Business Law Specialty A2268
Wills, Trusts, and Estates Specialty A2269

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

Note: Certificate of achievement or A.S. degree stating a legal specialty will be granted upon the completion of all requirements plus completion of one of the legal specialties listed above.

* Native speakers from a Spanish-speaking country who have finished high school or the equivalent in that country will have satisfied the Spanish language requirement. Students who have completed high school in the U.S. and have completed the fourth-year level of Spanish will have satisfied the Spanish language requirement.
Native speakers from a Spanish-speaking country who have finished high school or the equivalent in that country will have satisfied the Spanish language requirement. Students who have completed high school in the U.S. and have completed the fourth-year level of Spanish will have satisfied the Spanish language requirement.

Note: Students who have completed BUS 36 may waive the following courses: BUS 70, BUS 71, BUS 200A, BUS 229; LEGL 223.

**CIVIL LITIGATION SPECIALTY**

**CERTIFICATE OF ACHIEVEMENT**

**CAREER/TECHNICAL (MAJOR CODE: A2263)**

Prepares students to work in a bilingual (English/Spanish) legal office in the area of civil litigation. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing in English and Spanish.

Program Student Learning Outcome Statement:
- Student will work in a legal office setting interacting with supervisors, co-workers, legal/court professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/Internet documents, including civil litigation software and legal references to produce clear, accurate, and organized documents utilizing word processing applications.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

**CRIMINAL LAW SPECIALTY**

**CERTIFICATE OF ACHIEVEMENT**

**CAREER/TECHNICAL (MAJOR CODE: A2264)**

Prepares students to work in a bilingual (English/Spanish) legal office in the area of criminal law. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing in English and Spanish.

Program Student Learning Outcome Statement:
- Student will work in a legal office setting interacting with supervisors, co-workers, legal professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction in both English and Spanish.
- Student will solve problems posed within the legal office environment by assessing information, including identifying issues, complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service in both English and Spanish.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

AJ 151 Concepts of Criminal Law 3
AJ 161 Principles and Procedures of the Justice System 3
BUS 181 Spanish Computer Skills for Interpretation and Translation 3
BUS 211 Communication in Business and Industry (3) OR
BUS 212 Business Communication (3)
LEGL 270 Computer Skills for Legal Professionals 2.5
LEGL 290–293 Legal Cooperative Work Experience I–IV 2
SPAN 216 Spanish for Bilinguals II 5

Plus courses required for the Legal Office Professional—Bilingual (English/Spanish)—Basic certificate 21–22

Total units 42.5–43.5

FAMILY LAW SPECIALTY

CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: A2266)
Prepares students to work in a bilingual (English/Spanish) legal office in the area of family law. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing in English and Spanish.

Program Student Learning Outcome Statement:

- Student will work in a legal office setting interacting with supervisors, co-workers, legal professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction in both English and Spanish.
- Student will solve problems posed within the legal office environment by assessing information, including identifying issues, complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service in both English and Spanish.

IMMIGRATION LAW SPECIALTY

CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: A2267)
Prepares students to work in a bilingual (English/Spanish) legal office in the area of immigration law. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing in English and Spanish.

Program Student Learning Outcome Statement:

- Student will work in a legal office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction in both English and Spanish.
- Student will solve problems posed within the legal office environment by assessing information, including identifying issues, complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service in both English and Spanish.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

BUS 181 Spanish Computer Skills for Interpretation and Translation 3
BUS 211 Communication in Business and Industry (3) OR
BUS 212 Business Communication (3)
LEGL 263 Family Law 3
LEGL 266 Mediation, Negotiation, and Conflict Management 2
LEGL 270 Computer Skills for Legal Professionals 2.5
LEGL 290–293 Legal Cooperative Work Experience I–IV 2
SPAN 216 Spanish for Bilinguals II 5

Plus courses required for the Legal Office Professional—Bilingual (English/Spanish)—Basic certificate 21–22

Total units 41.5–42.5

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”
Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

BUS 181 Spanish Computer Skills for Interpretation and Translation 3
BUS 211 Communication in Business and Industry (3) 3
BUS 212 Business Communication (3) 3
BUS 233 Interpretation and Translation—Immigration (3) 2–3
LEGL 267 Interviewing and Investigation for Paralegals (2) 3
LEGL 262 Immigration Law and Procedure 3
LEGL 270 Computer Skills for Legal Professionals 2.5
LEGL 290–293 Legal Cooperative Work Experience I–IV 2
SPAN 216 Spanish for Bilinguals II 5

Plus courses required for the Legal Office Professional—Bilingual (English/Spanish)—Basic certificate 21–22

Total units 41.5–43.5

INTERNATIONAL BUSINESS LAW SPECIALTY

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: A2268)
Prepares students to work in a bilingual (English/Spanish) legal office in the area of international business law. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing in English and Spanish.

Program Student Learning Outcome Statement:
• Student will work in a legal office setting interacting with supervisors, co-workers, legal professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction in both English and Spanish.
• Student will solve problems posed within the legal office environment by assessing information, including identifying issues, complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
• Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service in both English and Spanish.

WILLS, TRUSTS, AND ESTATES SPECIALTY

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODES: A2269)
Prepares students to work in a bilingual (English/Spanish) legal office in the area of wills, trusts, and estates. Emphasizes the research and preparation of legal documents and court forms. Reviews advanced legal terminology. Improves skills in legal word processing in English and Spanish.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

BUS 177 Principles of International Business 3
BUS 181 Spanish Computer Skills for Interpretation and Translation 3
BUS 211 Communication in Business and Industry (3) 3
BUS 212 Business Communication (3) 3
LEGL 256 International Law for Business 3
LEGL 270 Computer Skills for Legal Professionals 2.5
LEGL 290–293 Legal Cooperative Work Experience I–IV 2
SPAN 216 Spanish for Bilinguals II 5

Plus courses required for the Legal Office Professional—Bilingual (English/Spanish)—Basic certificate 21–22

Total units 42.5–43.5

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
Program Student Learning Outcome Statement:

- Student will work in a legal office setting interacting with supervisors, co-workers, legal professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction in both English and Spanish.
- Student will solve problems posed within the legal office environment by assessing information, including identifying issues, complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
- Student will interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service in both English and Spanish.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

LIBERAL ARTS AREAS OF EMPHASIS

GENERAL DESCRIPTION
The Associate of Arts in Liberal Arts Degree is designed for students who wish a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis”. The Associate of Arts in Liberal Arts Degree would be an ideal choice for those students planning on transferring to the California State University or University of California as the student can satisfy their general education requirements, plus focus on transferable course work that relates to majors at CSU or UC.

- Choose either Option I or II or III for the General Education pattern related to your educational goal.
- Complete 18 units in one “Area of Emphasis” from those outlined below. 
  (Note: Where appropriate, courses in the “area of emphasis” may also be counted for a GE area)
- For ALL OPTIONS: complete necessary Southwestern College Graduation and Proficiency requirements (See Southwestern College Catalog)
- All courses listed below transfer to CSU and /or UC. Refer to www.assist.org for transfer details.

OPTION 1

I. SOUTHWESTERN COLLEGE ASSOCIATE IN GE DEGREE:
This Option does not necessarily prepare student for transfer to four-year colleges or universities. Student who intend to transfer should consult a counselor to select the appropriate general education pattern.

Minimum units necessary to meet Southwestern Associate Degree requirement 21

OPTION 2

II. CSU/GE:
Minimum units necessary to meet CSU/GE Certification requirements 40

OPTION 3

III. IGETC:
Minimum units necessary to meet IGETC Certification 37–39

AREAS OF EMPHASIS:

- 18 units required from one Area of Emphasis listed below
- Courses selected can be used to also fulfill GE areas.
- All courses listed below transfer to CSU and/or UC

TRANSFERABLE ELECTIVE UNITS
Electives may be necessary to total 60 overall units required for the Associate degree.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
| ART 110 | Sculpture I (3) |
| ART 112 | Arts of Africa, Oceania, and Native America (3) |
| ART 113 | Art and Culture of Pre-Hispanic Mexico (3) |
| ART 116 | Printmaking I (3) |
| ART 121 | Darkroom and Digital Photography I (3) |
| ART 129 | Asian Art (3) |
| ART 130 | History of Film as Art (3) |
| ART 149 | Women in Western Art History, 1550–Present (3) |
| ART 150 | Art History Survey—Stone Age to the Ages of Faith (3) |
| ART 151 | Art History—Renaissance to Modern (3) |
| ART 156 | History of Photography (3) |
| ART 157 | Nineteenth Through Twenty-First Century Art (3) |
| ART 159 | Graphic Design—Layout (3) |
| ART 160 | Graphic Design—Typography (3) |
| ART 170 | Beginning Ceramics (3) |
| ART 182 | Design in Wood I (3) |
| ART 185A | Jewelry and Metalwork I (3) |

| CHIN 101 | Mandarin Chinese I (5) |
| CHIN 102 | Mandarin Chinese II (5) |

| COMM 111 | Oral Interpretation (3) |
| COMM 142 | Oral History (3) |
| COMM 185 | Cinema as a Form of Expression and Communication (3) |

| DANC 121 | Dance Choreography I (2) |
| DANC 200 | Dance History and Appreciation (3) |

| ENGL 120 | Creative Writing I (3) |
| ENGL 130 | Advanced Creative Writing: Fiction I (3) |
| ENGL 140 | Advanced Creative Writing: Poetry I (3) |
| ENGL 175A | Advanced Creative Writing: Creative Nonfiction I (3) |
| ENGL 220 | Introduction to Literature (3) |
| ENGL 225 | Introduction to Children's Literature (3) |
| ENGL 230 | World Literature I (3) |
| ENGL 231 | World Literature II (3) |
| ENGL 240 | English Literature I (3) |
| ENGL 241 | English Literature II (3) |
| ENGL 250 | American Literature I (3) |
| ENGL 251 | American Literature II (3) |
| ENGL 256 | Introduction to Shakespeare (3) |
| ENGL 255 | Twentieth-Century Literature (3) |
| ENGL 260 | Mythology in Literature (3) |
| ENGL 265 | Literature and Film (3) |
| ENGL 270 | Multicultural Literature (3) |
| ENGL 271 | Latin American Literature (3) |
| ENGL 272 | Chicano Literature (3) |
| ENGL 274 | Literature of the U.S.—Mexico Borderlands and Baja California (3) |
| ENGL 273 | African American Literature (3) |

| FARS 101 | Elementary Farsi I (5) |
| FARS 102 | Elementary Farsi II (5) |
| FIL 101 | Elementary Filipino I (5) |
| FIL 102 | Elementary Filipino II (5) |
| FIL 201 | Intermediate Filipino I (5) |

| FREN 101 | Elementary French I (5) |
| FREN 102 | Elementary French II (5) |
| FREN 201 | Intermediate French I (5) |
| FREN 202 | Intermediate French II (5) |
| HIST 104 | Western Civilization I (3) |
| HIST 105 | Western Civilization II (3) |
| HIST 107 | World History II (3) |
| HIST 108 | World History I (3) |

| HUM 101 | Humanities Through The Arts I (3) |
| HUM 102 | Humanities Through The Arts II (3) |
| HUM 104 | Introduction to Humanities: Arts and Ideas (3) |
| HUM 112 | Culture and the Media (3) |
| HUM 140 | World Mythology (3) |

| ITAL 101 | Elementary Italian I (5) |
| ITAL 102 | Elementary Italian II (5) |
| ITAL 201 | Intermediate Italian I (5) |

| JOUR 171 | Writing for Publication (3) |
| JPN 101 | Beginning Japanese I (5) |
| JPN 101A | Introductory Elementary Japanese (3) |
| JPN 101B | Continuation of Elementary Japanese (3) |
| JPN 102 | Beginning Japanese II (5) |
| JPN 201 | Intermediate Japanese I (5) |

| MUS 100 | Music Technology (3) |
| MUS 101 | Music Theory I (3) |
| MUS 105 | Introduction to Music (3) |
| MUS 106 | Introduction to Jazz (3) |
| MUS 107 | American Popular Music (3) |
| MUS 111 | Aural Skills I (1) |
| MUS 116 | Survey of Music Literature I (3) |
| MUS 117 | Survey of Music Literature II (3) |
| MUS 125 | Applied Music—Individual Study I (1) |
| MUS 126 | Applied Music—Individual Study II (1) |
| MUS 127 | Applied Music—Individual Study III (1) |
| MUS 129 | Black Music History: Spirituals and Black Gospel—A Historical Perspective (3) |
| MUS 130 | Black Music History: Jazz and Blues—A Historical Perspective (3) |
| MUS 145 | Vocal Techniques for Musical Theatre I (1) |
| MUS 146 | Vocal Techniques for Musical Theatre II (1) |
| MUS 147 | Singing for Musical Theatre I (1) |
| MUS 155 | Electronic Music Technology (3) |
| MUS 166 | Jazz Ensemble I (2) |
| MUS 167 | Jazz Ensemble II (2) |
| MUS 168 | Jazz Ensemble III (2) |
| MUS 170 | Small Performance Groups I (1) |
| MUS 171 | Small Performing Groups II (1) |
| MUS 172 | Small Performance Groups III (1) |
| MUS 180 | Chamber Singers I (2) |
| MUS 181 | Chamber Singers II (2) |
| MUS 182 | Chamber Singers III (2) |
| MUS 185 | Concert Choir I (1) |
| MUS 186 | Concert Choir II (1) |
| MUS 187 | Concert Choir III (1) |
| MUS 195 | World Music (3) |
| MUS 202 | Development of Mariachi: Style and Culture (3) |

*Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.*
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

Program Student Learning Outcome Statement:
- Demonstrate the communication skills necessary to engage competently in personal, professional, civic and social contexts.

COMM 103 Oral Communication (3)
COMM 104 Public Speaking (3)
COMM 111 Oral Interpretation (3)
COMM 160 Argumentation and Debate (3)
COMM 174 Interpersonal Communication (3)
COMM 176 Intercultural Communication (3)
COMM 200 Introduction to Mass Communication and Society (3)
COMM 262 Forensics Workshop I: Individual Events (2)
COMM 263 Forensics Workshop II: Individual Events (2)
COMM 264 Forensics Workshop III: Individual Events (2)
COMM 265 Forensics Workshop IV: Individual Events (2)
COMM 272 Forensics Workshop I: Debate (2)
COMM 273 Forensics Workshop II: Debate (2)
COMM 274 Forensics Workshop III: Debate (2)
COMM 275 Forensics Workshop IV: Debate (2)
ENGL 115 College Composition: Reading and Writing Analytically (4)
ENGL 116 Critical Thinking and Composition (4)
PHIL 103 Logic and Critical Thinking (3)
Program Student Learning Outcome Statement:

- Demonstrate the communication skills necessary to engage competently in personal, professional, civic and social contexts.

AJ 110  Ethics and the Administration of Justice (3)  
AJ 111  Introduction to Administration of Justice (3)  
AJ 114  Fundamentals of Crime and Criminal Behavior (3)  
ANTH 102  Cultural Anthropology (3)  
ANTH 103  Archaeology and Prehistory (3)  
ANTH 110  Indians of North America (3)  
ANTH 112  Cultures of Mexico (3)  
AFRO 110  African-American History I (3)  
AFRO 111  African-American History II (3)  
AFRO 151  Introduction to African-American Culture (3)  
ASIA 112  Asian-American History I (3)  
ASIA 113  Asian-American History II (3)  
ASIA 114  Filipino-American History (3)  
ASIA 115  Filipino-American Culture (3)  
CD 135  Principles of Family Development (3)  
CD 170  Principles of Child Development (3)  
CD 284  Child, Family, and Community (3)  
COMM 174  Interpersonal Communication (3)  
COMM 176  Intercultural Communication (3)  
COMM 200  Introduction to Mass Communication and Society (3)  
ECON 100  Contemporary Economic Problems (3)  
ECON 101  Principles of Economics I (3)  
ECON 102  Principles of Economics II (3)  
GEOG 106  World Regional Geography (3)  
GEOG 120  Introduction to Geography—Cultural Elements (3)  
HIST 100  American Civilization I (3)  
HIST 101  American Civilization II (3)  
HIST 104  Western Civilization I (3)  
HIST 105  Western Civilization II (3)  
HIST 106  World History I (3)  
HIST 107  World History II (3)  
HIST 110  African-American History I (3)  
HIST 111  African-American History II (3)  
HIST 112  Asian-American History I (3)  
HIST 113  Asian-American History II (3)  
HIST 114  Filipino-American History (3)  
HIST 121  Comparative History of the Americas I (3)  
HIST 122  Comparative History of the Americas II (3)  
HIST 132  Women in World History (3)  
HIST 141  Mexican-American History I (3)  
HIST 142  Mexican-American History II (3)  
JOUR 101  Introduction to Mass Communication and Society (3)  
MAS 141  Mexican-American History I (3)  
MAS 142  Mexican American History II (3)  
MAS 150  Mexican and Mexican-American Cultures in the United States (3)  
PHS 250  Our Global Future: Values for Survival (3)  
PS 101  Introduction to Political Science (3)  
PS 102  Introduction to American Government and Politics (3)  
PS 103  Introduction to Comparative Government (3)  
PS 104  Introduction to International Relations (3)  
PS 250  Our Global Future: Values for Survival (3)  
PSYC 101  General Psychology (3)  
PSYC 106  Human Sexuality (3)  
PSYC 116  Introduction to Social Psychology (3)  
PSYC 211  Learning (3)  
PSYC 230  Developmental Psychology (3)  
PSYC 250  Abnormal Psychology (3)  
PSYC 260  Introduction to Physiological Psychology (3)  
SOC 101  Introduction to Sociology (3)  
SOC 110  Contemporary Social Problems (3)  
SOC 115  Filipino-American Culture (3)  
SOC 116  Introduction to Social Psychology (3)  
SOC 135  Sociology of the Family (3)  
SOC 150  Mexican and Mexican-American Cultures in the United States (3)  
SOC 151  Introduction to African-American Culture (3)  

The program below is undergoing modification and the modification will be placed into an addendum upon Chancellor's Office approval - see your counselor for further information and visit the college website under http://www.swccd.edu/catalog link for the latest addenda updates.

LIBERAL ARTS: EMPHASIS IN MATH AND SCIENCE

ASSOCIATE IN ARTS DEGREE  
NON-TRANSFER OPTION 1  
(MAJOR CODE: 01378)

TRANSFER PREPARATION * OPTIONS 2 & 3  
(MAJOR CODE: 01870)

Select a minimum of 18 units from the following Math & Science courses. For depth, include a minimum of two courses from a single discipline; for breadth, include at least two disciplines in your selection. These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in math emphasize the development of...
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
LIBERAL STUDIES—ELEMENTARY EDUCATION

SCHOOL OF LANGUAGE, LITERATURE, AND HUMANITIES

DEAN: Joel M. Levine, Ed.D., Office 430F, 619-482-6349
DEPARTMENT CHAIR: Leslie Yoder, M.A., C. Phil.

GENERAL DESCRIPTION
The Liberal Studies major is a complex program of interdisciplinary study, designed primarily for students who intend to become teachers in elementary education. Learning provides fundamental knowledge in a wide range of departments within the core of language and literature, mathematics, natural sciences, social science, humanities, human development, foreign languages, physical education, and the visual and performing arts.

CAREER OPTIONS
The Liberal Studies major is interdepartmental and is designed primarily for students who intend to become teachers in elementary schools. Students will need to transfer to a four-year college or university to complete the requisite baccalaureate degree and achieve a teaching credential prior to employment. For students who do not desire to teach, this major provides a breadth of critical thinking and knowledge for a variety of career fields in business, industry, and government.

DEGREE/CERTIFICATE OPTIONS

ASSOCIATE IN ARTS DEGREE

ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01800)
Designed to prepare students for transfer into a liberal studies program at a four-year university. The required courses in art, communication, composition, exercise science, foreign language, health, history, life sciences, literature, mathematics, music, philosophy, and psychology offer students a breadth of study across disciplines. In this integrated course of study, students learn to think critically, communicate clearly and effectively, and understand the underlying connections among different subjects.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

Program Student Learning Outcome Statement:
• Assess the personality traits necessary to become a successful teacher and evaluate whether teaching is an appropriate career.

LANGUAGE AND LITERATURE

1. Select one course from the following:
   - COMM 103 Oral Communication (3)
   - COMM 104 Public Speaking (3)
   - COMM 174 Interpersonal Communication (3)

2. Complete the following course:
   - ENGL 115 Reading and Composition: Exposition and Argumentation (4)

3. Select one course from the following:
   - COMM 160 Argumentation and Debate (3)
   - ENGL 116 Critical Thinking and Composition (4)
   - PHIL 103 Logic and Critical Thinking (3)

4. Select one course from the following:
   - ENGL 220 Introduction to Literature (3)
   - ENGL 230 World Literature I (3)
   - ENGL 231 World Literature II (3)
   - ENGL 270 Multicultural Literature (3)

   + Transfer course acceptable for substitution to fulfill SDSU course requirement.

The program below is undergoing modification and the modification will be placed into an addendum upon Chancellor’s Office approval - see your counselor for further information and visit the college website under http://www.swccd.edu/catalog link for the latest addenda updates.
HISTORY AND SOCIAL SCIENCE

1. Select one course from the following:
   - AFRO 110 African-American History I (3)
   - HIST 110 African-American History I (3)
   - HIST 141 Mexican-American History I (3)
   - MAS 141 Mexican-American History I (3)
   - HIST 100 American Civilization I (3)

2. Select one course from the following:
   - AFRO 111 African-American History II (3)
   - HIST 111 African-American History II (3)
   - MAS 142 Mexican-American History II (3)
   - HIST 142 Mexican-American History II (3)
   - HIST 101 American Civilization II (3)
   - PS 102 Introduction to American Government and Politics (3)
     (Highly recommended for students seeking Social Science degree authorization)

3. Complete the following course:
   - HIST 106 World History I (3)

MATHEMATICS

Complete the following courses:
- MATH 110 Mathematics for Elementary School Teachers I (4)
- MATH 111 Mathematics for Elementary School Teachers II (4)
- MATH 112 Children’s Mathematical Thinking (1)

SCIENCE

Complete the following courses:
- BIOL 100 Principles of Biology (3)
- BIOL 101 Principles of Biology Laboratory (1)

VISUAL AND PERFORMING ARTS

1. Select one course from the following:
   - ART 104 Introduction to Art (3)
   - TA 100 Survey of Drama (3)

2. Complete the following course:
   - MUS 103 Musicianship for General Education Teachers (3)

EXERCISE SCIENCE AND HEALTH

Complete the following courses:
- ES/T 200 Physical Education for Elementary School (2)
- HLTH 101 Principles of Healthful Living (3)

VALUES, ETHICS AND INDIVIDUAL PERSPECTIVE

1. Select one course from the following:
   - PHIL 106 World Religions (3)
   - PHIL 120 Ethics: Theory and Practice (3)

2. Complete the following course:
   - PSYC 101 General Psychology (3)

3. Select one course from the following:
   - PSYC 230 Developmental Psychology (3)
   - CD 170 Principles of Child Development (3)

FOREIGN LANGUAGE REQUIREMENT

Complete a second semester level foreign language course if the foreign language requirement has not been completed.

Note: Students in the bilingual track of Spanish can fulfill this requirement by completing SPAN 215.

SAN DIEGO STATE UNIVERSITY

The Southwestern College associate degree requirements for Liberal Studies: Elementary Education are modeled after San Diego State’s and will fulfill most of the requirements. Please see a counselor for additional requirements.

All SDSU majors (1991–92 or later catalog) are required to prepare an assessment portfolio that demonstrates their mastery of the subject matter. Because a portfolio should show growth in ability, syllabi and samples (graded papers, exams, and projects) should be saved from all lower-division courses.

All SDSU majors (2003–04 or later catalog) are also required to pass part or all of the California Subject Examination for Teachers—Multiple Subject (CSET-MS), depending upon their career goal.

LOGISTICS AND TRANSPORTATION

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569
DEPARTMENT CHAIR: Elisabeth Shapiro, J.D.

GENERAL DESCRIPTION

Students who wish to transfer, may take Logistics and Transportation to continue studies in logistics, supply chain management, and related fields. In addition to the transfer courses listed, elective courses which introduce students to the field may also be selected. These include studies in logistics, transportation, export/import trade, planning operations and management, legal issues, inventory, and warehousing.
The certificate/A.S. degree program in Logistics and Transportation prepares students to work in industries affected by the distribution of goods, such as global, international, and cross border trade. The program provides students with a foundation of knowledge to enter the field of logistics and transportation and addresses the changing industry needs as a result of globalization. The program focuses on logistics, transportation, and trade issues along the San Diego-Tijuana border region; however, the knowledge and skills acquired throughout the curriculum will prepare students for positions related to the field in a variety of organizations which are involved with the logistics industry at a local, national, and international/global level. A work experience component allows students to gain practical skills and to work toward employment. Students are introduced to the concepts of supply chain management, transporting goods, planning operations, inventory, and warehousing.

**CAREER OPTIONS**
The following list is a sample of the career options available for individuals who focus on logistics and transportation. Most of these career options require a certificate or an associate degree; some require a bachelor’s degree: cargo and freight agent/forwarder, global transportation agent, industrial engineer, international logistics manager, logistician, operations research analyst, production and expediting clerk, supply chain executive/supply chain and logistics manager, transportation, storage, and distribution manager, and warehousing and materials handler.

**DEGREE/CERTIFICATE OPTIONS**

**ASSOCIATE IN SCIENCE DEGREE:**
International Logistics and Transportation

**MAJOR CODE:**
A1141

**Certificates of Achievement:**
- Logistics and Transportation—Basic
  - Major Code: A1143
- Logistics and Transportation—Intermediate
  - Major Code: A1144

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

---

**Program Student Learning Outcome Statement:**
- Student will explain transportation rules and regulations to suppliers and consumers.
- Student will continually investigate new methods of transportation and logistics in order to arrive at the best methods for each product delivered domestically or globally.
- Student consult US trade and private trade company policy handbooks and manuals to determine the best approach to trade issues and delivery of goods.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 7</td>
<td>Basic Business Bookkeeping</td>
<td>3–4</td>
</tr>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 142</td>
<td>Business Ethics—Corporate and Personal</td>
<td>1</td>
</tr>
<tr>
<td>BUS 177</td>
<td>Principles of International Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 133</td>
<td>Advanced Microcomputer Spreadsheets Software</td>
<td>1</td>
</tr>
<tr>
<td>GEOG 145</td>
<td>Introduction to Mapping and Geographic</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 256</td>
<td>International Law for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 290–293</td>
<td>Work Experience in Business I–IV</td>
<td>2–4</td>
</tr>
</tbody>
</table>

**Plus the courses required for the Logistics and Transportation—Basic certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS 290–293</td>
<td>Work Experience in Business I–IV</td>
<td>2–4</td>
</tr>
</tbody>
</table>

**Total units:** 38–41

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

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**INTERNATIONAL LOGISTICS AND TRANSPORTATION: BASIC**

**CERTIFICATE OF ACHIEVEMENT**

**CAREER/TECHNICAL (MAJOR CODE: A1143)**

Prepares students to work in industries affected by, but not limited to, cross-border and international trade. Develops skills in planning operations, transporting goods, inventory and warehousing, basic security, and supply chain management.
Program Student Learning Outcome Statement:
- Student will organize a plan to transport products across the state, across the country, and to a different continent given a variety of parameters including import/export fees, timelines and legal issues.
- Student will communicate collegially and effectively with logistics professionals in other parts of the world to resolve logistics and transportation issues in the delivery of a variety of goods.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>BUS 122 Principles of Importing and Exporting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 126 Introduction to Business Logistics Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 151 Principles of Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 173 Transportation Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 183 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101 Introduction to Computers and Information Processing</td>
<td>4</td>
</tr>
<tr>
<td>BUS 211 Communication in Business and Industry (3)</td>
<td>OR</td>
</tr>
<tr>
<td>BUS 212 Business Communication (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units 22

INTERNATIONAL LOGISTICS AND TRANSPORTATION: INTERMEDIATE

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: A1144)
Prepares students to work in industries affected by, but not limited to, cross-border and international trade. Develops skills that can be utilized internationally, including planning operations, transporting goods, inventory and warehousing, basic security, and supply chain management.

Program Student Learning Outcome Statement:
- Student will resolve a claim made by a customer in another part of the country by providing a detailed account of how the claim will be resolved in a positive and productive manner.
- Students will solve a variety of logistics problems dealing choosing the most cost effective and efficient methods of transporting goods both locally and globally.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACCT 7 Basic Business Bookkeeping (3)</td>
<td>OR</td>
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<tr>
<td>ACCT 101 Principles of Accounting I (4)</td>
<td>3-4</td>
</tr>
<tr>
<td>BUS 142 Business Ethics—Corporate and Personal</td>
<td>1</td>
</tr>
<tr>
<td>BUS 177 Principles of International Business</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 145 Introduction to Mapping and Geographic Information Science (GIS)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 256 International Law for Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 133 Advanced Microcomputer Spreadsheets Software</td>
<td>1</td>
</tr>
<tr>
<td>BUS 290–293 Work Experience in Business I–IV</td>
<td>2–4</td>
</tr>
</tbody>
</table>

Plus the courses required for the Logistics and Transportation—Basic certificate 22

Total units 38–41
MATHEMATICS

SCHOOL OF MATHEMATICS, SCIENCE, AND ENGINEERING

DEAN: Michael Odu, Ph.D., Office 215A, 619-482-6344


DEPARTMENT CHAIR: Peter Herrera, M.A.; Silvia Nadalet, M.A.

GENERAL DESCRIPTION

In today’s highly technological society, the study of mathematics has become increasingly important. Mathematics is a study that provides a foundation for problem solving and logical reasoning skills. It includes arithmetic, algebra, geometry, trigonometry, calculus, statistics, and computer programming, among others. Mathematics is the science of numbers and their operations, interrelations, combinations, generalizations, and abstractions. In addition to college-level mathematics courses (numbered 100 or above) that will meet the lower-division needs of college transfer students, Southwestern College offers developmental courses consisting of arithmetic through intermediate algebra.

Students may opt to take their developmental courses in one of several formats. All formats require students to study and complete assignments outside of class. Traditional lecture sections may include computer-aided instruction or online assignments. Other sections are self-paced and computer-aided, giving students the opportunity to complete more than one course per semester. Hybrid classes meet with an instructor, but with less-frequent campus meetings, and require additional computer-aided instruction outside of class.

Many of the mathematics courses are designated “Requires graphing Calculator” in the class schedule. These classes incorporate hand-held technology into the curriculum. Both traditional and calculator methods of problem solving are taught. Instructors may choose to require or prohibit calculator use on certain assignments. Graphing calculators which perform algebraic manipulation are not permitted in any Southwestern College math course.

CAREER OPTIONS

Many career options are available for the mathematics major, a few of these require an associate degree, most require a bachelor’s degree, and some require a graduate degree. Possible career options include: numerical analyst, teacher, engineering analyst, systems analyst, operations analyst, casualty rater, technical writer, research assistant, statistician, and computer specialist.

ASSOCIATE IN ARTS DEGREE

MATHEMATICS

ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION *(MAJOR CODE: 01580)

Mathematics has become essential and pervasive in the workplace. Projections indicate that its use will expand as will the need for more workers with knowledge of college-level mathematics.

Program Student Learning Outcome Statement:

• Use the basic definitions, properties, theorems, and techniques of Calculus.

FIRST SEMESTER

MATH 250 Analytic Geometry and Calculus I 5

SECOND SEMESTER

MATH 130 Introduction to Computer Programming ** 4
MATH 251 Analytic Geometry and Calculus II 4

THIRD SEMESTER

MATH 252 Analytic Geometry and Calculus III 4
Complete 3–4 units from Electives *** 3–4

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
FOURTH SEMESTER

Complete 3–4 units from electives ***

Total units 23–25

** MATH 130 may be taken in any semester; however, it should be noted that MATH 130 is a prerequisite for the elective MATH 140.

*** Electives: MATH 119, 140, 253, 254, 260.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

ASSOCIATE IN SCIENCE DEGREE

MATHEMATICS FOR TRANSFER

STUDENT TRANSFER ACHIEVEMENT REFORM (STAR) ACT (SB1440)

ASSOCIATE IN SCIENCE DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01585)

Mathematics has become essential and pervasive in the workplace. Projections indicate that its use will expand as will the need for more workers with knowledge of college-level mathematics. In today’s highly technological society, the study of mathematics has become increasingly important, particularly to computer science. Mathematics is a study that provides a foundation for problem solving and logical reasoning skills. It includes arithmetic, algebra, geometry trigonometry, calculus, statistics, and computer programming, etc. Mathematics is the science of numbers and their operations, interrelations, combinations, generalizations, and abstractions, in addition to college-level mathematics courses (numbered 100 or above) that will meet the lower-division needs of college transfer students, Southwestern College offers developmental courses consisting of arithmetic through intermediate algebra.

Program Student Learning Outcome Statement:

• Use the basic definitions, properties, theorems, and techniques of Calculus.

MATH 250 Analytic Geometry and Calculus I 5
MATH 251 Analytic Geometry and Calculus II 4
MATH 252 Analytic Geometry and Calculus III 4

Choose a minimum of 6 units with at least 3 units from Group A
(3 units are required from Group A, no units are required from Group B, however all 6 units can come from Group A

GROUP A:
MATH 253 Introduction to Differential Equations (3) 3
MATH 254 Introduction to Linear Algebra (3)

GROUP B:
MATH 119 Elementary Statistics (4)
MATH 260 Discrete Mathematics (3) OR
PHYS 270 Principles of Physics I (3) AND
PHYS 271 Principles of Physics Laboratory I (1)

Total units 19–20

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section for further information.

** The Mathematics Department recommends the MATH 119 be taken as an elective if it is not chosen from Group

MEDICAL OFFICE PROFESSIONS

HIGHER EDUCATION CENTER AT NATIONAL CITY

DEAN: Christine Perri, Office, M.A., Office 7116, 619-216-6668
FACULTY: Luis Osuna, M.D.
DIRECTOR: Deanna Reinacher, Ed.M., CLS, MT (ASCP)
GENERAL DESCRIPTION

Designed to respond to the ever-increasing need for well-trained, skilled personnel to fill positions in the allied healthcare industry as medical assistants. Today’s healthcare industry demands a higher level of thinking and performance skills than ever before. The medical office professions programs prepare students for careers as administrative or clinical medical assistants, medical billers and coders, medical Interpreters or as medical office managers.

CAREER OPTIONS

The U.S. Bureau of Labor and Statistics has placed medical offices and healthcare facilities among the top ten industries expected to generate the largest number of new jobs. Employment in health services is expected to grow quickly during the coming decades because of the expanding healthcare needs of an aging population. Few fields are as immune to recession as healthcare. Potential employers include, but are not limited to hospitals and doctors’ offices, urgent care, outpatient surgery, industrial and sports medicine clinics; insurance companies, skilled nursing facilities, state and federal health agencies, and medical research institutions.

Career options available for the medical assistant and medical office management major include medical assistant-administrative or clinical, office clerk, medical secretary, medical transcriptionist, medical records clerk, medical records coder, medical records technician, registered records administrator, health insurance specialist, health information administrator, medical office manager, quality assurance specialist, and medical interpreter. Some careers require a certificate of achievement and most require an associate in science degree or higher degree.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>Associate in Science Degree: Career/Technical</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assisting</td>
<td>02314</td>
</tr>
<tr>
<td>Medical Office Management</td>
<td>02311</td>
</tr>
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<table>
<thead>
<tr>
<th>Certificates of Achievement</th>
<th>Major Code</th>
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<tbody>
<tr>
<td>Medical Assisting Administrative</td>
<td>02315</td>
</tr>
<tr>
<td>Medical Assisting—Clinical</td>
<td>02322</td>
</tr>
<tr>
<td>Medical Assisting—Medical Insurance Billing and Coding</td>
<td>02317</td>
</tr>
<tr>
<td>Medical Interpreter—Basic (English/Spanish)</td>
<td>02325</td>
</tr>
<tr>
<td>Medical Interpreter—Intermediate (English/Spanish)</td>
<td>02326</td>
</tr>
<tr>
<td>Medical Office Management—Basic</td>
<td>02312</td>
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<tr>
<td>Medical Office Management—Advanced</td>
<td>02313</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN SCIENCE DEGREE

MEDICAL ASSISTING

ASSOCIATE IN SCIENCE DEGREE

CAREER TECHNICAL (MAJOR CODE: 02314)

Prepares students to provide medical assisting services in ambulatory healthcare facilities, including medical offices, clinics and hospitals. Medical Assistants participate in clinical, administrative and medical insurance billing and coding functions. Clinical functions include obtaining vital signs, preparing patients for and assisting with examinations and procedures, administering medications and performing treatments. Clinical functions may also include drawing blood, performing basic laboratory tests, and taking EKGs. Administrative and billing/coding functions include managing records, completing insurance coding, and providing for billing and collecting as well as serving as receptionist, and scheduling appointments.

Program Student Learning Outcome Statement:

• Student will demonstrate with health professionals and patients proper oral and written communication skills with use of correct business English and medical terminology, including the ability to explain medical office policy and procedure according to mandated regulations and when applying learned business presentation skills.

• Student will analyze and evaluate patient medical records and office documents by demonstrating understanding of related basic anatomy and physiology and use of proper medical terminology and business English when creating correspondence or documenting in the record and/or when in discussion with health professionals and when providing health education to patients.

• Student will apply learned business math skills to demonstrate basic statistical information on office activity and needs.

• Student will apply personal skills, positive attitudes, cultural awareness, professional medical and business ethics, and learned front office practice proficiency with health professionals and patients within the medical setting.

• Student will use learned advanced computer skills, various types of software, and information processing to produce office projects, business communiqué, and coded health insurance billing documents.
**FIRST SEMESTER**
- MEDOP 20  Healthcare Essentials  3
- MEDOP 230  Medical Terminology  3
- BUS 211  Communication in Business and Industry  3
- COMM 174  Interpersonal Communication  3

**SECOND SEMESTER**
- MEDOP 236  Pharmacology for Healthcare Professionals  3
- MEDOP 135  Pathophysiology  3
- MEDOP 133  Human Structures and Functions  3
- MEDOP 121  Electronic Health Records  2

**THIRD SEMESTER**
- MEDOP 44  Medical Insurance Billing  3
- MEDOP 22  Int'l Classification of Diseases-Clinical Modification (ICD-CM) Code  3
- MEDOP 231  Administrative Medical Assisting Procedures  4

**FOURTH SEMESTER**
- MEDOP 234  Clinical Procedures  4
- MEDOP 27  Physician Office Laboratory Procedures  4
- MEDOP 45  Medical Assisting Comprehensive Practicum  4

**Total units**  48

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

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**CERTIFICATES**

**MEDICAL ASSISTING:**

**ADMINISTRATIVE**

**CERTIFICATE OF ACHIEVEMENT**

CAREER/TECHNICAL (MAJOR CODE: 02315)
Prepares students for an entry level career in medical assisting with an administrative emphasis. Students gain an understanding of basic medical terminology, anatomy, physiology, pathology, medical assisting administrative procedures including record management, reception, appointment scheduling, and medical insurance processing. Graduates of the Medical Assisting—Administrative certificate program are prepared for employment in a variety of medical and healthcare settings.

**Program Student Learning Outcome Statement:**
- Student will evaluate documents required in the administration of a medical office and apply this information to provide an efficient and productive medical office environment.
- Student will work effectively as a member of a team by providing input to the team, actively listening to the input of others, and discussing and integrating this shared input into new ideas.
- Student will manage people of various cultures and backgrounds in an effective and productive manner being sensitive and respectful to their values and traditions.
- Student will research medical office efficiency by identifying, analyzing, and assessing the topic from a variety of sources and apply the information to specific office situations.
GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

FIRST SEMESTER
MEDOP 20  Healthcare Essentials  3
MEDOP 230 Medical Terminology  3
BUS 211  Communication in Business and Industry  3
COMM 174  Interpersonal Communication  3

SECOND SEMESTER
MEDOP 121 Electronic Health Records  2
MEDOP 236 Pharmacology for Healthcare Professionals  3
MEDOP 135 Pathophysiology  3
MEDOP 133 Human Structures and Functions  3

THIRD SEMESTER
MEDOP 231 Administrative Medical Assisting Procedures  4
MEDOP 44  Medical Insurance Billing  3
MEDOP 30  Medical Assisting—Administrative Practicum  3

Total units 36

Program Student Learning Outcome Statement:
• Student will read patient charts and determine proper procedures to be followed in processing of the chart.
• Student will analyze a medical record and discuss the contents with the medical professional to process paper work properly.
• Student will demonstrate the ability to draw blood with precision in a timely manner.
• Student will apply personal skills, positive attitudes, cultural awareness, professional medical ethics, and learned front and back office practice proficiently with health professionals and patients within the medical setting.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

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FIRST SEMESTER
MEDOP 20  Healthcare Essentials  3
MEDOP 230 Medical Terminology  3
BUS 211  Communication in Business and Industry  3
COMM 174  Interpersonal Communication  3

SECOND SEMESTER
MEDOP 236 Pharmacology for Healthcare Professionals  3
MEDOP 135 Pathophysiology  3
MEDOP 133 Human Structures and Functions  3
MEDOP 121 Electronic Health Records  2

THIRD SEMESTER
MEDOP 234 Clinical Procedures  4
MEDOP 27  Physician Office Laboratory Procedures  4
MEDOP 25  Medical Assisting—Clinical Practicum  3

Total units 34

MEDICAL ASSISTING: CLINICAL

CERTIFICATE OF ACHIEVEMENT

CAREER TECHNICAL (MAJOR CODE: 02322)
Prepares students for an entry level career in medical assisting with a clinical emphasis. Students gain an understanding of basic medical terminology, anatomy, physiology, pathology, medical assisting clinical procedures including obtaining vital signs, preparing patients for and assisting with examinations and procedures, infection control, laboratory and diagnostic tests, venipuncture (blood drawing) and immunization administration. Graduates of the Medical Assisting – Clinical certificate program are prepared for employment in a variety of medical and healthcare settings.
GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

First Semester
- MEDOP 20 Healthcare Essentials 3
- MEDOP 230 Medical Terminology 3
- BUS 211 Communication in Business and Industry 3
- COMM 174 Interpersonal Communication 3

Second Semester
- MEDOP 121 Electronic Health Records 2
- MEDOP 236 Pharmacology for Healthcare Professionals 3
- MEDOP 135 Pathophysiology 3
- MEDOP 133 Human Structures and Functions 3

Third Semester
- MEDOP 44 Medical Insurance Billing 3
- MEDOP 35 Medical Assisting—Medical Insurance Billing and Coding Practicum 3

Total units 35

Program Student Learning Outcome Statement:
- Student will demonstrate with health professionals proper oral and written communication skills with the use of correct pronunciation and spelling of medical terminology and business English; including the use of accurate keyboarding skills when creating documents and filing claims.
- Student, with knowledge in medical terminology, will analyze and evaluate medical record information for claims processing by applying coding skills in Current Procedural Terminology (CPT), International Classification of Diseases, 9th Revision Clinical Modification (ICD-9-CM), and Healthcare Common Procedure Coding System (HCPCS).
- Student will assess and analyze medical record information by identifying the appropriate insurance program or plan and by filing claims according to specifications (electronic or hard copy) using appropriate coding systems and insurance practices.
- Student will apply legal and ethical considerations pertaining to medical records and insurance claims with office personnel and patients.

PROGRAMS

MEDICAL ASSISTING: MEDICAL INSURANCE BILLING AND CODING

CERTIFICATE OF ACHIEVEMENT
CAREER TECHNICAL (MAJOR CODE: 02317)
Prepares students for an entry level career in medical assisting with a medical insurance billing and coding emphasis. Students gain an understanding of basic medical terminology, anatomy, physiology, pathology, medical insurance billing and coding procedures including managed care and insurance, international classification of diseases, current procedural terminology (CPT) and diagnostic coding. Graduates of the Medical Assisting – Medical Insurance Billing and Coding certificate program are prepared for employment in a variety of medical and healthcare settings and entrepreneurial opportunities are available.

Program Student Learning Outcome Statement:
- Student will demonstrate with health professionals proper oral and written communication skills with the use of correct pronunciation and spelling of medical terminology and business English; including the use of accurate keyboarding skills when creating documents and filing claims.
- Student, with knowledge in medical terminology, will analyze and evaluate medical record information for claims processing by applying coding skills in Current Procedural Terminology (CPT), International Classification of Diseases, 9th Revision Clinical Modification (ICD-9-CM), and Healthcare Common Procedure Coding System (HCPCS).
- Student will assess and analyze medical record information by identifying the appropriate insurance program or plan and by filing claims according to specifications (electronic or hard copy) using appropriate coding systems and insurance practices.
- Student will apply legal and ethical considerations pertaining to medical records and insurance claims with office personnel and patients.

MEDICAL INTERPRETER: BASIC (ENGLISH/SPANISH)

CERTIFICATE OF ACHIEVEMENT
CAREER TECHNICAL (MAJOR CODE: 02325)
Emphasizes English/Spanish medical interpretation skills and knowledge to facilitate communication between healthcare professionals and patients. Provides a foundation for students who desire to become certified administrative and medical interpreters for the state of California.

Program Student Learning Outcome Statement:
- Student will demonstrate with health professionals and Spanish-speakers proper oral and written communication skills, in Spanish, using correct pronunciation and spelling of Spanish medical terminology and business English; including the use of accurate keyboarding skills and Spanish computer skills for interpretation/translation.
- Student will analyze and evaluate medical documents or record information and interpret/translate information to the patient and/or health professional in Spanish or English.
- Student will interpret/translate into Spanish medical terminology related to basic anatomy and physiology terms, and billing and insurance information to the Spanish-speaker.
- Student will apply personal skills, positive attitudes, cultural awareness, professional medical ethics, and learned front office practice proficiency with health professionals and patients within the medical setting, and apply Spanish translation/interpretation as needed.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

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GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td>BUS 71</td>
<td>Keyboarding II (1)</td>
<td>1–2</td>
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<tr>
<td>BUS 182</td>
<td>Keyboarnding for Office Professionals (2)</td>
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<tr>
<td>BUS 181</td>
<td>Spanish Computer Skills for Interpretation/Translation</td>
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<td>BUS 210</td>
<td>Business English</td>
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<td>MEDOP 21</td>
<td>Medical Coding I</td>
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<td>MEDOP 41A</td>
<td>Medical Insurance I</td>
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<td>MEDOP 229</td>
<td>Medical Terminology—Bilingual (English/Spanish)</td>
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<td>MEDOP 231</td>
<td>Medical Office Procedures</td>
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<td>SPAN 215</td>
<td>Spanish for Bilinguals I (5)</td>
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<tr>
<td>SPAN 225</td>
<td>Intermediate Conversation and Writing on Spanish Culture (3)</td>
<td>3–5</td>
</tr>
</tbody>
</table>

Total units: 22–25

* Students who have completed high school or a higher-level degree in a Spanish-speaking country may waive the Spanish language requirement by submitting a transcript of studies or a diploma from their foreign institution.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

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<th>Course Code</th>
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<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry (3)</td>
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<td>BUS 212</td>
<td>Business Communication (3)</td>
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<tr>
<td>BUS 227</td>
<td>Interpretation and Translation: Medical</td>
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<tr>
<td>BUS 290–293</td>
<td>Work Experience in Business I–IV</td>
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<td>MEDOP 22</td>
<td>Medical Coding II</td>
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<td>MEDOP 41B</td>
<td>Medical Insurance II</td>
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<td>MEDOP 133</td>
<td>Human Structures and Functions (3)</td>
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<td>BIOL 190</td>
<td>Human Anatomy and Physiology (3)</td>
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<tr>
<td>SPAN 216</td>
<td>Spanish for Bilinguals II (5)</td>
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<tr>
<td>SPAN 226</td>
<td>Intermediate Conversation and Writing on Latin American Culture (3)</td>
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</tr>
</tbody>
</table>

Plus the required courses for the Medical Interpreter—
Basic certificate: 22–25

Total units: 40.5–46.5

PROGRAMS

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
PROGRAMS

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02312)
Prepares students who possess experience working in a medical office for a career in medical office management in various types of healthcare settings.

Program Student Learning Outcome Statement:
- Student will demonstrate with health professionals and patients proper oral and written communication skills with the use of correct business English and medical terminology related to basic anatomy and physiology; including the ability to explain medical office policy and procedure according to mandated regulations.
- Student will schedule appointments, perform data entry by applying learned computer literacy, use keyboarding skills to compose correspondence, complete various health insurance forms, and transcribe dictated information; as well as, understand and follow medical record management practices and office policy and procedure.
- Student will apply medical and business language and critical thinking skills, both written and oral, during business meetings, when delivering business presentations, or when conducting human resource and labor relations duties in the medical setting.
- Student will apply personal skills, positive attitudes, cultural awareness, professional medical and human resource ethics, and learned front office practice proficiency with health professionals and patients within the medical setting.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

MEDICAL OFFICE MANAGEMENT: BASIC

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<tr>
<td>BUS 182</td>
<td>Keyboarding for Office Professionals (2)</td>
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<td>BUS 183</td>
<td>Business Mathematics</td>
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<td>BUS 210</td>
<td>Business English</td>
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<td>LDR 148</td>
<td>Business Presentation Skills—Bilingual (English/Spanish) (2) OR</td>
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<tr>
<td>LDR 149</td>
<td>Business Presentation Skills (2)</td>
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<tr>
<td>LDR 151</td>
<td>Human Resources and Labor Relations</td>
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<td>MEDOP 133</td>
<td>Human Structures and Functions</td>
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<tr>
<td>MEDOP 229</td>
<td>Medical Terminology—Bilingual (English/Spanish) (3) OR</td>
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<tr>
<td>MEDOP 230</td>
<td>Medical Terminology (3)</td>
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<td>MEDOP 231</td>
<td>Medical Office Procedures</td>
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<tr>
<td><strong>Total units</strong></td>
<td></td>
<td><strong>22–23</strong></td>
</tr>
</tbody>
</table>

MEDICAL OFFICE MANAGEMENT: ADVANCED

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02313)
Prepares students who possess experience working in a medical office for a career in medical office management in various types of healthcare settings.

Program Student Learning Outcome Statement:
- Student will demonstrate with health professionals and patients proper oral and written communication skills with the use of correct business English and medical terminology related to basic anatomy and physiology; including the ability to explain and enforce medical office policy and procedure according to mandated regulations.
- Student will oversee and/or schedule appointments, perform data entry and basic bookkeeping skills by applying computer literacy and keyboarding skills; as well as, compose correspondence, complete various health insurance forms and ledgers, and transcribe dictated information.
- Student will apply medical and business language and critical thinking skills, both written and oral, during business meetings, when delivering business presentations or when conducting human resource and labor relations duties in the medical setting.
- Student will apply personal skills, positive attitudes, cultural awareness, professional medical, business, and human resource ethics, and learned front office practice proficiency with health professionals and patients within the medical setting.
GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

ACCT 7 Basic Business Bookkeeping (3)
ACCT 101 Principles of Accounting I (4)
BUS 140 Business Law/Legal Environment of Business (3)
BUS 150 Principles of Management (3)
BUS 211 Communication in Business and Industry (3)
BUS 212 Business Communication (3)
BUS/CIS 239 Project Management (3)
BUS 290–293 Work Experience in Business I–IV (2–4)
CIS 101 Introduction to Computers and Information Processing (4)

Plus completion of Medical Office Management—
Basic certificate (22–23)

Total units (43–47)

MEDICAL LABORATORY TECHNOLOGY

HIGHER EDUCATION CENTER AT NATIONAL CITY

DEAN: Christine M. Perri, M.A., Office 7116, 619-216-6668
DIRECTOR: Deanna Reinacher, Ed.M., CLS, MT (ASCP)

GENERAL DESCRIPTION
A medical laboratory technician performs routine clinical laboratory testing procedures to provide scientific information needed in diagnosis, prognosis, and treatment of disease. Technicians use sophisticated instrumentation for these evaluations which encompass quantitative and qualitative chemical and biological analyses of body specimens. Technicians function under the supervision of a qualified practitioner.

The program prepares students for a career in Medical Laboratory Technology through the studies in humanities, social and natural sciences, and the field of Medical Laboratory Technology. Emphasis is placed on the clinical practice in the context of laboratory medicine. Graduates are eligible to take a nationally recognized certification examination.

PROGRAM GOALS
• To produce graduates eligible to take nationally recognized certification examination.
• To facilitate and foster the values necessary to practice laboratory medicine within the ethical and legal framework of the profession and the community.
• To produce students who exhibit professional behavior consistent with current academic and professional standards.
• To develop students who can analyze, interpret and perform laboratory tests proficiently.
• To help students acquire and strengthen problem solving and critical thinking skills.
• To provide graduates with the skills necessary to secure entry-level employment as a medical laboratory technician.
• To assist students in performing all necessary duties in a safe environment utilizing all the latest techniques in the laboratory arena.
• To produce students who have the knowledge and respect needed to safely deal with hazardous materials.
• To develop positive student attitudes for the pursuit of lifelong professional growth and development.

DEGREE/CERTIFICATE OPTIONS

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

Associate in Science Degree: Career/Technical
Medical Laboratory Technician

Major Code: 02385
ASSOCIATE IN SCIENCE DEGREE

MEDICAL LABORATORY TECHNICIAN

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02385)

HOW TO APPLY
Applicants must be eligible for admission to the College. In addition to the College application, a special application for the program is required. Program information and application forms are available on the Medical Laboratory Technology website at http://www.swccd.edu/index.aspx?page=95. Applications will be accepted after prerequisite courses and other requirements are met. Students accepted into the medical laboratory technician program are subject to further screening to determine eligibility to be admitted into the program.

SPECIAL INSTRUCTIONS
Students enrolled in the medical laboratory technician program are required to provide their own transportation to off-campus clinical agencies. A fee for malpractice insurance is charged for each year of the program, as well as a minimal fee for supplies. Students are also responsible for purchasing certain equipment such as a laboratory coat. CPR certification: students are required to be certified by the American Heart Association (AHA) certification, prior to admission and to maintain certification throughout the program. Phlebotomy skills: students must be California licensed phlebotomists prior to admission and to maintain license throughout the program.

A grade of “C” or better is required in all medical laboratory technician courses for progression and satisfactory completion. Progress in the medical laboratory technician program is dependent upon completion of medical laboratory technician courses in the prescribed sequence as outlined for the program. Students will not be permitted to progress to the next semester until previous semester medical laboratory technician courses are completed.

MEDICAL LABORATORY TECHNOLOGY— ASSOCIATE IN SCIENCE DEGREE

In order to apply and be placed on the priority list for the medical laboratory technician program, applicants must document the following:

- Basic science prerequisites (BIOL 260, 261, 265 and CHEM 100, 110) must be completed with a cumulative GPA of 2.7 or higher. Foreign transcripts not submitted at time of application may not be used to meet program or graduation requirements. Required science courses taken at Southwestern College have prerequisites including college-level biology, chemistry, and algebra courses or credit for the appropriate college-level examination (CLEP)
- Graduation from a U.S. high school or satisfactory score on the GED or evidence of other high school equivalency certificate or a degree from a U.S. accredited institution.
- College-level reading ability as evidenced by a satisfactory result on the Southwestern College Reading Assessment process, earning a “C” or better in RDG 158, ENGL 115, or equivalent reading course; equivalency documented by approved petition; or college transcript showing an earned associate or bachelor’s degree from a U.S. accredited institution.
- Math proficiency as evidenced by eligibility for Math 60 or higher as demonstrated on the college math assessment process, earning a “C” or better in Math 45 or higher-numbered math course, or equivalent as documented by an approved petition.

Before a space in the medical laboratory technician program can be offered, applicants must verify completion of the series of vaccinations for Hepatitis B or immunity to Hepatitis B or sign a form declining to be vaccinated. Students who have been accepted into the program must meet the following conditions: attend a scheduled class orientation, submit a completed physical examination form with evidence of required immunizations, tuberculosis screening, CPR certification, and provide evidence of payment of malpractice insurance premium. Accepted students are required to complete an online background check and drug screening prior to enrollment into the program. The background check and drug screening are mandated by the policies of the hospitals/clinical sites for all health occupation programs faculty and students. Anyone with background check issues (includes misdemeanors and felony’s) may not be eligible for the program. Many of the hospital systems are now refusing to take students with any background check issues. Each student situation will be evaluated as they complete the background check. The student must provide a urine sample for drug testing per hospital request.
DESCRIPTION
A medical laboratory technician performs routine clinical laboratory testing procedures to provide scientific information needed in diagnosis, management and treatment of disease. Technicians use sophisticated instrumentation for these evaluations which encompass quantitative and qualitative chemical and biological analyses of body specimens. Technicians function under the supervision of a qualified practitioner. The program prepares students for a career in Medical Laboratory Technology through the studies in humanities, social and natural sciences, and the field of Medical Laboratory Technology. Emphasis is placed on the clinical practice in the context of laboratory medicine. Graduates are eligible to take a nationally recognized certification examination.

Program Student Learning Outcome Statement:
• Ability to articulate professionally and competently with all stakeholders in the healthcare setting regarding patient care.
• Analyze and evaluate medical laboratory science theory to achieve a minimum passing score of 400 on the American Society for Clinical Pathology (ASCP) board of certification exam.

PREREQUISITES
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 260</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 100</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 110</td>
<td>Elementary Organic and Biological Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 115</td>
<td>College Composition: Reading and Writing Analytically</td>
<td>4</td>
</tr>
<tr>
<td>COMM 103</td>
<td>Oral Communication (3)</td>
<td>3</td>
</tr>
<tr>
<td>OR COMM 174</td>
<td>Interpersonal Communication (3)</td>
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<tr>
<td>BIOL 261</td>
<td>Principles of Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 265</td>
<td>General Microbiology</td>
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<tr>
<td>MATH 60</td>
<td>Intermediate Algebra I</td>
<td>4</td>
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<tr>
<td></td>
<td>Total units</td>
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DEPARTMENT ACCEPTANCE INTO THE MEDICAL LABORATORY TECHNICIAN PROGRAM

FIRST SEMESTER
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MLT 80</td>
<td>Introduction to the Clinical Laboratory Profession</td>
<td>1</td>
</tr>
<tr>
<td>MLT 90</td>
<td>Clinical Urinalysis and Body Fluids</td>
<td>1</td>
</tr>
<tr>
<td>MLT 90L</td>
<td>Clinical Urinalysis and Body Fluids Laboratory</td>
<td>.5</td>
</tr>
<tr>
<td>MLT 100</td>
<td>Clinical Hematology</td>
<td>3</td>
</tr>
<tr>
<td>MLT 100L</td>
<td>Clinical Hematology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MLT 110</td>
<td>Clinical Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>MLT 110L</td>
<td>Clinical Chemistry I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MLT 132</td>
<td>Clinical Immunology</td>
<td>1</td>
</tr>
<tr>
<td>MLT 132L</td>
<td>Clinical Immunology Laboratory</td>
<td>.5</td>
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</table>

SECOND SEMESTER
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<th>Course Title</th>
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<tbody>
<tr>
<td>MLT 102</td>
<td>Clinical Hematology, Coagulation, Urinalysis</td>
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<tr>
<td>MLT 111</td>
<td>Clinical Chemistry II</td>
<td>3</td>
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<tr>
<td>MLT 111L</td>
<td>Clinical Chemistry II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MLT 120</td>
<td>Clinical Microbiology</td>
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<tr>
<td>MLT 120L</td>
<td>Clinical Microbiology Laboratory</td>
<td>1</td>
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SUMMER
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<td>MLT 112</td>
<td>Clinical Chemistry Practicum</td>
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<td>MLT 130</td>
<td>Clinical Immunohematology</td>
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<tr>
<td>MLT 130L</td>
<td>Clinical Immunohematology Lab</td>
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THIRD SEMESTER
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<tbody>
<tr>
<td>MLT 121</td>
<td>Clinical Microbiology Practicum</td>
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<td>MLT 131</td>
<td>Clinical Immunology and Immunohematology Practicum</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total units</td>
<td>42</td>
</tr>
</tbody>
</table>

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

MEXICAN-AMERICAN STUDIES

SCHOOL OF ARTS, COMMUNICATION, AND SOCIAL SCIENCES

ACTING DEAN: William Kinney, M.A., Office 702B, 619-482-6572
FACULTY: Victor Chavez, M.A.
DEPARTMENT CHAIR: Stanley James, M.A.

GENERAL DESCRIPTION
Mexican-American Studies is a unique interdisciplinary course of learning that provides an introduction to the Hispanic community within the context of the American experience. This department explores its history, culture, society, politics, religion, economics, art, and major contributions to the development of the United States. Essentially, Mexican-American studies is part of American history, nationality, and race that utilizes knowledge from the humanities, arts, and social sciences to explore issues and experiences unique to Hispanics.
CAREER OPTIONS
Below is a sample of the career options available for the Mexican-American studies major. A few of these require an associate in arts degree, most require a bachelor's degree, and some require a graduate-level degree: high school or college instructor, historian, researcher, research assistant, urban planner, lawyer, politician, political scientist, international trade specialist, foreign service officer, government employee, business administrator, publisher, librarian, library technician, philosopher, cultural arts director, social service worker, business manager, and consultant.

DEGREE/CERTIFICATE OPTIONS  
MAJOR CODE
Associate in Arts Degree: Transfer Preparation  
Mexican-American Studies  01810

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN ARTS DEGREE
MEXICAN-AMERICAN STUDIES

ASSOCIATE IN ARTS DEGREE  
TRANSFER PREPARATION (MAJOR CODE: 01810)
Lower-division requirements are designed to provide students a well-rounded curriculum in Hispanic history and culture in the Southwest. A comparative approach to the study of the history of Mexico, California, and the United States provides students with an understanding of the U.S. Constitution and the development of state and local government, culture, and contemporary issues affecting the region.

Program Student Learning Outcome Statement:
• Student will be able to identify and conduct comparative analyses of major historiographic perspectives, concepts, issues, historic relationships, contributions, and paradigms that impact Mexican American identity and culture.

ANTH 112 Cultures of Mexico  3
ENGL 271 Latin American Literature  3
ENGL 272 Chicano Literature  3
MAS/ HIST 141
Mexican-American History I  3
MAS/HIST 142
Mexican-American History II  3
Foreign Language  6–10
Total units  21–25

Mexican-American History (MAS 141–142) fulfills the American Institutions requirement at San Diego State University and most other campuses of the California State University.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

MUSIC
SCHOOL OF ARTS, COMMUNICATION, AND SOCIAL SCIENCES

ACTING DEAN: William Kinney, M.A., Office 702B, 619-482-6372
DEPARTMENT CHAIR: Cynthia McGregor, Ph.D.

GENERAL DESCRIPTION
Music is the art and science of incorporating intelligible combinations of tones into a composition having structure and continuity. The most abstract of the arts, is music which is sound moving in time. The four elements of music are rhythm, melody, harmony, and tone color. Composers and performers are concerned with each of the musical elements, which are experienced by the listener as a web of sound that makes it difficult to single out any one individually. Though little is known of ancient music, it would seem the earliest form was probably the beating out of rhythms long before the existence of either melody or human speech. Rhythm is part of the universe, from our heartbeat to the pulsation of stars.

CAREER OPTIONS
Below is a sample of the career options available for the music major. A few of the these require an associate in arts degree, most require a bachelor’s degree, and some require a graduate-level degree: soloist, conductor, composer, private music teacher, high school or college instructor, music librarian, recording technician, band performer, backup artist, music critic, church music director, administrator, studio performer, record/CD producer, accompanist, arranger, copyist, publisher, and music therapist.
DEGREE/CERTIFICATE OPTIONS

Associate in Arts Degree: Transfer Preparation
- Music 01240
- Music for Transfer (SB 1440) 01245
- Music—Mariachi Specialization 02542

Associate in Science Degree: Career/Technical
- Music—Commercial 02540

Certificate of Achievement
- Music—Commercial 02541

Certificate of Proficiency
- Music—Mariachi Specialization 02543

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

ASSOCIATE IN ARTS DEGREE

MUSIC

ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01240)
Provides programs for students who wish to become professional musicians; prepares for a career in public school teaching; broaden their general knowledge of music, develop performance skills, or pursue an advanced degree in music. Includes theory, keyboarding, and sight reading skills. Transfer students must pass proficiency exams in these areas.

Program Student Learning Outcome Statement:
- Students will demonstrate an understanding of the fundamental aspects and principles of music, including but not limited to: music theory, notation, chord structures, melodic constructs, form, instrumental/vocal technique, performance practices.

FIRST SEMESTER
- MUS 101 Music Theory I 3
- MUS 111 Aural Skills I 1
- MUS 125 Applied Music—Individual Study I 0.5
- MUS 132A Class Piano I 1

Complete one course from the required performance courses listed below 1–2

SECOND SEMESTER
- MUS 100 Music Technology 3
- RA&T 100 Music Technology
- MUS 102 Music Theory II 3
- MUS 113 Aural Skills II 1
- MUS 126 Applied Music—Individual Study II 0.5
- MUS 132B Class Piano II 1
- MUS 140 Class Voice I 1

Complete one course from the required performance courses listed below 1–2

THIRD SEMESTER
- MUS 109 Music Theory III 3
- MUS 127 Applied Music—Individual Study III 0.5
- MUS 132C Class Piano III 1
- MUS 141 Class Voice II 1

Complete one course from the required performance courses listed below 1–2

OPTIONAL

Complete one course from the required performance courses listed below 1–2

Total units 23.5–26.5

Required Performance Courses:
Students are required to complete a minimum of one course per semester with a maximum of four courses.


Note: This is a course requirement, not a unit requirement.

To earn an associate degree, additional General Education and Graduation requirements must be completed. See page 64.
The program below is undergoing modification and the modification will be placed into an addendum upon Chancellor's Office approval - see your counselor for further information and visit the college website under http://www.swccd.edu/catalog link for the latest addenda updates.

**MUSIC FOR TRANSFER**

**STUDENT TRANSFER ACHIEVEMENT REFORM (STAR) ACT (SB1440)**

**ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01245)**

Provides programs for students who wish to become professional musicians; prepares for a career in public school teaching; broaden their general knowledge of music, develop performance skills, or pursue an advance degree in music. Includes theory, musicianship, and performances skills. Transfer students must pass proficiency exams in these areas.

**Program Student Learning Outcome Statement:**

- Students will demonstrate an understanding of the fundamental aspects and principles of music, including but not limited to: music theory, notation, chord structures, form, instrumental/vocal technique, performances practices.
- Students will perform in an ensemble with a diverse group of people, including those of a variety of performance abilities and backgrounds.

**GROUP 1: REQUIRED CORE (16 UNITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 101</td>
<td>Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 102</td>
<td>Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 109</td>
<td>Music Theory III</td>
<td>3</td>
</tr>
<tr>
<td>MUS 110</td>
<td>Music Theory IV</td>
<td>3</td>
</tr>
<tr>
<td>MUS 111</td>
<td>Aural Skills I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 113</td>
<td>Aural Skills II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 114</td>
<td>Aural Skills III</td>
<td>1</td>
</tr>
<tr>
<td>MUS 115</td>
<td>Aural Skills IV</td>
<td>1</td>
</tr>
</tbody>
</table>

**GROUP 2: APPLIED MUSIC- SELECT TWO (2) COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 125</td>
<td>Applied Music--Individual Study I</td>
<td>.5</td>
</tr>
<tr>
<td>MUS 126</td>
<td>Applied Music--Individual Study II</td>
<td>.5</td>
</tr>
<tr>
<td>MUS 127</td>
<td>Applied Music--Individual Study III</td>
<td>.5</td>
</tr>
<tr>
<td>MUS 128</td>
<td>Applied Music--Individual Study IV</td>
<td>.5</td>
</tr>
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</table>

**GROUP 3: LARGE ENSEMBLE SELECT FOUR (4) COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 170</td>
<td>Small Performance Groups I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 171</td>
<td>Small Performing Groups II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 172</td>
<td>Small Performance Groups III</td>
<td>1</td>
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<tr>
<td>MUS 173</td>
<td>Small Performance Groups IV</td>
<td>1</td>
</tr>
<tr>
<td>MUS 185</td>
<td>Concert Choir I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 186</td>
<td>Concert Choir II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 187</td>
<td>Concert Choir III</td>
<td>1</td>
</tr>
<tr>
<td>MUS 188</td>
<td>Concert Choir IV</td>
<td>1</td>
</tr>
<tr>
<td>MUS 157A</td>
<td>Mariachi Garibaldi I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 157B</td>
<td>Mariachi Garibaldi II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 157C</td>
<td>Mariachi Garibaldi III</td>
<td>1</td>
</tr>
<tr>
<td>MUS 157D</td>
<td>Mariachi Garibaldi IV</td>
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</tr>
<tr>
<td>MUS 124A</td>
<td>Introduction to Mariachi Performance I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 124B</td>
<td>Introduction to Mariachi Performance II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 124C</td>
<td>Introduction to Mariachi Performance III</td>
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<tr>
<td>MUS 124D</td>
<td>Introduction to Mariachi Performance IV</td>
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</tr>
<tr>
<td>MUS 158</td>
<td>Concert Band I</td>
<td>1</td>
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<tr>
<td>MUS 159</td>
<td>Concert Band II</td>
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<td>MUS 160</td>
<td>Concert Band III</td>
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<td>MUS 161</td>
<td>Concert Band IV</td>
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</tr>
<tr>
<td>MUS 163A</td>
<td>Guitar Ensemble I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 163B</td>
<td>Guitar Ensemble II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 163C</td>
<td>Guitar Ensemble III</td>
<td>1</td>
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<td>MUS 163D</td>
<td>Guitar Ensemble IV</td>
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<tr>
<td>MUS 165A</td>
<td>Latin Jazz Ensemble I</td>
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<td>MUS 165B</td>
<td>Latin Jazz Ensemble II</td>
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<td>MUS 165C</td>
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<td>1</td>
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<tr>
<td>MUS 165D</td>
<td>Latin Jazz Ensemble IV</td>
<td>1</td>
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<tr>
<td>MUS 175</td>
<td>Orchestra I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 176</td>
<td>Orchestra II</td>
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<td>MUS 177</td>
<td>Orchestra III</td>
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<td>MUS 178</td>
<td>Orchestra IV</td>
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**OPTIONAL (6 UNITS):**

Students are also encouraged to study the following courses, but they are not required for the degree. MUS 105 and MUS 100

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MUS 105</td>
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<tr>
<td>MUS 100</td>
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</tbody>
</table>

**Total Units** 21
MUSIC: MARIACHI SPECIALIZATION

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 02542)

The associate in arts degree provides students the unique musical training and study necessary to pursue aforementioned musical careers though specifically within the mariachi tradition. Each mariachi major must declare and take courses on a primary instrument (guitar, vihuela, guitarrón, harp, violin, trumpet, flute, voice), as well as taking courses on secondary instruments. Includes theory, keyboarding, and sight reading skills. Transfer students must pass proficiency exams in these areas.

Program Student Learning Outcome Statement:
- Students will play and sing traditional mariachi music, including all of the standard mariachi song-types: son jalisciense, huapango, ranchera, bolero, son jarocho and joropo.
- Student will demonstrate an understanding of mariachi history, style and performance practices.

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>MUS 101</td>
<td>Music Theory I</td>
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<tr>
<td>MUS 111</td>
<td>Aural Skills I</td>
<td>1</td>
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<tr>
<td>MUS 125</td>
<td>Applied Music—Individual Study I</td>
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<tr>
<td>MUS 124A</td>
<td>Introduction to Mariachi Performance I (1)</td>
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<tr>
<td>MUS 157A</td>
<td>Mariachi Garibaldi I (1)</td>
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<tr>
<td>MUS 202</td>
<td>Development of Mariachi: Style and Culture</td>
<td>3</td>
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<td></td>
<td>Primary instrument instruction*</td>
<td>1–2</td>
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SECOND SEMESTER

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<tbody>
<tr>
<td>MUS 102</td>
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<tr>
<td>MUS 113</td>
<td>Aural Skills II</td>
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</tr>
<tr>
<td>MUS 126</td>
<td>Applied Music—Individual Study II</td>
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<tr>
<td>MUS 124B</td>
<td>Introduction to Mariachi Performance II (1)</td>
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<td>MUS 157B</td>
<td>Mariachi Garibaldi II (1)</td>
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</tr>
<tr>
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<td>Primary instrument instruction*</td>
<td>1–2</td>
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THIRD SEMESTER

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<th>Course Name</th>
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<tr>
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<tr>
<td>MUS 127</td>
<td>Applied Music—Individual Study III</td>
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<tr>
<td>MUS 124C</td>
<td>Introduction to Mariachi Performance III (1)</td>
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<tr>
<td>MUS 157C</td>
<td>Mariachi Garibaldi III (1)</td>
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<tr>
<td></td>
<td>Secondary instrument instruction*</td>
<td>1–2</td>
</tr>
</tbody>
</table>

FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 124D</td>
<td>Introduction to Mariachi Performance IV (1)</td>
<td>1</td>
</tr>
<tr>
<td>MUS 157D</td>
<td>Mariachi Garibaldi IV (1)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Secondary instrument instruction*</td>
<td>1–2</td>
</tr>
</tbody>
</table>

Total units: 23.5–27.5

*Primary or secondary instrument instruction

Select 4–8 units from the following courses:

- MUS 119A  Brass Instruments I (2)
- MUS 119B  Brass Instruments II (2)
- MUS 119C  Brass Instruments III (2)
- MUS 119D  Brass Instruments IV (2)
- MUS 137   Beginning Guitar I (1)
- MUS 138   Beginning Guitar II (1)
- MUS 140   Class Voice I (1)
- MUS 141   Class Voice II (1)
- MUS 142   Class Voice III (1)
- MUS 193A  String Instruments I (2)
- MUS 193B  String Instruments II (2)
- MUS 193C  String Instruments III (2)
- MUS 193D  String Instruments IV (2)

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

Note: Students with music degrees from elsewhere or who have previously completed courses equivalent to MUS 101, 102, 109, 111 and 113 at other institutions may petition to have their previous courses fulfill this requirement.

ASSOCIATE IN SCIENCE DEGREE

MUSIC: COMMERCIAL

ASSOCIATE IN ARTS DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02540)

Designed to prepare students at the apprentice level for employment in night club entertainment, dance bands, backup singing groups, lead singing, studios, music sales, music retailing, music copying, or as side players in big bands.

Program Student Learning Outcome Statement:
- Students will demonstrate an understanding of the fundamental aspects and principles of music and the music industry, including but not limited to: music theory, notation, performance practices, publishing, royalties, and contracts.

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>MUS 100</td>
<td>Music Technology (3)</td>
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<tr>
<td>RA&amp;T 100</td>
<td>Music Technology (3)</td>
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<tr>
<td>MUS 101</td>
<td>Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 111</td>
<td>Aural Skills I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 132A</td>
<td>Class Piano I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 150</td>
<td>Music Business/Career Overview (3)</td>
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<tr>
<td>RA&amp;T 110</td>
<td>Music Business/Career Overview (3)</td>
<td>3</td>
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</tbody>
</table>

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
### MUSIC: MARIACHI SPECIALIZATION

#### CERTIFICATE OF PROFICIENCY

**CAREER TECHNICAL (MAJOR CODE: 02543)**

**Program Student Learning Outcome Statement:**

- Students will play and sing traditional mariachi music, including all of the standard mariachi song-types: son jalisciense, huapango, ranchera, bolero, son jarocho and joropo.
- Students will demonstrate an understanding of mariachi history, style and performance practices.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 101</td>
<td>Music Theory I</td>
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<tr>
<td>MUS 102</td>
<td>Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 111</td>
<td>Aural Skills I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 113</td>
<td>Aural Skills II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 202</td>
<td>Development of Mariachi: Style and Culture</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Mariachi Performance Courses</strong></td>
<td><strong>4</strong></td>
</tr>
<tr>
<td>MUS 124A</td>
<td>Introduction to Mariachi Performance I (1)</td>
<td></td>
</tr>
<tr>
<td>MUS 124B</td>
<td>Introduction to Mariachi Performance II (1)</td>
<td></td>
</tr>
<tr>
<td>MUS 124C</td>
<td>Introduction to Mariachi Performance III (1)</td>
<td></td>
</tr>
<tr>
<td>MUS 124D</td>
<td>Introduction to Mariachi Performance IV (1)</td>
<td></td>
</tr>
<tr>
<td>MUS 157A</td>
<td>Mariachi Garibaldi I (1)</td>
<td></td>
</tr>
<tr>
<td>MUS 157B</td>
<td>Mariachi Garibaldi II (1)</td>
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</tr>
<tr>
<td>MUS 157C</td>
<td>Mariachi Garibaldi III (1)</td>
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</tr>
<tr>
<td>MUS 157D</td>
<td>Mariachi Garibaldi IV (1)</td>
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</tr>
<tr>
<td><strong>Total units</strong></td>
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</table>

### NURSING AND HEALTH OCCUPATIONS

#### HIGHER EDUCATION CENTER AT OTAY MESA

**DEAN:** Silvia Cornejo, M.A., Office 4118D, 619-216-6755

**FACULTY:** Honorene Brown, R.N., M.S.N.; Rosemarie Cruz, M.S.N.; Zaydie Feria-Bataller, M.S.N.; Evangeline Fulgencio, A.D.N.; John Hammersla, B.A., CST; Evangeline Howard, M.S.N.; Mary Livingston, M.S.N., Alana Lozada, M.S.N.; Linda McDonald, M.S.N.; Angelia Monroy, M.S.N.; Jamie O’Connor-Florez, B.S.N.; Sandra Peppard, M.S.N.; Arlin Ramira, M.N.; Eileen Rodriguez, M.S.N.; Teresa Russell, M.S.N.; Sandy Tyahla, M.P.H.;

**DEPARTMENT CHAIR:** Zaydie Feria-Bataller, M.S.N.

**DIRECTOR:** Catherine L. McJannet, M.N.

#### GENERAL DESCRIPTION

Nursing is the diagnosis and treatment of human responses to actual or potential health problems. The nurse assists the individual, sick or well, in the performance of those activities contributing to health or its recovery (or to peaceful death) that the individual would perform unaided if possessing the necessary strength, will, or knowledge. The nurse practices in many settings including hospitals, clinics, physicians’ offices, extended care facilities, and homes in the community.

#### CAREER OPTIONS

Below is a sample of the career options available for the nursing major. Some of these require an associate degree, most require a bachelor’s degree, and a few require a graduate-level degree: licensed vocational nurse, registered nurse, nurse clinician, nurse practitioner, nurse midwife, nurse administrator, and nurse educator. Nurses practice in many settings such as hospitals, extended care facilities, homes and clinics, and in the military. They may specialize in caring for specific age groups such as children or the aged. They may also specialize in certain areas such as medical, surgical, psychiatric, critical or emergency room care, obstetrics, pediatrics, and operating room.

#### DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>Degree/Certificate Options</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Arts Degree: Transfer Preparation</td>
<td>A1330</td>
</tr>
<tr>
<td>Preparation for Allied Health Programs</td>
<td></td>
</tr>
<tr>
<td>Associate in Science Degree: Career/Technical</td>
<td>02360</td>
</tr>
<tr>
<td>Nursing (*Registered Nurse)</td>
<td></td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>02345</td>
</tr>
<tr>
<td>Vocational Nursing</td>
<td>02390</td>
</tr>
<tr>
<td>Certificates of Achievement:</td>
<td></td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>02346</td>
</tr>
<tr>
<td>Vocational Nursing</td>
<td>02392</td>
</tr>
<tr>
<td>Certificates of Proficiency:</td>
<td></td>
</tr>
<tr>
<td>Central Service Technology</td>
<td>02347</td>
</tr>
<tr>
<td>Certified Nursing Assistant (CNA)</td>
<td>02371</td>
</tr>
<tr>
<td>Operating Room Nursing</td>
<td>A2361</td>
</tr>
</tbody>
</table>

Entrance into any of the above Nursing programs has special application requirements and deadlines. For more information, please visit www.swccd.edu/nursing.

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

**Note:** In the ADN, VN, ST, and ORN programs, a minimum grade of “C” is required in each course for progression and satisfactory completion. Nursing courses may be repeated no more than one time with a maximum of one re-entry to the program.

Courses must be completed in sequence as stated.
ASSOCIATE IN SCIENCE DEGREE

SOUTHWESTERN COLLEGE MISSION STATEMENT
Southwestern Community College District, the only public institution of higher education in southern San Diego County, provides services to a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services, including those offered through distance education. The College District also stimulates the development and growth of the region through its educational, economic and workforce opportunities, community partnerships and services.

Southwestern Community College District promotes student learning and success and prepares students to become engaged global citizens by committing to continuous improvement that includes planning, implementation and evaluation. The College District provides educational opportunities in the following areas: associate degree and certificate programs; transfer; professional, technical, and career advancement; basic skills; personal enrichment and continuing education.

SOUTHWESTERN COLLEGE ASSOCIATE DEGREE NURSING MISSION STATEMENT
Southwestern Community College Associate Degree Nursing Program serves a diverse community of students and provides educational preparation for the graduate in the role of a Registered Nurse and as a professional member of the healthcare community.

The Nursing Program provides educational opportunities that enable our students to progress from a novice level of expertise to a graduate level of expertise in nursing skills, clinical reasoning, and theoretical preparation. The program promotes personal enrichment, community service and transfer for advanced nursing educational opportunities.

The Nursing Program promotes student learning and success by committing to a continuous improvement plan utilizing evidence-based practice which includes assessment, planning, implementation, and evaluation. The program celebrates successes as our students’ progress in the program, in their advanced degrees and as key members of the Nursing profession.

THE ASSOCIATE DEGREE NURSING PROGRAM PHILOSOPHY
The associate degree nursing faculty advocates the mission and goals of Southwestern College and the ADN program; furthermore, the faculty is committed to the following beliefs, which guide the nursing curriculum:

BELIEFS ABOUT MAN, HEALTH, AND ILLNESS
• Man is a unique individual with inseparable bio-psycho-social-spiritual needs.
• Man’s culture and ability to communicate needs are an integral component in health and wellness throughout the life span.
• Health is a state of complete physical, mental, and social well-being, not merely the absence of disease or infirmity.
• Health is on a continuum of maximum wellness to maximum illness throughout the life span.

BELIEFS ABOUT NURSING
• Nursing is both an art and a science. The science of nursing is the knowledge base for the care that is given; the art of nursing is the skilled application of that knowledge to help others reach maximum function and quality of life throughout the life span.
• Nursing is a profession that utilizes special skills and knowledge to provide safe care to the whole person in health and illness and in a variety of practice settings.
• Nursing requires critical reasoning skills that focus on health promotion, illness prevention, restoring health, and facilitating coping while utilizing therapeutic communication methods.
• Nursing care is determined by man’s human responses resulting from changes in the structure and/or function of all body systems.

BELIEFS ABOUT STUDENTS, FACULTY, AND EDUCATION
• Students are individuals with unique combinations of ethnic and cultural backgrounds, learning abilities, and support systems.
• Optimal student learning takes place in a safe environment that is supportive, provides frequent feedback, as well as strategies for success.
• Nursing faculty believe that learning is a lifelong process involving external changes in behavior and internal changes in thought process and attitudes. Nursing faculty are committed to their own lifelong learning and maintain currency in theory and skills through course work, CE opportunities, conferences and through their own experiential learning as a practitioner in the clinical setting.
• Nursing faculty believe that the role of the faculty is to facilitate student learning by providing instruction, clinical experiences, resources, counseling, and guidance.
• Nursing education incorporates knowledge from the humanities and the behavioral, physical, and natural sciences.
• Nursing education remains current and incorporates such resources as The National Patient Safety Goals and Institute of Medicine Reports (as it relates to nursing) as references for both the faculty and the students.
• Nursing faculty are committed to program core values that are reflected in each course: communication, clinical reasoning, cultural diversity, health promotion/illness prevention, life span development, nursing theory/skills, roles of the nurse, safety, evidence-based practice and quality improvement.

The Associate Degree Nursing program serves as the beginning preparation for the registered nurse with identified competencies, critical thinking, supervision, leadership, and delegation. Various nursing roles are also emphasized as the student nurse prepares for state licensure.

The Associate Degree Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN).
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
Students who have been accepted into the program must meet the following conditions: attend a scheduled class orientation, submit a completed physical examination form with evidence of required immunizations, tuberculosis screening, CPR certification, and provide evidence of payment of malpractice insurance premium and ATI testing fees. Accepted students are required to complete an online background check and drug screening prior to enrollment into the program. The background check and drug screening are mandated by the policies of the hospitals/clinical sites for all health occupation programs faculty and students. Anyone with background check issues (includes misdemeanors and felony’s) may not be eligible for the program. Many of the hospital systems are now refusing to take students with any background check issues. Each student situation will be evaluated as they complete the background check. The student must provide a urine sample for drug testing per hospital request. If the urine sample is dilute, the student WILL NOT be eligible for acceptance into the program.

All ADN, LVN-ADN and VN students must past the Test of Essential Academic Skills (TEAS). This is a diagnostic test that covers basic math, reading and science. Students may prepare for this test by going to the ATI testing site (http://www.attesting.com/), then go to Assessments; go to Test of Essential Academic Skills (TEAS). The TEAS test is offered by the College once a month, and may be repeated only once. Under the multi-criteria point system, a student will earn points for the first attempt only.

In addition to the above costs, students are required to pay for testing services provided by Kaplan Testing. These diagnostic tests are administered periodically throughout the nursing program beginning with an entrance test given during the first two weeks of classes. The test identifies weaknesses for the student to enable them to seek appropriate assistance during the program. Periodic additional tests must be passed before the student progresses in the program. Remediation is available for every student. A summer noncredit “Success in Nursing” course is encouraged for all students entering nursing.

Some financial assistance is available through Financial Aid. Application for assistance should be made early (preferably by April or May for new students) in the Financial Aid office. It is recommended that the student not work more than 20 hours per week.

Upon completion of degree requirements, the graduate is eligible to apply to take the National Council Licensure examination for Registered Nursing (NCLEX-RN). The Board of Registered Nursing (BRN) may refuse licensure to individuals who have been convicted of crimes and/or certain misdemeanors. Further information may be obtained from the BRN at 1747 North Market Blvd., Suite 150; Sacramento, CA 95834-1924 or the Program Director may be consulted. Program information regarding national accreditation may also be obtained from the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326.

Some financial assistance is available through Financial Aid. Application for assistance should be made early (preferably by April or May for new students) in the Financial Aid office. It is recommended that the student not work more than 20 hours per week.

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ASSOCIATE IN ARTS DEGREE

PREPARATION FOR ALLIED HEALTH PROGRAMS

ASSOCIATE IN ARTS DEGREE

TRANSFER PREPARATION * (MAJOR CODE: A1330)

A bachelor’s degree is generally required for public health/community and industrial settings, and for commissioned officer status in the armed forces. It is also recommended as basic preparation for further study for those seeking careers in leadership positions, research or education.

Program Student Learning Outcome Statement:

- Upon completion of the program, the student will demonstrate the ability to actively participate and contribute to patient report meetings and patient/family conferences and analyze as well as prioritize the information obtained.
- Upon completion of the program, the student will demonstrate the ability to articulate professionally and competently in the healthcare setting on issues regarding patient care.
- Upon completion of the program, the student will analyze, compute and correctly provide medications to the patient in the healthcare setting.
- Upon completion of the program, the student will demonstrate collegiality and appropriate communication techniques when working with diverse healthcare providers, patients and family members.

| BIOL 260 | Human Anatomy | 4 |
| BIOL 261 | Principles of Human Physiology | 4 |
| BIOL 265 | General Microbiology | 4 |
| CHEM 100 | Introduction to General Chemistry | 4 |
| MATH 60 | Intermediate Algebra I | 4 |
| COMM 103 | Oral Communication (3) OR | 3 |
| COMM 174 | Interpersonal Communication (3) | 3 |

**Total units 23**

To earn an associate degree, additional General Education and Graduation Requirements must be completed. See page 64.

- Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
The program below is undergoing modification and the modification will be placed into an addendum upon Chancellor’s Office approval - see your counselor for further information and visit the college website under http://www.swccd.edu/catalog link for the latest addenda updates.

ASSOCIATE IN SCIENCE DEGREE

ASSOCIATE IN SCIENCE DEGREE CAREER/TECHNICAL (MAJOR CODE: 02360)

Prepares students for careers in nursing through the study of the humanities, natural/social sciences, and the field of nursing. Emphasis is on nursing theory and clinical practice. Graduates are eligible to apply to the California Board of Registered Nursing to take the examination for licensure as a registered nurse.

Program Student Learning Outcome Statement:

- Upon completion of the program, the student will demonstrate the ability to actively participate and contribute to patient report meetings and patient/family conferences and analyze as well as prioritize the information obtained.
- Upon completion of the program, the student will demonstrate the ability to articulate professionally and competently in the healthcare setting on issues regarding patient care.
- Upon completion of the program, the student will analyze, compute and correctly provide medications to the patient in the healthcare setting.
- Upon completion of the program, the student will demonstrate collegiality and appropriate communication techniques when working with diverse healthcare providers, patients and family members.
- Upon completion of the program, the student will demonstrate critical thinking skills and differentiation in plan of care for patients from various cultural backgrounds.

Program Student Learning Outcome Statement:

- Upon completion of the program, the student will demonstrate the ability to actively participate and contribute to patient report meetings and patient/family conferences and analyze as well as prioritize the information obtained.
- Upon completion of the program, the student will demonstrate the ability to articulate professionally and competently in the healthcare setting on issues regarding patient care.
- Upon completion of the program, the student will analyze, compute and correctly provide medications to the patient in the healthcare setting.
- Upon completion of the program, the student will demonstrate collegiality and appropriate communication techniques when working with diverse healthcare providers, patients and family members.
- Upon completion of the program, the student will demonstrate critical thinking skills and differentiation in plan of care for patients from various cultural backgrounds.

PREREQUISITES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BIOL 260</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 261</td>
<td>Principles of Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 265</td>
<td>General Microbiology</td>
<td>4</td>
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<tr>
<td>ADN 140</td>
<td>Reading and Composition for Nursing and Allied Health</td>
<td>3</td>
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Total prerequisite units: 15

FIRST SEMESTER

<table>
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<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ADN 111A</td>
<td>Pathophysiology and Pharmacology I</td>
<td>2</td>
</tr>
<tr>
<td>ADN 112</td>
<td>Fundamentals of Nursing</td>
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</tr>
<tr>
<td>ADN 112L</td>
<td>Fundamentals of Nursing Clinical Laboratory</td>
<td>5</td>
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SECOND SEMESTER

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ADN 111B</td>
<td>Pathophysiology and Pharmacology II</td>
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<tr>
<td>ADN 113</td>
<td>Maternal and Child Nursing</td>
<td>3</td>
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<tr>
<td>ADN 113L</td>
<td>Maternal and Child Nursing Laboratory</td>
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THIRD SEMESTER

<table>
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<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
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<td>Adult Nursing</td>
<td>5</td>
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<tr>
<td>ADN 221L</td>
<td>Adult Nursing Laboratory</td>
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</table>

FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ADN 114</td>
<td>Nursing Supervision and Leadership I</td>
<td>2</td>
</tr>
<tr>
<td>ADN 223</td>
<td>Gerontology</td>
<td>2</td>
</tr>
<tr>
<td>ADN 223L</td>
<td>Gerontology Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>ADN 225</td>
<td>Nursing Supervision and Leadership II: Preceptorship</td>
<td>2</td>
</tr>
</tbody>
</table>

Total semester units: 39

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
The following courses can be taken at any time as part of the General Education (GE) requirement for nursing. Per the Nursing program application, additional points will be given for completion of all GE courses prior to application. Nursing students with a bachelor’s degree from an accredited U.S. institution may have their general education courses credited, but according to the California Board of Nursing, will still need to meet nursing curriculum requirements including anatomy, physiology, microbiology, psychology, oral communication, English writing course, and a child development or developmental psychology course.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

**LVN TO ADN TRANSITION PROGRAM**

California licensed vocational nurses are eligible to apply for a one-year LVN-ADN transition program. Credit toward first year ADN courses is granted upon evidence of licensure. Students take a transition course before joining the ADN class in the third semester.

**Completion of prerequisites required.**

**PREREQUISITES:**
- BIOL 260 Human Anatomy * 4
- BIOL 261 Principles of Human Physiology 4
- BIOL 265 General Microbiology * 4

**Total prerequisite units 12**

**SUMMER SESSION**
- ADN 115 Transition to Associate Degree Nursing 3

**FIRST SEMESTER**
- ADN 221 Adult Nursing 5
- ADN 221L Adult Nursing Laboratory 5

**SECOND SEMESTER**
- ADN 114 Nursing Supervision and Leadership I 2
- ADN 223 Gerontology 2
- ADN 223L Gerontology Laboratory 4
- ADN 225 Nursing Supervision and Leadership II: Preceptorship 2

**Total units 23**

**30 UNIT OPTION**

California LVNs may take the “30 unit option” but will not be graduates from the nursing program or the College unless all other requirements are met. Please contact the director of the program for an explanation of the advantages and limitations of this option. Vocational nurses completing this option may be graduates of the Southwestern College nursing program and of the College only if they complete other graduation requirements prior to taking the licensure examination. Only those completing the requirements in the major are eligible to wear the Southwestern College nursing pin.

**Completion of prerequisites required.**

**PREREQUISITES:**
- BIOL 260 Human Anatomy * 4
- BIOL 261 Principles of Human Physiology 4
- BIOL 265 General Microbiology * 4

**Total prerequisite units 12**

**SUMMER SESSION**
- ADN 115 Transition to Associate Degree Nursing 3

**FIRST SEMESTER**
- ADN 221 Adult Nursing 5
- ADN 221L Adult Nursing Laboratory 5

**SECOND SEMESTER**
- ADN 114 Nursing Supervision and Leadership I 2
- ADN 223 Gerontology 2
- ADN 223L Gerontology Laboratory 4
- ADN 225 Nursing Supervision and Leadership II: Preceptorship 2

**Total units 23**

* Or four semester units of equivalent courses from an accredited institution. Required science courses taken at Southwestern College have prerequisite courses of BIOL 100, 101, and CHEM 100 or 170 or equivalent.

---

**SECOND SEMESTER**

- ADN 114 Nursing Supervision and Leadership I 2
- ADN 223 Gerontology 2
- ADN 223L Gerontology Laboratory 4
- ADN 225 Nursing Supervision and Leadership II: Preceptorship 2

**Total units 23**

* Or four semester units of equivalent courses from an accredited institution. Required science courses taken at Southwestern College have prerequisite courses of BIOL 100, 101, and CHEM 100 or 170 or equivalent.
The following courses must be taken as part of the General Education Requirement for surgical technology:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BIOL 265</td>
<td>General Microbiology (4)</td>
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<tr>
<td>COMM 174</td>
<td>Interpersonal Communication (3)</td>
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<tr>
<td>PSYC 101</td>
<td>General Psychology (3)</td>
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</tbody>
</table>

To earn an associate degree, additional General Education and Graduation Requirements must be completed. See page 64.

**Note:** Upon successful completion of the program, the student is eligible to apply to take the Surgical Technology Certification Examination, which is sponsored by the Association of Surgical Technologists. Passing this examination allows the individual to use the title Certified Surgical Technologist.

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**SURGICAL TECHNOLOGY**

**ASSOCIATE IN SCIENCE DEGREE**

**CAREER/TECHNICAL (MAJOR CODE: 02345)**

Prepares the student to function in operating rooms under the direct supervision of physicians and nurses. A major portion of the learning experience will take place in hospital operating rooms.

**Program Student Learning Outcome Statement:**

- Upon completion of the program, the student will demonstrate the ability to articulate professionally and competently in perioperative setting.
- Upon completion of the program, the student will demonstrate the ability to analyze patient data related to their surgical condition and adjust the patient’s intraoperative plan of care according to the findings.
- Upon completion of the program, the student will analyze, compute and adjust operative equipment and instrument settings for the surgical patient in the perioperative setting.
- Upon completion of the program, the student will demonstrate critical thinking skills and differentiation in provision of intraoperative care for patients from various cultural backgrounds.

**PREREQUISITES**

**Acceptance into the Surgical Technology program**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Units</th>
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<tbody>
<tr>
<td>BIOL 190</td>
<td>Human Anatomy and Physiology (4)</td>
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<tr>
<td>BIOL 260</td>
<td>Human Anatomy (4)</td>
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<td>MEDOP 230</td>
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**FIRST SEMESTER**

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<tr>
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<tr>
<td>ST 120</td>
<td>Surgical Laboratory</td>
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**SECOND SEMESTER**

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<tr>
<td>ST 130</td>
<td>Advanced Operating Room Techniques</td>
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<tr>
<td>ST 140</td>
<td>Practicum: Major Surgical Specialties</td>
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<td>ST 150</td>
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**SUMMER SESSION**

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<tr>
<td>ST 160</td>
<td>Practicum: Subspecialties</td>
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</tbody>
</table>

**Total units 35–38**

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**VOCATIONAL NURSING**

**ASSOCIATE IN SCIENCE DEGREE**

**CAREER/TECHNICAL (MAJOR CODE: 02390)**

Prepares students for direct patient care in situations where he/she is under the supervision of physicians and/or registered nurses. A major portion of the educational experience takes place in a variety of healthcare settings.

**Program Student Learning Outcome Statement:**

- Upon completion of the program, the student will demonstrate the ability to articulate professionally and competently in the healthcare setting on issues regarding patient care.
- Demonstrate the ability to analyze patient data related to the medical condition(s) and adjust patient care according to the findings.
- Upon completion of the program, the student will demonstrate critical thinking skills and differentiation in plan of care for patients from various cultural backgrounds.
PREREQUISITES:
CNA Certification or equivalent 0–7
BIOL 190 Human Anatomy and Physiology 4
CD 170 Principles of Child Development 3
HLTH 204 Fundamentals of Nutrition 3
Total prerequisite units 10–17

FIRST SEMESTER
CL 120 Computer Literacy 1
VN 30 Introduction to Pharmacology 1
VN 31 Basic Concepts in Pharmacology 1
VN 101 Introduction to Vocational Nursing I 2.5
VN 101L Introduction to Vocational Nursing I Lab 2
VN 102 Introduction to Vocational Nursing II 2.5
VN 102L Introduction to Vocational Nursing II Lab 2

SECOND SEMESTER
VN 130 Pharmacology for Nurses 2
VN 201 Vocational Nursing II 6
VN 201L Vocational Nursing Laboratory II 6

THIRD SEMESTER
PSYC 101 General Psychology 3
VN 250 Nursing Care in Specialty Areas and Career Preparation 5
VN 250L Nursing Care in Specialty Areas and Career Preparation Laboratory 6
Total units 39

COMM174, Interpersonal Communication (3 units) must be taken as part of the General Education Requirement for vocational nursing.

Proficiencies required for department acceptance into this program include basic nursing skills (CNA or equivalent), college-level reading, and elementary algebra.

Transfer credit shall be given for related previous education completed within the last five years, and it will be considered on a case by case basis (Vocational Nursing Practice Act, Article 5, Section 2535).

To earn an associate degree, additional General Education and Graduation requirements must be completed.

Note: Upon successful completion of the program, the student is eligible to apply to the California Board of Vocational Nurses and Psychiatric Technicians to take the examination for licensure as a vocational nurse.

CERTIFICATES

CENTRAL SERVICE TECHNOLOGY

CERTIFICATE OF PROFICIENCY
CAREER/TECHNICAL (MAJOR CODE: 02347)
Designed for students interested in a career as a Central Service Technician (CST). CSTs work in the central service unit in hospitals or the operating room sterilizing and packaging surgical instruments. Upon completion of this program, students are eligible to apply for national certification.

Program Student Learning Outcome Statement:
- Upon completion of this certificate program, the students will demonstrate the ability to effectively communicate their thoughts, concerns and suggestions regarding care and management of perioperative instruments and operative packs for the patient in the surgical setting.
- Upon completion of this certificate program, the students will demonstrate the ability to analyze, discuss and resolve issues surrounding the role and function of the central service technician in the surgical setting.
- Upon completion of this certificate program, the students will demonstrate proficiency in maintaining intrapersonal relationships in the multicultural workplace setting.

FIRST SEMESTER
ST 10A Central Service Technology 4.5
ST 10B Central Service Technology Laboratory 3.5

SECOND SEMESTER
ST 10C Central Service Technology Practicum 3.5
Total units 11.5

CERTIFIED NURSING ASSISTANT (CNA)

CERTIFICATE OF PROFICIENCY
CAREER/TECHNICAL (MAJOR CODE: 02371)
Designed for students interested in a career in nursing. Completion of the program is required for entrance into the Associate Degree Nursing program and the Vocational Nursing program and confers eligibility to take the State Nursing Assistant Certification exam. Hospitals, skilled nursing facilities, and other healthcare settings employ CNA’s.
Program Student Learning Outcome Statement:
• Upon completion of the program, the student will be able to accurately articulate patient findings to the licensed personnel.
• Upon completion of this program, the student will be able to identify basic patient needs and discuss their findings with other healthcare personnel to assist in creating better patient outcomes.
• Upon completion of this program, the student will demonstrate the ability to work with a diverse population of healthcare staff and patients.

Note: In the ADN, VN, ST, and ORN programs, a minimum grade of “C” is required in each course for progression and satisfactory completion. Nursing courses may be repeated no more than one time with a maximum of one re-entry to the program.

Courses must be completed in sequence as stated.

SURGICAL TECHNOLOGY

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02346)
Prepares the student to function in operating rooms under the direct supervision of physicians and nurses. A major portion of the learning experience will take place in hospital operating rooms.

Program Student Learning Outcome Statement:
• Demonstrate the ability to articulate professionally and competently in perioperative setting.
• Demonstrate the ability to analyze patient data related to their surgical condition and adjust the patient’s intraoperative plan of care according to the findings.
• Demonstrate collegiality and appropriate communication techniques when working with diverse healthcare providers and patients in the perioperative setting.
• Demonstrate critical thinking skills and differentiation in provision of intraoperative care for patients from various cultural backgrounds.

Gainful Employment:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

OPERATING ROOM NURSING

CERTIFICATE OF PROFICIENCY
CAREER/TECHNICAL (MAJOR CODE: A2361)
Designed to teach nurses to function in the operating room. A major portion of the experience will take place in operating rooms around San Diego, with opportunities to practice and circulate.

Program Student Learning Outcome Statement:
• Demonstrate the ability to articulate professionally and competently in perioperative setting on issues related to patient care and planned interventions.
• Demonstrate the ability to analyze patient data related to their surgical condition and adjust the patient’s plan of care according to the findings.
• Analyze, compute and correctly provide medications and intravenous solutions to the patient in the perioperative setting.
• Demonstrate collegiality and appropriate communication techniques when working with diverse healthcare providers and patients in the perioperative setting.
• Demonstrate critical thinking skills and differentiation in plan of care for patients from various cultural backgrounds.
• RN License
• CPR Certificate
• Acceptance into the ORN program

Note: Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
OFFICE INFORMATION SYSTEMS PROFESSIONAL

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569
FACULTY: M. E. Martinez-Sanabria, M.B.A.; Marisa Soler-McElwain, LL.M.
DEPARTMENT CHAIR: Marisa Soler-McElwain, LL.M.

GENERAL DESCRIPTION
The study of office information systems is a field within the School of Business, Professional & Technical Education that provides concepts and skills requisite for contemporary work environments where the emphasis is on team building and technology. The role of secretary, receptionist, office assistant, administrative assistant, and transcriptionist will become more challenging and dynamic in the next decade. Students learn traditional secretarial skills, mastery of office technology and computers, communication techniques, and how to exercise initiative and sound judgment in their work.

CAREER OPTIONS
Below is a sample of the career options available for the office information systems major. Some require a certificate of achievement and most require an associate in science degree: receptionist, secretary, legal secretary, clerk typist, word processor, office clerk, medical office assistant, legal assistant, medical transcriptionist, legal interpreter/translator, bilingual office personnel, data entry clerk, and administrative assistant. Many entry-level positions are available in business, industry, education, and government for students with good organizational and communication abilities.

DEGREE/CERTIFICATE OPTIONS

Associate in Science Degree: Career/Technical

OIS: Office Information Systems Professional 02046

Certificates of Achievement

OIS: Office Information Systems Professional—Advanced 02048
OIS: Microsoft Office Specialist (MOS)—Advanced 02053

Certificates of Proficiency

OIS: Office Information Systems Professional—Basic 02047
OIS: Microsoft Office Specialist (MOS)—Basic 02052

Note: For Virtual Office Professionals program, see page 332.

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN SCIENCE DEGREE

OIS: OFFICE INFORMATION SYSTEMS PROFESSIONAL

ASSOCIATE IN SCIENCE DEGREE

CAREER/TECHNICAL (MAJOR CODE: 02046)

The curriculum is designed to prepare students to work in an automated office environment. Students will gain comprehensive training in word processing, filing and records management, machine transcription, business communications, and the integrated electronic office including email, Internet office applications, and management information systems software. Students will gain preparation for Microsoft Office Specialist (MOS) certification and may desire to pass a certifying examination. The associate in science degree is granted upon the completion of courses listed in both basic and advanced certificates.

Program Student Learning Outcome Statement:

- Student will work in an office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction, taking and transcribing minutes, developing reports, and using good communication skills to solve problems.
- Student will interact properly with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print, computer/Internet and other resources to research projects to produce clear, accurate, and organized reports, tables, statistics, and reference materials applying advanced features of word processing, spreadsheet, presentation, and database applications.

BUS 73 Keyboarding Speed and Accuracy I 1
BUS 74 Keyboarding Speed and Accuracy II 1
BUS 75 Keyboarding Speed and Accuracy III 1
BUS 78 Electronic Calculator 1
BUS 182 Keyboarding for Office Professionals 2
BUS 200A Microsoft Word: Beginning 2.5
BUS 200B Microsoft Word: Advanced 2.5
BUS 206 Filing and Records Management 2.5
BUS 210 Business English 3
BUS 211 Communications in Business and Industry (3) OR 3
BUS 212 Business Communication (3) 4
BUS 218 Procedures for Office Professionals 4
BUS 290–293 Work Experience in Business I–IV 2
CIS 122B Spreadsheet Software—Excel 1

Total units 26.5

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
Recommended Electives: BUS 70, 71, 81, 140, 142, 152, 181, 183, 225, 226, 227, 229, 233; CIS 92, 101, 133, 134, 139; LEGL 228

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

CERTIFICATES

OIS: MICROSOFT OFFICE SPECIALIST (MOS): BASIC

CERTIFICATE OF PROFICIENCY

CAREER/TECHNICAL (MAJOR CODE: 02052)
Prepares students to pass the Microsoft Officer Specialist (MOS) certification test in word processing. Gaining certification will allow students to be more competitive in obtaining well-paid office and related technical positions or in advancing in their present positions.

Program Student Learning Outcome Statement:
• Student will work in an office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
• Student will interact properly with people of diverse backgrounds at work and in the community providing quality customer service.
• Student will utilize print material and computer/Internet documents such as reports, tables, statistics, and reference materials to produce clear, accurate, and organized documents.

BUS 182   Keyboarding for Office Professionals 2
BUS 200A  Microsoft Word: Beginning 2.5
BUS 200B  Microsoft Word: Advanced 2.5
BUS 210   Business English 3
BUS 218   Procedures for Office Professionals 4

Total units 14

OIS: MICROSOFT OFFICE SPECIALIST (MOS): ADVANCED

CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: 02053)
Students will be trained in preparation for passing the Microsoft Officer Specialist (MOS) certification test in word processing at the expert level. Gaining certification will allow students to be more competitive in obtaining well-paid office and related technical positions in our community or for career advancement in present positions. The certificate of achievement—advanced will be granted upon completion of the required basic and advanced courses.

Program Student Learning Outcome Statement:
• Student will work in an office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
• Student will interact properly with people of diverse backgrounds at work and in the community providing quality customer service.
• Student will utilize advanced skills in Microsoft Word as well other components of the Microsoft Office Suite and Internet resources to produce clear, accurate, and organized reports, tables, statistics, and reference materials and documents.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

BUS 75   Keyboarding Speed and Accuracy III 1
BUS 182  Keyboarding for Office Professionals 2
BUS 200A Microsoft Word: Beginning (2.5) OR 2.5–3
BUS 200B Microsoft Word: Advanced 2.5
BUS 210   Business English 3
BUS 211   Communication in Business and Industry (3) OR 3
BUS 212  Business Communication (3) OR
BUS 218  Procedures for Office Professionals 4
BUS 240   Microsoft Outlook 3
CIS/BUS 129 Multimedia Presentations—PowerPoint 1
Program Student Learning Outcome Statement:
- Student will work in an office setting and interact with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction, and producing verbal and written work products in both English and Spanish.
- Student will interact properly and provide quality customer service in both English and Spanish to people of diverse backgrounds, including supervisors, co-workers, and members of the public.
- Student will utilize print and computer/internet documents such as reports, tables, statistics, and reference materials to produce office documents that are reliable, accurate, and presented in a clear and organized manner.

OIS: OFFICE INFORMATION SYSTEMS PROFESSIONAL: BASIC

CERTIFICATE OF PROFICIENCY
CAREER/TECHNICAL (MAJOR CODE: 02047)

Program Student Learning Outcome Statement:
- Student will work in an office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will interact properly with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print and computer/internet documents such as reports, tables, statistics, and reference materials to produce clear, accurate, and organized documents.

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<tr>
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<td>Electronic Calculator</td>
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<td>BUS 182</td>
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<td>BUS 200A</td>
<td>Microsoft Word: Beginning</td>
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<td>BUS 206</td>
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<td>Business English</td>
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<tr>
<td>CIS 122B</td>
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<td><strong>Total units</strong></td>
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OIS: OFFICE INFORMATION SYSTEMS PROFESSIONAL: ADVANCED

CERTIFICATE OF ACHIEVEMENT
CAREER TECHNICAL (MAJOR CODE: 02048)

Program Student Learning Outcome Statement:
- Student will work in an office setting and interact with supervisors, co-workers, and the public in a variety of ways, including taking, clarifying, and providing information and direction, and producing verbal and written work products in both English and Spanish.
- Student will interact properly and provide quality customer service in both English and Spanish to people of diverse backgrounds, including supervisors, co-workers, and members of the public.
- Student will utilize print and computer/internet documents such as reports, tables, statistics, and reference materials to produce office documents that are reliable, accurate, and presented in a clear and organized manner.

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<td>BUS 74</td>
<td>Keyboarding Speed and Accuracy II</td>
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<td>BUS 75</td>
<td>Keyboarding Speed and Accuracy III</td>
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</tr>
<tr>
<td>BUS 78</td>
<td>Electronic Calculator</td>
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<td>BUS 182</td>
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<td>BUS 200A</td>
<td>Microsoft Word: Beginning</td>
<td>2.5</td>
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<tr>
<td>BUS 200B</td>
<td>Microsoft Word: Advanced</td>
<td>2.5</td>
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<td>BUS 206</td>
<td>Filing and Records Management</td>
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<td>Business English</td>
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<td>BUS 211</td>
<td>Communication in Business and Industry (3)</td>
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<tr>
<td>BUS 212</td>
<td>Business Communication (3)</td>
<td>OR</td>
</tr>
<tr>
<td>BUS 218</td>
<td>Procedures for Office Professionals</td>
<td>4</td>
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<td>BUS 290-293</td>
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Recommended Electives: BUS 70, 71, 81, 142, 152, 181, 183, 225, 226, 227, 229, 233; CIS 92, 101, 133, 139; LEGL 228

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

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OFFICE INFORMATION SYSTEMS PROFESSIONAL: BILINGUAL

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569  
FACULTY: M. E. Martínez-Sanabria, M.B.A.; Marisa Soler-McElwain, LL.M.  
DEPARTMENT CHAIR: Marisa Soler-McElwain, LL.M.

GENERAL DESCRIPTION

The study of office information systems is a field within the School of Business, Professional & Technical Education that provides concepts and skills requisite for contemporary work environments where the emphasis is on team building and technology. Training for a bilingual (Spanish/English) office environment is emphasized. The role of secretary, receptionist, office assistant, administrative assistant, and transcriptionist has been changing rapidly due to the downsizing of companies and major shifts in the philosophy of the work ethic. Students learn both traditional and virtual secretarial skills, mastery of office technology and computers, communication techniques, and how to assume responsibility for their work by exercising initiative and sound judgment.

CAREER OPTIONS

Below is a sample of the career options available for the office information systems major. Some require a certificate of achievement and most require an associate in science degree: receptionist, secretary, legal secretary, clerk typist, word processor, office clerk, medical office assistant, legal assistant, medical transcriptionist, legal interpreter/translator, bilingual office personnel, data entry clerk, administrative assistant, and virtual office professional. Many entry-level positions are available in business, industry, education, and government for students with good organizational and communication abilities.

ASSOCIATE IN SCIENCE DEGREE

OIS: OFFICE INFORMATION SYSTEMS PROFESSIONAL: BILINGUAL

ASSOCIATE IN SCIENCE DEGREE

CAREER/TECHNICAL (MAJOR CODE: 02041)

The curriculum is designed to prepare students to work in an automated office environment in a bilingual (English/Spanish) or multicultural setting. Students will gain comprehensive training in word processing, filing and records management, machine transcription, business communications, and in the integrated electronic office including knowledge of email, Internet office applications, and management information systems software. Students will gain preparation for Microsoft Office Specialist (MOS) certification and may desire to pass a certifying examination. The associate in science degree is granted upon the completion of courses listed in both basic and advanced certificates.

Program Student Learning Outcome Statement:

• Student will work in an office setting and interact with supervisors, co-workers, and the public in a variety of ways, including taking, clarifying, and providing information and direction, and producing verbal and written work products in both English and Spanish.

• Student will interact properly and provide quality customer service in both English and Spanish to people of diverse backgrounds, including supervisors, co-workers, and members of the public.

• Student will utilize print and computer/internet documents such as reports, tables, statistics, and reference materials to produce office documents that are reliable, accurate, and presented in a clear and organized manner.

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

DEGREE/CERTIFICATE OPTIONS

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<th>Associate in Science Degree: Career/Technical</th>
<th>MAJOR CODE</th>
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<table>
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<tr>
<th>Certificates of Achievement</th>
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<tr>
<td>OIS: Office Information Systems Professional—Bilingual—Basic</td>
</tr>
<tr>
<td>OIS: Office Information Systems Professional—Bilingual—Advanced</td>
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Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

Program Student Learning Outcome Statement:
- Student will work in an office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction in both English and Spanish.
- Student will interact properly with people of diverse backgrounds at work and in the community providing quality customer service in both English and Spanish.
- Student will utilize and computer/Internet documents such as reports, tables, statistics, and reference materials to produce clear, accurate, and organized documents.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 73</td>
<td>Keyboarding Speed and Accuracy I</td>
<td>1</td>
</tr>
<tr>
<td>BUS 74</td>
<td>Keyboarding Speed and Accuracy II</td>
<td>1</td>
</tr>
<tr>
<td>BUS 75</td>
<td>Keyboarding Speed and Accuracy III</td>
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</tr>
<tr>
<td>BUS 78</td>
<td>Electronic Calculator</td>
<td>1</td>
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<tr>
<td>BUS 181</td>
<td>Spanish Computer Skills for Interpretation and Translation</td>
<td>3</td>
</tr>
<tr>
<td>BUS 182</td>
<td>Keyboarding for Office Professionals</td>
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<tr>
<td>BUS 200A</td>
<td>Microsoft Word: Beginning</td>
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</tr>
<tr>
<td>BUS 200B</td>
<td>Microsoft Word: Advanced</td>
<td>2.5</td>
</tr>
<tr>
<td>BUS 206</td>
<td>Filing and Records Management</td>
<td>2.5</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Business English</td>
<td>3</td>
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<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry (3)</td>
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<tr>
<td>BUS 212</td>
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<td>BUS 218</td>
<td>Procedures for Office Professionals</td>
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<tr>
<td>BUS 225</td>
<td>Interpretation and Translation: General Business (3)</td>
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<tr>
<td></td>
<td>OR</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 257</td>
<td>International Business and Legal Communication: Spanish (3)</td>
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</tr>
<tr>
<td>BUS 290-293</td>
<td>Work Experience in Business I–IV</td>
<td>2</td>
</tr>
<tr>
<td>SPAN 216</td>
<td>Spanish for Bilinguals II * (5)</td>
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<td>OR</td>
<td></td>
</tr>
<tr>
<td>SPAN 202</td>
<td>Intermediate Spanish II * (5)</td>
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</tbody>
</table>

Total units | 36.5

Recommended Electives: BUS 70, 71, 81, 140, 142, 152, 183, 226, 227, 229, 233; CIS 92, 101, 133, 134, 139; LEGL 228

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Native speakers from a Spanish-speaking country who have finished high school or the equivalent in that country will have satisfied the Spanish language requirement. Students who have completed high school in the United States and have completed the fourth-year level of Spanish will have satisfied the Spanish language requirement.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td>BUS 73</td>
<td>Keyboarding Speed and Accuracy I</td>
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<tr>
<td>BUS 78</td>
<td>Electronic Calculator</td>
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</tr>
<tr>
<td>BUS 181</td>
<td>Spanish Computer Skills for Interpretation and Translation</td>
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<td>BUS 182</td>
<td>Keyboarding for Office Professionals</td>
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<tr>
<td>BUS 200A</td>
<td>Microsoft Word: Beginning</td>
<td>2.5</td>
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<tr>
<td>BUS 206</td>
<td>Filing and Records Management</td>
<td>2.5</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 216</td>
<td>Spanish for Bilinguals II * (5)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SPAN 202</td>
<td>Intermediate Spanish II * (5)</td>
<td></td>
</tr>
</tbody>
</table>

Total units | 20

* Native speakers from a Spanish-speaking country who have finished high school or the equivalent in that country will have satisfied the Spanish language requirement. Students who have completed high school in the United States and have completed the fourth-year level of Spanish will have satisfied the Spanish language requirement.
Program Student Learning Outcome Statement:

- Student will work in an office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction in both English and Spanish.
- Student will utilize and computer/internet documents such as reports, tables, statistics, and reference materials to produce clear, accurate, and organized documents.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

Recommended Electives: BUS 70, 71, 81, 140, 142, 152, 183, 226, 227, 229, 233; CIS 92, 101, 133, 134, 139; LEGL 228

OFFICE INTENSIVE TRAINING—BILINGUAL AND PAYROLL CLERK

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569
FACULTY: Marisa Soler-McElwain, LL.M.
DEPARTMENT CHAIR: Marisa Soler-McElwain, LL.M.

GENERAL DESCRIPTION
The Administrative Office Assistant—Bilingual and the Legal Office Assistant—Bilingual Intensive Training Programs as well as the Payroll Clerk Program at Southwestern College prepare students to work in general business or legal offices. Each program is briefly described below:

ADMINISTRATIVE OFFICE ASSISTANT—BILINGUAL INTENSIVE TRAINING
Bilingual (English/Spanish) office personnel are in demand in San Diego County. Students are trained to work in a bilingual office setting in an entry-level position. Students learn office procedures, telephone techniques, reception skills, document processing, keyboarding skills, and word processing using the Microsoft Word and other applications that are part of the Microsoft Office Suite—PowerPoint, Excel, and Access. The primary course (BUS 35) has been developed in an intensive format (16 hours per week for one semester) with a work experience component.

LEGAL OFFICE ASSISTANT—BILINGUAL INTENSIVE TRAINING
The legal community requires clerical personnel who have excellent legal office and interpersonal skills. In addition, those who possess bilingual skills are in high demand. The program trains students in basic legal terminology, legal forms, and office procedures required in public and private legal offices, clinics, and the courts. The primary course (BUS 36) has been developed in an intensive format (16 hours per week for one semester) with a work experience component.

PROGRAMS

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
PAYROLL CLERK
The Payroll Clerk provides a key administrative function in an organization. This entry-level program trains students with the skills required to prepare and maintain the payroll of a business with the use of computer technology. Students learn basic payroll and record keeping skills required by all small and mid-size business organizations.

CAREER OPTIONS
Below is a sample of the career options available for the office assistant—bilingual major and the payroll clerk. Some of these options require completion of a certificate. Positions with higher levels of responsibility may require an associate or bachelor’s degree: receptionist, office assistant, payroll clerk, bookkeeper, clerk typist, word processor, secretary, legal office clerk, legal secretary, legal assistant, education secretary, administrative assistant, executive assistant, virtual office assistant, interpreter/translator, bilingual, and office supervisor. Many entry level positions are available in business, industry, education, and government for students with solid technical, organizational, and communication skills.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>MAJOR CODE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
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<td>3</td>
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<td>290–293</td>
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<td>18–20</td>
</tr>
</tbody>
</table>

DEGREE/CERTIFICATE OPTIONS

<table>
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</thead>
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<tr>
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</tr>
<tr>
<td>290–293</td>
<td>2–4</td>
</tr>
<tr>
<td></td>
<td>18–20</td>
</tr>
</tbody>
</table>

Program Student Learning Outcome Statement:
- Work in an office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction in both English and Spanish.
- Solve problems posed within the business office environment by assessing information, including identifying issues, identifying complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
- Interact properly with people of diverse backgrounds at work and in the community providing quality customer service in both English and Spanish.
- Utilize print material and computer/Internet documents such as reports, tables, statistics, and reference materials to produce clear, accurate, and organized documents utilizing word processing applications.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.
LEGAL OFFICE ASSISTANT: BILINGUAL (SPANISH/ENGLISH) INTENSIVE TRAINING

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: B2455)
Prepares students to work in a bilingual (English/Spanish) legal office setting. Emphasizes the development of skills in bilingual legal terminology, telephone and reception techniques, legal office procedures, keyboarding correspondence, and word processing using Microsoft Word.

Prepara a los estudiantes para empleos en oficinas legales bilingües. Enfatiza el desarrollo de habilidades en terminología legal, técnicas telefónicas y de recepción, procedimientos legales de oficina, mecanografía, correspondencia, procesador de palabras (word processing), utilizando Microsoft Word.

Program Student Learning Outcome Statement:
• Work in a legal office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction in both English and Spanish.
• Solve problems posed within the legal office environment by assessing information, including identifying issues, identifying complaints, comparing prices, comparing office systems and software, contacting legal professionals, etc., to determine the best solution/s.
• Interact properly and ethically in a legal environment with people of diverse backgrounds at work and in the community providing quality customer service in both English and Spanish.
• Utilize print material and computer/Internet documents such as reports, tables, statistics, and reference materials to produce clear, accurate, and organized documents utilizing word processing applications.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

BUS 36   Legal Office Assistant—Bilingual (English/Spanish)  12
BUS 70   Keyboarding I (1) OR  1
BUS 71   Keyboarding II (1)  3
BUS 210  Business English  3
BUS 290–293  Cooperative Work Experience in Business (I–IV)  2–4
Total units  18–20

PAYROLL CLERK

CERTIFICATE OF PROFICIENCY
CAREER/TECHNICAL (MAJOR CODE: 02142)
Emphasizes basic payroll skills in a technology-based environment. Includes payroll data compilation, data entry, wage posts, error reconciliation, and payroll record maintenance. Prepares students to work with computers and other payroll tools to perform basic payroll tasks required in today’s technology-based businesses.

Program Student Learning Outcome Statement:
• Perform Payroll tasks including data entry, payroll data compilation, paycheck generation, and preparation of taxation reports, within a technological setting.

ACCT 7   Basic Business Bookkeeping  3
ACCT 8   Payroll  4
ACCT 12  Computerized Accounting  3
BUS 183  Business Mathematics  3
Total units  13

PARALEGAL STUDIES

SCHOOL OF BUSINESS AND TECHNOLOGY
DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569
FACULTY: Emily Lynch Morissette, Esq., J.D.
DEPARTMENT CHAIR: Elisabeth Shapiro, J.D.

GENERAL DESCRIPTION
The paralegal (legal assistant) works under the supervision of an attorney. Responsibilities are broad and varied including preparing and interpreting legal documents, interviewing clients, performing legal research, preparing for trial, and organizing and managing documentation. Paralegals often work with attorneys in specialized areas of law such as immigration, family law, personal injury, contracts, wills, trusts, and probate.
Southwestern College offers two programs, paralegal studies and paralegal studies—bilingual, which provide students with a litigation background and focus on developing an awareness and sensibility to the language, culture, and common legal issues of clients from various ethnic groups within the community. An understanding of international legal issues which impact San Diego due to its geographical location and other legal and business related activities are also developed.

Employment in the field tends to vary. Larger, well-established law firms commonly require a bachelor’s degree, and smaller law firms and legal agencies often require a two-year associate degree or its equivalent. Potential employees who have an advanced education level, knowledge of a frequently used foreign language, and/or an emphasis in a legal specialty will have the greatest opportunities in the job market.

CAREER OPTIONS

Below is a sample of the career options available for the paralegal studies major. A few require a certificate of achievement, some require an associate in science degree, and some require a bachelor’s degree: claims examiner, compensation and benefits manager, corporate legal assistant, court clerk, customs agent, forms and procedures specialist, freelance paralegal, legal assistant, investigator (for local, state, and federal departments and agencies), legal aide, legal research assistant, legal technician, and title examiner. This training can also provide entrance to some careers in administration of justice such as youth authority, probation, and parole officer when a candidate passes appropriate tests and gains related experience.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>Degree/Certificate Options</th>
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<tbody>
<tr>
<td>Associate in Science Degree: Career/Technical Paralegal Studies</td>
<td>A2516</td>
</tr>
<tr>
<td>Certificate of Achievement Paralegal Studies</td>
<td>A2518</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goals.

ASSOCIATE IN SCIENCE DEGREE

PARALEGAL STUDIES

ASSOCIATE IN SCIENCE DEGREE

CAREER/TECHNICAL (MAJOR CODE: A2516)

Prepares students for a career as a paralegal or other law-related career with a multicultural international perspective. Trains students with a combination of legal theory, principles, procedures, and practical applications, including a hands-on paralegal internship. Emphasizes research, litigation, trial preparation skills, including familiarity with court documents, interviewing clients, drafting legal documents, and experience with legal software.

Program Student Learning Outcome Statement:

- Students read case law and prepare a written analysis of how the law applies to the facts of the case.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>LEGL 255</td>
<td>Introduction to Law and Legal Terminology</td>
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<tr>
<td>LEGL 258</td>
<td>Legal Communications</td>
<td>3</td>
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<tr>
<td>LEGL 259</td>
<td>Legal Assistant: An Introduction</td>
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<tr>
<td>LEGL 260</td>
<td>Legal Research</td>
<td>3</td>
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<tr>
<td>LEGL 261</td>
<td>Civil Litigation I</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 268</td>
<td>Computer Assisted Legal Research (CALR)</td>
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<tr>
<td>LEGL 270</td>
<td>Computer Skills for Legal Professionals</td>
<td>2.5</td>
</tr>
<tr>
<td>LEGL 290–293</td>
<td>Legal Cooperative Work Experience I–IV *</td>
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Complete 11 units from the following: 11

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>LEGL 225</td>
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<tr>
<td>LEGL 256</td>
<td>International Law for Business (3)</td>
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<td>LEGL 262</td>
<td>Immigration Law and Procedure (3)</td>
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<td>LEGL 263</td>
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<td>LEGL 264</td>
<td>Wills, Trusts, and Estates (3)</td>
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<td>LEGL 266</td>
<td>Mediation, Negotiation, and Conflict Management (2)</td>
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<td>LEGL 267</td>
<td>Interviewing and Investigation for Paralegals (2)</td>
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<td>LEGL 269</td>
<td>Civil Litigation Procedures (3)</td>
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<td>LEGL 271</td>
<td>Introduction to Intellectual Property (2)</td>
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<td>Business Organizations (2)</td>
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Complete 3 units from the following: 3

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<tr>
<td>AJ 151</td>
<td>Concepts of Criminal Law (3)</td>
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<tr>
<td>AJ 156</td>
<td>Legal Aspects of Evidence (3)</td>
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<tr>
<td>AJ 181</td>
<td>Juvenile Law and Procedures (3)</td>
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<tr>
<td>BUS 140</td>
<td>Business Law/The Legal Environment of Business (3)</td>
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<tr>
<td>RE 106</td>
<td>Legal Aspects of Real Estate (3)</td>
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</table>

Total units 33.5

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* 60 or more hours of on-the-job work experience internship, paid or volunteer, are required in LEGL 290.

Program faculty and Student Employment Services assist students with placements, which can consist of as few as four-hours per week for students working full-time. Students who are presently employed in a law office may use their employment to fulfill this requirement. These hours may include summer work. The instructor must approve the work experience for application to the program.

Note: The Paralegal Studies Program prepares students to work under the supervision of an attorney in accordance with California law. A paralegal may not engage in the unauthorized practice of law by accepting cases, giving legal advice, appearing in court or setting fees for clients. To do so would be a crime in the state of California.

**CERTIFICATE**

**PARALEGAL STUDIES**

**CERTIFICATE OF ACHIEVEMENT**

**CAREER/TECHNICAL (MAJOR CODE: A2518)**

<table>
<thead>
<tr>
<th>Program Student Learning Outcome Statement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Student’s read case law and prepare a written analysis of the law to the facts of the case.</td>
</tr>
</tbody>
</table>

**GAINFUL EMPLOYMENT:**

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**LEGL 255** Introduction to Law and Legal Terminology 3
**LEGL 258** Legal Communications 3
**LEGL 259** Legal Assistant: An Introduction 1
**LEGL 260** Legal Research 3
**LEGL 261** Civil Litigation I 3
**LEGL 268** Computer Assisted Legal Research (CALR) 2
**LEGL 270** Computer Skills for Legal Professionals 2.5
**LEGL 290–293** Legal Cooperative Work Experience I–IV * 2–4

**Complete 11 units from the courses listed below:** 11
**LEGL 225** Law Office Management (3)
**LEGL 256** International Law for Business (3)
**LEGL 262** Immigration Law and Procedure (3)
**LEGL 263** Family Law (3)
**LEGL 264** Wills, Trusts, and Estates (3)
**LEGL 266** Mediation, Negotiation, and Conflict Management (2)
**LEGL 267** Interviewing and Investigation for Paralegals (2)
**LEGL 269** Civil Litigation Procedures (3)
**LEGL 271** Introduction to Intellectual Property (2)
**LEGL 272** Business Organizations (2)

**Complete 3 units from the courses listed below:** 3
**BUS 140** Business Law/The Legal Environment of Business (3)
**AJ 151** Concepts of Criminal Law (3)
**AJ 156** Legal Aspects of Evidence (3)
**AJ 181** Juvenile Law and Procedures (3)
**RE 106** Legal Aspects of Real Estate (3)

**Total units** 33.5–35.5

Note: The certificate of achievement is awarded only to students who possess an associate or higher degree in any major prior to completing the paralegal program.

Note: The Paralegal Studies Program prepares students to work under the supervision of an attorney in accordance with California law. A paralegal may not engage in the unauthorized practice of law by accepting cases, giving legal advice, appearing in court or setting fees for clients. To do so would be a crime in the state of California.
GENERAL DESCRIPTION

The paralegal (legal assistant) works under the supervision of an attorney. Responsibilities are broad and varied including preparing and interpreting legal documents, interviewing clients, performing legal research, preparing for trial, and organizing and managing documentation. Paralegals often work with attorneys in specialized areas of law such as immigration, family law, personal injury, contracts, wills, trusts, and probate.

Southwestern College offers two programs, paralegal studies and paralegal studies—bilingual, which provide students with a litigation background and focus on developing an awareness and sensibility to the language, culture, and common legal issues of clients from various ethnic groups within the community. An understanding of international legal issues which impact San Diego due to its geographical location, and other legal and business related activities are also developed.

Employment in the field tends to vary. Larger, well-established law firms commonly require a bachelor’s degree, and smaller law firms and legal agencies often require a two-year associate degree or its equivalent. Potential employees who have an advanced education level, knowledge of a frequently used foreign language, and/or an emphasis in a legal specialty will have the greatest opportunities in the job market.

CAREER OPTIONS

Below is a sample of the career options available for the paralegal studies major. A few require a certificate of achievement, some require an associate in science degree, and some require a bachelor’s degree: claims examiner, compensation and benefits manager, corporate legal assistant, court clerk, customs agent, forms and procedures specialist, freelance paralegal, legal assistant, investigator (for local, state, and federal departments and agencies), legal aide, legal research assistant, legal technician, and title examiner. This training can also provide entrance to some careers in administration of justice such as youth authority, probation, and parole officer when a candidate passes appropriate tests and gains related experience.
Complete 5 units from the courses listed below:

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGL 225</td>
<td>Law Office Management (3)</td>
<td>3</td>
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<tr>
<td>LEGL 263</td>
<td>Family Law (3)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 264</td>
<td>Wills, Trusts, and Estates (3)</td>
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<tr>
<td>LEGL 272</td>
<td>Business Organizations (2)</td>
<td>2</td>
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</table>

Total units 39.5–41.5

Recommended Electives: BUS 36, 181, 225 227, 233, 234; LEGL 257; SPAN 216, 201

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* 60 or more hours of on-the-job work experience internship, paid or volunteer, are required in the LEGL 290–293 series. Program faculty and Student Employment assist students with placements, which can consist of as few as four hours per week for students working full-time. Students who are presently employed in a law office may use their employment to fulfill their requirement. These hours must be spread over a minimum of two semesters and can include summer work. The instructor must approve the work experience for application to the program.

** Native speakers from a Spanish-speaking country who have finished high school or the equivalent in that country will have satisfied the Spanish language requirement. Students who have completed high school in the United States and have completed the fourth-year level of Spanish will have satisfied the Spanish language requirement.

Note: The Paralegal Studies Program prepares students to work under the supervision of an attorney in accordance with California law. A paralegal may not engage in the unauthorized practice of law by accepting cases, giving legal advice, appearing in court or setting fees for clients. To do so would be a crime in the state of California.

Program Student Learning Outcome Statement:

- Students read case law and prepare a written analysis in English and Spanish analyzing the law to the facts of the case.

Gainful Employment:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

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For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

Complete 5 units from the courses listed below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 226</td>
<td>Interpretation/Translation: Legal</td>
<td>3</td>
</tr>
<tr>
<td>BUS 229</td>
<td>Legal Terminology—Bilingual (English/Spanish)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 255</td>
<td>Introduction to Law and Legal Terminology</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 256</td>
<td>International Law for Business</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 258</td>
<td>Legal Communications</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 259</td>
<td>Legal Assistant: An Introduction</td>
<td>1</td>
</tr>
<tr>
<td>LEGL 260</td>
<td>Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 261</td>
<td>Civil Litigation I</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 262</td>
<td>Immigration Law and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 270</td>
<td>Computer Skills for Legal Professionals</td>
<td>2.5</td>
</tr>
<tr>
<td>LEGL 290–293</td>
<td>Legal Cooperative Work Experience I–IV *</td>
<td>2–4</td>
</tr>
<tr>
<td>SPAN 216</td>
<td>Spanish for Bilinguals II</td>
<td>5</td>
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</tbody>
</table>

Total units 39.5–41.5

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
Note: The certificate of achievement is awarded only to students who possess an associate or higher degree in any major prior to completing the paralegal program.

* 60 or more hours of on-the-job work experience internship, paid or volunteer, are required in the LEGL 290–293 series. Program faculty and Student Employment assist students with placements, which can consist of as few as four hours per week for students working full-time. Students who are presently employed in a law office may use their employment to fulfill their requirement. These hours must be spread over a minimum of two semesters and can include summer work. The instructor must approve the work experience for application to the program.

** Native speakers from a Spanish-speaking country who have finished high school or the equivalent in that country will have satisfied the Spanish language requirement. Students who have completed high school in the United States and have completed the fourth-year level of Spanish will have satisfied the Spanish language requirement.

Note: The Paralegal Studies Program prepares students to work under the supervision of an attorney in accordance with California law. A paralegal may not engage in the unauthorized practice of law by accepting cases, giving legal advice, appearing in court or setting fees for clients. To do so would be a crime in the state of California.

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**PHARMACEUTICAL AND LABORATORY SCIENCE**

**SCHOOL OF MATHEMATICS, SCIENCE, AND ENGINEERING**

**DEAN:** Michael Odu, Ph.D., Office 215A, 619-482-6344

**FACULTY:** David R. Brown, Ph.D.; David Hecht, Ph.D.; Tinh-Alfredo V. Khuong, Ph.D.; Joann Um, Ph.D.

**DEPARTMENT CHAIR:** Jeff Veal, Ph.D.

**GENERAL DESCRIPTION**

The chemical industry is diverse, vast, and touches nearly every aspect of our lives on a daily basis. Pharmaceutical and laboratory science is a discipline in which chemical principles are applied to solve problems or produce materials in a wide range of fields in the areas of high-technology, consumer products, and healthcare. An education in pharmaceutical and laboratory science provides the skills and knowledge essential to carry out the tasks necessary to push forward the progress of the multi-billion dollar chemical industry, including hands-on experience with state-of-the-art analytical instrumentation, small molecule synthesis, computational methods, and protein electrophoresis and purification.

**CAREER OPTIONS**

The San Diego region is home to one of the highest concentrations of pharmaceutical, biotechnology, and other chemistry-based industries in the United States. An ever-increasing demand for skilled chemical technicians exists in the local job market. Graduates of the program will have gained the knowledge and skills necessary to perform many of the key laboratory tasks undertaken in a variety of industrial settings where research and development and/or manufacturing take place. Chemical technicians provide valuable support in companies involved in drug discovery, environmental and forensics analyses, development of new materials, petroleum refining, and the manufacturing of plastics, electronic materials, textiles, paints, foods and beverages, and cosmetics, among many others.

**DEGREE/CERTIFICATE OPTIONS**

**Associate in Science Degree: Career Technical**

Pharmaceutical and Laboratory Science

**Certificate of Achievement**

Pharmaceutical and Laboratory Science

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

Website for Pharmaceutical and Laboratory Science major:
http://www.swccd.edu/~chemtech

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Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
ASSOCIATE IN SCIENCE DEGREE
PHARMACEUTICAL AND LABORATORY SCIENCE

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: A1532)

Composed of a comprehensive collection of instructional and laboratory experiences directed toward readying graduates for entry-level positions in a wide variety of chemistry-based industries such as pharmaceutical, biotechnology, paints and coatings, and electronic materials. The program curriculum is structured to equip students with many of the technical skills and competencies identified by the American Chemical Society as essential in the preparation of well-trained chemical technicians.

Program Student Learning Outcome Statement:
• The student will be able to apply knowledge and skills acquired from courses in chemistry to solve problems connected to the pharmaceutical industry.

PREREQUISITES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MATH 121</td>
<td>Applied Calculus I (3) OR MATH 250</td>
<td>3–5</td>
</tr>
<tr>
<td>MATH 250</td>
<td>Analytic Geometry and Calculus I (5)</td>
<td></td>
</tr>
<tr>
<td>CHEM 200</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 210</td>
<td>General Chemistry II</td>
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Total units 13–15

FIRST SEMESTER

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<tr>
<th>Course</th>
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<tr>
<td>CHEM 150</td>
<td>Introduction to Chemical Technology</td>
<td>2</td>
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<tr>
<td>CHEM 180</td>
<td>Computational Methods in Chemistry</td>
<td>2</td>
</tr>
<tr>
<td>MATH 122</td>
<td>Applied Calculus II (3) OR MATH 251</td>
<td>3–4</td>
</tr>
<tr>
<td>MATH 251</td>
<td>Analytic Geometry and Calculus II (4)</td>
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<tr>
<td>PHYS 170</td>
<td>College Physics I (3) OR PHYS 270</td>
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<td>PHYS 171</td>
<td>College Physics Laboratory I (1)</td>
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<td>PHYS 271</td>
<td>Principles of Physics Laboratory I (1)</td>
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SECOND SEMESTER

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<td>Chemical Health and Safety</td>
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<tr>
<td>PHYS 172</td>
<td>College Physics II (3) AND PHYS 173</td>
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<td>PHYS 173</td>
<td>College Physics Laboratory II (1) OR PHYS 272</td>
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<tr>
<td>PHYS 272</td>
<td>Principles of Physics II (3) AND PHYS 273</td>
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</tr>
<tr>
<td>PHYS 273</td>
<td>Principles of Physics Laboratory II (1)</td>
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THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHEM 240</td>
<td>Organic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 250</td>
<td>Analytical Chemistry</td>
<td>5</td>
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FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHEM 160</td>
<td>Introductory Biochemistry</td>
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<tr>
<td>CHEM 242</td>
<td>Organic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 244</td>
<td>Organic Analysis and Spectroscopy</td>
<td>2</td>
</tr>
</tbody>
</table>

Total units 37–38

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

CERTIFICATE
PHARMACEUTICAL AND LABORATORY SCIENCE

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: A1533)

Program Student Learning Outcome Statement:
• The student will be able to apply knowledge and skills acquired from courses in chemistry to solve problems connected to the pharmaceutical industry.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation."

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.
FIRST SEMESTER
CHEM 150 Introduction to Chemical Technology 2
CHEM 180 Computational Methods in Chemistry 2
MATH 122 Applied Calculus II (3)
OR 3–4
MATH 251 Analytic geometry and Calculus II (4)
PHYS 170 College Physics I (3)
OR 3
PHYS 270 Principles of Physics I (3)
PHYS 171 College Physics Laboratory I (1)
OR 1
PHYS 271 Principles of Physics Laboratory I (1)

SECOND SEMESTER
CHEM 190 Chemical Health and Safety 2
PHYS 172 College Physics II (3)
AND
PHYS 173 College Physics Laboratory II (1)
OR 4
PHYS 272 Principles of Physics II (3)
AND
PHYS 273 Principles of Physics Laboratory II (1)

THIRD SEMESTER
CHEM 240 Organic Chemistry I 5
CHEM 250 Analytical Chemistry 5

FOURTH SEMESTER
CHEM 160 Introductory Biochemistry 3
CHEM 242 Organic Chemistry II 5
CHEM 244 Organic Analysis and Spectroscopy 2

Total units 37–38

PHILOSOPHY

SCHOOL OF LANGUAGE, LITERATURE, AND HUMANITIES

DEAN: Joel M. Levine, Ed.D., Office 430F, 619-482-6349
FACULTY: Peter Bolland, M.A., Alejandro Orozco, M.A.;
Luke Cuddy, M.A.
DEPARTMENT CHAIR: Peter Bolland, M.A.

GENERAL DESCRIPTION
Philosophy, humanity's oldest intellectual discipline, explores fundamental
questions about the nature of thought and existence from various
perspectives. This discipline explores the scope and limits of human
knowledge, the ultimate constituents of reality, the sources of value
and obligation, and the nature of logic and correct reasoning. Through
philosophy, one may think about and develop perspectives on topics
as diverse as science, language, logic, truth, ethics, politics, and law.

CAREER OPTIONS
Below is a sample of the career options available for the philosophy major.
A few of these require an associate degree, some require a bachelor's
degree, and most require a graduate-level degree: lawyer, government
administrator or personnel, labor relations specialist, minister, publisher,
literary critic, research assistant, educational researcher, ethics specialist,
high school or college instructor, writer, business manager, journalist, and
educational broadcaster.

DEGREE/CERTIFICATE OPTIONS

ASSOCIATE IN ARTS DEGREE

PHILOSOPHY

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01830)
The lower-division requirements give both the philosophy major and the
general education student an excellent vehicle for refining his/her skills
in critical reasoning and rational decision making. The application of
philosophical ideas to the practical problems of life is an essential part
of the curriculum. Philosophy majors who plan a career in teaching at
the college or university level must complete a bachelor's degree and
a graduate-level degree.

Program Student Learning Outcome Statement:
• Recognize, analyze, evaluate, and critique philosophical
ideas and apply them in decision-making.

PHIL 101 Introduction to Philosophy 3
PHIL 103 Logic and Critical Thinking 3
PHIL 106 World Religions 3
PHIL 120 Ethics: Theory and Practice 3
Complete 6 units from electives 6

Total units 18

Electives: HUM 101 and 102 or HUM 104 and 140.

SDSU also requires three consecutive courses in a
single foreign language as part of the requirement for
the bachelor's degree. Foreign language competency
may also be demonstrated by successfully completing
four years of one foreign language in high school or by
successfully completing a challenge examination. See a
counselor for additional information.
**ASSOCIATE IN ARTS FOR TRANSFER**

**PHILOSOPHY**

**STUDENT TRANSFER ACHIEVEMENT REFORM (STAR) ACT (SB1440)**

**ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01835)**

Philosophy, humanity’s oldest intellectual discipline, asks fundamental questions about the nature of thought and existence from various perspectives. This discipline explores the scope and limits of human knowledge, the ultimate constituents of reality, the sources of values and obligation, and the nature of logic and correct reasoning. Through philosophy, one may think about and develop perspectives on topics as diverse as science, religion, language, logic, truth, ethics, politics, and law. The lower-division requirements give both the philosophy major and the general education student an excellent vehicle for refining his/her skills in critical reasoning and rational decision making. The application of philosophical ideas to the practical problems of life is an essential part of the curriculum. Philosophy majors who plan a career in teaching at the college or university level must complete a bachelor’s degree and a graduate-level degree.

**REQUIRED CORE: select two (6 units)**

| PHIL 103 | Logic and Critical Thinking (3) |
| PHIL 101 | Introduction to Philosophy (3) |
| PHIL 120 | Ethics: Theory and Practice (3) |

**LIST A: select one course below or any course from Required Core not already used (3 units)**

| PHIL 101 | Introduction to Philosophy (3) |
| PHIL 120 | Ethics: Theory and Practice (3) |

**LIST B: select two courses (6 units)**

| HIST 104 | Western Civilization I (3) |
| HIST 105 | Western Civilization II (3) |
| PHIL 106 | World Religions (3) |
| PHIL 107 | Asian Philosophy (3) |

**LIST C: select one course (3–6 units)**

| HIST 106 | World History I (3) |
| HIST 107 | World History II (3) |
| HUM 101 | Humanities through the Arts I (3) |
| HUM 102 | Humanities through the Arts II (3) |
| HUM 112 | Culture and the Media (3) |
| TELE 112 | Culture and the Media (3) |
| HUM 104 | Introduction to Humanities: Arts and Ideas (3) |
| HUM 140 | World Mythology (3) |
| ENGL 270 | Multicultural Literature (3) |
| ENGL 271 | Latin American Literature (3) |
| ENGL 272 | Chicano Literature (3) |
| ENGL 273 | African American Literature (3) |
| ENGL 274 | Literature of the U.S.—Mexico Borderlands and Baja California (3) |
| ENGL 280 | Literature By Women (3) |
| ASL 120 | American Sign Language I (4) |
| CHIN 101 | Mandarin Chinese I (5) |
| FREN 101 | Elementary French I (5) |
| ITAL 101 | Elementary Italian I (5) |
| JPN 101A | Introductory Elementary Japanese (3) AND |
| JPN 101B | Continuation of Elementary Japanese (3) |
| JPN 101 | Beginning Japanese I (5) |
| FIL 101 | Elementary Filipino I (5) |
| PORT 101 | Elementary Portuguese I (5) |
| SPAN 101A | Introduction to Elementary Spanish (3) AND |
| SPAN 101B | Continuation of Elementary Spanish (3) |
| SPAN 101 | Elementary Spanish I (5) |
| ASL 130 | American Sign Language II (4) |
| CHIN 102 | Mandarin Chinese II (5) |
| FREN 102 | Elementary French II (5) |
| ITAL 102 | Elementary Italian II (5) |
| JPN 102 | Beginning Japanese II (5) |
| FIL 102 | Elementary Filipino II (5) |
| PORT 102 | Elementary Portuguese II (5) |
| SPAN 102 | Elementary Spanish II (5) |
| FREN 201 | Intermediate French I (5) |
| ITAL 201 | Intermediate Italian I (5) |
| JPN 201 | Intermediate Japanese I (5) |
| FIL 201 | Intermediate Filipino I (5) |
| SPAN 201 | Intermediate Spanish I (5) |
| FREN 202 | Intermediate French II (5) |
| ITAL 202 | Intermediate Italian II (5) |
| JPN 202 | Intermediate Japanese II (5) |
| SPAN 202 | Intermediate Spanish II (5) |
| SPAN 215 | Spanish for Bilinguals I (5) |
| SPAN 216 | Spanish for Bilinguals II (5) |
| SPAN 221 | Introduction to Literature for Bilinguals (5) |
| SPAN 225 | Intermediate Conversation and Writing on Spanish Culture (3) |
| SPAN 226 | Intermediate Conversation and Writing on Latin American Culture (3) |

**Total units 18–21**

*Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.*
SDSU also requires three consecutive courses in a single foreign language as part of the requirement for the bachelor’s degree. Foreign language competency may also be demonstrated by successfully completing four years of one foreign language in high school or by successfully completing a challenge examination. See a counselor for additional information.

*Students planning to transfer to a four-year college or university should complete courses specific to transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center.

### PHYSICAL SCIENCE

**SCHOOL OF MATHEMATICS, SCIENCE, AND ENGINEERING**

**DEAN:** Michael Odu, Ph.D., Office 215A, 619-482-6344  
**FACULTY:** Ken Yanow, M.S., M.A.  
**DEPARTMENT CHAIR:** Jeffrey Veal, Ph.D.

**GENERAL DESCRIPTION**

The physical science program is an interdisciplinary approach to the study of science that stresses the interrelationship of chemistry and physics, as well as geology, biology, astronomy, earth science, and mathematics. Learning in this department offers a broad academic background and facility in analytic thinking requisite for advanced study in any of the sciences while providing a greater diversity of knowledge than is possible with study in a single science.

**CAREER OPTIONS**

The usual career goal of the physical science major is to become a teacher in high school. Upon completion of the bachelor’s degree in physical science and other requirements for a single subject credential, graduates will be able to teach the following subjects in California high schools: chemistry, general science, physics, and physical science. Jobs for physical science teachers are becoming more plentiful with an increasing need for instructors in high school during the next ten years. Minority students or those proficient in Spanish are particularly in demand.

**DEGREE/CERTIFICATE OPTIONS**

<table>
<thead>
<tr>
<th>Degree/Certificate Options</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Science Degree: Transfer Preparation</td>
<td>01670</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

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**ASSOCIATE IN SCIENCE DEGREE**

**PHYSICAL SCIENCE**

**ASSOCIATE IN SCIENCE DEGREE TRANSFER PREPARATION** *(MAJOR CODE: 01670)*

Lower-division requirements are not the same for all universities. The curriculum is designed for students who intend to transfer to a four-year college or university, such as SDSU, to earn a Bachelor of Science degree in order to become a high school science teacher. The State of California does not offer separate credentials in either chemistry or physics.

Program Student Learning Outcome Statement:

- Students should be able to demonstrate broad science content knowledge in the physical sciences such as the nature and structure of matter, Earth’s place in the Universe, and the conservation of energy and matter.
- Students should be able to demonstrate the application of quantitative skills (such as statistics, mathematics and the interpretation of numerical graphical data) to physical science problems.
- Students should be able to demonstrate a general understanding of the nature of science, the methods applied in scientific investigations, and the value of those methods in developing a rigorous understanding of the physical world. Students should be able to identify the difference between science and other fields of knowledge.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
THIRD SEMESTER
MATH 252 Analytic Geometry and Calculus III 4
PHYS 272 Principles of Physics II 3
PHYS 273 Principles of Physics II 1

FOURTH SEMESTER
PHYS 274 Principles of Physics III 3
PHYS 275 Principles of Physics III 1

Total units 30

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

** PHYSICS **

STUDENT TRANSFER ACHIEVEMENT REFORM (STAR) ACT (SB1440)

ASSOCIATE IN SCIENCE DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01685)
Physicists are engaged in applying the fundamental principles of science to problems ranging from understanding life processes to exploring the universe. Specializations include mechanics, heat, optics, acoustics, electrodynamics, astrophysics, atomic physics, biophysics, and geophysics.

Program Student Learning Outcome Statement:
- Develop mathematical skills, acquire physics knowledge, and practice applying these skills and knowledge in physical situations.

REQUIRED CORE:
PHYS 270 Principles of Physics I 3
PHYS 271 Principles of Physics Laboratory I 1
PHYS 272 Principles of Physics II 3
PHYS 273 Principles of Physics Laboratory II 1
PHYS 274 Principles of Physics III 3
PHYS 275 Principles of Physics Laboratory III 1
MATH 250 Analytic Geometry and Calculus I 5
MATH 251 Analytic Geometry and Calculus II 4
MATH 252 Analytic Geometry and Calculus III 4

Total units 25

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

POLITICAL SCIENCE
SCHOOL OF ARTS, COMMUNICATION, AND SOCIAL SCIENCES

ACTING DEAN: William Kinney, M.A., Office 702B, 619-482-6372
FACULTY: Alma Aguilar, M.A.; Phil Saenz, J.D.
DEPARTMENT CHAIR: Stanley James, M.A.

GENERAL DESCRIPTION
Political science is the study of the theory and practice of government. Prelaw is the preparation for the study of application of law within the juridical system of government. Public administration is the study of the implementation practices of the governmental agencies and legal bodies. These three departments are closely related through the common interests of the people and in service of the populace either at the local, state, or national level. These departments explore social behavior, customs, rules, and practices within the context of the self-defined common good of the community and the willingness of the members of the community to delegate authority under proscribed conditions to individuals, groups, and agencies.
CAREER OPTIONS
Below is a sample of the career options available for the political science, prelaw, or public administration major. A few of these require an associate degree, most require a bachelor's degree, and some require a graduate-level degree: politician, political scientist, political campaign worker, lawyer, legal assistant, legal researcher, government employee, agency director, historian, high school or college instructor, research assistant, consultant, administrative aide to a public official, budget analyst, lobbyist, city planner, administrator, and foreign service officer.

DEGREE/CERTIFICATE OPTIONS

ASSOCIATE IN ARTS DEGREE
POLITICAL SCIENCE

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01840)
Prepares students for law school, teaching, government services on the local, state, and national levels, and private employment where government institutions are involved. Careers are also available in public relations and journalism.

Program Student Learning Outcome Statement:
• Student will be able to identify and evaluate governments, public policies, political systems, processes, political behavior, trends, issues, and relationships that contribute to the local, national, and global political experience.

| Ps 101 | Introduction to Political Science | 3 |
| Ps 102 | Introduction to American Government and Politics | 3 |
| Ps 103 | Introduction to Comparative Government | 3 |
| Ps 104 | Introduction to International Relations | 3 |

HUM/TELE 112
Culture and the Media (3)
OR
3

JOUR 101/COMM 200
Introduction to Mass Communication and Society (3)
OR

PHIL 120
Ethics: Theory and Practice (3)

MATH 119
Elementary Statistics (4)
OR
3–4

SOC/PSYC 270
Statistical Methods of Sociology (3)

Total units 18–19

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

POLITICAL SCIENCE

STUDENT TRANSFER ACHIEVEMENT REFORM (STAR) ACT (SB1440)

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01845)
Political Science is the study of the theory and practice of government. Prelaw is the preparation for the study of application of law within the juridical system of government. Public administration is the study of the implementation practices of the governmental agencies and legal bodies. These three departments are closely related through the common interests of the people and in service of the populace either at the local, state, or national level. These departments explore social behavior, customs, rules, and practices within the context of the self-defined common good of the community and the willingness of the members of the community to delegate authority under proscribed conditions to individuals, groups, and agencies. This degree satisfies the requirements of the STAR Act for transfer to the CSU system.

Program Student Learning Outcome Statement:
• The student will be able to identify and evaluate systems of government in order to better participate in civil society.

REQUIRED CORE: (3 units)
PS 102 Introduction to American Government and Politics 3

LIST A: select three (9–10 units) 9–10
PS 101 Introduction to Political Science (3)
PS 103 Introduction to Comparative Government (3)
PS 104 Introduction to International Relations (3)
MATH 119 Elementary Statistics (4)
OR
SOC 270/PSYC 270 Statistical Methods of Sociology (3)
ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01860)

Public administration courses provide skills for paraprofessionals in public employment such as school districts and cities, county agencies, state agencies, and various federal positions.

Program Student Learning Outcome Statement:
- Identify key terms and apply major theoretical perspectives relevant to current and historical trends.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computers and Information Processing</td>
<td>4</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Economics II</td>
<td>3</td>
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<tr>
<td>MATH 119</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PS 102</td>
<td>Introduction to American Government and Politics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units: 21

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

PSYCHOLOGY

SCHOOL OF ARTS, COMMUNICATION, AND SOCIAL SCIENCES

DEAN: William Kinney, M.A., Office 702B, 619-482-6372
FACULTY: Christopher Hayashi, M.A., Ed.D.; Jan Koontz, Ph.D.; Danielle McAneney, M.A.; Thomas Murray, Ph.D.; Lina Rocha, M.A.
DEPARTMENT CHAIR: Christopher Hayashi, M.A., Ed.D.

GENERAL DESCRIPTION
Psychology is both a natural and social science in which people study human and animal behavior. As such, it is a broad department which includes basic science and the application of basic science in everyday life. Learning concentrates on the use of scientific methods to understand and predict behavior, to develop procedures for changing behavior, and to evaluate treatment strategies. Areas of study within psychology are social psychology, developmental psychology, comparative psychology, cognitive psychology, organizational psychology, counseling psychology, and experimental psychology.

CAREER OPTIONS
Below is a sample of the career options available for the psychology major. A few of these require an associate degree, most require a bachelor's degree, and some require a graduate-level degree: personnel manager, drug abuse counselor, research assistant, research analyst, psychometrist, marriage/family/child counselor, high school or college counselor or instructor, test validation and development specialist, personnel technician, training specialist, outreach worker, behavior analyst, consultant, opinion survey designer, mental health worker, employment counselor, and psychologist.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>Degree/Certificate</th>
<th>Major Code</th>
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<tbody>
<tr>
<td>Associate in Arts Degree: Transfer Preparation</td>
<td>01850</td>
</tr>
<tr>
<td>Psychology for Transfer (SB1440)</td>
<td>01855</td>
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</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary for you to achieve your academic goal.

Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
ASSOCIATE IN ARTS DEGREE
PSYCHOLOGY

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION *(MAJOR CODE: 01850)

Designed to serve several goals: to expose students to the variety of subfields in psychology; to engender knowledge of and appreciation for the spirit and nature of scientific inquiry; to facilitate insight into oneself and increase knowledge of and sensitivity to others; and to introduce students to the basic body of knowledge, thus preparing them for further study in psychology as a transfer major.

Program Student Learning Outcome Statement:
• Student will be able to identify and apply major concepts, theories, research methods, and principles of psychology to the study of the mind, human development, and behavior.

PSYC 101 General Psychology 3
PSYC 211 Learning 3
PSYC 230 Developmental Psychology 3
PSYC 260 Physiological Psychology 3
PSYC/SOC 270 Statistical Methods of Psychology (3) OR 3–4
MATH 119 Elementary Statistics (4)

Complete 3–4 units from electives 3–4

Total units 18–20

Electives: BIOL 100 and 101; BIOL 130, 180, 190.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

PSYCHOLOGY FOR TRANSFER

STUDENT TRANSFER ACHIEVEMENT REFORM (STAR) ACT (SB1440)

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION *(MAJOR CODE: 01855)

Designed to serve several goals: to expose students to the variety of subfields in psychology; to engender knowledge of and appreciation for the spirit and nature of scientific inquiry; to facilitate insight into oneself and increase knowledge of and sensitivity to others; and to introduce students to the basic body of knowledge, thus preparing them for further study in psychology as a transfer major.

Program Student Learning Outcome Statement:
• Students will be able to describe and apply major concepts, theories, and principles of psychology to personal and social issues.
• Students will conduct research using the internet, journals, and seminal works regarding major concepts, theoretical ideas, and principles of psychology.

REQUIRED CORE: (9–10 units)
PSYC 101 General Psychology 3
PSYC 255 Introduction to Psychological Research 3
PSYC 270 Statistical Methods of Psychology (3) OR 3–4
SOC 270 Statistical Methods of Sociology (3) OR
MATH 119 Elementary Statistics (4)

LIST A: select one course (3 units)
BIOL 100 Principles of Biology 3
PSYC 260 Introduction to Physiological Psychology 3

LIST B: select one course below or any course from List A not already used (3–4 units)
PSYC 201 Academic and Career Options in Psychology 1
PSYC 211 Learning 3
PSYC 230 Developmental Psychology 3
PSYC 260 Introduction to Physiological Psychology 3
PSYC 271 Data Analysis in Psychology and Sociology 1
BIOL 100 Principles of Biology 3
BIOL 211 Introduction to Cell and Molecular Biology 4

LIST C: select one course below or any course from List A or B not already used (3 units)
PSYC 106 Human Sexuality 3
PSYC 109 The Psychology of Death and Dying 3
PSYC 116 Introduction to Social Psychology 3
SOC 116 Introduction to Social Psychology 3
PSYC 250 Abnormal Psychology 3

Total units 18–20

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
Students planning to transfer to a four-year college or university should complete courses specific to transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center.

REAL ESTATE
SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569
FACULTY: Gail Stockin, M.A.
DEPARTMENT CHAIR: Elisabeth Shapiro, J.D.

GENERAL DESCRIPTION
The field of real estate focuses on real property and land use affairs, and it explores the principles, practices, finances, economics, laws, regulations, appraisal and valuation, management, escrow, title, insurance, sales, marketing, development, ownership, contracts, ethics, and brokerage of structures and land. Real estate is interdisciplinary in nature, combining aspects of law, finance, and community development with the study of sociology and human psychology.

CAREER OPTIONS
Below is a sample of the career options available for the real estate major. Most of these require a certificate of achievement or an associate in science degree, some require a bachelor's degree, and a few require a graduate-level degree: licensed broker, licensed salesperson, appraiser, escrow officer, insurance agent, claims adjuster, real estate administrator or manager, investment specialist, urban planner, government employee, public relations agent, lawyer, researcher, tax advisor, and property manager.

DEGREE/CERTIFICATE OPTIONS MAJOR CODE
Associate in Arts Degree: Transfer Preparation
Real Estate 01170

Associate in Science Degree: Career/Technical
Real Estate 02130

Certificates of Achievement
Broker License 02131
Real Estate 02133
Salesperson License 02132

Certificates of Proficiency
Real Estate—Basic 01022

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN ARTS DEGREE
REAL ESTATE

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01170)
Prepares a student for positions with organizations involved in marketing, financing, development, management of real property as well as for government careers involving real property assessment, condemnation, management of publicly owned lands, and control of land utilization.

Program Student Learning Outcome Statement:
• Upon completion of the eight main courses for the Real Estate A.A Degree, students will be able to: 1. Explain how agency relationships affect a real estate licensee’s disclosure requirements.
• Describe the relationship between a broker and his salesperson and explain how it is affected by California’s real estate licensing laws.
• Demonstrate an ability to handle offers, including negotiating and making counteroffers.
• Describe the events that take place after a purchase and sales agreement is signed.
• Explain how underwriters use income to underwrite a loan.
• Differentiate between FHA, VA, and conventional loans.
• Describe the attributes of joint tenancy, including the right of survivorship.
• Explain how state and federal anti-discrimination laws impact real estate activities.
• Analyze the principles of supply and demand in relation to the real estate market and housing prices.
• Identify the differences between the political, social, and economic neighborhoods and how they affect property values.
• Identify the steps in the appraisal process and the classical approaches to value.
• Differentiate between the various special management situations and disclosure forms in order to comply with state regulations.
• Identify the liability and risk management issues that are inherent in property management.
• Examine the operation and services provided by escrow and title insurance companies and explain these services to a buyer or seller.
• Calculate the proration rates for interest, fire insurance, and property taxes for both the buyers and sellers.
ACCT 101 Principles of Accounting I 4
ACCT 102 Principles of Accounting II—Managerial 4
BUS 140 Business Law/The Legal Environment of Business 3
BUS 212 Business Communication 3
CIS 101 Introduction to Computers and Information Processing 4
ECON 101 Principles of Economics I 3
ECON 102 Principles of Economics II 3
MATH 119 Elementary Statistics 4
MATH 120 Calculus for Business Analysis 4
RE 101 Real Estate Principles 3

**Total units 35**

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

- Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

**ASSOCIATE IN SCIENCE**

**REAL ESTATE**

**ASSOCIATE IN SCIENCE DEGREE**

**CAREER/TECHNICAL (MAJOR CODE: 02130)**

Emphasizes strong foundational skills and knowledge required by real estate professionals in today’s dynamic market. Provides upgrade training for individuals already involved in the field.

**Program Student Learning Outcome Statement:**

- Explain how state and federal anti-discrimination laws impact real estate activities.
- Analyze the principles of supply and demand in relation to the real estate market and housing prices.
- Identify the differences between the political, social, and economic neighborhoods and how they affect property values.
- Compare and contrast the three different approaches to real estate appraisal and be able to explain which approach is best utilized for a particular property.
- Identify the steps in the appraisal process and the classical approaches to value.
- Differentiate between the various special management situations and disclosure forms in order to comply with state regulations.
- Identify the liability and risk management issues that are inherent in property management.
- Examine the operation and services provided by escrow and title insurance companies and explain these services to a buyer or seller.
- Calculate the proration rates for interest, fire insurance, and property taxes for both the buyers and sellers.

ACCT 101 Principles of Accounting I 4
BUS 140 Business Law/The Legal Environment of Business 3
BUS 147 Successful Selling Techniques 1
BUS 212 Business Communication 3
RE 101 Real Estate Principles 3
RE 102 Real Estate Practice 3
RE 104 Real Estate Finance 3
RE 106 Legal Aspects of Real Estate 3
RE 108 Real Estate Economics 3
RE 110 Real Estate Appraisal 3
RE 290–293 Work Experience in Real Estate I–IV 2–4

**Total units 31–33**

**Recommended Electives:** BUS 123, 183; CIS 121A or 121B; PSYC 101; RE 114, 120.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

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Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
CERTIFICATES

BROKER LICENSE

CERTIFICATE OF ACHIEVEMENT  
CAREER/TECHNICAL (MAJOR CODE: 02131)  
To qualify for the broker license examination, the student must complete eight courses in addition to other experience and educational requirements. Five of the eight courses must include: RE 102, 104, 106, 108 or ACCT 101, and RE 110.

Program Student Learning Outcome Statement:
• Upon completion of the eight main courses for the Broker’s License Certificate, students will be able to explain how agency relationships affect a real estate licensee’s disclosure requirements.
• Describe the relationship between a broker and his salesperson and explain how it is affected by California’s real estate licensing laws.
• Demonstrate an ability to handle offers, including negotiating and making counteroffers.
• Describe the events that take place after a purchase and sales agreement is signed.
• Explain how underwriters use income to underwrite a loan.
• Differentiate between FHA, VA, and conventional loans.
• Describe the attributes of joint tenancy, including the right of survivorship.
• Explain how state and federal antidiscrimination laws impact real estate activities.
• Analyze the principles of supply and demand in relation to the real estate market and housing prices.
• Identify the differences between the political, social, and economic neighborhoods and how they affect property values.
• Compare and contrast the three different approaches to real estate appraisal and be able to explain which approach is best utilized for a particular property.
• Identify the steps in the appraisal process and the classical approaches to value.
• Differentiate between the various special management situations and disclosure forms in order to comply with state regulations.
• Identify the liability and risk management issues that are inherent in property management.
• Examine the operation and services provided by escrow and title insurance companies and explain these services to a buyer or seller.
• Calculate the proration rates for interest, fire insurance, and property taxes for both the buyers and sellers.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

Complete 9 units from the courses listed below:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I (4)</td>
<td>3–4</td>
</tr>
<tr>
<td>RE 110</td>
<td>Real Estate Appraisal</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units: 24–25
CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02133)

Emphasizes strong foundational skills and knowledge required by real estate professionals in today's dynamic market. Provides upgrade training for individuals already involved in the field.

Program Student Learning Outcome Statement:

- Discuss the duties and responsibilities of a real estate agent and define the law of agency to include the creation of a fiduciary relationship in order to comply with state statutes and regulations.
- Utilize assigned readings and classroom study to describe and analyze the real estate industry with regards to residential sales in California and explain licensing and continuing education requirements as mandated by the State of California, Department of Real Estate.
- Identify the essential elements and legal effects of a real estate contract and be able to select which listing agreement, purchase contract and disclosure forms to use in a specific real estate transaction.
- Analyze and distinguish among the real estate finance instruments and various loan programs in order to formulate an opinion to guide a buyer of real estate to the best loan package for a specific purchase.
- Name the various fair housing and discrimination laws that are necessary for real estate agents to understand and comply with Federal laws in order to work with a diverse population.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation."

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

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REAL ESTATE: BASIC

CERTIFICATE OF PROFICIENCY
CAREER/TECHNICAL (MAJOR CODE: 01022)
Prepares students to pass the California Real Estate exam.

Program Student Learning Outcome Statement:
- Upon completion of the eight main courses for the Real Estate Basic Certificate, students will be able to: 1. Explain how agency relationships affect a real estate licensee’s disclosure requirements.
- Describe the relationship between a broker and his salesperson and explain how it is affected by California’s real estate licensing laws.
- Demonstrate an ability to handle offers, including negotiating and making counteroffers.
- Describe the events that take place after a purchase and sales agreement is signed.
- Explain how underwriters use income to underwrite a loan.
- Differentiate between FHA, VA, and conventional loans.
- Describe the attributes of joint tenancy, including the right of survivorship.
- Explain how state and federal antidiscrimination laws impact real estate activities.
- Analyze the principles of supply and demand in relation to the real estate market and housing prices.
- Identify the differences between the political, social, and economic neighborhoods and how they affect property values.
- Compare and contrast the three different approaches to real estate appraisal and be able to explain which approach is best utilized for a particular property.
- Identify the steps in the appraisal process and the classical approaches to value.
- Differentiate between the various special management situations and disclosure forms in order to comply with state regulations.
- Identify the liability and risk management issues that are inherent in property management.
- Examine the operation and services provided by escrow and title insurance companies and explain these services to a buyer or seller.
- Calculate the proration rates for interest, fire insurance, and property taxes for both the buyers and sellers.

RE 101 Real Estate Principles 3
RE 102 Real Estate Practice 3

Complete three units from one of the following courses: 3
RE 104 Real Estate Finance (3)
RE 106 Legal Aspects of Real Estate (3)
RE 114 Property Management (3)
RE 108 Real Estate Economics (3)
RE 110 Real Estate Appraisal (3)

Total units 9

SALESPEERSON LICENSE

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02132)
To qualify for the Salesperson License Certificate, the student must complete all of the following courses.

Program Student Learning Outcome Statement:
- Students will utilize Production Books to communicate the design, acquisition and post production requirements to their team members in order to produce complete motion picture productions.
- By undertaking a comprehensive video production students will participate in a collaborative environment that promotes the sharing and evaluation of creative contributions.
- Students will demonstrate their understanding of fundamental pre-production, production and post-production concepts by completing a three to five minute video project which will integrate camera, lighting, sound and editing techniques.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.
RECORDING ARTS AND TECHNOLOGY

SCHOOL OF ARTS, COMMUNICATION, AND SOCIAL SCIENCES

ACCT 101 Principles of Accounting I 4
BUS 140 Business Law/The Legal Environment of Business 3
RE 101 Real Estate Principles 3
RE 102 Real Estate Practice 3
RE 104 Real Estate Finance 3
RE 106 Legal Aspects of Real Estate 3
RE 108 Real Estate Economics 3
RE 110 Real Estate Appraisal 3
RE 114 Property Management 3
RE 120 Escrow Principles 3

Total units 31

ATTENTION SMALL BUSINESS OWNERS AND ENTREPRENEURS:
Study small business management. Earn a Certificate that combines your education discipline with Entrepreneurship courses. For more information turn to Business Management - Entrepreneurship Education.

ASSOCIATE IN SCIENCE DEGREE

RECORDING ARTS AND TECHNOLOGY

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02538)
Prepares students for employment in studio recording, television, and film sound production. Builds on their recording industry technical education in recording arts and recording technology. Contributes to the student’s financial independence, career success, and allows them to take key roles within the digital audio recording and sound mixing fields.

Program Student Learning Outcome Statement:
- Students will be able to communicate abstract concepts to clients in order to meet their subjective creative needs.

FIRST SEMESTER
RA&T 100/MUS 100 Music Technology 3
RA&T 110/MUS 150 Music Business/Career Overview 3
RA&T 120/MUS 151/TELE 151 Recording Techniques (3) OR
TELE 151/MUS 151/RA&T 120 Recording Techniques (3)

SECOND SEMESTER
ELEC 100 Introduction to Electronics 3
RA&T 105/MUS 155 Electronic Music Technology 3
RA&T 121 Audio Recording Technology I 2

THIRD SEMESTER
BUS 120 Introduction to Business 3
RA&T 122 Audio Recording Technology II 4
TELE 290 Professional Media Work Experience I 2

FOURTH SEMESTER
MUS 107 American Popular Music 3
RA&T 123 Audio Recording Technology III 4
TELE 291 Professional Media Work Experience II 2

Complete 8 units from required electives 8

Total units 43

Required Electives: BUS 136, 150, 211.
To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

**CERTIFICATES**

**RECORDING ARTS AND TECHNOLOGY**

**CERTIFICATE OF ACHIEVEMENT**

**CAREER/TECHNICAL (MAJOR CODE: 02537)**

Prepares students for employment in studio recording, television, and film sound production. Builds on their recording industry technical education in recording arts and recording technology. Contributes to the student’s financial independence, career success, and allow them to take key roles within the digital audio recording and sound mixing fields.

**Program Student Learning Outcome Statement:**

- Students will be able to communicate abstract concepts to clients in order to meet their subjective creative needs.

**GAINFUL EMPLOYMENT:**

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment

**FIRST SEMESTER**

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<tbody>
<tr>
<td>RA&amp;T 110/MUS 150</td>
<td>Music Business/Career Overview</td>
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</tr>
<tr>
<td>RA&amp;T 120/ MUS/TELE 151</td>
<td>Recording Techniques (3)</td>
<td>3</td>
</tr>
<tr>
<td>TELE/ MUS 151/RA&amp;T 120</td>
<td>Recording Techniques (3)</td>
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**SECOND SEMESTER**

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<tr>
<td>ELEC 100</td>
<td>Introduction to Electronics</td>
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<tr>
<td>RA&amp;T 121</td>
<td>Audio Recording Technology I</td>
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**THIRD SEMESTER**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>RA&amp;T 122</td>
<td>Audio Recording Technology II</td>
<td>4</td>
</tr>
<tr>
<td>TELE 290</td>
<td>Professional Media Work Experience I</td>
<td>2</td>
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**FOURTH SEMESTER**

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<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>RA&amp;T 123</td>
<td>Audio Recording Technology III</td>
<td>4</td>
</tr>
<tr>
<td>TELE 291</td>
<td>Professional Media Work Experience II</td>
<td>2</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Complete 9 units from required electives</th>
<th>9</th>
</tr>
</thead>
</table>

| Total units | 32    |

| Required Electives: | BUS 150, RA&T 100, 105 |

**SOCIOCOPY**

**SCHOOL OF ARTS, COMMUNICATION, AND SOCIAL SCIENCES**

**ACTING DEAN:** William Kinney, M.A., Office 702B, 619-482-6372

**FACULTY:** Elizabeth Ballesteros, M.A.; Norris S. Nagao, Ed.M.

**DEPARTMENT CHAIR:** Christopher Hayashi, M.A., Ed.D.

**GENERAL DESCRIPTION**

Sociology is the study of groups people build, the structure of human groups, and changes in their organization over time. As a social science, the department is the scientific study of human interaction both at the micro and macro level of society. Any topic related to how or why people treat each other in the ways they do is a legitimate study in sociology. Social work is related to sociology as it is concerned with improving the quality of life for individuals or groups. Both departments analyze human behavior in regard to serious social issues and circumstances such as racism, poverty, crime, psychology, health, politics, law, economics, and class inequality. Social work attempts to remedy the most basic needs.

**CAREER OPTIONS**

Below is a sample of the career options available for the sociology or social work major. A few of these require an associate degree, most require a bachelor’s degree, and some require a graduate-level degree: sociology-industrial sociologist, urban planner, high school or college instructor, criminologist, public opinion analyst, employment counselor, social worker, adoptions worker, social planner, child and family counselor, corrections counselor, and child protective counselor.

**DEGREE/CERTIFICATE OPTIONS**

<table>
<thead>
<tr>
<th>MAJOR CODE</th>
<th>DEGREE/CERTIFICATE OPTIONS</th>
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</thead>
<tbody>
<tr>
<td>01900</td>
<td>Associate in Arts Degree: Transfer Preparation</td>
</tr>
<tr>
<td>01901</td>
<td>Sociology</td>
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<tr>
<td>01902</td>
<td>Sociology (SB1440)</td>
</tr>
<tr>
<td>01890</td>
<td>Social Work</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary for you to achieve your academic goal.
ASSOCIATE IN ARTS DEGREE

SOCIOLOGY

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01900)

Sociology is the study of human behavior, social interactions and social groups. It combines scientific methods with theoretical perspectives, integrating the findings of anthropology, history, political science and psychology. A degree in sociology is designed to provide students with a broad understanding of human relations, social processes, social structures, and tools of sociological investigation.

Program Student Learning Outcome Statement:
• Students will be able to define and apply major sociological concepts, theories and research methodologies to analyze a variety of social and/or cultural issues.

SOC 101 Introduction to Sociology 3
SOC 110 Contemporary Social Problems 3
SOC/PSYC 270 Statistical Methods of Sociology (3) OR 3–4
MATH 119 Elementary Statistics (4)
Complete 9 units from electives 9

Total units 18–19

Electives: SOC 105, SOC 106, SOC 107, SOC 115, SOC 116, SOC 135, SOC 150, SOC 151, ANTH 102, COMM 176, HIST 132, PS 104, PSYC 101

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

SOCIOLOGY

STUDENT TRANSFER ACHIEVEMENT REFORM (STAR) ACT (SB1440)

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01901)

Sociology is the study of human behavior, social interactions and social groups. It combines scientific methods with theoretical perspectives, integrating the findings of anthropology, history, political science and psychology. A degree in sociology is designed to provide students with a broad understanding of human interaction, social processes, social structures, and tools of sociological investigation. The Associate in Arts in Sociology for Transfer (AA-T) degree satisfies the requirements of the STAR Act for transfer to the CSU system.

Program Student Learning Outcome Statement:
• Students will be able to define and apply major sociological concepts, theories and research methodologies to analyze a variety of social and/or cultural issues.

REQUIRED CORE: (9–10 units)
SOC 101 Introduction to Sociology 3
SOC 110 Contemporary Social Problems 3
SOC 270 Statistical Methods of Sociology (3) OR 3–4
PSYC 270 Statistical Methods of Psychology (3) OR
MATH 119 Elementary Statistics (4)

LIST A: select 2 courses (6 units)
SOC 106 Race and Ethnicity (3)
SOC 135 Sociology of the Family (3)
SOC 116 Introduction to Social Psychology (3) OR
PSYC 116 Introduction to Social Psychology (3)
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

<table>
<thead>
<tr>
<th>LIST B: select one course (3 units)</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 105 Masculinity (3)</td>
<td></td>
</tr>
<tr>
<td>SOC 106 Race and Ethnicity (3)</td>
<td></td>
</tr>
<tr>
<td>SOC 107 Sociology of Religion (3)</td>
<td></td>
</tr>
<tr>
<td>SOC 115 Filipino-American Culture (3)</td>
<td>OR</td>
</tr>
<tr>
<td>ASIA 115 Filipino-American Culture (3)</td>
<td></td>
</tr>
<tr>
<td>SOC 116 Introduction to Social Psychology (3)</td>
<td>OR</td>
</tr>
<tr>
<td>PSYC 116 Introduction to Social Psychology (3)</td>
<td></td>
</tr>
<tr>
<td>SOC 150 Mexican and Mexican-American Cultures in the United States (3)</td>
<td>OR</td>
</tr>
<tr>
<td>MAS 150 Mexican and Mexican-American Cultures in the United States (3)</td>
<td></td>
</tr>
<tr>
<td>SOC 151 Introduction to African-American Culture (3)</td>
<td>OR</td>
</tr>
<tr>
<td>AFRO 151 Introduction to African-American Culture (3)</td>
<td></td>
</tr>
<tr>
<td>SOC 135 Sociology of the Family (3)</td>
<td></td>
</tr>
<tr>
<td>PSYC 101 General Psychology (3)</td>
<td></td>
</tr>
<tr>
<td>ANTH 102 Cultural Anthropology (3)</td>
<td></td>
</tr>
</tbody>
</table>

**Total units** 18–19

Social Work is an applied behavioral science that emphasizes the application of behavioral science principles in a variety of cultural contexts. Social Work 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 focuses on methods for helping people from many different social groups to improve the quality of their lives.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

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**ASSOCIATE IN ARTS DEGREE**

**TRANSFER PREPARATION * (MAJOR CODE: 01890)**

Prepares students to transfer in the major to a four-year college or university. Beginning study focuses on general comprehension of the needs, perspectives, and experiences of populations at risk in contemporary society. Coursework in biology, economics, health, psychology, and sociology are essential to having the knowledge and skills to make careful assessment of problems, to search for reasonable solutions, and to intervene at multiple levels to effect individual, group, or policy changes.

**Program Student Learning Outcome Statement:**

- Students will be able to define and apply major sociological concepts, theories and research methodologies to analyze a variety of social and/or cultural issues.

<table>
<thead>
<tr>
<th>BIOL 100 Principles of Biology</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 101 Principles of Biology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ECON 101 Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 101 Principles of Healthful Living</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 110 Contemporary Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 135 Sociology of the Family</td>
<td>3</td>
</tr>
<tr>
<td>SOC/PSYC 270 Statistical Methods of Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total units** 25
Knowing Spanish gives one the power to successfully communicate with the people of twenty-one Spanish-speaking countries, as well as twenty million Spanish speakers in the United States. After English, Spanish is the most studied language in Europe and Asia as well. In today's business world, Spanish is widely used as a valuable tool of communication for commercial transactions in the global market. It is one of the five official languages in the United Nations.

The benefit for students completing an Associate in Arts in Spanish for Transfer Degree is that the California State University (CSU) system is required by CEC section 66747 to “guarantee admission with junior status to any community college student who meets all of the requirements”.

CSU is required to grant priority admission for a student with this associate degree “to his or her local [CSU] campus and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the [CSU] campus to which the student is admitted.”

A student admitted under this article shall receive priority over all other community college transfer students, excluding community college students who have entered into a transfer agreement between a community college and the California State University prior to the fall term of the 2012-13.

This degree may not be the best option for students intending to transfer outside of the locally defined CSU service area or to a university or college that is not part of the CSU system. Students should consult with a Southwestern College counselor for admission requirements specific to an intended transfer university.

Program Student Learning Outcome Statement:

- Initiate, sustain and close a variety of uncomplicated communicative tasks in the target language, and handle social situations in a culturally sensitive and collegial manner.

REQUIRED CORE: (18–20 units)

<table>
<thead>
<tr>
<th>OPTION 1: Spanish for Bilinguals</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 215 Spanish for Bilinguals I</td>
</tr>
<tr>
<td>SPAN 216 Spanish for Bilinguals II</td>
</tr>
<tr>
<td>SPAN 221 Introduction to Literature for Bilinguals</td>
</tr>
<tr>
<td>SPAN 225 Intermediate Conversation and Writing on Spanish Culture (3)</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>SPAN 226 Intermediate Conversation and Writing on Latin American Culture (3)</td>
</tr>
<tr>
<td><strong>Total units</strong></td>
</tr>
</tbody>
</table>

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
**ASSOCIATE IN ARTS DEGREE**

**SPANISH**

**ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: 01460)**

Foreign language courses are intended to provide required instruction for students majoring in foreign language; to meet the foreign language competency for graduation required by many colleges and universities (e.g., San Diego State University); to afford credit in the humanities for students seeking to meet the general education transfer breadth requirements; and to provide instruction for the student seeking foreign language skills for personal development.

Program Student Learning Outcome Statement

- Initiate, sustain and close a variety of uncomplicated communicative tasks in the target language, and handle social situations in a culturally sensitive and collegial manner.

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**OPTION 2: Spanish for Non-Native Speakers**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 101</td>
<td>Elementary Spanish I</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 102</td>
<td>Elementary Spanish II</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 201</td>
<td>Intermediate Spanish I</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 202</td>
<td>Intermediate Spanish II</td>
<td>5</td>
</tr>
</tbody>
</table>

Total units: 20

**Plus an additional course from List A below (3 units)**

**LIST A: select one course to complete the Spanish ADT (3 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 225</td>
<td>Intermediate Conversation and Writing on Spanish Culture</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 226</td>
<td>Intermediate Conversation and Writing on Latin American Culture</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 271</td>
<td>Latin American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 272</td>
<td>Chicano Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 274</td>
<td>Literature of the U.S.-Mexico Borderlands and Baja California</td>
<td>3</td>
</tr>
<tr>
<td>HIST 141</td>
<td>Mexican-American History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 142</td>
<td>Mexican-American History II</td>
<td>3</td>
</tr>
<tr>
<td>MAS 141</td>
<td>Mexican-American History I</td>
<td>3</td>
</tr>
<tr>
<td>MAS 142</td>
<td>Mexican-American History II</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 112</td>
<td>Cultures of Mexico</td>
<td>3</td>
</tr>
<tr>
<td>MAS 150</td>
<td>Mexican and Mexican-American Cultures in the United States</td>
<td>3</td>
</tr>
<tr>
<td>SOC 150</td>
<td>Mexican and Mexican-American Cultures in the United States</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS: 26–27**

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Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

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**SPANISH FOR BILINGUALS**

**ASSOCIATE IN ARTS DEGREE TRANSFER PREPARATION * (MAJOR CODE: A1490)**

Designed for students whose first language is Spanish. Courses for bilinguals are intended to provide instruction for the student seeking enhancement and development of their first language. Students will acquire Spanish literacy skills to enhance their personal, career, and professional opportunities.

Program Student Learning Outcome Statement

- Able to communicate in a linguistically and culturally appropriate manner in professional situations within a Spanish-speaking community.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
GENERAL DESCRIPTION
Introduces the student to the study of the growth of the human population and its effects on energy and climate demands with an emphasis on landscaping and the built environment. Studies the relationship between human biology and the environment as applied to building design. Emphasizes sustainable building design, passive energy strategies, and the application of appropriate heating, cooling, and ventilation systems. A hands on study of energy auditing methods of existing homes as they are now constructed, analysis of residential design and strategies for energy efficiency. Prepares the student to take the California H.E.R.S. level 1 certification exam.

CAREER OPTIONS
Below is a sample of the career options available for the Sustainable Energy Studies major: Energy auditors and home energy raters, building control systems technicians, compliance analyst or energy regulation specialist, HVAC mechanics, technicians or installers, sustainable landscape professional, landscape irrigation auditor, and sustainable landscape designer.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>Associate in Science Degree: Career/Technical</th>
<th>MAJOR CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainable Landscape Practices</td>
<td>02612</td>
</tr>
</tbody>
</table>

Certificate of Achievement

<table>
<thead>
<tr>
<th>Certificate of Achievement</th>
<th>MAJOR CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainable Energy Studies</td>
<td>02471</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN SCIENCE DEGREE

SUSTAINABLE LANDSCAPE PRACTICES

ASSOCIATE IN SCIENCE DEGREE

CAREER /TECHNICAL (MAJOR CODE: 02612)

Trains students to become proficient in the many skills needed to evaluate residential and urban landscapes for sustainable practices in design, installation, and maintenance. Careers related to this degree include Sustainable Landscape Professional, Landscape Irrigation Auditor, and Sustainable Landscape Designer.

Program Student Learning Outcome Statement:

- Graduates of this program will be able to perform a complete water audit and compile their results in a written format.
- The graduate will be able to make recommendations for the programming and improvement of the irrigation system to save water and prevent water loss from the property.
- When provided a set of landscape design drawing, the graduate of this program will analyze and recommend design, installation, and maintenance practices that are not only sustainable, but fall within the local codes of the City of Chula Vista.

LNT/SES 101 Introduction to Sustainable Energy Studies 3
LNT 91 Sprinkler System Maintenance: Sprinklers, Pipes, and Backflow Devices 1
LNT 92 Sprinkler System Maintenance: Valves and Wiring 1
LNT 93 Sprinkler System Maintenance: Controllers and Scheduling 1
LNT 100 Plant and Horticultural Science 4
LNT 102 Plant Identification: Deciduous Trees 1
LNT 103 Plant Identification: Conifers and Palms 1
LNT 104 Plant Identification: Broadleaf Trees 1
LNT 106 Plant Identification: Flowering Shrubs 1
LNT 107 Plant Identification: Foliage Shrubs I 1
LNT 108 Plant Identification: Foliage Shrubs II 1
LNT 119 Plant Identification: Xeriphytic Plants 3
LNT 120 Landscape Design I 4
LNT 127 Landscape Construction: Sprinkler Installation 1
LNT 128 Sprinkler Design 3
LNT 129 Sustainable Landscape/Water Auditor 3
LNT 134 Soils 3
LNT 136 Plant Pest and Disease Control 3

Total units 36

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.
CERTIFICATES

SUSTAINABLE ENERGY STUDIES

CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: 02471)
Introduces the student to the study of the growth of the human population and its effects on energy and climate demands with an emphasis on landscaping and the built environment. Studies the relationship between human biology and the environment as applied to building design. Emphasizes sustainable building design, passive energy strategies, and the application of appropriate heating, cooling, and ventilation systems. A hands-on study of energy auditing methods of existing homes as they are now constructed, analysis of residential design and strategies for energy efficiency. Prepares the student to take the California Home Energy Rater System (H.E.R.S.) level 1 certification exam.

Program Student Learning Outcome Statement:

• Student will demonstrate by written report how a home can be energy efficient with the natural and build environment.
• Student will convert text examples into hands on experience providing written documentation to substantiate findings.
• Student will investigate and analysis a given problem and then provide a solution that fits a given set of criteria demonstrating his finding in a written report.
• Student will demonstrate knowledge of natural and man-made environmental issues that affect the global warming and world economy, analysis and assess those issues as they apply to the local and economic environment organized in a graphic and written report.
• Student will perform site analysis/reconnaissance, home energy audit and energy code compliance to evaluate the energy efficiency of a given building, assessing the outcome of the study in comparison to given set data/criteria employing the use of a written and graphic report.

GAINFUL EMPLOYMENT:
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

TELEMEDIA

SCHOOL OF ARTS, COMMUNICATION, AND SOCIAL SCIENCES

ACTING DEAN: William Kinney, M.A., Office 702B, 619-482-6372
FACULTY: Mark Sisson, M.F.A.
DEPARTMENT CHAIR: Rebecca Wolniewicz, Ph.D.

GENERAL DESCRIPTION
Telemedia is the study of television, video, film, and related new media. It combines elements of the visual and performing arts with writing, speech, engineering, computer science, theory, history, technology, criticism, literature, law, psychology, sociology, and management in the production of visual and aural communications. Telemedia explores the broadening implications of producing media for new wider Internet and other distribution opportunities.

CAREER OPTIONS
Below is a sample of the career options available for the telemedia major. Most of these require a certificate of achievement or an associate in arts degree, some require a bachelor’s degree, and a few require a graduate-level degree: possible career options include producer, director, art director, advertising agent, broadcaster, special effects technician, camera operator, studio manager, actor, scriptwriter, grip, high school or college instructor, performance artist, computer graphics artist, animator, editor, and communication manager.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

### DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>Program</th>
<th>MAJOR CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate in Arts Degree: Transfer Preparation</strong></td>
<td></td>
</tr>
<tr>
<td>Telemedia</td>
<td>01280</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>MAJOR CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate in Science Degree: Career/Technical</strong></td>
<td></td>
</tr>
<tr>
<td>Telemedia Production Specialist</td>
<td>02530</td>
</tr>
<tr>
<td>Telemedia Technology</td>
<td>02535</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>MAJOR CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Certificate of Achievement</strong></td>
<td></td>
</tr>
<tr>
<td>Telemedia Technology</td>
<td>02536</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>MAJOR CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Certificates of Proficiency</strong></td>
<td></td>
</tr>
<tr>
<td>Telemedia Production Specialist—Basic</td>
<td>02531</td>
</tr>
<tr>
<td>Telemedia Production Specialist—Advanced</td>
<td>02532</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

### ASSOCIATE IN ARTS DEGREE

#### TELEMEDIA

### ASSOCIATE IN ARTS DEGREE

#### TRANSFER PREPARATION *(MAJOR CODE: 01280)*

Southwestern College offers most of the lower-division courses that are required by colleges and universities offering a four-year curriculum in telecommunications. Enrollment in the courses will develop the student's competency and understanding in audio, video, television, and film. It will satisfy the lower-division course requirements for the bachelor's degree in television, film, and new media production at SDSU.

**Program Student Learning Outcome Statement:**

- Students will utilize Production Books to communicate the design, acquisition and post production requirements to their team members in order to produce complete motion picture productions.
- By undertaking a comprehensive video production students will participate in a collaborative environment that promotes the sharing and evaluation of creative contributions.
- Students will demonstrate their understanding of fundamental pre-production, production and post-production concepts by completing a three to five minute video project which will integrate camera, lighting, sound and editing techniques.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 121 Darkroom and Digital Photography I</td>
<td>3</td>
</tr>
<tr>
<td>ART 159 Graphic Design—Layout</td>
<td>3</td>
</tr>
<tr>
<td>TELE 110 Writing for Film and Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>TELE/HUM 112 Culture and the Media (3)</td>
<td></td>
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<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>TELE 113/ART 130 History of Film as Art (3)</td>
<td></td>
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<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>TELE 114/COMM 185 Cinema as a Form of Expression and Communication (3)</td>
<td></td>
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<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>TELE/ART 131 Introduction to Video and Film Production</td>
<td>3</td>
</tr>
<tr>
<td>TELE/TA 150 Introduction to Design and Production</td>
<td>3</td>
</tr>
<tr>
<td>TELE/MUS 151/RA&amp;T 120 Recording Techniques</td>
<td>3</td>
</tr>
<tr>
<td>TELE/COMM 180 Introduction to Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>TELE 183 Video Studio Production</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total units**: 27

**Recommended Electives**: TELE 115, 132, 233, 234, 242; JOUR 101, 151

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

### ASSOCIATE IN SCIENCE DEGREE

#### TELEMEDIA PRODUCTION SPECIALIST

### ASSOCIATE IN SCIENCE DEGREE

#### CAREER/TECHNICAL *(MAJOR CODE: 02530)*

Prepares students to pursue careers as telemedia specialists and media production consultants in telecommunications, public relations, industry, education, government, and medical institutions. Students will learn needs analysis, scripting, graphics, studio and field production, and editing as applied to the production of media, such as instructional, documentary, and broadcast.
TELEMEDIA TECHNOLOGY

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02535)

Prepares students for technical careers in television and related media. Some typical job titles are technical operator, maintenance engineer, field service engineer, and television equipment operator.

Well-equipped television studios and electronics laboratories facilities are provided. Students learn theory, application, practical operation, tuning, and testing skills.

Program Student Learning Outcome Statement:
• Through the creation of a Production Book students will be able to comprehensively present the concepts and designs for a three to five minute short film to their crew prior to undertaking the production.
• By undertaking a comprehensive video production students will participate in a collaborative environment that promotes the sharing and evaluation of creative contributions.
• Students will demonstrate their understanding of fundamental pre-production, production and post-production concepts by completing a three to five minute video project which will integrate camera, lighting, sound and editing techniques.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

ELEC 100 Introduction to Electronics (3)
OR
TELE/COMM 180 Introduction to Electronic Media (3)

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.
CERTIFICATES

TELEMEDIA PRODUCTION SPECIALIST: BASIC

CERTIFICATE OF PROFICIENCY
CAREER/TECHNICAL (MAJOR CODE: 02531)

Program Student Learning Outcome Statement:
• Students will utilize Production Books to communicate the design, acquisition and post production requirements to their team members in order to produce complete motion picture productions.
• By undertaking a comprehensive video production students will participate in a collaborative environment that promotes the sharing and evaluation of creative contributions.
• Students will demonstrate their understanding of fundamental pre-production, production and post-production concepts by completing a three to five minute video project which will integrate camera, lighting, sound and editing techniques.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 121</td>
<td>Darkroom and Digital Photography I (3)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>TELE 100</td>
<td>Fundamentals of Film/Video Cameras and Recorders (2)</td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELE 101</td>
<td>Fundamentals of Film and Video Editing (2)</td>
<td></td>
</tr>
<tr>
<td>TELE/HUM 112</td>
<td>Culture and the Media (3)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>TELE 113/ART 130</td>
<td>History of Film as Art (3)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELE 114/COMM 185</td>
<td>Cinema as a Form of Expression and Communication (3)</td>
<td></td>
</tr>
<tr>
<td>TELE/COMM 180</td>
<td>Introduction to Electronic Media (3)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>3</td>
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<tr>
<td>ELEC 100</td>
<td>Introduction to Electronics (3)</td>
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<tr>
<td>TELE 110</td>
<td>Writing for Film and Electronic Media</td>
<td>3</td>
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<tr>
<td>TELE 163</td>
<td>Video Post-production and Special Effects</td>
<td>3</td>
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<tr>
<td><strong>Total units</strong></td>
<td></td>
<td>15–16</td>
</tr>
</tbody>
</table>

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
THEATRE ARTS

SCHOOL OF ARTS, COMMUNICATION, AND SOCIAL SCIENCES

GENERAL DESCRIPTION
Theatre arts is the study of acting, technical theatre, and dramatic literature. Drama is an ancient art form used by civilizations to teach, inform, entertain, and bring the community together in a positive environment. The word drama implies a composition in verse, or prose intended to portray life, or a character, or a story through action and dialogue that is designed for theatrical performance. This department explores the history, theories, dramatic modes, techniques, practices, and technical aspects of production.

CAREER OPTIONS
Below is a sample of the career options available for the theatre arts major. A few require an associate degree, most require a bachelor’s degree, and some require a graduate-level degree: actor, director, producer, public relations specialist, advertising personality, theatre technician, stage designer, choreographer, makeup artist, costume designer, high school or college instructor, theatre manager, set designer, scriptwriter, lighting specialist, construction crew member, and community theatre administrator.

DEGREE/CERTIFICATE OPTIONS

Associate in Arts Degree: Transfer Preparation
Theatre Arts—Performance
Theatre Arts (SB1440)

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

The program below is undergoing modification and the modification will be placed into an addendum upon Chancellor’s Office approval – see your counselor for further information and visit the college website under http://www.swccd.edu/catalog link for the latest addenda updates.
ASSOCIATE IN ARTS DEGREE

THEATRE ARTS: PERFORMANCE

ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: A1220)
Advances the mastery of skills that benefit the student in the real world. The student of theatre exercises imagination and observation while developing responsiveness, insight, and the ability to articulate and confidently present his or her ideas. Develops a comprehensive understanding of history, theory, and the technical skills necessary to develop believable characters and fluid scenes. Prepares students to transfer to a college or university for further training, to seek entry level jobs in the industry, to apprentice, or to utilize their acting skills in amateur, community, commercial, industrial, or professional theatre, film, and television productions.

Program Student Learning Outcome Statement:
• Articulate their process of creating character and building relationships in scenes.
• Create believable characters.
• Analyze the stylistic elements of dramatic works including plot, beats, character development and given circumstances.
• Investigate sources leading to careers in the performing arts including advanced study; commercial and industrial work; and stage and visual media work.

TA 100 Survey of Drama 3
TA 101 Introduction to the Theatre 3
TA 110 Acting I 3
TA 111 Acting II 3
TA 120 Theatre Workshop—Performance 3
TA 127 Theatre Workshop—Studio Performance 2
TA 134 Improvisation for the Theatre 3
TA 160 Theatre Workshop—Technical Crews I 2

Complete 6–9 elective units from the following courses: 6–9

TA 108 Introduction to Dramatic Scriptwriting (3)
TA 115 Acting for Television and Film (3)
TA 150 Introduction to Design and Production (3)

Total units 28–31

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

ASSOCIATE ARTS FOR TRANSFER

THEATRE ARTS

STUDENT TRANSFER ACHIEVEMENT REFORM (STAR) ACT (SB1440)
ASSOCIATE IN ARTS DEGREE
TRANSFER PREPARATION * (MAJOR CODE: 01225)
The TMC Theatre Degree encompasses a broad spectrum of theatre studies. Upon completion of the transfer associate degree, the student is eligible for transfer with junior standing into the California State University (CSU) system. Students will be given priority consideration when applying at specific CSU institutions.

REQUIRED CORE: (9 units)

TA 101 Introduction to the Theatre 3
TA 110 Acting I 3
TA 141 Performance Studio 1
TA 142 Performance Studio II 1
TA 143 Performance Studio III 1

LIST A: select three courses (9 units)

TA 111 Acting II 3
TA 152 Lighting Techniques 3
TA 165 Stagecraft 3

OR

TA 160 Theatre Workshop—Technical Crews I (1.5) AND 3

Total units 18

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

The program below is undergoing modification and the modification will be placed into an addendum upon Chancellor’s Office approval - see your counselor for further information and visit the college website under http://www.swccd.edu/catalog link for the latest addenda updates.
* Students planning to transfer to a four-year college or university should complete courses specific to transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center.

TRAVEL AND TOURISM

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569
DEPARTMENT CHAIR: Elisabeth Shapiro, J.D.

GENERAL DESCRIPTION
Travel and tourism is the study of the methods and means of moving individuals or groups from one place to another that involves transportation and accommodations with a focus on recreation and leisure. This program explores communication skills, reservation techniques, fiscal affairs, operations, computer applications, guiding practices and services.

CAREER OPTIONS
Below is a sample of the career options available for the travel and tourism major. Most of these require a certificate or associate degree: travel agent, hotel/motel clerk, tour guide, ticketing agent, reservations clerk, travel agency owner, tour operator, cruise ship personnel, airline attendant, travel writer, hospitality specialist, accommodations critic, sales representative, conference coordinator, conference facility director, and meeting planner for business and industrial, governmental, or educational organizations.

DEGREE/CERTIFICATE OPTIONS

<table>
<thead>
<tr>
<th>Degree/Certificate Options</th>
<th>MAJOR CODE</th>
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</thead>
<tbody>
<tr>
<td><strong>Associate in Science Degree: Career/Technical</strong></td>
<td>02961</td>
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<tr>
<td>Travel and Tourism</td>
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<td><strong>Certificate of Achievement</strong></td>
<td>02964</td>
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<tr>
<td>Travel and Tourism—Basic</td>
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<tr>
<td>Travel and Tourism—Advanced</td>
<td>02965</td>
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</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN SCIENCE DEGREE

TRAVEL AND TOURISM

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: 02961)

Prepares students for employment in the travel industry as a travel agent, consultant, or entrepreneur and provides a broad view of the industry. Emphasizes worldwide travel and diverse modes of transportation and accommodations.

Program Student Learning Outcome Statement:
- Student will work in a travel office setting interacting with supervisors, co-workers, travel professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will solve problems posed within the travel office/agency environment by assessing information, including such activities as identifying issues, identifying complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s. Identifying complaints, comparing prices, comparing office systems and software, etc., to determine the best solution/s.
- Student will interact properly and ethically in a travel office/agency environment with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/Internet documents such as travel reports, tables, statistics, and reference materials to produce clear, accurate, and organized documents.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<td>BUS 210</td>
<td>Business English</td>
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</tr>
<tr>
<td>BUS 211</td>
<td>Communication in Business and Industry (3) OR</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Communication (3)</td>
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<tr>
<td>CIS 101</td>
<td>Introduction to Computers and Information Processing</td>
<td>4</td>
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<tr>
<td>CIS/LIB 151</td>
<td>Research Using the Internet</td>
<td>1</td>
</tr>
<tr>
<td>HTM 150</td>
<td>Introduction to Hospitality and Tourism Management (3) OR</td>
<td>3</td>
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<tr>
<td>T&amp;T 45</td>
<td>Tour and Tour Guiding (3)</td>
<td>3</td>
</tr>
<tr>
<td>T&amp;T 138</td>
<td>Tourism and Travel Agency Operations</td>
<td>3</td>
</tr>
<tr>
<td>T&amp;T 160</td>
<td>Travel Destinations—Western Hemisphere</td>
<td>3</td>
</tr>
<tr>
<td>T&amp;T 162</td>
<td>Travel Destinations—Europe, Africa, and the Middle East</td>
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</tr>
<tr>
<td>T&amp;T 164</td>
<td>Travel Destinations—South Pacific, Asia, Orient</td>
<td>3</td>
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<tr>
<td>T&amp;T 258</td>
<td>Worldwide Cruise Travel</td>
<td>3</td>
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<tr>
<td>T&amp;T 260</td>
<td>Basic Computer Applications in Travel and Tourism</td>
<td>2</td>
</tr>
<tr>
<td>T&amp;T 290-293</td>
<td>Cooperative Work Experience Travel and Tourism I–IV</td>
<td></td>
</tr>
</tbody>
</table>

Total units: 34
To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

**Note:** For other options in Travel and Tourism, see Hospitality and Tourism Management, page 214.

### CERTIFICATES

#### TRAVEL AND TOURISM: BASIC

**CERTIFICATE OF ACHIEVEMENT**

**CAREER/TECHNICAL (MAJOR CODE: 02964)**

Prepares students to gain an entry-level position as travel agents or consultants in the field of travel and tourism. Provides an overview of the opportunities available in the field and prepares students with fundamental skills to gain employment.

**Program Student Learning Outcome Statement:**
- Students will read brochures, trade press and internet articles so they can communicate pertinent information to clients.
- Students will be able to evaluate international conditions and events and advise clients on safety and travel issues.
- Students will research and evaluate trade publications, both printed and internet media, as well as advertisements to determine accuracy of information.

#### TRAVEL AND TOURISM: ADVANCED

**CERTIFICATE OF ACHIEVEMENT**

**CAREER/TECHNICAL (MAJOR CODE: 02965)**

Provides students with enhanced skills and a broader background for higher-level employment in the field of travel and tourism.

**Program Student Learning Outcome Statement:**
- Manage travel industry operations using professional communication skills and travel industry knowledge.
- Critically analyze travel industry reference materials and trade press as it relates to the ongoing and changing travel industry.
- Describe the domestic and international components of the travel, tourism, and hospitality industry and how they are related.

### GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

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Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
PROGRAMS

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

### General Description

The Virtual Office Professional is designed for: 1) People who want to promote and maintain all aspects of a small business on the Internet. 2) Individuals who want to work as virtual office and administrative support professionals. The basic program provides students with the skills and knowledge required to create and maintain a virtual (Web and technology-based) business. Entrepreneurs and people involved in a variety of enterprises can learn to conduct their business online. The Virtual Office Professional—Intermediate program focuses on key skills required for positions that utilize virtual administrative support personnel, including executive assistants and office support specialists and provides further training in creating, marketing, and managing a virtual office. Topics include time management, workplace customization, evaluation of equipment and technology, communication methods that utilize advanced technologies, and business ethics. These virtual office professionals need strong computer and technology skills which can be acquired by completion of these certificate/degree programs. Students may take a career ladder approach in achieving all three levels of the program by completing the basic certificate, finding a job in the field, and continuing their education. They can then complete the intermediate certificate and the associate in science degree while continuing to work in the field.

### Career Options

1) **Virtual Office for Small Business Owners/Entrepreneurs.**

Entrepreneurs and people involved in a broad variety of businesses acquire skills needed to conduct their business online. By completing the Virtual Office Professional—Basic Certificate, entrepreneurs in almost any field can develop a larger base of clients by setting up and maintaining a virtual office/business. The following list includes several majors offered by the School of Business, Professional & Technical Education at Southwestern College that can be enhanced by the addition of a Virtual Professional—Basic (or higher) certificate. The geographic area served by these businesses can expand to the national, international, or global level. These majors include: accounting, bookkeeping, payroll, computer desktop support/technician, computer programming/database, eCommerce/eBusiness, event and convention planning, financial services, hospitality and tourism, insurance, international business, logistics and transportation, legal assisting/paralegal, medical/coding/medical insurance, real estate/real estate loan processing, translation/interpretation services, travel and tourism, web design/development, as well as virtual office professional.

2) **Virtual Office and Administrative Support Professionals.**

The following list is a sample of the career options available for individuals who focus on virtual office skills. Most of these career options require a certificate or an associate degree; some require a bachelor's degree: virtual office assistant/receptionist, virtual office computer support specialist, virtual executive assistant, virtual secretary, virtual office manager/administrator, virtual office supervisor, virtual marketing assistant, and virtual website support technician.

### Degree/Certificate Options

<table>
<thead>
<tr>
<th>Associate in Science Degree: Career/Technical</th>
<th>Major Code</th>
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</thead>
<tbody>
<tr>
<td>Virtual Business Office Professional</td>
<td>A2454</td>
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<table>
<thead>
<tr>
<th>Certificates of Achievement</th>
<th>Major Code</th>
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<tbody>
<tr>
<td>Virtual Business Professional</td>
<td>A2458</td>
</tr>
<tr>
<td>Virtual Business Office Support Professional</td>
<td>A2459</td>
</tr>
</tbody>
</table>

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.
ASSOCIATE IN SCIENCE DEGREE

VIRTUAL BUSINESS OFFICE PROFESSIONAL

ASSOCIATE IN SCIENCE DEGREE
CAREER/TECHNICAL (MAJOR CODE: A2454)
Prepares students to create a virtual (Web- and technology-based) business and how to set up a virtual office to work effectively in this environment. Emphasizes the creation, marketing, and management of the virtual office, the use of new technologies, and the development of key office support and technical skills required in the virtual environment.

Program Student Learning Outcome Statement:
- Student will evaluate information presented on the Internet to determine its validity and reliability for the success of a virtual business.
- Student will thoughtfully analyze the ideas and information shared by others in an online/virtual environment to determine the veracity and reliability of the information before they pass it on to their customers or constituents.
- Student will maintain a keen awareness and sensitivity of the cultural values of different ethnic groups in order to provide excellent service on a global scale.
- Student will conduct research for a business, clients, or self utilizing a wide variety of research tools with ease.

BUS 135 eBusiness II: Creating an Effective Web Presence 3
BUS 140 Business Law/The Legal Environment of Business 3
BUS 182 Keyboarding for Office Professionals 2
BUS 183 Business Mathematics 3
BUS 200A Microsoft Word: Beginning 2.5
BUS 200B Microsoft Word: Advanced 2.5
BUS 206 Filing and Records Management 2.5
BUS 211 Communication in Business and Industry (3) OR 3
BUS 212 Business Communication (3)
BUS 290–293 Cooperative Work Experience in Business I–IV 2–4

Plus the courses required for the Virtual Business Professional certificate 18–19

Total units 41.5–44.5

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

CERTIFICATES

VIRTUAL BUSINESS PROFESSIONAL

CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: A2458)
Emphasizes the creation, marketing, and management of the virtual business and the use of new technologies in completing business transactions. Prepares students to work in a virtual (Web- and technology-based) office environment and provides an overview of virtual entities, including home-based businesses that are successful in today’s global market.

Program Student Learning Outcome Statement:
- Student will create a virtual office presence that is easy to navigate, accurate, and appealing to the audience.
- Student will create a virtual presence that is open to the ideas and suggestions of customers, clients, and other interested parties and is sensitive to the service needs.
- Student will convey a strong sense of customer service and maintain sensitivity to the diverse cultures that access his/her virtual office.
- Student will conduct research using a variety of tools and resources and apply evaluative skills in assessing the information and extracting that which is important to his/her business or personal goals.

BUS 96 Customer Service and Communication Techniques 1
BUS/CIS 129 Multimedia Presentations—PowerPoint 1
BUS 143 eStrategic Business Planning 2
BUS 191 Creating and Managing a Virtual Office 3
BUS 192 Marketing a Virtual Office 3
BUS 210 Business English 3
CIS 92 Microsoft Office Suite (3) OR 3–4
CIS 101 Introduction to Computers and Information Processing (4)
CIS/LIB 151 Research Using the Internet 1
LDR 152 Business Innovation and Creativity 1

Total units 18–19

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.
**Program Student Learning Outcome Statement:**

- By the end of the program the student will analyze literature and cultural artifacts and write and evaluate papers on topics such as point of view and themes of exile, abuse, oppression, and gender specific messages.
- Student will be able to identify and conduct comparative analyses of major historiographic and cultural perspectives, concepts, issues, historic relationships, contributions, and paradigms that are relevant to the female experience and feminist perspectives.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>ENGL 280</td>
<td>Literature by Women</td>
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<tr>
<td>HIST 132</td>
<td>Women in World History</td>
<td>3</td>
</tr>
<tr>
<td>SOC 135</td>
<td>Sociology of the Family</td>
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<tr>
<td>Foreign Language</td>
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<tr>
<td>Complete 6 units from electives</td>
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**Total units** 20

**Electives:** AFRO 110, 111; ANTH 102; ART 149; ASIA 113, 114; ENGL 260; HLTH 116; HUM 140; HIST 121, 122; MAS 141, 142, 150; SOC 150.

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.
Some courses may require additional coursework that must be completed prior to enrollment in the courses. Please consult this individual course listing for prerequisites and any other limitations on enrollment.

Notes: The reference to “other limitations on enrollment” covers other course requisites such as certification or license.
<table>
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<th>CODE</th>
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<td>ART</td>
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<td>Certified Nursing Assistant</td>
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<td>CAD</td>
<td>Computer Aided Design and Drafting</td>
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<td>416</td>
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<td>MAS</td>
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<td>Vocational Nursing</td>
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ACCOUNTING COURSES

ACCT 7.
BASIC BUSINESS BOOKKEEPING
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Fee: $2. Introduction to the theory, practice, and methods of bookkeeping with primary emphasis on sole proprietorship and payroll accounting. Emphasis on the complete bookkeeping cycle including the use of special journals, general and subsidiary ledgers, worksheets, and financial statements. [D]

ACCT 8.
PAYROLL
4 UNITS
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Fall
Fee: $3. Provides entry-level training in the fundamental skills and knowledge in payroll preparations, such as calculating regular and overtime pay, federal and state tax withholdings, and working with journal entries and financial statement in processing payroll records. [D]

ACCT 9.
PAYROLL II
3 UNITS
Prerequisite: ACCT 8 or equivalent
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Prepares students to work with tax and employment laws pertaining to payroll records. Emphasizes journal entries and preparation of financial statements used in processing payroll records. [D]

ACCT 10.
COMPUTERIZED ACCOUNTING
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent; ACCT 7, 101 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $3. Covers the accounting cycle for both service and merchandising businesses using accounting software. [D]

ACCT 101.
PRINCIPLES OF ACCOUNTING I
4 UNITS
Grade only
Recommended Preparation: ACCT 7 or MATH 45 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Variable
Fee: $2. Explores what financial accounting is, why it is important, and how it is used by investors and creditors to make decisions. Covers the recording and reporting of business transactions, the application of generally accepted accounting principles, the classified financial statements, and statement analysis. [D; CSU; UC; C-ID ACCT 110]

ACCT 102.
PRINCIPLES OF ACCOUNTING II—MANAGERIAL
4 UNITS
Grade only
Prerequisite: ACCT 101 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Variable
Fee: $2. Covers how managers use accounting information in decision-making, planning, directing operations, and controlling. 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. [D; CSU; UC; C-ID ACCT 120]

ACCT 103.
INTERMEDIATE ACCOUNTING
3 UNITS
Grade only
Recommended Preparation: ACCT 102 or equivalent
Lecture 3 hours
Offered: Variable
Provides a background for accounting practice and the financial accounting aspects for the CPA examination. Applies accounting theory and practice applicable to handling cash; receivables; inventories; investments; property, plant and equipment; liabilities; and stockholders’ equity. [D; CSU]

ACCT 104.
ACCOUNTING FOR MANUFACTURING
3 UNITS
Grade only
Recommended Preparation: ACCT 102 or equivalent
Lecture 3 hours
Offered: Variable
Examines profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations. [D; CSU; UC; C-ID ACCT 120]

ACCT 105.
ACCOUNTING FOR MANUFACTURING III
3 UNITS
Grade only
Recommended Preparation: ACCT 102 or equivalent
Lecture 3 hours
Offered: Variable
Examines profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations. [D; CSU; UC; C-ID ACCT 120]

ACCT 106.
ACCOUNTING FOR MANUFACTURING IV
3 UNITS
Grade only
Recommended Preparation: ACCT 102 or equivalent
Lecture 3 hours
Offered: Variable
Examines profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations. [D; CSU; UC; C-ID ACCT 120]

ACCT 107.
ACCOUNTING FOR MANUFACTURING V
3 UNITS
Grade only
Recommended Preparation: ACCT 102 or equivalent
Lecture 3 hours
Offered: Variable
Examines profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations. [D; CSU; UC; C-ID ACCT 120]

ACCT 108.
ACCOUNTING FOR MANUFACTURING VI
3 UNITS
Grade only
Recommended Preparation: ACCT 102 or equivalent
Lecture 3 hours
Offered: Variable
Examines profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations. [D; CSU; UC; C-ID ACCT 120]

ACCT 109.
FEDERAL INCOME TAX
3 UNITS
Grade only
Recommended Preparation: ACCT 102 or equivalent
Lecture 3 hours
Offered: Variable
Provides theory and practice in the preparation of Federal and California income tax returns for individuals, with limited review of partnerships and corporations. Presents filing requirements, income inclusions and exclusions, capital gains and losses, business and personal deductions, alternate tax methods, tax credit, and installment and deferred payment sales. [D; CSU]

ACCT 110.
ACCOUNTING MANAGEMENT
4 UNITS
Grade only
Prerequisite: ACCT 101 or HTM 150 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Lecture 4 hours
Offered: Variable
Examines how hospitality managers use accounting information in decision-making, planning, directing, and controlling. Emphasizes concepts of cost management and costing methods, cost-volume profit analysis, profit planning and budgeting, standard absorption, and variable costing. Reviews and applies concepts of responsibility accounting, capital expenditure decisions, and feasibility studies to various projects. (Same as HTM 153.) [D; CSU]
ACCT 295. SELECTED TOPICS IN ACCOUNTING  
1-3 UNITS
Offered: Variable
Permits students to study relevant subjects within the field of accounting. The specific objectives, methods of instruction, and units of credit to be determined individually for projects proposed under this course description. [D; *CSU]

* Please refer to the class schedule for specific course description and transferability information.

ACCT 299. INDEPENDENT STUDY  
1-3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of accounting of particular interest to the student and not included in the regular courses of the College. [D; CSU]

ADMINISTRATION OF JUSTICE COURSES

AJ 30. PENAL CODE 832—ARREST AND FIREARMS  
4 UNITS
Grade only
Limitation on Enrollment: Student must be 18 years of age with no felony convictions; fingerprinting and criminal background investigation required
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours, laboratory 1 hour
Offered: Variable
Provides orientation and basic training in laws of arrest, search and seizure, discretionary decision making, police ethics, firearms, and other matters required under California Penal Code 832. [D]

AJ 32. PRE-ACADEMY FIRE, POLICE, AND EMS FITNESS AND NUTRITION  
3 UNITS
Pass/No Pass only
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring
Explores the theory and application of cardiovascular fitness and strength training for individuals wanting to get physically and mentally prepared to attend a Police or Fire Academy or for a career in Emergency Medical Services (EMS). Includes an introduction to nutrition and wellness. (Same as FS 32 and EMT 32) [D]

AJ 41. BASIC POLICE ACADEMY I  
12.5 UNITS
Grade only
Limitation on Enrollment: Student must be 18 years of age with no felony convictions, possess a valid driver's license, and be a high school graduate
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 8 hours, laboratory 14 hours
Offered: Variable
Introduces the first of two courses required by POST (Commission on Peace Officers Standards and Training) to meet the peace officer training certificate requirements. Provides information regarding entry-level peace officer training related to such topics as the varied laws, victim management, criminal investigations, and custodial situations. [D]

AJ 42. BASIC POLICE ACADEMY II  
12.5 UNITS
Grade only
Prerequisite: AJ 41 or equivalent
Limitation on Enrollment: Student must be 18 years of age with no felony convictions, possess a valid driver's license, and be a high school graduate
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 8 hours, laboratory 14 hours
Offered: Variable
Provides the second part of a concentrated two-semester program of study that satisfies the entry-level requirements to become a peace officer. Includes emphasis on officer survival skills. Program is certified by POST (Commission on Peace Officers Standards and Training). [D]

AJ 66. LAW ENFORCEMENT RE-QUALIFICATION  
6 UNITS
Grade only
Prerequisite: AJ 41 and 42, or equivalent
Limitation on Enrollment: Student must be 18 years of age with no felony convictions, possess a valid driver's license, and be a high school graduate. Six-Year Exception: Individuals who successfully completed a Basic Regular Course (RBC), Specialized Investigators’ Basic Course (SIBC), or the Basic Course Waiver process on or after July 1, 1999, but who never served in a position for which a regular or specialized investigator’s Basic Course was required by law, may re-qualify by completing the POST Requalification Course one time within six years from the date of basic course or waiver process completion. After six years, those individuals must complete the appropriate basic course (RBD or SIBC) to re-qualify, regardless of when the Requalification Course was completed.
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 6 hours, laboratory 1 hour
Offered: Variable
Provides updated information for this requalification course based on Peace Officers Training and Standards (P.O.S.T.) regulation 1008. Emphasizes critical manipulative skills related to officer safety, civil liability, and other police-related topics. [ND]

AJ 110. ETHICS AND THE ADMINISTRATION OF JUSTICE  
3 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Explores ethics and ethical practices in our government, schools, businesses, and the Administration of Justice system. Includes an in-depth look at the influences created by various segments in society and how these influences impact members of the Administration of Justice profession and their conduct. [D; CSU]
COURSE DESCRIPTIONS

AJ 111. INTRODUCTION TO ADMINISTRATION OF JUSTICE 3 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring, Summer
Introduces the history and philosophy of criminal justice with an overview of the criminal justice system identifying the various segments and the roles and interrelationships: overview of crime, criminals and causal theories, jurisdiction of local, state, federal criminal justice agencies, survey of professional career opportunities, and ethics and professionalism. [D; CSU; UC; C-ID AJ 110]

AJ 113. CORRECTIONAL INSTITUTIONS 3 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Emphasizes investigation of correctional institutions in the U.S. with particular emphasis on trends and application at the county, state, and federal institutional levels. Includes field trips to institutions added as part of curriculum offering. Provides a discussion of correctional employees’ responsibilities. [D; CSU; C-ID AJ 200]

AJ 114. FUNDAMENTALS OF CRIME AND CRIMINAL BEHAVIOR 3 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Explores the historical and contemporary explanations of crime causation. Includes the fundamentals of criminality with an emphasis on criminal career typologies. [D; CSU; UC]

AJ 115. ADULT PROBATION, PRISON, AND PAROLE 3 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Explores the history, philosophy, and administration of adult probation, prison, and parole. Includes the principles of investigation, supervision and socialized treatment as practiced in probation, prison, and parole. [D; CSU]

AJ 151. CONCEPTS OF CRIMINAL LAW 3 UNITS
Grade only
Recommended Preparation: AJ 111 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring, Summer
Fee: $2. Provides an overview of historical development and philosophy of criminal law and key constitutional provisions. Includes study of legal definitions, classification of crime, legal research, case law methodology, and concepts of law as a social force. Also provides study of important criminal statues and their relevant application in the criminal justice system. [D; CSU; UC; C-ID AJ 120]

AJ 156. LEGAL ASPECTS OF EVIDENCE 3 UNITS
Grade only
Recommended Preparation: AJ 110 or equivalent;
RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Fee: $2. Emphasizes the origin, philosophy, development, and trends of the constitutional basis of evidence. Focuses on the kinds and degrees of evidence and the rules governing the admissibility of evidence in court, judicial decisions interpreting individual rights, and case studies. [D; CSU; C-ID AJ 124]

AJ 161. PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM 3 UNITS
Grade only
Recommended Preparation: AJ 111 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Explores the many functions of the varied criminal justice systems throughout the country, with special reference to California. Examines the adjudication process from arrest to release from custody. Studies constitutions of the United States and California and their relationship to the criminal justice system. [D; CSU; C-ID AJ 122]

AJ 166. PRINCIPLES OF INVESTIGATION 4 UNITS
Grade only
Recommended Preparation: AJ 111 or equivalent;
RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Fall, Spring
Fee: $2. Provides the fundamentals of investigation, crime scene examination, and recording. Includes collection and preservation of physical evidence, scientific aids, general procedures involved in the investigation of major crimes, procedures involved in preparing cases for court, and general duties and problems of the detective. Appropriate for paralegals, private investigators, insurance investigators, law enforcement, and criminologists. [D; CSU; C-ID AJ 140]
AJ 167. WRITTEN COMMUNICATION IN ADMINISTRATION OF JUSTICE 3 UNITS
Prerequisite: ENGL 71 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Designed for students enrolled in technical or vocational career programs such as, but not limited to, Administration of Justice. Stresses clear, correct, well-organized expression of ideas in writing. Includes origination and preparation of written communications required by criminal justice personnel. Uses word processor with legal format. [D; CSU]

AJ 171. EVIDENCE TECHNOLOGY 4 UNITS
Grade only
Prerequisite: AJ 166 or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Fall, Spring
Fee: $5. Provides a working understanding of the elements, required skills, and future trends of evidence technology. Focuses on the specific areas of the forensic sciences that apply to career choices in field evidence technology, law enforcement, and private investigations. (Formerly AJ 295N.) [D; CSU]

AJ 181. JUVENILE LAW AND PROCEDURES 3 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Provides a review of the organization, functions, and procedures of juvenile justice including: juvenile statutes, custody, detention, court processing of juveniles, probation practices, adult treatment, and case dispositions. [D; CSU; C-ID AJ 220]

AJ 188. COMMUNITY RELATIONS 3 UNITS
Grade only
Lecture 3 hours
Offered: Fall, Spring
Focuses on an overview of the historical and modern communication between the criminal justice system and the community. Emphasizes an understanding of the social and ethnic subcultures in our society and their relationships with the Administration of Justice process. Examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. [D; CSU; C-ID AJ 160]

AJ 216. LATENT FINGERPRINT EXAMINER 4 UNITS
Grade only
Lecture 3 hours, laboratory 3 hours
Offered: Fall
Covers history and application of fingerprint identification, fingerprint comparison, and classification. Includes the recognition of patterns, and use of the Henry Classification system and national systems for recording and storing fingerprints. [D; CSU]

AJ 222. DIGITAL FORENSIC PHOTOGRAPHY 4 UNITS
Grade only
Prerequisite: AJ 166 or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Fall
Emphasizes training and practical experience in digital forensic photography. Focuses on crime scene investigation and laboratory applications. Provides instruction in the use of 35mm, digital and video photography under various circumstances and lighting conditions. Provides instruction on the use of computer software and proper use of camera accessories. (Formerly AJ 221.) [D; CSU]

AJ 295. SELECTED TOPICS IN ADMINISTRATION OF JUSTICE 1–3 UNITS
Offered: Variable
Permits students to study relevant topics within the field of administration of justice. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

AJ 299. INDEPENDENT STUDY 1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of administration of justice of particular interest to the student and not included in regular courses of the College. [D; CSU]

AFRO 110. AFRICAN-AMERICAN HISTORY I 3 UNITS
Grade only
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Emphasizes the study of the African-American experience from African origins to the conclusion of the Civil War. Focuses on the Atlantic slave trade and slavery in the United States. Includes a study of the Constitution of the United States and the responsibilities of American citizenship. (Partially fulfills American Institutions requirement at CSU.) (Same as HIST 110.) [D; CSU; UC]

AFRO 111. AFRICAN-AMERICAN HISTORY II 3 UNITS
Grade only
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Explores the history of African Americans from the Civil War to the present, emphasizing their cultural, social, and political impact on American history. Includes a study of the United States Constitution, the State Constitution of California, and discrepancies between rights and the experiences of African Americans. (Partially fulfills American Institutions requirement at CSU.) (Same as HIST 111) [D; CSU; UC]
AFRO 151.
INTRODUCTION TO AFRICAN-AMERICAN CULTURE
3 UNITS
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent.
Lecture 3 hours
Offered: Variable
Introduces the origins and development of African-American culture in the United States between 1619 and the present. Emphasizes the critical analysis of the historical and sociological aspects of the African-American experience in the arenas of family, education, religion, and the arts. (Same as SOC 151.) [D; CSU; UC]

AFRO 295.
SELECTED TOPICS IN AFRICAN-AMERICAN STUDIES
1–3 UNITS
Lecture 1–3 hours
Offered: Variable
Study of relevant topics within the field of African-American studies. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

AFRO 299.
INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of African-American studies of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

### AMERICAN SIGN LANGUAGE COURSES

**ASL 120. AMERICAN SIGN LANGUAGE I
4 UNITS**
Corequisite: ASL 121
Lecture 4 hours
Offered: Variable
Introduces sign language and manual communication used by hearing-impaired persons in the United States. Provides a basis for communication between hearing and hearing-impaired individuals at a novice-high level of proficiency. Emphasizes increased awareness of deafness and resources related to the Deaf in the United States. (Formerly COMM 150) [D; CSU; UC]

**ASL 121. AMERICAN SIGN LANGUAGE PRACTICE I
1 UNIT**
Grade only
Corequisite: ASL 120
Lecture 1 hour
Offered: Fall, Spring, Summer
Supports students taking ASL 120, providing ample opportunity to improve and apply American Sign Language skills through an individualized program of small and large group interactions at an intermediate-low level. Utilizes interactive media to express comprehension of ASL sentences and stories as well as their signing skills. Provides students with opportunities to interpret, expand, practice, and acquire ASL 130 vocabulary and syntax. [D; CSU]

**ASL 130. AMERICAN SIGN LANGUAGE II
4 UNITS**
Prerequisite: ASL 120 and ASL 121 or equivalent
Corequisite: ASL 131
Lecture 4 hours
Offered: Fall, Spring, Summer
Provides increased proficiency in sign language and finger spelling, including communication of complex messages, idiomatic expressions, subtleties, and nuances of language. (Formerly COMM 152.) [D; CSU; UC]

**ASL 131. AMERICAN SIGN LANGUAGE PRACTICE II
1 UNIT**
Grade only
Corequisite: ASL 130
Lecture 1 hour
Offered: Fall, Spring, Summer
Supports students taking ASL 130 by providing ample opportunity to improve and apply American Sign Language skills through an individualized program of small and large group interactions at an intermediate-low level. Utilizes interactive media to express comprehension of ASL sentences and stories as well as their signing skills. Provides students with opportunities to interpret, expand, practice, and acquire ASL 130 vocabulary and syntax. [D; CSU]

**ASL 150. DEAF CULTURE
3 UNITS**
Grade only
Lecture 3 hours
Offered: Fall, Spring, Summer
Introduces the community, history, and language of deaf people in the United States. Provides in-depth discussions on the beliefs and customs of this unique and often overlooked cultural group. [D; CSU]

**ASL 220. AMERICAN SIGN LANGUAGE III
4 UNITS**
Prerequisite: ASL 130 and ASL 131 or equivalent
Corequisite: ASL 221
Lecture 4 hours
Offered: Variable
Continues with American Sign Language and manual communication used by hearing-impaired persons in the United States at an intermediate-high level of proficiency. Provides broader acquisition through ongoing communication, interaction, and story-telling in ASL. Emphasizes deeper knowledge of Deaf Culture and community resources. [D; CSU; UC]

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AMERICAN SIGN LANGUAGE COURSES

ASL 120. AMERICAN SIGN LANGUAGE I
4 UNITS
Corequisite: ASL 121
Lecture 4 hours
Offered: Variable
Introduces sign language and manual communication used by hearing-impaired persons in the United States. Provides a basis for communication between hearing and hearing-impaired individuals at a novice-high level of proficiency. Emphasizes increased awareness of deafness and resources related to the Deaf in the United States. (Formerly COMM 150) [D; CSU; UC]
ASL 221. AMERICAN SIGN LANGUAGE PRACTICE  
III 1 UNIT  
Grade only  
Corequisite: ASL 220  
Offered: Fall, Spring, Summer  
Supports students taking ASL 220 by providing ample opportunity to improve and apply American Sign Language skills through an individualized program of small and large group interactions. Utilizes interactive media to express comprehension of more advanced ASL topics and stories as well as improve their signing skills. Provides students with opportunities to interpret, express, acquire, and practice ASL 220 vocabulary and syntax. [D; CSU]

ASL 295. SELECTED TOPICS IN AMERICAN SIGN LANGUAGE  
1–3 UNITS  
Offered: Variable  
Permits students to study relevant topics within the field of American Sign Language. [D; *CSU]  
* Please refer to the class schedule for specific course description and transferability information.

ASL 299. INDEPENDENT STUDY  
1–3 UNITS  
Limitation on Enrollment: Eligibility for independent study. See page 47.  
Offered: Variable  
Individual study or research in some area of American Sign Language of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]  
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

ANTHROPOLOGY COURSES

ANTH 101. BIOLOGICAL ANTHROPOLOGY  
3 UNITS  
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
Lecture 3 hours  
Offered: Fall, Spring  
Introduces a natural history of humankind and scientific evidence for human evolution. Includes the study of genetics and heredity, taxonomy, the study of primates, evolutionary theory, and modern population adaptations and variation. Emphasizes skeletal analysis and the evaluation of the hominid fossil record. [D; CSU; UC]

ANTH 101L. LABORATORY IN BIOLOGICAL ANTHROPOLOGY  
1 UNIT  
Corequisite: ANTH 101 (may be taken previously)  
Lecture 0.5 hour, laboratory 2 hours  
Offered: Variable  
Provides a practical study of biological anthropology. Explores field and laboratory studies in genetics, human variation, human osteology, anthropometry, hominid/hominin evolution, comparative primate anatomy, primate behavior, and forensic anthropology. Intended for anthropology majors and all students interested in life and/or behavioral sciences. [D; CSU]

ANTH 102. CULTURAL ANTHROPOLOGY  
3 UNITS  
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
Lecture 3 hours  
Offered: Fall, Spring  
Introduces the social and cultural adaptations of various peoples around the world to geographic, historical, and socioeconomic conditions. Focuses on comparative systems of communications, economics, family/kinship, government, and religion. Emphasizes “culture” as a meaningful scientific concept. [D; CSU; UC]

ANTH 103. ARCHAEOLOGY AND PREHISTORY  
3 UNITS  
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
Lecture 3 hours  
Offered: Fall, Spring  
Introduces the fundamentals of the history, methods, and theoretical approaches of archaeology and its application to the study of ancient civilizations. Emphasizes the techniques of data collection and analysis, cultural reconstruction and interpretation, and cultural resource management work. Uses a globally comparative case-study approach. [D; CSU; UC; C-ID ANTH 150]

ANTH 110. INDIANS OF NORTH AMERICA  
3 UNITS  
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
Lecture 3 hours  
Offered: Variable  
Introduces cultural history of indigenous societies of North America. Focuses on the unique character of selected cultures, including worldview, ecological adaptations, and major technological and cultural innovations prior to European contact. Explores the impact of Old World cultural and biological elements in creation of modern societies. [D; CSU; UC]

ANTH 112. CULTURES OF MEXICO  
3 UNITS  
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
Lecture 3 hours  
Offered: Variable  
Explores the culture history of indigenous societies in the zone known anthropologically as Mesoamerica. Focuses on the unique character of selected cultures, including ecological adaptations and major technological and cultural innovations. Explores the impact of Old World cultural and biological elements in creation of the region’s modern society. [D; CSU; UC]
ANTH 205. INTRODUCTION TO MEDICAL ANTHROPOLOGY
3 UNITS
Recommended Preparation: ANTH 101, 102, or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Introduces cultural forces that powerfully influence health and wellness-related behaviors. Explores sub-branches of biological and cultural anthropology. Interprets how applications of anthropological theories and methods are used to address questions about health, illness and healing. Designed for students interested in culture, biology, and health. [D; CSU]

ANTH 295. SELECTED TOPICS IN ANTHROPOLOGY
1-3 UNITS
Offered: Variable
Permits students to study relevant topics within the field of Anthropology. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

ANTH 299. INDEPENDENT STUDY
1-3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of anthropology of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

ARCHITECTURE COURSES

ARCH 110. FREEHAND DRAWING FOR DESIGNERS
3 UNITS
Grade only
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $5. Introduces drawing in graphite pencil, felt marker, pen, and ink. Provides a study of light, form, value, composition, proportion, and scale drawing from elements found in the built environment and from nature. [D; CSU]

ARCH 112. ARCHITECTURAL RENDERING
3 UNITS
Grade only
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $15. Explores the development of finished architectural renderings. Studies and practices the use of various media (ink, color pencil, and marker) and the techniques involved. Provides an approach to drawing in color in order to efficiently and effectively illustrate design ideas. Introduces the use of digital media as a rendering tool. [D; CSU]

ARCH 114. ADVANCED ARCHITECTURAL RENDERING
3 UNITS
Recommended Preparation: ARCH 112 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Variable
Advanced rendering techniques using color marker, color pencil, and exploration of other medium. Portfolio preparation. [D; CSU]

ARCH 115. GRAPHIC COMMUNICATION FOR ARCHITECTS AND DESIGNERS
3 UNITS
Grade only
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $5. Explores the fundamental principles of architectural graphic representation. Includes the study of orthographic and axonometric projection, drawing perspective, shade and shadow, diagramming, and portfolio development through various media which includes, but is not limited to, pencil, ink, digital photo editing, and layout tools. [D; CSU; UC]

ARCH 150. ARCHITECTURAL DESIGN I
5 UNITS
Grade only
Lecture 3 hours, laboratory 6 hours
Offered: Fall
Fee: $20. Introduces the theories and principles of architectural design and the development of problem solving skills as related to three-dimensional spatial design problems. Emphasizes drawing and modeling as a means to design. [D; CSU]

ARCH 151. ARCHITECTURAL DESIGN II
3 UNITS
Grade only
Prerequisite: ARCH 150 or equivalent
Corequisite: ARCH 165 (may be taken previously)
Lecture 1.5 hours, laboratory 4.5 hours
Offered: Spring, Summer
Fee: $20. Explores theories and principles of design as applied to the development of architectural space. Analyzes architectural form through three-dimensional modeling. Studies methods and problem-solving strategies with application to architectural design. [D; CSU; UC]

ARCH 165. ARCHITECTURAL PRACTICE I
3 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Spring, Summer
Fee: $7. Introduces principles of building construction and technology. Provides an overview of the major systems of a building. Includes construction document preparation, architectural drafting, and detailing. [D; CSU]

ARCH 200. INTRODUCTION TO COMPUTER AIDED DESIGN
3 UNITS
Grade only
Recommended Preparation: ARCH 150 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall
Introduces computer aided design as applied to the architectural field using AutoCAD. [D; CSU]
ARCH 201. BEGINNING BUILDING INFORMATION MODELING
3 UNITS
Recommended Preparation: ARCH 165 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Spring, Summer
Fee: $15. Introduces Building Information Modeling (BIM), an integrated process built on coordinated information for architectural projects. Improves drawing coordination, enhances accuracy, reduces waste, and enables better-informed decisions. Develops skills in the architectural field using Revit Architecture building information modeling software. [D; CSU]

ARCH 204. ADVANCED BUILDING INFORMATION MODELING
3 UNITS
Grade only
Prerequisite: ARCH 201 or equivalent 
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Summer
Continues the study of ARCH 201. Develops advanced skills in the use of AutoDesk's Revit Architecture as applied to architectural design best office practices. [D; CSU]

ARCH 205. ADVANCED ARCHITECTURAL CAD
3 UNITS
Grade only
Prerequisite: ARCH 200 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Summer
Continues the study of ARCH 200 for students who wish to develop advanced CAD skills as applied to the architectural field using AutoCAD. [D; CSU]

ARCH 208. WORLD ARCHITECTURE I
3 UNITS
Grade only
Lecture 3 hours
Offered: Fall
Studies the formal, cultural, aesthetic, and sociopolitical dimensions of architecture from prehistory to the beginning of the Industrial Revolution in the 1850s will be visually explored and discussed. Provides an understanding of the influences and the forces that most critically impact the design and building practices of past cultures and societies. [D; CSU; UC]

ARCH 209. CONSTRUCTION SURVEYING
3 UNITS
Grade only
Lecture 1 hour, laboratory 5 hours
Offered: Spring
Basic surveying as related directly to building construction. Use of the standard surveying instruments in the measuring and laying out of buildings, topographic surveying, and the establishing of levels and profiles. [D; CSU]

ARCH 210. WORLD ARCHITECTURE II
3 UNITS
Grade only
Lecture 3 hours
Offered: Spring
Studies the formal, cultural, aesthetic, and sociopolitical dimensions of architecture from the mid-eighteenth century to the present day will be visually explored and discussed. Provides an understanding of the influences and the forces that most critically impact the design and building practices of both the past and the present. [D; CSU; UC]

ARCH 222. ENVIRONMENTAL CONTROLS
2 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours
Offered: Spring
Introduces the physical relationship between man and his environment. Studies the physical phenomena (heat, light, and sound) as it relates to our existence and comfort. Introduces fundamentals of climate-responsive design of the built environment and study of Green Building Codes. [D; CSU]

ARCH 235. STRUCTURES
3 UNITS
Grade only
Recommended Preparation: MATH 70 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall
Analyzes forces on building structures. Studies static equilibrium, shear, bending moment diagrams, stress and strain relationships, and deformation in structures. [D; CSU]

ARCH 252. ARCHITECTURAL DESIGN III
3 UNITS
Grade only
Prerequisite: ARCH 151 or equivalent
Corequisite: ARCH 265
Lecture 1.5 hours, laboratory 4.5 hours
Offered: Fall
Fee: $20. Continues the study of the principles of architectural design. Studies analysis techniques as applied to space adjacency, contextual issues of architectural design, and the meaning of architectural form. [D; CSU; UC]

ARCH 253. ARCHITECTURAL DESIGN IV
3 UNITS
Grade only
Prerequisite: ARCH 252 or equivalent
Corequisite: ARCH 266
Lecture 1.5 hours, laboratory 4.5 hours
Offered: Spring
Fee: $25. Continues the study of the principles of architectural design. Applies design techniques and strategies to the solution of an architectural design problem. Integrates building code requirements to an architectural solution. [D; CSU]
ARCH 265.
ARCHITECTURAL PRACTICE II
3 UNITS

Grade only
Prerequisite: ARCH 165 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall
Fee: $10. Studies the processes of building from design through construction. Explores the application of building/green codes and standards to the design and construction of a building. Includes a study of building nomenclature, construction technology, and structural components. [D; CSU]

ARCH 266.
ARCHITECTURAL PRACTICE III
2 UNITS

Grade only
Prerequisite: ARCH 265 or equivalent
Lecture 1 hour, laboratory 3 hours
Offered: Spring
Fee: $10. Continues the study of Arch 265. Explores building construction processes including the study of thermal and moisture protection, mechanical, electrical, and plumbing building systems. Applies building/green codes and standards to building construction. Studies construction documents, AIA contracts, and construction management with application of the critical path method. [D; CSU]

ARCH 270.
ARCHITECTURE LABORATORY
1–3 UNITS

Laboratory 3–9 hours
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Offered: Variable
Fee: $6. Provides a supplemental laboratory to the architecture design studios and practice courses. Covers the safe use of hand and power tools used in the model shop. Includes the application of design principles and problem solving scenarios to directed projects and presentation strategies as applied to directed projects. [D; CSU]

ARCH 295.
SELECTED TOPICS IN ARCHITECTURAL TECHNOLOGY
1–3 UNITS

Offered: Variable
Relevant topics within the field of architecture. The specific objectives, methods of instruction and evaluation to be determined by the students and the instructor throughout the semester. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

ARCH 299.
INDEPENDENT STUDY
1–3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of architecture of particular interest to the student and not included in regular courses of the College. [D; CSU]

ART COURSES

ART 14.
BASIC SCREEN PRINTING
3 UNITS

Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring, Summer
Introduces students to the theory and applications of silk-screen printing methods and techniques with emphasis on paper stencil, drawing fluid and photo emulsion on diverse surfaces.

ART 15.
INTERMEDIATE SCREEN PRINTING
3 UNITS

Prerequisite: ART 14 or equivalent
Recommended Concurrent Enrollment: ART 116 or ART 117 or equivalent
Recommended Preparation: ART 100 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring, Summer
Provides advanced theory and applications of silk-screen printing methods and techniques. Allows an in-depth understanding of image reproduction from artistic to industrial processes.

ART 100.
DRAWING I
3 UNITS

Grade only
Recommended Concurrent Enrollment: ART 101
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $10. Introduces materials, methods, and conceptual approaches to drawing. Emphasizes principles of contrast, perspective, movement, texture, and value combined with training in the use of diverse materials and offers a practical as well as theoretical appreciation for drawing. [D; CSU; UC; C-ID ARTS 110]

ART 100L.
DRAWING LABORATORY I
1 UNIT

Pass/No Pass only
Prerequisite: ART 100 or equivalent
Laboratory 3 hours
Offered: Variable
Explores the range of skills required for the development of student portfolios and encourages the use of materials, methods, creative thinking, and problem solving. [D; CSU]

ART 101.
DESIGN I
3 UNITS

Grade only
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring, Summer
Fee: $10. Introduces students to the study of visual communication, recognition, and application of two-dimensional elements and principles of design and historical and contemporary perception theory. Includes theoretical and practical application and interpretation of form, content, and context. [D; CSU; UC; C-ID ARTS 100]

ART 102.
DRAWING II
3 UNITS

Grade only
Prerequisite: ART 100 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $10. Continues the expansion of drawing concepts introduced in Art 100. [D; CSU; UC; C-ID ARTS 205]
ART 103.  
DESIGN II  
3 UNITS  
Grade only  
Recommended Preparation: ART 101 or equivalent  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring  
Fee: $20. Introduces the study of elements and principles of three-dimensional design, its functional application in art and society, the history of design, and the philosophies that influence the use of the three-dimensional space. Emphasizes the analysis of human perception, aesthetics theory, and critical judgment through the development of volumetric forms. [D; CSU; UC; C-ID ARTS 101]

ART 103L.  
OPEN STUDIO: THREE-DIMENSIONAL MEDIA LAB/DESIGN II  
1 UNIT  
Pass/No Pass only  
Corequisite: ART 103  
Laboratory 3 hours  
Offered: Fall, Spring  
Provides a lab course designed to augment comprehension of the principles of design and the application of appropriate utilization of tools and machinery in completing three-dimensional art projects assigned in ART 103. [D; CSU]

ART 104.  
INTRODUCTION TO ART  
3 UNITS  
Lecture 3 hours  
Offered: Variable  
Provides a general introduction to visual arts that includes the study of theory, terminology, themes, design principles, media, techniques, interpretation, and evaluation of works of art across time and diverse cultures. Also, introduces skills needed for analysis of historical art context including defining and differentiating functions and methodologies of Art History and Art Criticism. [D; CSU; UC]

ART 105.  
LIFE DRAWING I  
3 UNITS  
Grade only  
Prerequisite: ART 100 or equivalent  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring  
Fee: $10. Emphasizes the application of gesture, proportion, balance, sighting, value, and perspective in drawing the human figure accurately. Includes the application of intellect and imagination to creative interpretation of the human form. [D; CSU; UC; C-ID ARTS 200]

ART 106.  
LIFE DRAWING II  
3 UNITS  
Grade only  
Prerequisite: ART 105 or equivalent  
Recommended Preparation: ART 100 or equivalent  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring  
Fee: $10. Emphasizes advanced practices in drawing the live human form in a variety of media. [D; CSU; UC]

ART 107.  
PAINTING I  
3 UNITS  
Grade only  
Recommended Preparation: ART 100 and 101, or equivalent  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring  
Fee: $20. Emphasizes an introduction to material, methods, and conceptual approaches to painting, including the use of digital technologies as a creative tool for painters. Explores the historical and contemporary painting styles. [D; CSU; UC]

ART 107L.  
PAINTING LABORATORY I  
1 UNIT  
Pass/No Pass only  
Corequisite: ART 107  
Laboratory 3 hours  
Offered: Variable  
Explores the range of skills required for the development of student portfolios. Encourages the use of materials, methods, creative thinking, and problem solving. [D; CSU]

ART 108.  
PAINTING II  
3 UNITS  
Grade only  
Prerequisite: ART 107 or equivalent  
Recommended Concurrent Enrollment: ART 108L  
Recommended Preparation: ART 100 and 101, or equivalent  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring  
Fee: $20. Explores advanced concepts and ideas in painting. Emphasizes composition, color, and a variety of materials and techniques, including the use of digital technology as a creative tool for artists. [D; CSU; UC]

ART 108L.  
PAINTING LABORATORY II  
1 UNIT  
Pass/No Pass only  
Corequisite: ART 108  
Laboratory 3 hours  
Offered: Variable  
Explores advanced concepts and ideas in painting. Emphasizes composition, color, and a variety of materials and techniques, including the use of digital technology as a creative tool for artists. [D; CSU]

ART 110.  
SCULPTURE I  
3 UNITS  
Grade only  
Recommended Preparation: ART 100 or 101 or equivalent  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring  
Fee: $20. Introduces three-dimensional sculpture principles through the use of traditional processes and materials such as clay, plaster, wood, metal, plastic, and assemblage. Incorporates new experimental and contemporary procedures and techniques through personal development of imagery, content, and appropriated social and human context. [D; CSU; UC]

ART 110L.  
OPEN STUDIO: THREE-DIMENSIONAL MEDIA LAB/SCULPTURE I  
1 UNIT  
Pass/No Pass only  
Corequisite: ART 110  
Laboratory 3 hours  
Offered: Fall, Spring  
Open lab course designed to provide extended instruction, augmenting comprehension of the principles of design, and the application of appropriate utilization of tools and machinery in completing sculptural-art projects assigned in ART 110. [D; CSU]

ART 111.  
SCULPTURE II  
3 UNITS  
Grade only  
Prerequisite: ART 110 or equivalent  
Recommended Preparation: ART 100 or 101 or equivalent  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring  
Fee: $20. Introduces advanced conceptual and creative assimilation of sculptural processes through the use of traditional and non-traditional materials, theoretical perspectives, refinement of personal imagery, and research on the field. [D; CSU; UC]
ART 111L.  
OPEN STUDIO: THREE-DIMENSIONAL MEDIA LAB/SCULPTURE II  
1 UNIT  
Grade only  
Corequisite: ART 111  
Laboratory 3 hours  
Offered: Fall, Spring  
Provides extended instruction, augmenting comprehension of principles of design and the application of appropriate utilization of tools and machinery in completing advanced sculptural projects assigned in ART 111. [D; CSU]

ART 112.  
ARTS OF AFRICA, OCEANIA, AND INDIGENOUS NORTH AMERICAS  
3 UNITS  
Lecture 3 hours  
Offered: Variable  
Introduces the arts of Sub-Saharan Africa, Oceania, and Indigenous North America with a look at environmental, economic, social, political, religious, and philosophical issues that help to mold the aesthetics and art of small scale societies. Influences of non-Western art on the mainstream Western art world are also covered. [D; CSU; UC]

ART 113.  
ART AND CULTURE OF PRE-HISPANIC MÉXICO  
3 UNITS  
Lecture 3 hours  
Offered: Fall, Spring  
Surveys Mesoamerican and Andean art viewed within the context of economic, sociopolitical, religious, and philosophical systems to show how the worldview affected the art aesthetic pre-European contact. Explores the influence of pre-Columbian art on contemporary Mexican artists. [D; CSU; UC]

ART 114.  
COLOR THEORY  
3 UNITS  
Grade only  
Recommended Concurrent Enrollment: ART 107 or ART 108  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring, Summer  
Investigates and emphasizes the phenomenon of light and color, and their use in art and design. Explores the historical and contemporary theories of color and their application as well as the perceptual, symbolic, and cultural significances. [D; CSU]

ART 116.  
PRINTMAKING I  
3 UNITS  
Grade only  
Recommended Preparation: ART 100 or 101 or equivalent  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring  
Fee: $20. Covers the design and production of original prints utilizing a variety of materials and techniques, including intaglio (etching and drypoint), relief printing (woodcut and linocut), embossing, and basic planographic processes such as monotyping and screen printing. [D; CSU; UC]

ART 116L.  
OPEN STUDIO—PRINTMAKING LABORATORY I  
1 UNIT  
Pass/No Pass only  
Corequisite: ART 116  
Laboratory 3 hours  
Offered: Fall, Spring  
Provides instruction on augmenting comprehension of printmaking processes and the application of appropriate utilization of tools and equipment in completing print editions. [D; CSU]

ART 117.  
PRINTMAKING II  
3 UNITS  
Grade only  
Prerequisite: ART 116 or equivalent  
Recommended Preparation: ART 100 or 101 or equivalent  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring  
Fee: $20. Studies the traditional and contemporary printmaking processes focusing on personal imagery, conceptual experimentation, and the importance of social context. [D; CSU; UC]

ART 117L.  
OPEN STUDIO PRINTMAKING LABORATORY II  
1 UNIT  
Pass/No Pass only  
Corequisite: ART 117  
Laboratory 3 hours  
Offered: Fall, Spring  
Provides instruction on augmentative practice and development of editions for portfolios ranging from traditional printmaking techniques to experimental methods. [D; CSU]

ART 118.  
PHOTOGRAPHY PORTFOLIO LABORATORY I  
1 UNIT  
Pass/No Pass only  
Corequisite: ART 121, 197, 199A, or 199B  
Laboratory 3 hours  
Offered: Fall, Spring  
Fee: $10. Designed for photography students to practice and review more advanced methods of exposure control, darkroom techniques, and presentation. [D; CSU]

ART 119.  
PHOTOGRAPHY PORTFOLIO LABORATORY II  
1 UNIT  
Pass/No Pass only  
Corequisite: ART 122, 126, 138, or 192  
Laboratory 3 hours  
Offered: Fall, Spring  
Fee: $10. Designed for intermediate photography students to practice and review darkroom techniques, camera usage, and exposure control. [D; CSU]

ART 120.  
PHOTOGRAPHY PORTFOLIO LABORATORY III  
1 UNIT  
Pass/No Pass only  
Corequisite: ART 123 or 127  
Laboratory 3 hours  
Offered: Fall, Spring  
Fee: $10. Focuses on designed for advanced photography students to work on portfolio preparation and presentation. [D; CSU]

ART 121.  
DARKROOM AND DIGITAL PHOTOGRAPHY I  
3 UNITS  
Grade only  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring  
Fee: $15. Focuses on photography as a creative art, emphasizing aesthetics, composition, content, and technical aspects of the medium. Introduces camera operation, darkroom techniques, and digital imaging techniques. Student must furnish an adjustable camera. [D; CSU; UC]
ART 122.
DARKROOM AND DIGITAL PHOTOGRAPHY II
3 UNITS
Grade only
Prerequisite: ART 121 or equivalent
Corequisite: ART 119
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $15. Focuses on creative assignments in a variety of photographic styles. Continues the technical, aesthetic, and conceptual information covered in ART 121. Advanced techniques of exposure control and printing in the chemical and digital darkroom. Introduces studio lighting and various camera formats. Student must furnish an adjustable camera. [D; CSU; UC]

ART 126.
BEGINNING COLOR PHOTOGRAPHY
3 UNITS
Grade only
Prerequisite: ART 121 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $15. Introductory projects in color photography as a creative medium with emphasis on color printing and color theory. [D; CSU]

ART 127.
ADVANCED COLOR PHOTOGRAPHY
3 UNITS
Grade only
Prerequisite: ART 126 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $15. Advanced study and projects in color photography emphasizing the use of color as a means of creative expression. [D; CSU]

ART 129.
ASIAN ART
3 UNITS
Lecture 3 hours
Offered: Variable
Emphasizes an introduction to the art of China, Japan, India, Central Asia, Southeast Asia, and Indonesia from prehistory to the present, viewed within the social, political, religious, and philosophical framework that shapes Eastern aesthetics. Includes influences of Eastern art on Western art. [D; CSU; UC]

ART 130.
HISTORY OF FILM AS ART
3 UNITS
Lecture 3 hours
Offered: Fall, Spring
Provides a survey of cinema with an emphasis on the chronological development of styles and techniques in the medium. Focuses on aesthetic and historical influences on cinema as well as the effects of cinema on society. Discusses the impact of television on film and popular culture. (Same as TELE 113.) [D; CSU; UC]

ART 131.
INTRODUCTION TO VIDEO AND FILM PRODUCTION
3 UNITS
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $45. Basic instruction to camera operation, editing, and sound production techniques. Introduction to significant examples of filmmaking and video as a creative stimulus and a basis for the development of critical judgment. (Same as TELE 131.) [D; CSU; UC]

ART 132.
INTERMEDIATE VIDEO AND FILM PRODUCTION
3 UNITS
Prerequisite: ART/TELE 131 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $45. Use of film and videotape as a means of creative expression with emphasis on advanced photographic, sound recording, and editing techniques. Scriptwriting, directing, producing, and acting will be included. (Same as TELE 132.) [D; CSU; UC]

ART 133.
WEBSITE DEVELOPMENT FOR ARTISTS AND GRAPHIC DESIGNERS
4 UNITS
Prerequisite: ART 192 or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Variable
Recommended Concurrent Enrollment: ART 138L
Recommended Preparation: Advanced skills on Macintosh computers, Adobe Photoshop, and advanced photographic skills
Fee: $5. Allows digital imaging students to practice and review techniques and concepts introduced in Advanced Digital Imaging. Provides an opportunity for the student to refine photographic skills beyond normal classroom time. [D; CSU]

ART 138.
ADVANCED DIGITAL IMAGING FOR PHOTOGRAPHY, ART, AND GRAPHICS
3 UNITS
Prerequisite: ART 192 or equivalent
Lecture 3 hours
Offered: Variable
Fee: $15. Presents advanced techniques in the use of Adobe Photoshop with an emphasis on the production of photographic images. Introduces color calibration, color theory and the use of the zone system for precise control of digital output. Students will apply these concepts to the production of a portfolio of digital photographs. [D; CSU]

ART 138L.
ADVANCED DIGITAL IMAGING FOR PHOTOGRAPHY, ART, AND GRAPHICS LABORATORY
1 UNIT
Pass/No Pass only
Corequisite: ART 138
Laboratory 3 hours
Offered: Fall, Spring, Summer
Fee: $5. Allows digital imaging students to practice and review techniques and concepts introduced in Advanced Digital Imaging. Provides an opportunity for the student to refine photographic skills beyond normal classroom time. [D; CSU]
ART 148A.
AIRBRUSH I
3 UNITS
Recommended Preparation: ART 107 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $15. Provides the student of little or no airbrush experience with comprehensive instruction and application of basic airbrush. Emphasizes maintenance and use of the airbrush, reassembly, adjustments, controls, and terminology. [D; CSU]

ART 148B.
AIRBRUSH II
3 UNITS
Prerequisite: ART 148A or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $15. Teaches fundamentals of airbrushing with intermediate demands on bolder compositions and texture synthesis for a deeper understanding of the dynamic airbrush process. Focuses on assigned still-life projects with dramatic lighting, value grouping, and varied color-gradient challenges. [D; CSU]

ART 148C.
AIRBRUSH III
3 UNITS
Prerequisite: ART 148B or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $15. Covers advanced level of airbrushing involving compositional principles of a complex order. Explores stencil management and a wider use of color-gradient combinations. Focuses on planning and completing of an airbrush art piece to reflect the tenets of a particular historical art style interpreted through personal vision. [D; CSU]

ART 148D.
AIRBRUSH IV
3 UNITS
Prerequisite: ART 148C or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $15. Increases the student autonomy in airbrushing at a more demanding pace. Provides techniques to allow additional exploration and mastery of the airbrush. Emphasizes on deeper personal level of connectedness between form and content within a self-directed and challenging environment. [D; CSU]

ART 149.
WOMEN IN WESTERN ART HISTORY, 1550–PRESENT
3 UNITS
Lecture 3 hours
Offered: Variable
Introduces a survey of women artists in Western art from the Renaissance to the present. Emphasizes the emergence of the female artist, including her education, exhibition record, styles, techniques, subject matter, and social circumstances. Includes an examination of the major art periods, theories, criticism, and feminist criticism. [D; CSU; UC]

ART 150.
ART HISTORY SURVEY—STONE AGE TO THE AGES OF FAITH
3 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Surveys the development of Western art in painting, sculpture, architecture, and handicrafts from prehistory through the medieval period. [D; CSU; UC]

ART 151.
ART HISTORY—RENAISSANCE TO CONTEMPORARY
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Surveys a variety of artistic traditions and the history of visual cultural production from the Renaissance to present day. Analyzes the aesthetic and cultural development of painting, sculpture, architecture, and handicrafts. [D; CSU; UC]

ART 152.
HISTORY OF PHOTOGRAPHY
3 UNITS
Lecture 3 hours
Offered: Variable
Introduces modern and contemporary artistic trends and philosophical ideas to enhance students' appreciation of the history of visual cultural production from the nineteenth through twenty-first centuries. Analyzes the aesthetic and cultural development of painting, sculpture, architecture, and handicrafts. [D; CSU; UC]

ART 155.
GRAPHIC DESIGN—TYPOGRAPHY
3 UNITS
Grade only
Prerequisite: ART 159 and 161, or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Variable
Fee: $20. Teaches elements and principles of design as they relate to publication layout. [D; CSU]

ART 156.
GRAPHIC DESIGN—LAYOUT
3 UNITS
Grade only
Prerequisite: ART 101 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Variable
Fee: $20. Covers the creative and practical use of the alphabet in graphic communication. Explores the typographic form through traditional and Macintosh graphics applications. [D; CSU; UC]
ART 168. GRAPHIC IMAGERY 3 UNITS
Grade only
Prerequisite: ART 159 and 161 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall
Focuses on developing graphic imagery for use in branding, pictorial symbols, and illustration. Includes the development of original graphics and images from concept to completion using vector and imaging software. [D; CSU]

ART 170. BEGINNING CERAMICS 3 UNITS
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $25. Focuses on design and construction of clay forms including an introduction to the use of the potter’s wheel. Emphasizes form and its enhancement through a variety of glazing and firing processes. [D; CSU; UC]

ART 171. INTERMEDIATE CERAMICS 3 UNITS
Prerequisite: ART 170 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $25. Emphasizes the further development of skills in ceramic media emphasizing individual work in vessel and/or sculptural forms. Focuses on construction, scale, surface design, and kiln functions. [D; CSU; UC]

ART 172. ADVANCED CERAMICS 3 UNITS
Prerequisite: ART 171 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall
Fee: $25. Focuses on advanced problems in clay media emphasizing design and further development of individual solutions. [D; CSU; UC]

ART 173A. FIGURAL SCULPTURE IN CLAY I 3 UNITS
Lecture 2 hours, laboratory 4 hours
Offered: Variable
Fee: $25.10. Includes realistic, expressive, and experimental rendering of the human figure primarily in clay media. Reviews the historical and contemporary role of figurative art. [D; CSU; UC]

ART 173B. FIGURAL SCULPTURE IN CLAY II 3 UNITS
Prerequisite: ART 173A or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Variable
Fee: $25.10. Develops continued realistic, expressionistic, and experimental rendering of the human figure primarily in clay and other media. References the historical and contemporary role the figure plays in modern art. Addresses social content, personal vision, and critical thinking as part of project development. [D; CSU; UC]

ART 173C. FIGURAL SCULPTURE IN CLAY III 3 UNITS
Prerequisite: ART 173B or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Variable
Fee: $25.10. Continues to advance the three-dimensional study of the human form rendered primarily in clay. Explores traditional instruction regarding the modeling of the figure, installation, and site specific applications. Develops the student’s relationship with historical and contemporary sculpture. [D; CSU; UC]

ART 173D. FIGURAL SCULPTURE IN CLAY IV 3 UNITS
Prerequisite: ART 173C or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Variable
Fee: $25.10. Continues to further advance the study of the human figure rendered primarily in clay. Investigates traditional as well as contemporary issues as they relate to utilizing the human form in sculpture. Explores installation, site specific, digital imaging, and projection in the execution of assigned projects. [D; CSU; UC]

ART 177. FUNCTIONAL WHEEL POTTERY I 3 UNITS
Prerequisite: ART 170 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $25. Concentrates on the production of functional pottery made primarily on the potter’s wheel. [D; CSU]

ART 178. FUNCTIONAL WHEEL POTTERY II 3 UNITS
Prerequisite: ART 177 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $25. Continues development of design and technical skills as applied to functional pottery. [D; CSU]

ART 182. DESIGN IN WOOD I 3 UNITS
Grade only
Lecture 2 hours, laboratory 4 hours
Offered: Fall
Fee: $35. Explores the use of wood as a utilitarian and artistic medium. Focuses on the history of wood working, design, artistic expression, and joinery techniques. [D; CSU]

ART 182L. OPEN STUDIO: THREE-DIMENSIONAL MEDIA LAB/DESIGN IN WOOD I 1 UNIT
Pass/No Pass only
Corequisite: ART 182
Laboratory 3 hours
Offered: Variable
Open lab course designed to provide extended instruction, augmenting comprehension of the principles of design and application of appropriate utilization of tools and machinery in completing three-dimensional designs in wood for students enrolled in ART 182. [D; CSU]

ART 183. DESIGN IN WOOD II 3 UNITS
Grade only
Prerequisite: ART 182 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall
Fee: $35. Explores wood as a creative medium. Continues the development of personal design statement. Offers specialized woodworking and joinery techniques focused on sculptural forms and furniture construction. [D; CSU]
ART 183L.
OPEN STUDIO: THREE-DIMENSIONAL MEDIA LAB/DESIGN IN WOOD II
1 UNIT
Pass/No Pass only
Corequisite: ART 183
Laboratory 3 hours
Offered: Variable
Open lab course designed to provide extended instruction, augmenting comprehension of the principles of design, and application of appropriate utilization of tools and machinery in the execution of advanced three-dimensional designs in wood for students enrolled in ART 183. [D; CSU]

ART 185A.
JEWELRY AND METALWORK I
3 UNITS
Grade only
Recommended Preparation: ART 101 or 103 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $25. Introduces the fundamentals of design, construction, and fabrication of jewelry and metalwork. Includes physical properties of metals, surface embellishment, soldering, forming, safe use of tools and chemicals, and exposure to historical and contemporary jewelry and metalwork. [D; CSU]

ART 185B.
JEWELRY AND METALWORK II
3 UNITS
Grade only
Prerequisite: ART 185A or equivalent
Recommended Preparation: ART 101 or 103 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $25. Covers an intermediate instruction in design, construction, and fabrication of jewelry and metalwork. Emphasizes the perfecting of finishing skills. [D; CSU]

ART 185C.
JEWELRY AND METALWORK III
3 UNITS
Grade only
Prerequisite: ART 185B or equivalent
Recommended Preparation: ART 101 or 103 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $25. Continues advanced instruction in design, construction, and fabrication of jewelry and metalwork. Introduces the use and properties of precious metals, and a more complex soldering operations and techniques such as raising, anticlastic forming, mechanisms, and stonesetting. Emphasizes the perfecting of finishing skills. [D; CSU]

ART 185D.
JEWELRY AND METALWORK IV
3 UNITS
Grade only
Prerequisite: ART 185C or equivalent
Recommended Preparation: ART 101 or 103 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $25. Covers an advanced instruction in design, construction, and fabrication of jewelry and metalwork. Introduces the use and properties of precious metals, and a more complex soldering operations and techniques such as raising, anticlastic forming, mechanisms, and stonesetting. Emphasizes the perfecting of finishing skills. [D; CSU]

ART 185L.
OPEN STUDIO: THREE-DIMENSIONAL MEDIA LAB/JEWELRY AND METALWORK 1 UNIT
Grade only
Corequisite: ART 185A, 185B, 185C, or 185D
Laboratory 3 hours
Offered: Variable
Provides extended instruction, augmenting comprehension of the principles of art and design, and the application of appropriate utilization of tools in completing metalwork projects. [D; CSU]

ART 190.
ART OF HIEROGLYPHS
3 UNITS
Lecture 3 hours
Offered: Variable
Focuses on the principles of writing-system design, particularly Egyptian and Maya hieroglyphic writing, leading to an ability to understand the gist of the majority of Maya texts. [D; CSU]

ART 192.
INTRODUCTION TO DIGITAL IMAGING
3 UNITS
Recommended Concurrent Enrollment: ART 192L
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring, Summer
Fee: $15. Introduces digital imaging to graphic artists, artists, and photographers. Covers basic instruction on the digital image, Macintosh computers using Adobe Photoshop software, film and flatbed scanners, and archival printers. Emphasizes the application of technology for image optimization, enhancement, manipulation, composites, and collages. [D; CSU]

ART 192L.
INTRODUCTION TO DIGITAL IMAGING LABORATORY 1 UNIT
Pass/No Pass only
Corequisite: ART 192
Laboratory 3 hours
Offered: Fall
Fee: $5. Allows digital imaging students to practice and review techniques and concepts introduced in Introduction to Digital Imaging. Provides an opportunity for the student to refine design, digital, and software skills beyond normal classroom time. [D; CSU]

ART 197.
PROFESSIONAL PRACTICES AND PORTFOLIO DEVELOPMENT FOR VISUAL ARTS
3 UNITS
Lecture 2 hours, laboratory 4 hours
Offered: Variable
Fee: $10. Allows third-semester art majors to develop both a traditional and digital portfolio of their work. Includes contemporary issues in art research on career opportunities, galleries, art schools, methods of documentation, and resume writing. Includes visits to local museums and art galleries. [D; CSU]

ART 197L.
PORTFOLIO DEVELOPMENT FOR VISUAL ARTISTS LABORATORY 1 UNIT
Pass/No Pass only
Corequisite: ART 197
Laboratory 3 hours
Offered: Fall, Spring, Summer
Fee: $15. Allows digital imaging students to practice and review techniques and concepts introduced in Introduction to Digital Imaging. Provides an opportunity for the student to refine design, digital, and software skills beyond normal classroom time.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Type</th>
<th>Grade Requirement</th>
<th>Corequisites/Labs</th>
<th>Hours Distribution</th>
<th>Offered</th>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 200</td>
<td>CONTEMPORARY ART PRACTICES</td>
<td>3</td>
<td>Grade only</td>
<td>Lecture 2 hours, laboratory 4 hours</td>
<td></td>
<td></td>
<td>Variable</td>
<td>$15</td>
<td>Introduces an in-depth study of new genres in contemporary art and examines the history and theory of installation and site-specific art, recent artistic practices, and technologies. [D; CSU; UC]</td>
</tr>
<tr>
<td>ART 200L</td>
<td>OPEN STUDIO: THREE-DIMENSIONAL MEDIA LAB/NEW GENRE: INSTALLATION AND SITE-SPECIFIC ART</td>
<td>1</td>
<td>Pass/No Pass only</td>
<td>Corequisite: ART 200</td>
<td>Laboratory 3 hours</td>
<td>Variable</td>
<td>Offered: Variable</td>
<td>$5</td>
<td>Open lab course designed to provide extended instruction, augmenting comprehension of the principles of design and the application of appropriate utilization of tools in the execution of installation and site-specific art for students enrolled in ART 200. [D; CSU]</td>
</tr>
<tr>
<td>ART 205</td>
<td>BEGINNING DIGITAL PHOTOGRAPHY</td>
<td>3</td>
<td>Grade only</td>
<td>Recommended Concurrent Enrollment: ART 205L</td>
<td>Lecture 2 hours, laboratory 4 hours</td>
<td>Variable</td>
<td>Offered: Fall, Spring, Summer</td>
<td>$15</td>
<td>Introduces film and darkroom photographic processes. Provides students the opportunity to work with a variety of film cameras and silver based chemical processes. Requires an adjustable film camera. [D; CSU]</td>
</tr>
<tr>
<td>ART 205L</td>
<td>BEGINNING DIGITAL PHOTOGRAPHY LABORATORY</td>
<td>1</td>
<td>Pass/No Pass only</td>
<td>Corequisite: ART 205</td>
<td>Laboratory 3 hours</td>
<td>Variable</td>
<td>Offered: Fall, Spring, Summer</td>
<td>$5</td>
<td>Allows photography students to practice and review techniques and concepts introduced in Digital Photography I. Provides an opportunity for the student to refine photographic skills beyond normal classroom time. [D; CSU]</td>
</tr>
<tr>
<td>ART 206</td>
<td>INTERMEDIATE PHOTOGRAPHY</td>
<td>3</td>
<td>Grade only</td>
<td>Prerequisite: ART 205 or equivalent</td>
<td>Recommended Concurrent Enrollment: ART 206L</td>
<td>Lecture 2 hours, laboratory 4 hours</td>
<td>Offered: Fall, Spring, Summer</td>
<td>$15</td>
<td>Focuses on creative assignments in a variety of photographic styles. Includes intermediate techniques of exposure control, high dynamic range, digital photographic aesthetics, digital workflow, medium and large format cameras, and electronic flash. Assignments are in color and grayscale. Requires an adjustable camera with manual exposure mode. A digital SLR is recommended. [D; CSU; UC]</td>
</tr>
<tr>
<td>ART 206L</td>
<td>INTERMEDIATE PHOTOGRAPHY LABORATORY</td>
<td>1</td>
<td>Pass/No Pass only</td>
<td>Corequisite: ART 206</td>
<td>Laboratory 3 hours</td>
<td>Variable</td>
<td>Offered: Fall, Spring, Summer</td>
<td>$5</td>
<td>Allows photography students to practice and review techniques and concepts introduced in intermediate photography. Provides an opportunity for the student to refine photographic skills beyond normal classroom time. [D; CSU; UC]</td>
</tr>
<tr>
<td>ART 207</td>
<td>STUDIO AND LIGHTING TECHNIQUES</td>
<td>3</td>
<td>Grade only</td>
<td>Prerequisite: ART 205 or equivalent</td>
<td>Corequisite: ART 207L</td>
<td>Lecture 2 hours, laboratory 4 hours</td>
<td>Offered: Fall, Spring, Summer</td>
<td>$15</td>
<td>Explores artificial lighting including strobes within the studio and the outside world. Emphasizes the control of light, quality of light, mixing natural and artificial light, basic portrait, and product lighting. Introduces techniques and concepts used in fine art and advertising photography. Requires an adjustable camera with a manual exposure mode. A digital SLR Camera is recommended. [D, CSU]</td>
</tr>
<tr>
<td>ART 207L</td>
<td>STUDIO AND LIGHTING TECHNIQUES LABORATORY</td>
<td>1</td>
<td>Pass/No Pass only</td>
<td>Corequisite: ART 207</td>
<td>Laboratory 3 hours</td>
<td>Variable</td>
<td>Offered: Fall, Spring, Summer</td>
<td>$5</td>
<td>Allows photography students to practice and review techniques and concepts introduced in Art 207. Provides an opportunity for the student to refine photographic skills beyond normal classroom time. [D; CSU]</td>
</tr>
<tr>
<td>ART 208A</td>
<td>FILM AND DARKROOM PHOTOGRAPHY I</td>
<td>3</td>
<td>Grade only</td>
<td>Recommended Concurrent Enrollment: ART 215A</td>
<td>Lecture 2 hours, laboratory 4 hours</td>
<td>Variable</td>
<td>Offered: Fall, Spring, Summer</td>
<td>$15</td>
<td>Introduces film and darkroom photographic processes. Provides students the opportunity to work with a variety of film cameras and silver based chemical processes. Requires an adjustable film camera. [D; CSU]</td>
</tr>
</tbody>
</table>
ART 208B. FILM AND DARKROOM PHOTOGRAPHY II
3 UNITS
Grade only  
Prerequisite: ART 208A or equivalent  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring, Summer  
Fee: $15. Refines basic film and darkroom skills learned in ART 208A, and emphasizes more complex creative silver-based photographic processes. Introduces an intermediate level of zone system exposure, medium format cameras, and large format cameras. Requires an adjustable film camera. [D; CSU]

ART 208C. FILM AND DARKROOM PHOTOGRAPHY III
3 UNITS  
Grade only  
Prerequisite: ART 208B or equivalent  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring, Summer  
Fee: $15. Builds on basic film and darkroom skills learned in ART 208B, and emphasizes more complex creative silver-based photographic processes. Provides an intermediate-to-advanced level of zone system exposure, medium format cameras, and large format cameras. Requires an adjustable film camera. [D, CSU]

ART 208D. FILM AND DARKROOM PHOTOGRAPHY IV
3 UNITS  
Grade only  
Prerequisite: ART 208C or equivalent  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring, Summer  
Fee: $15. Expands on basic film and darkroom skills learned in ART 208C, and emphasizes more complex creative silver-based photographic processes. Provides an advanced level of zone system exposure, medium format cameras, and large format cameras. Requires an adjustable film camera. [D, CSU]

ART 209. PHOTOGRAPHY BUSINESS PRACTICES 2 UNITS
Grade only  
Recommended Preparation: BUS 149 or equivalent  
Lecture 2 hours  
Offered: Fall, Spring, Summer  
Fee: $15. Emphasizes business related skills for a variety of photographic careers. Includes assisting, freelance, assignment production, studio work, photojournalism, stock photography, self-employment, and other photographic fields. Covers self-branding, organization, planning, client relations, legalities, pre-production work, budgeting, scheduling, and talent scouting. Requires participation in field trips, scenarios, and observing lectures by guest speakers. [D; CSU]

ART 210. PORTRAIT PHOTOGRAPHY 3 UNITS  
Grade only  
Prerequisite: ART 207 or equivalent  
Recommended Concurrent Enrollment: ART 210L  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring, Summer  
Fee: $15. Explores diverse aspects of portraiture including studio, headshots, environmental, and fashion photography. Introduces lighting and equipment specific to portraiture. Emphasizes styles, compositions, psychological considerations, and concepts associated with portraiture. Requires an adjustable camera with manual exposure mode. A digital SLR is recommended. [D; CSU]

ART 210L. PORTRAIT PHOTOGRAPHY LABORATORY 1 UNIT  
Pass/No Pass only  
Corequisite: ART 210  
Laboratory 3 hours  
Offered: Fall, Spring, Summer  
Fee: $5. Allows photography students to practice and review techniques and concepts introduced in PORTRAIT PHOTOGRAPHY. Provides an opportunity for the student to refine photographic skills beyond normal classroom time. [D; CSU]

ART 211. EDITORIAL AND ADVERTISING PHOTOGRAPHY 3 UNITS  
Grade only  
Prerequisite: ART 207 or equivalent  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring, Summer  
Fee: $15. Emphasizes the commercial application of photography. Discusses the relationship between photographer, art director, and client. Applies photography principles to magazine articles, advertisements, marketing, and promotion. Requires an adjustable digital camera with manual exposure mode and Camera RAW capabilities. A digital SLR is recommended. [D; CSU]

ART 211L. EDITORIAL AND ADVERTISING PHOTOGRAPHY LABORATORY 1 UNIT  
Pass/No Pass only  
Corequisite: ART 211  
Laboratory 3 hours  
Offered: Fall, Spring, Summer  
Fee: $5. Allows photography students to practice and review techniques and concepts introduced in ART 211: Editorial and Advertising Photography. Provides an opportunity for the student to refine photographic skills beyond normal classroom time. [D; CSU]

ART 212A. PHOTOGRAPHIC ALTERNATIVES I 3 UNITS  
Grade only  
Recommended Concurrent Enrollment: ART 215A  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring, Summer  
Fee: $25. Explores alternative processes and techniques in photography. Emphasizes chemical-based processes including liquid emulsions such as cyanotypes and Liquid Light, as well as other techniques. Introduces alternative applications of technology in photography, including xerographic, digitally created negatives, and the merging of digital and chemical techniques. [D; CSU]
ART 212B. PHOTOGRAPHIC ALTERNATIVES II
3 UNITS
Grade only
Prerequisite: ART 212A or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring, Summer
Fee: $25. Refines skills and concepts associated with alternative processes. Further explores liquid emulsions, alternative negative creation, and alternative cameras. Emphasizes aesthetics and conceptual issues relevant to non-traditional photography. [D; CSU]

ART 212C. PHOTOGRAPHIC ALTERNATIVES III
3 UNITS
Grade only
Prerequisite: ART 212B or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring, Summer
Fee: $25. Develops skills and concepts associated with alternative processes at an intermediate-advanced level. Further explores liquid emulsions, alternative negative creation, and alternative cameras. Emphasizes aesthetics and conceptual issues relevant to non-traditional photography. [D; CSU]

ART 212D. PHOTOGRAPHIC ALTERNATIVES IV
3 UNITS
Grade only
Prerequisite: ART 212C or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring, Summer
Fee: $25. Builds skills and concepts associated with alternative processes at an advanced level. Further explores liquid emulsions, alternative negative creation, and alternative cameras. Emphasizes aesthetics and conceptual issues relevant to non-traditional photography. [D; CSU]

ART 213. SPECIAL TOPICS IN PHOTOGRAPHY
3 UNITS
Grade only
Prerequisite: ART 192, ART 206, and ART 207, or equivalent
Recommended Concurrent Enrollment: ART 213L
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring, Summer
Fee: $15. Provides additional exploration or photography through the examination of selected topics chosen from the following photographic genres: wedding, product, commercial, application of photography to industry, and the use of specific photographic techniques in fine arts. [D; CSU]

ART 213L. SPECIAL TOPICS IN PHOTOGRAPHY
LABORATORY
1 UNIT
Pass/No Pass only
Corequisite: ART 213
Laboratory 3 hours
Offered: Fall, Spring, Summer
Fee: $5. Allows photography students to practice and review techniques and concepts introduced in ART 213: Special Topics in Photography. Provides an opportunity for the student to refine photographic skills beyond normal classroom time. [D; CSU]

ART 214A. PHOTOGRAPHY LABORATORY PRACTICE I
1 UNIT
Pass/No Pass only
Prerequisite: ART 205 or equivalent
Laboratory 3 hours
Offered: Fall, Spring, Summer
Fee: $5. Allows photography students who have completed a beginning photography course to practice and review techniques and concepts introduced in photography related classes. [D; CSU]

ART 214B. PHOTOGRAPHY LABORATORY PRACTICE II
1 UNIT
Pass/No Pass only
Prerequisite: ART 214A or equivalent
Laboratory 3 hours
Offered: Fall, Spring, Summer
Fee: $5. Continues to allow photography and digital imaging students to practice and review techniques and concepts at an intermediate level. [D; CSU]

ART 214C. PHOTOGRAPHY LABORATORY PRACTICE III
1 UNIT
Pass/No Pass only
Prerequisite: ART 214B or equivalent
Laboratory 3 hours
Offered: Fall, Spring, Summer
Fee: $5. Continues to allow photography students to practice and expand on techniques and concepts introduced in photography and digital imaging at an intermediate-to-advanced level. [D; CSU]

ART 214D. PHOTOGRAPHY LABORATORY PRACTICE IV
1 UNIT
Pass/No Pass only
Prerequisite: ART 214C or equivalent
Laboratory 3 hours
Offered: Fall, Spring, Summer
Fee: $5. Allows photography and digital imaging students the opportunity to practice and develop advanced techniques and concepts. [D; CSU]

ART 215A. DARKROOM PHOTOGRAPHY
LABORATORY PRACTICE I
1 UNIT
Pass/No Pass only
Corequisite: ART 208A or ART 212A (may be taken previously)
Laboratory 3 hours
Offered: Fall, Spring, Summer
Fee: $5. Allows photography students to practice and review techniques and concepts introduced in photography related classes. Develops a photography portfolio for job application, transfer, or gallery exhibition purposes. [D; CSU]

ART 215B. DARKROOM PHOTOGRAPHY
LABORATORY PRACTICE II
1 UNIT
Pass/No Pass only
Prerequisite: ART 215A or equivalent
Laboratory 3 hours
Offered: Fall, Spring, Summer
Fee: $5. Allows photography students the opportunity to practice and review a combination of digital, film, and chemical-based photographic techniques and concepts introduced in photography related classes at an intermediate level. [D; CSU]
ART 215C.
DARKROOM PHOTOGRAPHY
LABORATORY PRACTICE III
1 UNIT
Pass/No Pass only
Prerequisite: ART 215B or equivalent
Laboratory 3 hours
Offered: Fall, Spring, Summer
Fee: $5. Allows photography students the opportunity to practice and expand upon digital, film, and chemical-based darkroom techniques and concepts at an intermediate-to-advanced level. [D; CSU]

ART 215D.
DARKROOM PHOTOGRAPHY
LABORATORY PRACTICE IV
1 UNIT
Pass/No Pass only
Prerequisite: ART 215C or equivalent
Laboratory 3 hours
Offered: Fall, Spring, Summer
Fee: $5. Allows photography students to practice and develop digital, film, and chemical-based darkroom techniques and concepts introduced in photography related classes. Develops a photography portfolio for job application, transfer, or gallery exhibition purposes. [D; CSU]

ART 216.
ADVANCED PHOTOGRAPHY
3 UNITS
Grade only
Prerequisite: ART 206 and ART 207, or equivalent
Recommended Concurrent Enrollment: ART 216L
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring, Summer
Fee: $15. Emphasizes advanced problem solving in the photographic medium with the production of an individual student portfolio. Expands on concepts and techniques from beginning photography and intermediate photography. Requires an adjustable camera. [D; CSU]

ART 215L.
ADVANCED PHOTOGRAPHY
LABORATORY
1 UNIT
Pass/No Pass only
Corequisite: ART 216
Laboratory 3 hours
Offered: Fall, Spring, Summer
Fee: $5. Allows photography students to practice and review techniques and concepts introduced in advanced photography. Provides an opportunity for the student to refine photographic skills beyond normal classroom time. [D; CSU]

ART 290.
COOPERATIVE WORK EXPERIENCE IN APPLIED VISUAL ARTS I
2–4 UNITS
Limitation on Enrollment: Declared art major
Prerequisite: ART 100, 159, 192, 205, or equivalent
Lecture 1 hour, laboratory 5–15 hours
Offered: Fall, Spring, Summer
Provides students with professional applied arts experience by working in a visual arts related occupation. Includes weekly class activities, one unit credit is granted for each 60 hours of volunteer or 75 hours of paid work. The supervisor and the instructor will evaluate each student's performance. [D; CSU]

ART 291.
COOPERATIVE WORK EXPERIENCE IN APPLIED VISUAL ARTS II
2–4 UNITS
Prerequisite: ART 290 or equivalent
Lecture 1 hour, laboratory 5–15 hours
Offered: Fall, Spring, Summer
Provides students with professional applied arts experience by working in a visual arts related occupation. Includes weekly class activities, one unit credit is granted for each 60 hours of volunteer or 75 hours of paid work. The supervisor and the instructor will evaluate each student's performance. [D; CSU]

ART 292.
COOPERATIVE WORK EXPERIENCE IN APPLIED VISUAL ARTS III
2–4 UNITS
Prerequisite: ART 291 or equivalent
Lecture 1 hour, laboratory 5–15 hours
Offered: Fall, Spring, Summer
Provides students with professional applied arts experience by working in a visual arts related occupation. Includes weekly class activities, one unit credit is granted for each 60 hours of volunteer or 75 hours of paid work. The supervisor and the instructor will evaluate each student's performance. [D; CSU]

ART 293.
COOPERATIVE WORK EXPERIENCE IN APPLIED VISUAL ARTS IV
2–4 UNITS
Prerequisite: ART 292 or equivalent
Lecture 1 hour, laboratory 5–15 hours
Offered: Fall, Spring, Summer
Provides students with professional applied arts experience by working in a visual arts related occupation. Includes weekly class activities, one unit credit is granted for each 60 hours of volunteer or 75 hours of paid work. The supervisor and the instructor will evaluate each student's performance. [D; CSU]

ART 295.
SELECTED TOPICS IN ART
1–3 UNITS
Offered: Variable
Permits students to study relevant topics within the field. The specific objectives and methods of instruction to be determined individually for each course offered under this course designation. [D; *CSU]

ART 299.
INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of art of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]

* Please refer to the class schedule for specific course description and transferability information.

** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.
**ASIAN-AMERICAN STUDIES COURSES**

**ASIA 112. ASIAN-AMERICAN HISTORY I**

3 UNITS

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Fall, Spring

Covers the history of Asian Americans in the social, political, economic, and cultural development of the United States from the colonial era to the annexation of California in 1848. Emphasizes the Filipino, Japanese, Chinese, Korean, Asian-Indian, and Southeast Asian experiences. Includes study of the United States Constitution. (Partially fulfills American Institutions requirement at CSU.) (Same as HIST 112.) [D; CSU; UC]

**ASIA 113. ASIAN-AMERICAN HISTORY II**

3 UNITS

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Fall, Spring

Examines the history of Asian Americans in the United States from 1846 to the present. Major themes include the study of economic developments, occupational patterns, anti-Asian movements, inter-ethnic exchanges, gender, and intergenerational issues. Includes a study of the Constitution of California. (Partially fulfills American Institutions requirement at CSU.) (Same as HIST 113.) [D; CSU; UC]

**ASIA 114. FILIPINO-AMERICAN HISTORY**

3 UNITS

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Variable

Emphasizes the economic, political, and social history of Filipinos in the Philippines and in the United States. Analyzes the effects of Spanish, American, and Japanese colonization on Filipino culture. Focuses on the major waves of migration to the United States and focuses on youth, intergenerational, women, gender, and political issues. (Same as HIST 114.) [D; CSU; UC]

**ASIA 115. FILIPINO-AMERICAN CULTURE**

3 UNITS

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Variable

Focuses on the major waves of migration to the United States and focuses on youth, intergenerational, women, gender, and political issues. (Same as HIST 114.) [D; CSU; UC]

**ASIA 295. SELECTED TOPICS IN ASIAN-AMERICAN STUDIES**

1–3 UNITS

Offered: Variable

Permits students to study relevant topics within the field of Asian-American studies. [D; *CSU]

* Please refer to the class schedule for specific course description and transferability information.

**ASIA 299. INDEPENDENT STUDY**

1–3 UNITS

Lecture 3 hours

Offered: Variable

Individual study or research in some area of Asian-American studies which is of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]

**ASTRONOMY COURSES**

**ASTR 100. PRINCIPLES OF ASTRONOMY**

3 UNITS

Recommended Preparation: MATH 45 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent; RDG 54 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Fall, Spring

Introduction to the concepts and methods developed in astronomy to describe and understand the physical nature and processes of astronomical phenomena. Topics include the sky, the solar system, stars and stellar evolution, nebulae, the Milky Way Galaxy, galaxies, and cosmology. [D; CSU; UC]

**ASTR 109. ASTRONOMY LABORATORY**

1 UNIT

Corequisite: ASTR 100, 120, 150, 170, 180, or 205 (may be taken previously)

Recommended Preparation: MATH 45 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent

Laboratory 3 hours

Offered: Fall, Spring

Demonstrates astronomical principles through observation, simulation, and analysis of data. Includes topics such as the sky, the solar system, stars, nebulae, galaxies, and cosmology. [D; CSU; UC]

**ASTR 120. SOLAR SYSTEM ASTRONOMY**

3 UNITS

Recommended Preparation: MATH 45 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent; RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Fall, Spring

Investigates the origin of the Sun and planets and how they change. Analyzes the physical properties of planets, moons, rings, comets, and asteroids. Surveys the history of space exploration. Topics include: solar system formation and evolution; comparative planetology; and recent discoveries regarding our solar system and planets around distant stars. [D; CSU; UC]
ASTR 150.
DISCOVERY OF THE COSMOS
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Chronological exploration of the major astronomical observations and discoveries—from ancient times to the mid-twentieth century—that have shaped our current understanding of the universe. Topics include: constellations and astronomical lore; the sky; ancient cosmologies; heliocentrism; pre- and early-telescopic discoveries; stars; nebulae; the Galaxy; galaxies; and the expanding universe. [D; CSU; UC]

ASTR 170.
THE RADICAL UNIVERSE
3 UNITS
Recommended Preparation: MATH 45 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent; RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall
Modern advances in human understanding of the physical nature of the universe—relativity, quantum mechanics, and cosmology—show that the universe often radically defies intuition. Physical behavior of the universe extends far beyond expectations derived from daily experiences. Topics include: black holes, curved space-time, origin, and fate of the universe. [D; CSU; UC]

ASTR 180.
LIFE IN THE UNIVERSE
3 UNITS
Recommended Preparation: MATH 45 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent; RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Spring
Explores how the universe evolved from a mix of subatomic particles into intelligent life itself. Examines the probability that extraterrestrial intelligence exists and the possibility of communication. Topics include: origin and evolution of universe; birth, aging, and deaths of stars; chemical enrichment of the galaxy; comets; and origin of life. [D; CSU; UC]

ASTR 205.
ELEMENTARY ASTROPHYSICS
3 UNITS
Prerequisite: PHYS 270 or equivalent
Lecture 3 hours
Offered: Variable
Modern observational advances and theoretical results concerning the physical properties and processes in stars and their relationship to stellar evolution. Topics include: interstellar nebulae, stellar associations, the Milky Way, galaxies, active galaxies and quasars, and modern cosmology. [D; CSU; UC]

ASTR 295.
SELECTED TOPICS IN ASTRONOMY
1-3 UNITS
Offered: Variable
Study relevant topics within the field of astronomy. The students and the instructor throughout the semester will determine the specific objectives, methods of instruction, and evaluation. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

ASTR 299.
INDEPENDENT STUDY
1-3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
A special study course for individual observations throughout one semester under direction of instructor. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

AUTOMOTIVE TECHNOLOGY COURSES

AT 101.
INTRODUCTION TO BASIC AUTOMOTIVE SERVICE
3 UNITS
Grade only
Lecture 2 hours, laboratory 4 hours
Offered: Fall, Spring, Summer
Fee: $13. Introduces basic general automotive tool and shop equipment use, as well as general basic vehicle service procedures. Focuses on classroom instruction providing "how-to" information. Emphasizes hands-on lab activities for student mastery of basic skills. [D; CSU]

AT 102.
AUTOMOTIVE SCIENCE AND BASIC MECHANICS
3 UNITS
Recommended Preparation: AT 101, 109, and 110, or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Variable
Fee: $13. Introductory course with a laboratory for all interested automotive operators. This course blends science and automotive service with a mathematics review for the technician. The course covers the chemistry of combustion, the physics of engines, and automotive emissions related to the environmental science of air pollution. [D; CSU]

AT 109.
AUTOMOTIVE BRAKING SYSTEMS
3 UNITS
Grade only
Recommended Preparation: AT 101, 102, and 110, or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall
Fee: $13. Introduces the theory and principles of brake systems, inspection, and repair. Emphasizes practical experience with drum brakes, disc brakes, power brakes and wheel bearing service, and repair. Prepares students for the California State Brake License and national Automotive Service Excellence (ASE) Exam AS. [D; CSU]
AT 110. AUTOMOTIVE SUSPENSION, ALIGNMENT, AND STEERING
3 UNITS
Grade only
Recommended Preparation: AT 101 and 102, or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall
Fee: $13. Introduces the theory and principles of automotive steering and suspension systems, inspections, and repairs. Emphasizes practical experience with steering, suspension, tires and wheel bearings, inspection, and repair are accomplished using a computerized four-wheel alignment rack. Prepares students for the Automotive Service Excellence (ASE) Test A4. [D; CSU]

AT 120. ENGINE PERFORMANCE I
3 UNITS
Grade only
Recommended Preparation: AT 101 and 102, or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Spring
Fee: $13. Explores engine performance on vehicles in relation to the ignition system function and fuel system delivery. Emphasizes the use of ignition scope and fuel system diagnostic equipment, and covers exhaust out gas analyzer functions. Prepares students for the Automotive Service Excellence Certification Test in Engine Performance (A8). [D; CSU]

AT 130. AUTOMOTIVE ELECTRICAL SYSTEMS
3 UNITS
Grade only
Prerequisite: AT 101 and 102, or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Spring

AT 131. AUTOMOTIVE HEATING, COOLING, AND AIR CONDITIONING
3 UNITS
Grade only
Recommended Preparation: AT 101, 102, and 130, or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Spring
Fee: $18. Introduces the theory and principles of automotive heating, cooling, and air conditioning systems. Emphasizes practical experience with service, diagnosis, and repair will be accomplished using state-of-the-art equipment. Includes preparation for the Automotive Service Excellence (ASE) Heating and Air Conditioning Test (A7), and Refrigerant Handler Exam and Certification. [D; CSU]

AT 140. ENGINE REPAIR
3 UNITS
Grade only
Recommended Preparation: AT 101 and 102, or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Spring
Fee: $13. Introduces the theory and principles of automotive engine system, inspection, and repair. Emphasizes practical experience with engine disassembly and assembly, service, and repair. Prepares students for the Automotive Service Excellence (ASE) Test A1. [D; CSU]

AT 145. SMALL ENGINE REPAIR
2 UNITS
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Fee: $13. Emphasizes two-cycle dirt and off-road motorcycles. Covers basic maintenance and repair of fuel, electrical, ignition, air-cooled, and kick start systems. [D; CSU]

AT 147. ADVANCED INDUSTRIAL ENGINE AND REPAIR
2 UNITS
Recommended Preparation: AT 145 and 146, or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Fee: $13. Designed to prepare the student for entry-level employment as an industrial engine mechanic. Provides lecture and shop experience in advanced repair techniques, including the overhaul of engines and transmissions. [D; CSU]

AT 148. SMALL MOTORCYCLE ENGINE REPAIR
2 UNITS
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Fee: $13. Covers basic maintenance and repair of fuel, electrical, ignition, air-cooled, and kick start systems. Emphasis on four-cycle motorcycle engines. [D; CSU]

AT 150. ADVANCED MOTORCYCLE ENGINE REPAIR
2 UNITS
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Fee: $13. Designed to prepare the student for entry-level employment as a motorcycle engine mechanic. Provides lecture and shop experience in advanced repair techniques, including the overhaul of engines and transmissions. [D; CSU]

AT 151. SMALL OUTBOARD MARINE ENGINE REPAIR
2 UNITS
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Fee: $13. Provides classroom lecture and shop experience in the theory, operation, and application of small portable outboard engines. The course covers basic maintenance and repair of fuel, pull start, ignition, lower, and cooling systems. [D; CSU]
AT 152. LARGE OUTBOARD MARINE ENGINE REPAIR
2 UNITS
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Fee: $13. Provides classroom lecture and shop experience in the theory, operation, and application of large outboard engines, 40-horsepower and up. The course covers basic maintenance and repair of fuel, electrical, ignition, cooling, and power trim systems. [D; CSU]

AT 153. ADVANCED OUTBOARD MARINE ENGINE REPAIR
2 UNITS
Recommended Concurrent Enrollment: AT 151 and 152
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Fee: $13. Designed to prepare the student for entry-level employment as an outboard marine engine mechanic. Provides lecture and shop experience in advanced repair techniques, including overhaul of the power head and lower end units. [D; CSU]

AT 220. ENGINE PERFORMANCE II
3 UNITS
Grade only
Recommended Preparation: AT 230, 234, and 236, or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall

AT 230. AUTOMOTIVE ELECTRONICS
3 UNITS
Grade only
Recommended Preparation: AT 101, 102, and 130, or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall
Fee: $13. Provides an advanced course in automotive electrical and electronic systems. Emphasizes the charging system, body electrical, electronic instrumentation, and supplemental air bag systems. Focuses on the analysis of automotive electronics, and a working knowledge of diagnostic procedures when troubleshooting electronically controlled systems. Includes preparation for the Automotive Service Excellence Exam (A6). [D; CSU]

AT 234. AUTOMATIC TRANSMISSIONS AND TRANSSAXLES
3 UNITS
Grade only
Recommended Preparation: AT 101 and 102, or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Spring
Fee: $13. Introduces the theory and principles of automatic transmissions and transaxles. Emphasizes practical experience in troubleshooting and rebuilding. Prepares students for the Automotive Service Excellence Test (A2). [D; CSU]

AT 236. MANUAL TRANSMISSION, TRANSAXLES, AND FINAL DRIVES
3 UNITS
Grade only
Recommended Preparation: AT 101 and 102, or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall
Explores the theory and principles of manual drive systems. Emphasizes practical experience with clutches, transmissions, drive shafts, final drives, and transaxles. Includes preparation for the Automotive Service Excellence Test A3. [D; CSU]

AT 242. CLEAN AIR CAR
3 UNITS
Recommended Preparation: AT 120, 220, and 244, or equivalent
Limitation on Enrollment: Eligibility for licensing exam; one year of trade experience in emissions/tune up or equivalent formal education, as verified by the instructor
Lecture 2 hours, laboratory 4 hours
Offered: Variable
Fee: $13. Provides 120-hour minimum instruction required by the State of California and entry-level, upgrading, or advanced training techniques for the automotive field. Uses Bureau of Automotive Repair’s curriculum, which prepares students to take the California State Motor Vehicle Pollution Control License Test (I/M Test). Students can take this course without the recommended preparation but will not be certified as eligible to take the licensing examination. [D; CSU]

AT 247. AUTOMOTIVE EMISSION SYSTEMS AND COMPUTERIZED ENGINE CONTROLS
3 UNITS
Recommended Preparation: AT 242, current ASE certification (A-8), or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Spring
Fee: $13. Prepares students for advanced emission systems diagnosis. Incorporates the Bureau of Automotive Repair (BAR-97), and training courses date (20 hours). Focuses on training in five-gas analysis, Acceleration Simulation Mode (ASM) dynamometer testing, laboratory scope usage, and wave front interpretation, advanced scan tool usage, and On-Board Diagnostics Two (OBD II). [D; CSU]
AT 290.
COOPERATIVE WORK EXPERIENCE IN AUTOMOTIVE TECHNOLOGY I
2–4 UNITS

Grade only
Limitation on Enrollment: Declared Automotive Technology major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Automotive Technology major in order to apply learned theory in a practical hands-on setting through an internship class
Offered: Variable
Applies principles and skills acquired in Automotive Technology occupational majors to on-the-job assignments. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student’s job performance. [D; CSU]

AT 291.
COOPERATIVE WORK EXPERIENCE IN AUTOMOTIVE TECHNOLOGY II
2–4 UNITS

Grade only
Prerequisite: AT 290 or equivalent
Limitation on Enrollment: Declared Automotive Technology major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Automotive Technology major in order to apply learned theory in a practical hands-on setting through an internship class
Offered: Variable
Applies principles and skills acquired in Automotive Technology occupational majors to on-the-job assignments. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student’s job performance. [D; CSU]

AT 292.
COOPERATIVE WORK EXPERIENCE IN AUTOMOTIVE TECHNOLOGY III
2–4 UNITS

Grade only
Prerequisite: AT 291 or equivalent
Limitation on Enrollment: Declared Automotive Technology major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Automotive Technology major in order to apply learned theory in a practical hands-on setting through an internship class
Offered: Variable
Applies principles and skills acquired in Automotive Technology occupational majors to on-the-job assignments. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student’s job performance. [D; CSU]

AT 293.
COOPERATIVE WORK EXPERIENCE IN AUTOMOTIVE TECHNOLOGY IV
2–4 UNITS

Grade only
Prerequisite: AT 292 or equivalent
Limitation on Enrollment: Declared Automotive Technology major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Automotive Technology major in order to apply learned theory in a practical hands-on setting through an internship class
Offered: Variable
Applies principles and skills acquired in Automotive Technology occupational majors to on-the-job assignments. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student’s job performance. [D; CSU]

AT 295.
SELECTED TOPICS IN AUTOMOTIVE TECHNOLOGY
1–3 UNITS

Offered: Variable
Relevant topics within the field of automotive technology. [D; *CSU]

* Please refer to the class schedule for specific course description and transferability information.

BIOL 100.
PRINCIPLES OF BIOLOGY
3 UNITS

Grade only
Corequisite: BIOL 101
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Offered: Summer, Fall, Spring
Surveys the basic processes of biology which are common to all organisms. Includes scientific method, biomolecules, cellular organization, structure, function, metabolism, reproduction, genetics, evolution, taxonomic classification, ecology of plants and animals, and current events involving biology. Not intended for biology majors. [D; CSU; UC]

BIOL 101.
PRINCIPLES OF BIOLOGY LABORATORY
1 UNIT

Grade only
Corequisite: BIOL 100
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 3 hours
Offered: Summer, Fall, Spring
Provides laboratory experience to supplement Biology 100. May require field trips during laboratory periods. [D; CSU; UC]
BIOL 130. ANIMAL BIOLOGY: A BEHAVIORAL APPROACH 3 UNITS
Grade only
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Recommended Concurrent Enrollment: BIOL 131
Lecture 3 hours
Offered: Summer, Fall
Provides basic biological principles applied to the study of animals. Includes a study of the history, genetics, physiology, and ecology of animal behaviors from an evolutionary perspective. [D; CSU; UC]

BIOL 131. ANIMAL BIOLOGY LABORATORY 1 UNIT
Grade only
Corequisite: BIOL 130 (may be taken previously)
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 3 hours
Offered: Fall, Spring
Provides laboratory and field exercises to supplement and support Biology 130. Introduces the student to research techniques illustrating the basic concepts of animal biology. Includes activities such as structured laboratory experiments, field observations, ethogram, and an independent project. [D; CSU; UC]

BIOL 140. ENVIRONMENTAL BIOLOGY 3 UNITS
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Provides environmental biology with a global emphasis. Investigates environmental interrelationships and impacts of human activities on ecosystems and on global quality of life. Focuses on population dynamics, biological diversity, global environmental change, pollution, natural resources, impacts of agriculture, industrialization, technology, and energy use. Field trips may be required. [D; CSU; UC]

BIOL 143. BIOLOGY, OCEANOGRAPHY, AND GEOSCIENCE OF BAJA CALIFORNIA 3 UNITS
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall
Provides an interdisciplinary, introductory survey of Baja California's diversity in its biology, oceanography, geology, geography, and demographics. Examines the management, use, and conservation of its natural resources. Investigates regional issues associated with increased population, modernization, and industrialization of Baja California and Southern California. [D; CSU; UC]

BIOL 145. ECOMUNDO—ECOLOGY AND ENVIRONMENTAL SCIENCE 3 UNITS
Grade only
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 3 hours
Offered: Spring
Provides an interdisciplinary, introductory survey of Baja California's diversity in its biology, oceanography, geology, geography, and demographics. Examines the management, use, and conservation of its natural resources. Investigates regional issues associated with increased population, modernization, and industrialization of Baja California and Southern California. [D; CSU; UC]

BIOL 146. HUMAN HEREDITY, EVOLUTION, AND SOCIETY 3 UNITS
Grade only
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Introduces principles and applications of human heredity. Includes Mendelian and molecular genetics, cell reproduction, genetic and chromosomal mutations and disorders, structure and function of DNA and RNA, genetic engineering, and the application of genetics to the study of evolution of species, and the origin of humans. [D; CSU; UC]

BIOL 160. MARINE BIOLOGY 3 UNITS
Grade only
Recommended Concurrent Enrollment: BIOL 161
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Introduces the student to the marine environment and to the biology of marine organisms. Provides a survey of marine ecosystems based on physical, chemical, geological, and biological oceanography. Includes major themes such as evolution, adaptation, classification, and interactions of organisms, marine ecology, and current issues in marine biology. [D; CSU; UC]

BIOL 161. MARINE BIOLOGY LABORATORY 1 UNIT
Grade only
Corequisite: BIOL 160 (may be taken previously)
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 3 hours
Offered: Fall, Spring
Provides laboratory and field exercises to supplement and support Biology 160. Introduces the student to the biology and adaptations of marine organisms and surveys local marine ecosystems. Field observation and data analysis are integral components of this course. [D; CSU; UC]
BIOL 190. HUMAN ANATOMY AND PHYSIOLOGY 4 UNITS

Grade only
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent; MATH 45 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Fall, Spring, Summer
Introduces human anatomy and physiology, including structural-functional relationships, scientific method, precise terminology, and related human conditions and diseases. (Not open to students with credit for or concurrent enrollment in BIOL 260 or BIOL 261.) [D; CSU; UC]

BIOL 205. DNA SCIENCE I 2 UNITS

Grade only
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours
Offered: Fall
Provides theoretical background useful in the biotechnology job market or for a bachelor's degree in biology. [D; CSU]

BIOL 206. DNA SCIENCE II 2 UNITS

Grade only
Prerequisite: BIOL 205 or equivalent
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours
Offered: Spring
Provides theoretical background useful in the biotechnology job market or for a bachelor's degree in biology. [D; CSU]

BIOL 207. INTRODUCTION TO BIOINFORMATICS 3 UNITS

Grade only
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Provides an analysis of genes, proteins, and genomes, particularly their sequences and their changes due to evolutionary mechanisms. Introduces the fundamentals of computer-based analysis of genes, genomes, and proteins, including database organization, retrieval and search rules, probabilistic models, substitution matrices, and sequence alignment algorithms. [D; CSU]

BIOL 208. INTRODUCTION TO BIOINFORMATICS LAB 2 UNITS

Lab 3 hours
Offered: Fall, Spring
Provides hands-on experience with bioinformatics tools and techniques. [D; CSU]

BIOL 209. INTRODUCTION TO BIOINFORMATICS PROJECT 2 UNITS

Lab 3 hours
Offered: Fall, Spring
Students engage in a project focused on bioinformatics, applying concepts learned in BIOL 207. [D; CSU]

BIOL 210. GENERAL ZOOLOGY 4 UNITS

Grade only
Prerequisite: MATH 70 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: BIOL 210 or equivalent; ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 6 hours
Offered: Fall, Spring
Explores general zoology for biological science and related majors. Provides a comparative approach to the study of animal life: organization, structure, physiology, reproduction, evolution, population ecology, and behavior of invertebrates and vertebrates. [D; CSU; UC]

BIOL 211. INTRODUCTION TO CELL AND MOLECULAR BIOLOGY 4 UNITS

Grade only
Prerequisite: CHEM 170 or 200 or equivalent; MATH 70 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: BIOL 210 or equivalent; ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Fall, Spring
Introduces basic principles of cell and molecular biology for biology and related science majors. Emphasizes basic atomic structure and bonding, the chemical basis of life, cell structure and function, energy transformation, cell division, genetics, genomics, bioinformatics, and the origin of life. [D; CSU; UC; C-ID BIOL 190]

BIOL 212. BIOLOGY OF PLANTS 4 UNITS

Grade only
Prerequisite: BIOL 211 or equivalent
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Fall, Spring
Provides the study of plants with an emphasis on structure, function, growth, physiology, and genetics. Includes plant taxonomy, physiology, plant cytology, an introduction to genomes, and general ecology; population biology and evolution of populations. [D; CSU; UC]
BIOL 229. INTRODUCTION TO BIOLOGICAL RESEARCH I
3 UNITS
Grade only
Prerequisite: MATH 70 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: CHEM 100 or equivalent; ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Recommended Concurrent Enrollment: CHEM 170
Lecture 2 hours, laboratory 3 hours
Offered: Fall
Introduces biological laboratory skills, safety procedures, disposal of laboratory waste materials; experimental design and data analysis; preparation of laboratory reagents; aseptic technique, chromatography, and electrophoresis; maintenance of laboratory records, library research, resume writing; and management of a research laboratory.
[D; CSU]

BIOL 230. INTRODUCTION TO BIOLOGICAL RESEARCH II
3 UNITS
Grade only
Prerequisite: BIOL 211 or BIOL 229 or equivalent; MATH 70 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Corequisite: CHEM 170 (may be taken previously)
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring
Emphasizes current concepts, and laboratory training in modern molecular biological techniques. Designed for biology majors and students interested in working in a molecular biology and/or biotechnology industry laboratory. [D; CSU]

BIOL 260. HUMAN ANATOMY
4 UNITS
Grade only
Prerequisite: BIOL 100 and 101, or equivalent
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours, laboratory 6 hours
Offered: Fall, Spring, Summer
Introduces a systematic study of fundamental principles of human anatomy at cellular, tissue, organ, and organ system levels of organization. Introduces precise terminology, structural-functional relationships, scientific method, dissection of preserved animal specimens, and appreciation of related human diseases.
[D; CSU; UC]

BIOL 261. PRINCIPLES OF HUMAN PHYSIOLOGY
4 UNITS
Grade only
Prerequisite: CHEM 100 or 170 or equivalent; BIOL 260 or equivalent
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Fall, Spring
Designed to cover the physiological concepts needed by the nursing and paramedical professions or any transfer student requiring a thorough introduction to human physiology in preparation for more advanced upper-division course study. [D; CSU; UC]

BIOL 265. GENERAL MICROBIOLOGY
4 UNITS
Grade only
Prerequisite: BIOL 100 and 101, or equivalent; CHEM 100 or 170 or equivalent
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours, laboratory 6 hours
Offered: Fall, Spring, Summer
Introduces fundamental concepts, methods, and relevant applications of microbiology, including microbial structure, physiology, genetics, epidemiology, agents of disease, mechanisms of pathogenesis and resistance, approaches to control and treatment of disease, immunology, and biotechnology. Emphasizes laboratory activities, stressing cultivation, characterization, identification, and biotechnological applications involving microbes important in clinical medicine.
[D; CSU; UC]

BIOL 295. SELECTED TOPICS IN BIOLOGY
1–3 UNITS
Offered: Variable
Permits student to study relevant topics within the field of biology. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

BIOL 299. INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of the biological sciences of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.
BUSINESS COURSES

BUS 35.
ADMINISTRATIVE OFFICE ASSISTANT—BILINGUAL (ENGLISH/SPANISH)
12 UNITS

Corequisite: BUS 290
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 9.5 hours, laboratory 7 hours
Offered: Variable
Fee: $3. Prepares students to work in a bilingual (English/Spanish) office setting in an entry-level position. Emphasizes the development of skills in business English, filing, keyboarding, Microsoft Office software applications, and office procedures. This course will be taught in both English and Spanish. Covers content of classes including BUS 70, 200A, 218, and CIS 121B. [D]

BUS 36.
LEGAL OFFICE ASSISTANT—BILINGUAL (ENGLISH/SPANISH)
12 UNITS

Corequisite: BUS 290
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 9.5 hours, laboratory 7 hours
Offered: Variable
Fee: $3. Prepares students to work in a legal bilingual (English/Spanish) office setting in an entry-level position. Emphasizes keyboarding and English as a Second Language for the purpose of providing a reinforcement of English instruction with an emphasis on business vocabulary. [ND]

BUS 52.
BASICS OF GOVERNMENT CONTRACTING
2 UNITS

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours
Offered: Fall
Provides the fundamental aspects and key elements of contracting and subcontracting with federal, state, and local government agencies. Includes the key steps a small business should take to successfully compete in the government market, including skill development in marketing, subcontracting, and proposal writing. [D]

BUS 70.
KEYBOARDING I
1 UNIT

Pass/No Pass only
Lecture 1 hour, laboratory .5 hour
Offered: Fall, Spring
Fee: $1. Provides keyboarding instruction as a continuation of BUS 70. Develops speed and accuracy, and presents the numeric and symbol keys, formatting of business letters, and preparation of one-page reports. Builds speed and control on one-minute and three-minute writings. Uses keyboarding software. [D]

BUS 73.
KEYBOARDING SPEED AND ACCURACY I
1 UNIT

Pass/No Pass only
Prerequisite: BUS 71 or equivalent
Lecture 1 hour, laboratory .5 hour
Offered: Fall, Spring
Fee: $1. Increases keyboarding speed and improves accuracy utilizing specialized software. [D]

BUS 74.
KEYBOARDING SPEED AND ACCURACY II
1 UNIT

Pass/No Pass only
Prerequisite: BUS 73 or equivalent
Lecture 1 hour, laboratory .5 hour
Offered: Fall, Spring
Fee: $1. Increases keyboarding speed and improves accuracy utilizing specialized software. [D]

BUS 77.
KEYBOARDING SPEED AND ACCURACY III
1 UNIT

Pass/No Pass only
Prerequisite: BUS 74 or equivalent
Lecture 1 hour, laboratory .5 hour
Offered: Fall, Spring
Fee: $1. Designed to increase keyboarding speed and improve accuracy. [D]

BUS 78.
ELECTRONIC CALCULATOR
1 UNIT

Lecture 1 hour, laboratory .5 hour
Offered: Fall, Spring
Fee: $1. Proper keyboarding techniques on the 10-key printing calculator. Students will develop speed and accuracy using the 10-key touch method on an electronic calculator and learn to solve efficiently and skillfully various types of business mathematical problems. [D]

BUS 81.
ENGLISH AS A SECOND LANGUAGE
KEYBOARDING
3 UNITS

Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $1. Integrates keyboarding and English as a Second Language for the purpose of providing a reinforcement of English instruction with an emphasis on business vocabulary. [ND]
BUS 83. PRINCIPLES OF ECONOMIC DEVELOPMENT  
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 1 hour
Offered: Fall, Spring, Summer
Provides a fundamental overview of the different programs and approaches to economic development, explains the importance of each approach, and highlights the activities that communities employ to achieve economic development goals. [D]

BUS 84. GRANT RESEARCH AND WRITING FUNDAMENTALS  
1 UNIT
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent; BUS 211 or BUS 212 or equivalent
Lecture 1 hour, laboratory 1 hour
Offered: Fall
Provides an overview of the grant research and writing process and professional ethics. Includes practical assignments in writing key components of a grant proposal that includes the application, needs statement, budget, executive summary, and evaluation components. [D]

BUS 96. CUSTOMER SERVICE AND COMMUNICATION TECHNIQUES  
1 UNIT
Lecture 1 hour, laboratory 1 hour
Offered: Variable
Emphasizes individual and team attitudes and skills essential for providing excellent customer service. Discusses techniques for communicating positively with internal and external customers, enhancing customer satisfaction, and increasing customer retention. [D]

BUS 100. INTRODUCTION TO COMMUNITY, ECONOMIC, AND URBAN PLANNING  
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Provides an understanding of the field of urban planning by exploring the history, theory, and practice of urban planning in the United States. Includes an investigation into the primary subfields of urban planning including housing and community development, land use, transportation, economic development/redevelopment, urban design, and the environment. [D; CSU]

BUS 120. INTRODUCTION TO BUSINESS  
3 UNITS
Lecture 3 hours
Offered: Variable
Examines the various types of business organizations, financing, personnel, marketing, management, and business-government relations. Develops an understanding of the general concepts of business for business and non-business majors. [D; CSU; UC]

BUS 121. FINANCIAL PLANNING AND MONEY MANAGEMENT  
3 UNITS
Grade only
Lecture 3 hours
Offered: Variable
Introduces financial planning in our changing economic environment. Explores topics such as budgeting and resource allocation, risk management, tax planning, economics of buying and borrowing, and introduces the selection of stocks, bonds, and mutual funds. [D; CSU]

BUS 122. PRINCIPLES OF IMPORTING AND EXPORTING  
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Covers the fundamentals of importing, exporting, and U.S. Customs Regulations. Provides an overview of international documentation, financial instruments of trade, and marketing. Emphasis on advanced concepts of exporting and importing, as well as practical application and completion of documents commonly used in the field. [D; CSU]

BUS 123. INTRODUCTION TO INVESTMENTS  
3 UNITS
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Introduces basic investment principles including stocks, bonds, mutual funds, portfolio management, derivatives, securities markets, interpretation of financial statements, and the relationship of economic and political conditions to investing. [D; CSU]

BUS 126. INTRODUCTION TO BUSINESS LOGISTICS MANAGEMENT  
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Covers systems approach to managing activities associated with the management of traffic, transportation, inventory, warehousing, packaging, order processing, and material handling for international trade. Designed to provide an overview of the fundamentals of logistics management, including its scope, process, functions, and services. [D; CSU]
BUS 129. MULTIMEDIA PRESENTATIONS—POWERPOINT
1 UNIT
Lecture 1 hour, laboratory .5 hour
Offered: Variable
Fee: $3. Provides students with the skills required to use the multimedia features of Microsoft PowerPoint software. Emphasizes presentation techniques, advanced text and graphic processing, and use of multimedia peripherals. (Same as CIS 129.) [D; CSU]

BUS 134. EBUSINESS I: PRINCIPLES OF ELECTRONIC COMMERCE
3 UNITS
Lecture 3 hours, laboratory 1 hour
Offered: Variable
Fee: $1. Provides an overview of electronic commerce and examines basic principles. Provides students with the understanding and knowledge of important factors involved in the overall process of electronic commerce. Includes the infrastructure, software availability, buyer behavior patterns, security issues, and future trends. [D; CSU]

BUS 135. EBUSINESS II: CREATING AN EFFECTIVE WEB PRESENCE
3 UNITS
Prerequisite: CL 120, CIS 92, or 101, or equivalent
Recommended Preparation: BUS 134 or 192 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $1. Provides an overview of how to create an effective Web presence while utilizing an electronic commerce site. Demonstrates interactive marketing techniques that go beyond the traditional approach and embrace the current trends of technology. Focuses on the ever-changing business environment of web marketing and targets specific strategies to develop a profitable Website. [D; CSU]

BUS 136. DIVERSE WORKFORCE MANAGEMENT AND COMMUNICATION
2 UNITS
Recommended Preparation: BUS 210 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours
Offered: Variable
Designed to develop an awareness of current workforce diversity trends and the adaptation required in organizational structure to enhance productivity. Discusses changes in managerial and communication styles that successfully address cross-cultural communications, as well as effective negotiations and conflict resolution. [D; CSU]

BUS 139. CONSUMER RETAILING AND MERCHANDISING
1 UNIT
Lecture 1 hour
Offered: Variable
Introduces processes used for distributing consumer goods from manufacturers through wholesale and retail channels. Emphasizes retail outlet organization, buying procedures, advertising, pricing, and selling. Also discusses online retailing (e-tailing) as a possible strategy. [D; CSU]

BUS 140. BUSINESS LAW/THE LEGAL ENVIRONMENT OF BUSINESS
3 UNITS
Grade only
Lecture 3 hours
Offered: Variable
Examines the nature and role of the law in our society emphasizing the legal environment in which business operates. Provides an overview of the U.S. legal system, contracts, torts, bankruptcy, consumer protection, environmental law, intellectual property, Uniform Commercial Code, and regulation of business. [D; CSU; UC; C-ID BUS 125]

BUS 142. BUSINESS ETHICS—CORPORATE AND PERSONAL
1 UNIT
Lecture 1 hour
Offered: Variable
Introduces the student to the study of business and personal ethics and provides a framework to identify, analyze, and understand how members of the business community make ethical decisions and deal with ethical issues. [D; CSU]

BUS 143. ESTRATEGIC BUSINESS PLANNING
2 UNITS
Lecture 2 hours, laboratory 1 hour
Offered: Variable
Fee: $2. Focuses on providing the entrepreneur or business owner the skills necessary to develop and implement a business plan for a small business. Emphasizes the development of the financial, managerial, and marketing components, including electronic commerce and Internet strategies. [D; CSU]

BUS 144. ADVERTISING AND PROMOTIONAL STRATEGY
1 UNIT
Lecture 1 hour
Offered: Variable
Develops and explores the role of advertising and public relations for small business owners or entrepreneurs. Emphasizes creation of an effective advertising strategy to increase sales. [D; CSU]

BUS 145. FINANCIAL MANAGEMENT FOR SMALL BUSINESS
1 UNIT
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 1 hour
Offered: Variable
Introduces the various factors to be considered as a small business owner encounters the financial aspects of operating a business. Reviews the areas of starting a business, financing a small business, banking, and cash management. [D; CSU]
BUS 147. SUCCESSFUL SELLING TECHNIQUES
1 UNIT
Recommended Preparation: BUS 120 or equivalent
Lecture 1 hour, laboratory 1 hour
Offered: Variable
Provides an overview of sales skills for small business owners and sales personnel. Emphasizes creation of an effective psychology of selling focused on customer needs, analysis of buyer’s behavior, prospecting for leads, handling objections, and closing the sale. [D; CSU]

BUS 148. DEVELOPING AND STARTING A NEW BUSINESS
3 UNITS
Lecture 3 hours
Offered: Variable
Provides students with the knowledge, skills, awareness, and involvement in the process and the critical aspects of creating a new venture. Emphasizes the attitudes, resources, and networks that are involved in pursuing entrepreneurial opportunities. [D; CSU]

BUS 149. ENTREPRENEURSHIP OPERATING AND MANAGING A SMALL BUSINESS
3 UNITS
Lecture 3 hours
Offered: Variable
Provides the basic solutions of managing and operating a small business. Develops the necessary physical and paper systems, and initially conducting the business, including record keeping, sales, and other operation necessities. [D; CSU]

BUS 150. PRINCIPLES OF MANAGEMENT
3 UNITS
Recommended Preparation: ACCT 101 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Studies management principles with primary emphasis on basic management functions: communicating, planning, organizing, and controlling. Analyzes decision making, human relations, and the role of the manager as leader. Discusses actual business problems and solutions. [D; CSU]

BUS 151. PRINCIPLES OF OPERATIONS MANAGEMENT
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Provides a fundamental overview of operations management. Covers operating processes, project management, facilities and capacity planning, quality management, just-in-time and lean systems, forecasting, aggregate planning, inventory management, and resource management. [D; CSU]

BUS 152. HUMAN RELATIONS IN ORGANIZATIONS
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Develops the ability to nurture good relationships on the job which has been identified as a key to promotion and success in business. Focuses on techniques and behaviors that develop this potential in individuals, creating opportunities for higher salary, advancement, and leadership. [D; CSU]

BUS 153. TRANSPORTATION MANAGEMENT
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Provides an understanding of transportation in a logistics context. Emphasizes transportation procedures and concepts of efficiency. [D; CSU]

BUS 154. INTRODUCTION TO MARKETING AND SOCIAL MEDIA PRACTICES
3 UNITS
Lecture 3 hours
Offered: Variable
Discusses current marketing methods, institutions, and practices, including social media, traditional, and emerging methods. Provides an understanding of the roles of marketing and social marketing in the economy and the firm, and develops a rationale for a marketing perspective as a guide to organizational and individual actions. [D; CSU]

BUS 155. PRINCIPLES OF INTERNATIONAL BUSINESS
3 UNITS
Grade only
Lecture 3 hours
Offered: Variable
Surveys the nature and dimension of international business, environmental frameworks, international trade policies, international alliances, international financial markets, various forms of foreign involvement in international trade and discussion of the role of the multinational corporation in world trade. [D; CSU]

BUS 156. SPANISH COMPUTER SKILLS FOR INTERPRETATION / TRANSLATION
3 UNITS
Prerequisite: BUS 70 or equivalent
Recommended Preparation: SPAN 215 or equivalent
Lecture 3 hours, laboratory 1 hour
Offered: Variable
Fee: $1. Reviews Spanish keyboard and keying techniques. Develops speed and accuracy as well as basic word processing skills. Emphasizes the proper application of the accent mark and punctuation in both English and Spanish. Includes preparation of English and Spanish letters, memos, and short reports used in an international business and legal context. Introduces the process of computer translation through the Internet as well as through computer translation software. [D; CSU]
BUS 182. KEYBOARDING FOR OFFICE PROFESSIONALS 2 UNITS
Prerequisite: BUS 71 or equivalent
Lecture 2 hours, laboratory 1 hour
Offered: Fall, Spring
Fee: $1. Allows students who already possess the ability to keyboard by touch to enhance keyboarding techniques and to further develop document processing skills, including writing letters, writing memos, preparing tables, preparing manuscripts, proofreading, and editing. [D; CSU]

BUS 183. BUSINESS MATHEMATICS 3 UNITS
Lecture 3 hours, laboratory .5 hour
Offered: Fall, Spring
Studies the fundamental mathematical operations and their application to business problems. Includes payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. [D; CSU]

BUS 191. CREATING AND MANAGING A VIRTUAL OFFICE 3 UNITS
Recommended Preparation: CL 120 or CIS 101 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 1 hour
Offered: Fall
Provides students with tools and knowledge required to create a virtual business. Examines administrative concepts required to conduct business activities in the virtual workplace, including decision-making, establishment of business relationships, customer service, time and stress management, ethics, and teamwork. [D; CSU]

BUS 192. MARKETING A VIRTUAL OFFICE 3 UNITS
Recommended Preparation: CL 120 or CIS 101 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 1 hour
Offered: Variable
Provides students with strategies for marketing a virtual (Web- or technology-based) business. Emphasizes development of a marketing plan, research of virtual employment and business opportunities, review of billing systems, and use of marketing techniques, including mailing lists, customer testimonials, online presentations, and new marketing technologies and innovations. Discusses ethical considerations required in running a virtual business. [D; CSU]

BUS 200A. MICROSOFT WORD: BEGINNING 2.5 UNITS
Grade only
Recommended Preparation: BUS 71 or equivalent
Lecture 2 hours, laboratory 2 hours
Offered: Variable
Fee: $1. Introduces students to entry-level positions in today's modern electronic office, as well as prepare students for the introductory level of Microsoft Office Specialist certification. [D; CSU]

BUS 200B. MICROSOFT WORD: ADVANCED 2.5 UNITS
Grade only
Recommended Preparation: BUS 200A or equivalent
Lecture 2 hours, laboratory 2 hours
Offered: Variable
Fee: $1. Prepares students to become expert users of advanced applications required in today's modern electronic office including: enhance professional documents, configure Word options, tables, mail merge, macros, and work group collaboration. Prepares students for the Microsoft Word Specialist Expert certification examination. [D; CSU]

BUS 206. FILING AND RECORDS MANAGEMENT 2.5 UNITS
Lecture 2 hours, laboratory 2 hours
Offered: Fall, Spring
Introduction to the profession of records and information management. Covers alphabetic, numeric, geographic, and subject filing systems. Focuses on American Records Management Association (ARMA) International standards. Emphasis on both manual and electronic application of indexing rules and methodology. Records control, retention, retrieval, and creation and management of electronic and image records. [D; CSU]

BUS 210. BUSINESS ENGLISH 3 UNITS
Prerequisite: ENGL 71 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Develops English language skills used in a modern business context. Includes a review of business vocabulary, grammar, punctuation, spelling, and proofreading. Introduces skills in basic business letter writing. [D; CSU]

BUS 211. COMMUNICATION IN BUSINESS AND INDUSTRY 3 UNITS
Prerequisite: BUS 210 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Includes the principles of writing through writing basic business letters, memos, effective email messages, and a short report. Emphasizes effective oral communication by participating in oral presentations and class discussions. [D; CSU]

BUS 212. BUSINESS COMMUNICATION 3 UNITS
Grade only
Prerequisite: BUS 211 or ENGL 114 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Covers the principles of written communication as applied to business, industry, and government, including business letters, memos, and reports. Includes oral communication in the form of a oral PowerPoint presentation. [D; CSU; C-ID BUS 115]

BUS 213. BUSINESS COMMUNICATION IN BUSINESS AND INDUSTRY 3 UNITS
Prerequisite: BUS 210 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Focuses on American Records Management Association (ARMA) International standards. Emphasis on both manual and electronic application of indexing rules and methodology. Records control, retention, retrieval, and creation and management of electronic and image records. [D; CSU]
BUS 218. PROCEDURES FOR OFFICE PROFESSIONALS
4 UNITS
Recommended Preparation: BUS 71 and CIS 92, or equivalent
Lecture 4 hours, laboratory 2 hours
Offered: Fall, Spring
Fee: $2. Emphasizes development of professional attitude, intercultural communication, ethics, workplace safety, writing skills, time and stress management, telephone, receptionist, supervisory and leadership skills, mail handling, alphabetic filing, teamwork, job search techniques, and career planning. Includes a job practicum designed to provide students with experience of interaction and workflow in an office environment. [D; CSU]

BUS 225. INTERPRETATION AND TRANSLATION: GENERAL BUSINESS
3 UNITS
Recommended Preparation: SPAN 215 or equivalent; and BUS 210 or equivalent
Lecture 3 hours
Offered: Variable
Introduces students to the skills and techniques of English/Spanish interpretation and translation in the field of business by interpreting and translating dialogs, business correspondence, and documents focusing on business ethics, protocol, cultural sensitivity, and review writing mechanics, spelling, grammar, and punctuation. [D; CSU]

BUS 226. INTERPRETATION AND TRANSLATION: LEGAL
3 UNITS
Recommended Preparation: SPAN 215 or equivalent
Lecture 3 hours
Offered: Fall, Spring
Introduces students to the skills and techniques of interpretation and translation (English/Spanish) in the legal field, including written translation and simultaneous, consecutive, and summary interpreting and sight translation with discussion of cultural sensitivity and ethics as related to the legal interpreter and translator. [D; CSU]

BUS 227. INTERPRETATION AND TRANSLATION: MEDICAL
3 UNITS
Recommended Preparation: SPAN 215 and BUS 210 or equivalent
Lecture 3 hours
Offered: Variable
Introduces principles of English and Spanish interpretation and translation applied to the medical field, focusing on translation of written medical documents and interpretation skills, cultural sensitivity, and ethics required by healthcare providers. [D; CSU]

BUS 229. LEGAL TERMINOLOGY—BILINGUAL (ENGLISH/SPANISH)
3 UNITS
Recommended Preparation: SPAN 215 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Prepares bilingual (English/Spanish) students who desire to work in a legal setting particularly as bilingual legal assistants. Covers English and Spanish terminology commonly used in civil, probate, family, and criminal law pleadings and documents. [D; CSU]

BUS 233. INTERPRETATION AND TRANSLATION: IMMIGRATION
3 UNITS
Recommended Preparation: SPAN 215 or equivalent
Lecture 3 hours
Offered: Variable
Introduces students to the skills and techniques of interpretation and translation (English/Spanish) in the immigration field, including written translation and simultaneous, consecutive, and summary interpreting and sight translation. Emphasizes cultural sensitivity and ethics as related to the immigration interpreter and translator. [D; CSU]

BUS 234. ADVANCED INTERPRETATION AND TRANSLATION: LEGAL
3 UNITS
Prerequisite: BUS 226 or equivalent
Recommended Preparation: SPAN 215 or equivalent
Lecture 3 hours
Offered: Variable
Covers legal terminology and advanced techniques of simultaneous, and sight interpretation, and translation of legal documents (English/ Spanish) with emphasis on the areas of criminal, family, and immigration law. Emphasizes and analyzes the cultural sensitivity, ethics, and courtroom procedure as related to the role of the legal interpreter. [D; CSU]

BUS 239. PROJECT MANAGEMENT
3 UNITS
Recommended Preparation: BUS 70 or CIS 122B or equivalent
Lecture 3 hours, laboratory 1 hour
Offered: Variable
Trains students to successfully manage projects working alone or with a team—an essential skill in today’s job market and often the impetus for job promotions. (Same as CIS 239.) [D; CSU]

BUS 240. MICROSOFT OUTLOOK
2.5 UNITS
Lecture 2 hours, laboratory 2 hour
Offered: Fall, Spring
Introduces the concepts of office automation in today’s modern office as it relates to communication, computers, and networks. Includes email with various attachments, online calendar, messaging, faxing, and contacts. Prepares students for the Microsoft Office Specialist Proficiency certificate in Microsoft Outlook. (Same as CIS 240) [D; CSU]
BUS 290. WORK EXPERIENCE IN BUSINESS I 2–4 UNITS

Grade only
Limitation on Enrollment: Declared Business major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Business major in order to apply learned theory in a practical hands-on setting through an internship class
Offered: Variable
Applies principles and skills acquired in business occupational majors to on-the-job assignments. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student’s job performance. [D; CSU]

BUS 291. WORK EXPERIENCE IN BUSINESS II 2–4 UNITS

Grade only
Prerequisite: BUS 290 or equivalent
Limitation on Enrollment: Declared Business major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Business major in order to apply learned theory in a practical hands-on setting through an internship class
Offered: Variable
Applies principles and skills acquired in business occupational majors to on-the-job assignments. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student’s job performance. [D; CSU]

BUS 292. WORK EXPERIENCE IN BUSINESS III 2–4 UNITS

Grade only
Prerequisite: BUS 291 or equivalent
Limitation on Enrollment: Declared Business major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Business major in order to apply learned theory in a practical hands-on setting through an internship class
Offered: Variable
Applies principles and skills acquired in business occupational majors to on-the-job assignments. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student’s job performance. [D; CSU]

BUS 293. WORK EXPERIENCE IN BUSINESS IV 2–4 UNITS

Grade only
Prerequisite: BUS 292 or equivalent
Limitation on Enrollment: Declared Business major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Business major in order to apply learned theory in a practical hands-on setting through an internship class
Offered: Variable
Applies principles and skills acquired in business occupational majors to on-the-job assignments. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student’s job performance. [D; CSU]

BUS 295. SELECTED TOPICS IN BUSINESS 1–3 UNITS

Offered: Variable
Permits students to study relevant subjects within the field of business. The specific objectives, methods of instruction and units of credit to be determined individually for projects proposed under this course description. [D; *CSU]

* Please refer to the class schedule for specific course description and transferability information.

BUS 299. INDEPENDENT STUDY 1–3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of business of particular interest to the student and not included in regular courses of the College. [D; CSU]

CHEMISTRY COURSES

CHEM 100. INTRODUCTION TO GENERAL CHEMISTRY 4 UNITS

Grade only
Prerequisite: MATH 45 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Offered: Fall, Spring, Summer
Provides fundamentals of inorganic chemistry, including bonding, nomenclature, stoichiometry, gas laws, acids and bases, equilibrium, solutions, and basic types of reactions. Introduces nuclear, organic, and environmental chemistry. [D; CSU; UC]

CHEM 110. ELEMENTARY ORGANIC AND BIOLOGICAL CHEMISTRY 4 UNITS

Grade only
Prerequisite: CHEM 100, 170, or 200, or equivalent
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Offered: Fall, Spring
Introduces organic and biological chemistry. Fulfills the chemistry requirements for majors in nursing, home economics, consumer science, and hazardous materials. [D; CSU; UC]
CHEM 150.
INTRODUCTION TO CHEMICAL TECHNOLOGY
2 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours
Offered: Variable
Survey course about career and educational aspects of chemical technology. Topics include, but are not limited to, employment opportunities, job functions, case studies of workplace activities, hazardous materials and chemical safety, literature search, drug development, government regulations, and designations of Good Laboratory Practice (GLP) and Good Manufacturing Practice (GMP). [D; CSU]

CHEM 160.
INTRODUCTORY BIOCHEMISTRY
3 UNITS
Prerequisite: CHEM 110 or 240 or equivalent
Lecture 3 hours
Offered: Variable
Introduces the fundamental principles of modern biological chemistry. Includes the structure, chemistry and metabolism of proteins, lipids, carbohydrates, and other biomolecules. [D; CSU; UC]

CHEM 170.
PREPARATION FOR GENERAL CHEMISTRY
4 UNITS
Grade only
Prerequisite: MATH 70 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Fall, Spring, Summer
Introduces general chemistry that serves to establish a framework of vocabulary, principles, concepts, laboratory techniques, and problem-solving skills to prepare the student to complete successfully the more intensive general chemistry sequence. [D; CSU; UC]

CHEM 150.
COMPUTATIONAL METHODS IN CHEMISTRY
2 UNITS
Grade only
Prerequisite: CHEM 170 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours
Offered: Variable
Students will employ a variety of computational methods to solve problems in chemistry. Computer techniques include spreadsheet applications, database management, and molecular structure drawing software, molecular visualization tools, introductory statistical, combinatorial, and informatic applications, presentation software, and Internet usage. [D; CSU]

CHEM 180.
CHEMICAL HEALTH AND SAFETY
2 UNITS
Grade only
Prerequisite: CHEM 170 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours
Offered: Variable
Provides students with knowledge and skills necessary to work safely in a workplace where chemical and biological hazards exist. Topics include evaluating laboratory risks, safety equipment, Material Safety Data Sheets (MSDS), government regulatory agencies, chemical toxicology, and safe chemical disposal practices. [D; CSU]

CHEM 190.
COMPUTATIONAL METHODS IN CHEMISTRY
2 UNITS
Grade only
Prerequisite: CHEM 170 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours
Offered: Variable
Covers methods of chemistry, formulas and equations, chemical calculations, states of matter, periodic law, atomic structure and chemical bonding, gases, thermochemistry, equilibrium, and acids and bases. Laboratory stresses quantitative methods, including gravimetric analysis and titrimetry, use of instrumentation, including spectrophotometers, pH meters, multimeters, and error analysis. [D; CSU; UC; C-ID CHEM 120S]

CHEM 190.
GENERAL CHEMISTRY I
5 UNITS
Grade only
Prerequisite: CHEM 170 or equivalent; MATH 70 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: MATH 101, 121, or 244, or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 6 hours
Offered: Fall, Spring
Covers methods of chemistry, formulas and equations, chemical calculations, states of matter, periodic law, atomic structure and chemical bonding, gases, thermochemistry, equilibrium, and acids and bases. Laboratory stresses quantitative methods, including gravimetric analysis and titrimetry, use of instrumentation, including spectrophotometers, pH meters, multimeters, and error analysis. [D; CSU; UC; C-ID CHEM 120S]

CHEM 210.
GENERAL CHEMISTRY II
5 UNITS
Grade only
Prerequisite: CHEM 200 or equivalent; MATH 101 or 121 or equivalent
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 6 hours
Offered: Fall, Spring
Includes equilibrium and acid-base reactions; liquids, solids, kinetics, electrochemistry, thermodynamics, coordination chemistry, nuclear chemistry, the elements and their properties; introduction to organic and biochemistry. Laboratory emphasizes quantitative and qualitative analysis, use of instrumentation including multimeters, spectrophotometers, Atomic Absorption Spectrometer (AA), and Fourier Transform Infrared Spectrometer (FTIR), laboratory reports, and discussion of error. [D: CSU; UC; C-ID CHEM 120S]
CHEM 240.
ORGANIC CHEMISTRY I
5 UNITS
Grade only
Prerequisite: CHEM 210 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 6 hours
Offered: Fall, Spring
Introduces modern organic chemistry. Augments the study of organic compounds and their reactions via the use of Infrared Spectroscopy (IR) and Nuclear Magnetic Resonance Spectroscopy (NMR). [D; CSU; UC]

CHEM 242.
ORGANIC CHEMISTRY II
5 UNITS
Grade only
Prerequisite: CHEM 240 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 6 hours
Offered: Spring
Builds upon topics learned in Organic Chemistry I (CHEM 240). Introduces properties of aromatic compounds, carbonyl compounds, amines, and alcohols. Includes extensive consideration of biological molecules such as carbohydrates, lipids, and proteins. [D; CSU; UC]

CHEM 244.
ORGANIC ANALYSIS AND SPECTROSCOPY
2 UNITS
Grade only
Corequisite: CHEM 242
Laboratory 6 hours
Offered: Variable
Provides laboratory experience in methods for the separation and identification of organic compounds. Includes isolation and identification of organic compounds by means of chromatographic techniques, derivations, and spectroscopic methods including nuclear magnetic resonance, infrared, and mass spectrometry. [D; CSU; UC]

CHEM 250.
ANALYTICAL CHEMISTRY
5 UNITS
Grade only
Prerequisite: CHEM 210 or equivalent; MATH 101 or 121 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 6 hours
Offered: Variable
Emphasizes the classical methods and theory of gravimetric and volumetric analyses. Introduces instrumental techniques, such as ultraviolet-visible spectroscopy (UV-Vis), Fourier Transform Infrared Spectrometer (FTIR), gas chromatography-mass spectrometer (GC-MS), high performance liquid chromatography (HPLC), atomic absorption, and selected electrical methods. [D; CSU; UC]

CHEM 295.
SELECTED TOPICS IN CHEMISTRY
1–3 UNITS
Offered: Variable
Permits students to study relevant topics within the field of chemistry. Specific objectives, methods of instruction, and evaluation to be determined by the students and the instructor throughout the semester. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

CHEM 299.
INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of chemistry of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

CHEM 299.
INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of Chinese of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.
COMMUNICATION COURSES

COMM 103. ORAL COMMUNICATION

3 UNITS

Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Covers concepts of communication, with emphasis on public speaking; methods of researching and outlining speeches; group discussion techniques; theories of interpersonal, nonverbal, and listening techniques; and issues of language use and perception. [D; CSU; UC; C-ID COMM 180]

COMM 104. PUBLIC SPEAKING

3 UNITS

Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Covers communicative skills and prepares students for careers in teaching, business, law, and sales through experience in researching, organizing, and delivering public speeches. [D; CSU; UC; C-ID COMM 110]

COMM 111. ORAL INTERPRETATION

3 UNITS

Grade only
Lecture 3 hours
Offered: Spring
Introduction to the study of literature through performance, methods of researching, analyzing, and delivering oral presentations of prose, poetry, and drama. [D; CSU; UC]

COMM 142. ORAL HISTORY

3 UNITS

Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Introduces the history of oral traditions; analysis of types of stories; their cultural influences and contextual application. Recommended for majors in education, cultural studies, English, and anthropology. [D; CSU]

COMM 160. ARGUMENTATION AND DEBATE

3 UNITS

Grade only
Lecture 3 hours
Offered: Fall, Spring, Summer
Provides acquisition and organization of evidence and the construction and use of the debate brief, the study and discussion of current issues, and the presentation of informal and formal debates. [D; CSU; UC; C-ID COMM 120]

COMM 174. INTERPERSONAL COMMUNICATION

3 UNITS

Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Focuses on interpersonal communication theories, principles, and on public speaking. Emphasis on self-concept, perception, communication climates, verbal and nonverbal communication, listening, feedback and disclosure skills, conflict styles, resolution strategies, ethics, and mediated communication. Special focus on communication in family, friendship, romantic, workplace, and intercultural relationships. [D; CSU; UC; C-ID COMM 130]

COMM 176. INTERCULTURAL COMMUNICATION

3 UNITS

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Introduces intercultural communication principles and processes; provides for development of a more global communication perspective and greater appreciation of other cultures through increased awareness of and sensitivity to different cultural viewpoints influenced by variables, including language, verbal/nonverbal communication, cultural values, perception, inferences, expectations, and media impact. [D; CSU; UC; C-ID COMM 150]

COMM 180. INTRODUCTION TO ELECTRONIC MEDIA

3 UNITS

Lecture 3 hours
Offered: Fall, Spring
Survey of the world of broadcasting including basic concepts of the nature of radio energy, broadcast channels, storage, distribution and delivery systems; a survey of the origins, growth, business practices, social control, and effects of broadcasting in the United States; and an introduction to noncommercial and nonbroadcast systems. (Same as TELE 180.) [D; CSU]

COMM 185. CINEMA AS A FORM OF EXPRESSION AND COMMUNICATION

3 UNITS

Lecture 3 hours
Offered: Fall, Spring
Introduction to the appreciation of film as a medium of expression and communication. Selected domestic and foreign films (screen, video, television) will be viewed and analyzed for methods, techniques, and objectives creating the films’ messages to increase cinematic literacy and understanding of this uniquely powerful, communication medium. (Same as TELE 114.) [D; CSU; UC]
COMM 200. INTRODUCTION TO MASS COMMUNICATION AND SOCIETY 3 UNITS
Lecture 3 hours
Offered: Fall, Spring
Surveys the mass media institutions, functions, interrelationships, and effects on society. Provides a building block in the general education of the non-major student and as the introduction to the discipline of study for the communication/journalism major. (Same as JOUR 101.) [D; CSU; UC; C-ID JOUR 100]

COMM 262. FORENSICS WORKSHOP I: INDIVIDUAL EVENTS 2 UNITS
Lecture 1 hour, laboratory 3 hours
Offered: Fall, Spring
Designed as a lecture/laboratory for speech competition. Students will compete on the college forensics team, critique speeches, and/or make presentations to community groups. [D; CSU]

COMM 263. FORENSICS WORKSHOP II: INDIVIDUAL EVENTS 2 UNITS
Lecture 1 hour, laboratory 3 hours
Offered: Fall, Spring
Designed as a lecture/laboratory for speech competition. Students will compete on the college forensics team, critique speeches, and/or make presentations to community groups. [D; CSU]

COMM 264. FORENSICS WORKSHOP III: INDIVIDUAL EVENTS 2 UNITS
Lecture 1 hour, laboratory 3 hours
Offered: Fall, Spring
Designed as a lecture/laboratory for speech competition. Students will compete on the college forensics team, critique speeches, and/or make presentations to community groups. [D; CSU]

COMM 265. FORENSICS WORKSHOP IV: INDIVIDUAL EVENTS 2 UNITS
Lecture 1 hour, laboratory 3 hours
Offered: Fall, Spring
Designed as a lecture/laboratory for speech competition. Students will debate on the college forensics team, critique speeches, and/or make presentations to community groups. [D; CSU]

COMM 272. FORENSICS WORKSHOP I: DEBATE 2 UNITS
Lecture 1 hour, laboratory 3 hours
Offered: Variable
Designed as a lecture/laboratory for forensics competition. Students will debate on the college forensics team, critique debate rounds, and/or debate to community groups. [D; CSU]

COMM 273. FORENSICS WORKSHOP II: DEBATE 2 UNITS
Lecture 1 hour, laboratory 3 hours
Offered: Variable
Designed as a lecture/laboratory for forensics competition. Students will debate on the college forensics team, critique debate rounds, and/or debate to community groups. [D; CSU]

COMM 274. FORENSICS WORKSHOP III: DEBATE 2 UNITS
Lecture 1 hour, laboratory 3 hours
Offered: Variable
Designed as a lecture/laboratory for forensics competition. Students will debate on the college forensics team, critique debate rounds, and/or debate to community groups. [D; CSU]

COMM 275. FORENSICS WORKSHOP IV: DEBATE 2 UNITS
Lecture 1 hour, laboratory 3 hours
Offered: Variable
Designed as a lecture/laboratory for forensics competition. Students will debate on the college forensics team, critique debate rounds, and/or debate to community groups. [D; CSU]

COMM 275. SELECTED TOPICS IN COMMUNICATION 1–3 UNITS
Offered: Variable
Permits students of speech-communication to study relevant topics within the field. Specific course objectives and methods of instruction and evaluation will be determined by each individual course. [D; *CSU]

* Please refer to the class schedule for specific course description and transferability information.

COMM 299. INDEPENDENT STUDY 1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of speech communication of particular interest to the student and not included in the regular courses. [D; CSU; **UC]

** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

COMPUTER AIDED DESIGN AND DRAFTING COURSES

CAD 220. INTRODUCTION TO CADD/CAM SYSTEMS 3 UNITS
Recommended Preparation: ENGR 110 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $2. Introduces the field of computer aided design and drafting (CADD). Provides an overview of the use of personal computers in the development of drawings for engineering-related fields. [D; CSU; UC]
CAD 222.  
CAD MECHANICAL DESIGN I  
3 UNITS  
Prerequisite: CAD 220 or equivalent  
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
Lecture 2 hours, laboratory 3 hours  
Offered: Variable  
Fee: $2. Serves as a continuation of CAD 220. Introduces computer aided design and computer aided manufacturing (CAD/CAM). Emphasizes advanced CAD functions, including three-dimensional solid modeling, surfacing, and rendering. [D; CSU]

CAD 223.  
CAD DETAILING AND DIMENSIONING  
3 UNITS  
Prerequisite: CAD 220 or equivalent  
Lecture 2 hours, laboratory 3 hours  
Offered: Variable  
Fee: $2. Constructs a set of completed working drawings. Includes advanced dimensioning functions, geometrical dimensioning tolerancing (ANSI Y 14.5), and view development from three-dimensional models. [D; CSU]

CAD 224.  
CAD MECHANICAL DESIGN II  
2.5 UNITS  
Prerequisite: CAD 223 or equivalent  
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
Lecture 2 hours, laboratory 2 hours  
Offered: Variable  
Fee: $5. Introduces system and part design with an emphasis on organization and development of design projects. [D; CSU]

CAD 228.  
CAD ADVANCED SURFACE DESIGN  
3 UNITS  
Pass/No Pass only  
Lecture 2 hours, laboratory 2 hours  
Offered: Fall  
Fee: $2. Introduces students to the techniques, analysis, and modification of parametric solid models. [D; CSU]

CAD 230.  
INTRODUCTION TO SOLIDWORKS  
2.5 UNITS  
Recommended Preparation: CAD 220 or equivalent  
Lecture 2 hours, laboratory 2 hours  
Offered: Fall, Spring  
Fee: $2. Introduces students to solid modeling using Solidworks software. Provides strategies in the construction and analysis of solid parts and related drawings and assemblies. [D; CSU]

CAD 272.  
SOLID MODELING II  
3 UNITS  
Grade only  
Prerequisite: CAD 228 or equivalent  
Lecture 2 hours, laboratory 2 hours  
Offered: Variable  
Fee: $2. Provides an opportunity to more thoroughly explore the power of a parametric solid modeling program. Focuses on the use of previous skills and introduces new functions and techniques used in the development of more advanced geometry. [D; CSU]

CAD 276.  
TECHNICAL COMPUTER IMAGING AND ANIMATION I  
3 UNITS  
Grade only  
Prerequisite: CL 120 or ART 100 or equivalent  
Lecture 2 hours, laboratory 4 hours  
Offered: Variable  
Fee: $2. Introduction to the development and use of two- and three-dimensional models for engineering and multimedia. Students will create texture maps and animate provided models as well as develop models and animation of their own. [D; CSU]

CAD 277.  
TECHNICAL COMPUTER IMAGING AND ANIMATION II  
3 UNITS  
Grade only  
Prerequisite: CAD 276 or equivalent  
Lecture 2 hours, laboratory 4 hours  
Offered: Variable  
Fee: $2. Introduction to advanced 3D studio functions and integration of media using video capture and authoring software. [D; CSU]

CAD 295.  
SELECTED TOPICS IN CAD  
1–3 UNITS  
Offered: Variable  
Permits students to study relevant topics within the field of computer aided design. (May be taken for additional credit with new content.) [D; *CSU]  
* Please refer to the class schedule for specific course description and transferability information.

CAD 299.  
INDEPENDENT STUDY  
1–3 UNITS  
Limitation on Enrollment: Eligibility for independent study. See page 47.  
Offered: Variable  
Individual study or research in some area of computer aided design of particular interest to the student and not included in regular courses of the College. [D; CSU]

CIS 10A.  
MICROCOMPUTER REPAIR AND SERVICE  
2 UNITS  
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
Lecture 1.5 hours, laboratory 1.5 hours  
Offered: Variable  
Fee: $10. Provides instruction on microcomputer maintenance and service. Includes training in safety, hardware, software, computer assembly, customer relations, testing, troubleshooting, and replacing computer components. Includes operating system, applications, command line for technicians, and software diagnostics. (Same as ELEC 10A.) [D]
CIS 108. MICROCOMPUTER HARDWARE AND SOFTWARE UPGRADE
2 UNITS
Recommended Preparation: CIS/ELEC 10A or equivalent; RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 1.5 hours, laboratory 1.5 hours
Offered: Variable
Fee: $10. Covers microcomputer hardware and software installation, upgrades, maintenance, and troubleshooting. Includes monitors, hard disk, internal and external tape backup, printers, memory, Compact Disk Read-Only Memory (CD-ROM), and sound cards. Covers Disk Operating System (DOS) and Windows. (Same as ELEC 108.) [D]

CIS 101. INTRODUCTION TO COMPUTERS AND INFORMATION PROCESSING
4 UNITS
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Fall, Spring
Fee: $3. Covers the application of computerized systems in business organizations, including basic concepts of computer organization, data processing systems, decision support systems, and systems analysis. Emphasizes solving business problems through the use of spreadsheet software as well as hands-on introduction to operating system, Internet browser, word processing, database management, presentation graphics, desktop information management, and BASIC programming software. [D; CSU; UC; C-ID ITIS 120]

CIS 103A. ECOMMERCE IIIA—MIVA MERCHANT ONLINE STORES USING FIREWORKS
4 UNITS
Lecture 3 hours, laboratory 3 hours
Offered: Variable
Fee: $2. Builds dynamic Web applications for eCommerce and online stores, at a fraction of the typical development time and expense. Uses Miva Merchant and Macromedia Fireworks to build fully customized eBusiness catalog storefront with simple point, click, and fill-in-the-blanks technology. Uses a browser-based management tool to control all aspects of the storefront, from product maintenance to category management to order and credit card processing. [D; CSU]

CIS 106. PROGRAMMING LOGIC AND DESIGN
3 UNITS
Recommended Preparation: CIS 101 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $2. Analyzes the logical processes used to develop algorithms derived from the schools of empiricism, rationalism, formal logic, set theory, and information processing theory. Develops algorithms utilizing problem specification, structured design, and object oriented design. [D; CSU; UC]

CIS 115. INTRODUCTION TO PROGRAMMING
4 UNITS
Recommended Preparation: CIS 101 or 106 or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Variable
Fee: $1. Introduces C++ programming methods using structured and object-oriented methodology. Covers topics including C++ language syntax, data types, pointers, functions, structures, and introduction to classes. [D; CSU; UC]
CIS 117.
WINDOWS PROGRAMMING USING VISUAL BASIC
4 UNITS

Recommended Preparation: CIS 106 or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Variable
Fee: $1. Introduces programming methods using Visual BASIC (VB.NET). Covers topics including the VB.NET Integrated Development Environment, VB.NET syntax and programming constructs of decision making, data types, events, forms, controls, and object-oriented programming techniques. [D; CSU]

CIS 119.
OFFICE SUPPORT AND NETWORK TECHNICIAN
6 UNITS

Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 5 hours, laboratory 5 hours
Offered: Fall, Spring, Summer
Introduces students to entry-level and upgrade training in computer maintenance and support; hardware upgrade and expansion; office equipment maintenance and service; data, voice, and video cabling installation; and customer relations. (Same as ELEC 109) [D; CSU]

CIS 121B.
WORD PROCESSING--MICROSOFT WORD
1 UNIT

Recommended Preparation: CL 120 or equivalent; RDG 54 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent Lecture 1 hour, laboratory .5 hour
Offered: Variable
Fee: $1. Covers lecture and hands-on introduction to applications of microcomputer word processing, including basic text editing and document formatting in simple business documents. Focuses on software package Microsoft Word for Windows for IBM PCs and compatible personal computers. [D; CSU]

CIS 122B.
SPREADSHEET SOFTWARE--EXCEL
1 UNIT

Recommended Preparation: CL 120 or equivalent
Lecture 1 hour, laboratory .5 hour
Offered: Variable
Fee: $1. Introduces electronic spreadsheets and their applications using Microsoft Excel software. Includes design, creation, and manipulation of spreadsheets. [D; CSU]

CIS 123.
WEB PUBLISHING WITH DREAMWEAVER
6 UNITS

Lecture 5 hours, laboratory 5 hours
Offered: Variable
Fee: $1. Emphasis on creating and uploading professional quality Websites. Place images, text, tables, sounds, animations, image maps, styles, and frames into the site. Advanced techniques include rollovers, behaviors, cascading style sheets, and automating repetitive tasks. Tips on how to market the site, check it for compliance, and use of a browser targeting and JavaScript debugger. Covers core objectives for industry certification. [D; CSU]

CIS 124.
WEB IMAGING WITH FIREWORKS
6 UNITS

Lecture 5 hours, laboratory 5 hours
Offered: Variable
Fee: $1. Covers beginning to advanced Fireworks Web imaging skills. Emphasizes the latest software to create and edit Web images and pages, create vector drawings, edit photos, use special effects, make graphics Web-ready, prepare rollovers and slices, and export to Hypertext Markup Language. Make pop-up menus, behaviors, and animations. [D; CSU]

CIS 125.
FLASH MOTION GRAPHICS
6 UNITS

Lecture 5 hours, laboratory 5 hours
Offered: Variable
Fee: $1. Provides students with strong Web motion graphic skills in just one semester. Emphasis on creating and exporting professional quality animations, making computer animations with drawings, photos and text, synchronizing, importing, and editing animation with sound. Create symbols, instances, and movie clips; and put playback control, remote rollovers, and preloaders in movies. Covers core objectives for industry certification. [D; CSU]

CIS 126.
ADVANCED FLASH ACTIONSCRIPT
6 UNITS

Recommended Preparation: CIS 125 or equivalent
Lecture 5 hours, laboratory 5 hours
Offered: Variable
Fee: $1. Advanced course will create an interactive video game and Website. Duplicate and hide movie clips, test movie objects for collision effects, create interactivity, and control the movie flow. Create reusable code with nested symbols, create variables, initialize and increment their values, and add movie clip scripts to customize instances. Write conditional statements and enable the user to drag several movie clips on the stage by writing one script that applies to multiple nested movie clips. Covers core objectives for industry certification. [D; CSU]

CIS 129.
MULTIMEDIA PRESENTATIONS--POWERPOINT
1 UNIT

Lecture 1 hour, laboratory .5 hour
Offered: Variable
Fee: $1. Provides students with the skills required to use the multimedia features of Microsoft PowerPoint software. Emphasizes presentation techniques, advanced text and graphic processing, and use of multimedia peripherals. (Same as BUS 129) [D; CSU]

CIS 130.
MICROCOMPUTER DISK OPERATING SYSTEM
1 UNIT

Recommended Preparation: CL 120 or CIS 101 or equivalent
Lecture 1 hour, laboratory .5 hour
Offered: Fall, Spring
Fee: $1. Provides in-depth study of computer hardware and operating system concepts. Focuses on the command line interface, colloquially referred to as DOS within a Windows system. Emphasizes problem-solving using the command line interface in the Windows environment. [D; CSU]
CIS 133.
ADVANCED MICROCOMPUTER SPREADSHEETS SOFTWARE
1 UNIT
Recommended Preparation: CIS 122B or equivalent
Lecture 1 hour, laboratory .5 hour
Offered: Fall, Spring
Fee: $1. Covers intermediate and advanced spreadsheet software concepts and techniques. Includes advanced capabilities of the spreadsheet software. The software package is Excel. [D; CSU]

CIS 134.
MICROCOMPUTER DATABASE SOFTWARE—ACCESS
1 UNIT
Recommended Preparation: CL 120 or equivalent; RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 1 hour, laboratory .5 hour
Offered: Fall, Spring
Fee: $1. Introduces microcomputer database management systems and their applications. Includes the design, creation, maintenance, and report generation of simple databases. Requires Microsoft Access software package. [D; CSU]

CIS 137.
ADVANCED WORD PROCESSING SOFTWARE
1 UNIT
Recommended Preparation: CIS 121B or equivalent
Lecture .5 hour, laboratory 1 hour
Offered: Fall, Spring
Fee: $2. Includes the further applications of microcomputer word processing, including advanced block operations, macros, footnotes and endnotes, text columns, merge, sort and boiler plating printing, math, line drawing, tables, lists and outlines, as well as reviewing the spell check and thesaurus via the computer. [D; CSU]

CIS 139.
WINDOWING ENVIRONMENT
1 UNIT
Recommended Preparation: CIS 130 or equivalent
Lecture 1 hour, laboratory .5 hour
Offered: Variable
Fee: $1. Introduces students to the Microsoft Windows environment. Emphasizes graphical user interface (GUI) to work with files and application software. [D; CSU]

CIS 140.
NETWORKING ACADEMY FUNDAMENTALS (CISCO CERTIFICATION PREPARATION)
3 UNITS
Recommended Preparation: CIS 130 or 139 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $1. Introduces network terminology, standards and protocols, Local Area Networks (LANs), Wide Area Networks (WANs), Open System Interconnection (OSI) models, cabling, routers, router programming, topologies, and Internet Protocol (IP). Emphasizes the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. (Same as ELEC 142.) [D; CSU]

CIS 144A.
ROUTERS AND INTERNETWORK FUNDAMENTALS (CISCO CERTIFICATION PREPARATION)
3 UNITS
Grade only
Prerequisite: CIS/ELEC 142 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $1. Introduces Local Area (LANs) and Wide Area Networks (WANs), Open System Interconnection (OSI) models, Ethernet, Token Ring, Fiber Distributed Data Interface, and Transmission Control Protocol/Internet Protocol (TCP/IP) addressing protocol, and dynamic routing. Emphasizes network administrator’s problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. [D; CSU]

CIS 144B.
ADVANCED ROUTERS AND LAN NETWORKING
3 UNITS
Grade only
Prerequisite: CIS 144A or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $1. Introduces network switches, Local Area Network (LAN) and Virtual Local Area Network (VLAN) with an emphasis on design, configuration, troubleshooting, and maintenance. Emphasizes hands-on experience utilizing and configuring LANs, Wide Area Networks (WANs), Internetwork Packet Exchange (IPX) routing, and Interior Gateway Routing Protocol (IGRP) implementations [D; CSU]

CIS 144C.
WIDE AREA NETWORKS IMPLEMENTATION AND SUPPORT
3 UNITS
Grade only
Prerequisite: CIS 144B or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $1. Introduces Wide Area Networks (WANs), Integrated Services Digital Networks (ISDN’s), and Point-to-Point Protocols (PPP) and Frame Relay design and network engineering. Introduces installation, configuration, and maintenance of Wide Area Networks WANs, ISDNs, PPP and Frame Relay protocols. Emphasizes the testing, documentation, analysis, and troubleshooting of Cisco networks. [D; CSU]

CIS 146.
INTRODUCTION TO STRUCTURED QUERY LANGUAGE (SQL)
2 UNITS
Recommended Preparation: CIS 106 or equivalent
Lecture 2 hours, laboratory 1 hour
Offered: Variable
Fee: $1. Introduction to Structured Query Language (SQL) and industry strength database systems. Hands-on planning, modeling, creation, and maintenance of SQL database systems using both command line and graphical-user interface tools. The software package is MS SQL Server. [D; CSU]

CIS 147.
NETWORK SECURITY
3 UNITS
Grade only
Limitation on Enrollment: Students who have successfully completed CIS 144C or have valid CCNA certification or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $1. Students learn how deploy security techniques on the Cisco Internetwork Operating System (IOS) to protect network resources and mitigate network threats. Prepares students to take the Securing Cisco IOS Networks (SECUR) exam, which is one in a series of five exams that lead to the Cisco Security Specialist certification. [D; CSU]

COURSE DESCRIPTIONS
380
CIS 150.
INTRODUCTION TO
TELECOMMUNICATIONS AND THE
INTERNET
1 UNIT
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 1 hour, laboratory .5 hour
Offered: Variable
Fee: $1. Introduces students to the uses and applications of telecommunications systems and services. Emphasizes the Internet as a major information resource and tool and provides a thorough working knowledge of the Internet, its protocols, and related services. [D; CSU]

CIS 151.
RESEARCH USING THE INTERNET
1 UNIT
Recommended Preparation: CIS 150 or equivalent
Lecture .5 hour, laboratory 1 hour
Offered: Variable
Fee: $2. Focuses on the Internet as a research tool. Includes finding, evaluating, downloading, citing Web resources, Web browsers, search engines, directories, databases, and Web pages. Emphasizes the development of Internet search strategies and how to evaluate sources. (Same as LIB 151.) [D; CSU]

CIS 152.
USING HTML AND CSS TO CREATE WEB
PAGES
2 UNITS
Lecture 2 hours, laboratory 1 hour
Offered: Variable
Fee: $1. Introduces Hypertext Markup Language (HTML5) and Cascading Style Sheets (CSS3). Provides insight on the modern way to create and format dynamic websites that can be used by computers and portable devices like iPods, cell phones, or personal data assistants (PDAs). Includes hands-on universal web design and accessibility standards. [D; CSU]

CIS 153.
INTERNET PROGRAMMING USING JAVA/
J++
4 UNITS
Recommended Preparation: CIS 106 and 115, or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Variable
Fee: $1. Internet visual applications development using the Java or the J++ programming systems. Hands-on use and manipulation of Java/J++ applet and language class libraries and Internet events, forms, components, and multimedia capabilities.
[D; CSU; UC]

CIS 158.
IMAGING FOR THE WORLD WIDE WEB
(PHOTOSHOP)
3 UNITS
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring
Fee: $1. Provides hands-on application of Adobe Photoshop, the industry standard in digital imaging for print and the Web. Focuses on techniques for creating and converting images to web file formats. Includes a look at image sampling, enhancement, 2D and 3D transforms, compression, restoration, and manipulation.
[D; CSU]

CIS 162.
WEBSITE UNIVERSAL DESIGN
2 UNITS
Lecture 2 hours, laboratory 1 hour
Offered: Variable
Fee: $1. Emphasizes key web universal design principles, as well as pitfalls and how to avoid them. Focuses on design tips, guidelines, and standards to ensure the website project works. Includes making the site 508 standards compliant, cascading style sheets, using color and images effectively, and publicizing the site.
[D; CSU]

CIS 165.
JAVASCRIPT PROGRAMMING
3 UNITS
Recommended Preparation: CIS 101 or 106 or equivalent
Lecture 2.5 hours, laboratory 2.5 hours
Offered: Fall
Introduces student to JavaScript programming focusing on creating interactive Web pages. Emphasizes integration with Hypertext Markup Language (HTML), writing and calling JavaScript functions, event handling, and arrays. Creates a variety of effects and how to apply skills to common business situations. [D; CSU]

CIS 166.
C# PROGRAMMING
3 UNITS
Recommended Preparation: CIS 101 or 106 or equivalent
Lecture 2.5 hours, laboratory 2.5 hours
Offered: Variable
Introduces C# programming methods using Visual C#.NET. Includes C# syntax and programming constructs of decision making, data types, member methods and properties using an object-oriented approach to development, and introduction to user defined classes. [D; CSU; UC]

CIS 167.
QUALITY ASSURANCE AND SOFTWARE
TESTING
3 UNITS
Recommended Preparation: CIS 101 or 106 or equivalent
Lecture 2.5 hours, laboratory 2.5 hours
Offered: Variable
Introduces software testing techniques. Covers topics including test design, test management, testing tools requirements modeling, and automated tests suites. [D; CSU]

CIS 168A.
DATABASE DESIGN
5 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading or equivalent
Lecture 4 hours, laboratory 3 hours
Offered: Variable
Covers the foundational aspects of relational databases, database design (conceptual data models objects, relationships between objects and the rules defining these relationships) culminating with a final project where the physical model is created. Culminates with a brief introduction to SQL (structured query language) which will be used as the vehicle of access for all physical models implemented. [D; CSU]
CIS 168B. DATABASE PROGRAMMING WITH SQL 5 UNITS
Grade only
Prerequisite: CIS 168A or equivalent
Lecture 4 hours, laboratory 3 hours
Offered: Fall
Covers relational database manipulation through the powerful Structured Query Language (SQL). Emphasizes the SQL commands, functions, and operators supported by Oracle as extensions to standard SQL. Creates and maintains database objects such as tables, indexes, views, constraints, and sequences. [D; CSU]

CIS 168C. DATABASE PROGRAMMING WITH PL/SQL 5 UNITS
Grade only
Prerequisite: CIS 168B or equivalent
Lecture 4 hours, laboratory 3 hours
Offered: Variable
Introduces students to the PL/SQL programming environment. PL/SQL is the procedural language extension to SQL and is Oracle Corporation's standard data access language for relational databases. PL/SQL overcomes the limitations of the SQL programming language because it includes procedural logic constructs such as variables, constants, conditional statements, and iterative controls. [D; CSU]

CIS 226. OPERATING SYSTEMS AND COMMAND LANGUAGES 3 UNITS
Grade only
Recommended Preparation: CIS 101 and 106, or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring
Fee: $1. Surveys the structure and functions of modern operating systems; use of job control, commands, command language, and associated command language directives utilized to accomplish certain prespecified tasks. Uses UNIX System V as the Operating System (OS) vehicle of demonstration. [D; CSU; UC]

CIS 239. PROJECT MANAGEMENT 3 UNITS
Recommended Preparation: BUS 70 or CIS 122B or equivalent
Lecture 3 hours, laboratory 1 hour
Offered: Variable
Trains students to successfully manage projects working alone or with a team—an essential skill in today's job market and often the impetus for job promotions. (Same as BUS 239.) [D; CSU]

CIS 240. MICROSOFT OUTLOOK 2.5 UNITS
Lecture 2 hours, laboratory 2 hour
Offered: Fall, Spring
Introduces the concepts of office automation in today's modern office as it relates to communication, computers, and networks. Includes email with various attachments, online calendar, messaging, faxing, and contacts. Prepares students for the Microsoft Office Specialist Proficiency certificate in Microsoft Outlook. (Same as BUS 240) [D; CSU]

CIS 255. WEB SEARCH ENGINE VISIBILITY 2 UNITS
Recommended Preparation: CL 120 or equivalent; RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours, laboratory 1 hour
Offered: Fall, Spring
Covers how to get your website top placement with web searches. Introduces search engine marketing, including strategies, multimedia, and portable devices. Includes hands-on training with target keywords, measurement, and optimization. Practices the emerging social media like blogs, auctions, social networks, and advanced search using Web 2.0 tools. [D; CSU]

CIS 256. WEB SHOPPING CART WITH ADVANCED DREAMWEAVER 3 UNITS
Prerequisite: CIS 123 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Adds a shopping cart to your existing website. Uses free open-source software to set up and manage an online storefront. Covers how to manage e-store catalog, customize e-store appearance, market your shop online, using hands-on experience. Builds on skills obtained in CIS 123 Web Publishing with Dreamweaver. [D; CSU]

CIS 257. WEB 2.0 SOCIAL MEDIA STRATEGIES 3 UNITS
Recommended Preparation: CL 120 or equivalent CIS 101 or equivalent
Lecture 3 hours, laboratory 1 hour
Offered: Variable
Covers hands-on use of state-of-the-art Web 2.0 interactivity for commercial and personal use. Creates and optimizes social networks. Designs and implements social media strategies with multiple platforms. Integrates use of 2.0 tools into marketing and branding and measures results. Includes RSS feeds, blogs, wikis, casts, interactive video and photo sites, and cloud computing. [D; CSU]

CIS 290. WORK EXPERIENCE CIS APPLICATIONS I 2–4 UNITS
Limitation on Enrollment: Declared Computer Information System major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Computer Information Systems major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Fall, Spring
Applies principles and skills acquired in the Computer Information Systems major to on-the-job assignments. In addition to one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and instructor will evaluate each student's job performance. [D; CSU]

CIS 291. WORK EXPERIENCE CIS APPLICATIONS II 2–4 UNITS
Prerequisite: CIS 290 or equivalent
Limitation on Enrollment: Declared Computer Information System major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Computer Information Systems major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Fall, Spring
Applies principles and skills acquired in the Computer Information Systems major to on-the-job assignments. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and instructor will evaluate each student's job performance. [D; CSU]
CIS 292.  
WORK EXPERIENCE CIS APPLICATIONS III  
2-4 UNITS  
Prerequisite: CIS 291 or equivalent  
Limitation on Enrollment: Declared Computer Information System major  
Recommended Concurrent Enrollment:  
Enrollment in one other class directly related to the Computer Information Systems major in order to apply learned theory in a practical hands-on setting through an internship class  
Lecture 1 hour, laboratory 5–15 hours  
Offered: Fall, Spring  
Applies principles and skills acquired in the Computer Information Systems major to on-the-job assignments. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and instructor will evaluate each student’s job performance. [D; CSU]

CIS 293.  
WORK EXPERIENCE CIS APPLICATIONS IV  
2-4 UNITS  
Prerequisite: CIS 292 or equivalent  
Limitation on Enrollment: Declared Computer Information System major  
Recommended Concurrent Enrollment:  
Enrollment in one other class directly related to the Computer Information Systems major in order to apply learned theory in a practical hands-on setting through an internship class  
Lecture 1 hour, laboratory 5–15 hours  
Offered: Fall, Spring  
Applies principles and skills acquired in the Computer Information Systems major to on-the-job assignments. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and instructor will evaluate each student’s job performance. [D; CSU]

CIS 295.  
SELECTED TOPICS IN CIS  
1-3 UNITS  
Offered: Variable  
Permits students to study relevant topics within the field of computer information systems. [D; *CSU]  
* Please refer to the class schedule for specific course description and transferability information.

CIS 299.  
INDEPENDENT STUDY  
1-3 UNITS  
Limitation on Enrollment: Eligibility for independent study. See page 47.  
Offered: Variable  
Individual study or research in some area of computer information systems of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]  
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

COURSE DESCRIPTIONS

COMPUTER LITERACY COURSES

CL 120.  
COMPUTER LITERACY  
1 UNIT  
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
Lecture 1 hour, laboratory 1 hour  
Offered: Variable  
Fee: $1. Emphasizes input and output devices, the central processing unit, primary and secondary storage, software, programming languages, and navigation of the course management system. Provides interaction with a microcomputer operating system, spreadsheets, word processing, and Internet software. (Not open to students with credit in CIS 101 or MATH 130.) [D; CSU]

CONSTRUCTION INSPECTION COURSES

CI 10.  
BUILDING PLANS AND CONSTRUCTION DETAILS  
3 UNITS  
Grade only  
Lecture 3 hours  
Offered: Variable  

CI 20.  
INSPECTION OF MECHANICAL CONSTRUCTION  
3 UNITS  
Grade only  
Lecture 3 hours  
Offered: Fall  
Introduces all aspects of mechanical construction. Includes underground and above ground plumbing, water, gas, and air pipes and finishing of plumbing systems. Emphasizes principles of heat and ventilation systems. [D]

CI 40.  
ELECTRICAL INSPECTION  
3 UNITS  
Grade only  
Lecture 3 hours  
Offered: Variable  
Provides the study of electrical inspection procedures as applied to residential and light commercial construction. Includes topics in electrical theory, electrical plan reading and symbols, and electrical system components. [D]

CI 50.  
LEGAL FACTORS OF CONSTRUCTION INSPECTION  
3 UNITS  
Grade only  
Lecture 3 hours  
Offered: Spring  
Introduces both the Federal and State laws as it applies to building code enforcement, construction safety standards, workman’s compensation, and contract dispute resolution. [D]

CI 60.  
BUILDING CODES I  
3 UNITS  
Grade only  
Lecture 3 hours  
Offered: Fall  

CI 65.  
BUILDING CODES II  
3 UNITS  
Grade only  
Lecture 3 hours  
Offered: Spring  
Continuation of CI 60. Presents an enforcement perspective and continues the interpretation and application of the International Building Code (IBC). [D]
CI 70. INSPECTION OF ARCHITECTURAL DETAILS AND STRUCTURAL INSPECTION 3 UNITS

Grade only
Lecture 3 hours
Offered: Spring
Examines the properties of lumber, roofing, wall finished, flooring and covering, and glass and glazing finishes. Emphasizes structural plan reading and presents engineering principles for materials of construction. [D]

CI 80. SOILS ENGINEERING 3 UNITS

Grade only
Lecture 3 hours
Offered: Fall
Provides a study of the origin, formation, structure, and composition of soils as related to the inspection of soils for composition and support of structures. [D]

CI 90. CONSTRUCTION PROJECT MANAGEMENT 3 UNITS

Grade only
Recommended Preparation: Completion of one or more construction inspection college courses
Lecture 3 hours
Offered: Fall
Designed for construction inspection managers, military construction quality control representatives, projects engineers/architects, and newcomers to the construction inspection community seeking employment careers in construction quality control management. [D]

CI 105. CALIFORNIA GREEN CODE AND SUSTAINABLE TECHNOLOGIES 3 UNITS

Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Emphasizes the proper interpretation of the CAL-Green Building Code and green building technologies. Provides inspectors, designers, and contractors with the latest code requirements and national standards to promote sustainable communities. Includes site planning and development, energy conservation, storm water pollution prevention, and basic sustainability concepts. (Same as SES 105.) [D; CSU]

CI 295. SELECTED TOPICS IN CONSTRUCTION INSPECTION 1–3 UNITS

Offered: Variable
Permits students to study relevant topics within the field of construction inspection. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

CI 299. INDEPENDENT STUDY 1–3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of construction inspection of particular interest to the student and not included in regular courses of the College. [D; CSU]

CA 170. PROFESSIONAL COOKING—BASIC SKILLS 3 UNITS

Prerequisite: CA 181 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $40. Introduces students to the principles and application of basic culinary arts. Emphasizes basic knife skills, product identification, proper equipment usage, and time management skills. [D; CSU]

CA 171. SOUPS, STOCKS, AND SAUCES 3 UNITS

Prerequisite: CA 170 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $40. Prepares a variety of stocks, sauces, and soups. Emphasizes proper cooking techniques and palate development. [D; CSU]

CA 172. PROFESSIONAL COOKING—ADVANCED SKILLS 3 UNITS

Prerequisite: CA 170 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $40. Provides training in proper knife skills and butchery techniques. Explores cooking methods applied to the preparation of proteins. Introduces Garde manger and the art of food presentation techniques. [D; CSU]

CA 173. PROFESSIONAL COOKING—CULTURAL FOODS 3 UNITS

Prerequisite: CA 170 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $40. Explores various cultural cuisines, including discussion of the history, geography, and social customs related to each cuisine. Provides instruction and applies the principles of international food preparations. Emphasizes use of proper techniques and equipment. [D; CSU]
CA 181. 
FOOD SERVICE SAFETY, SANITATION, AND NUTRITION
1 UNIT

Lecture 1 hour, laboratory 1 hour
Offered: Variable

Introduces students to principles of food microbiology, food-borne diseases, as well as regulatory standards and measures required for the prevention of food-borne diseases. Meets current food protection standards for regulatory agents. Prepares students to test for the San Diego County food handlers’ certification. [D; CSU]

CA 182. 
INTRODUCTION TO BAKING SKILLS AND CULINARY ARTS
3 UNITS

Prerequisite: CA 181 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $40. Introduces students to basic baking techniques and to the primary ingredients utilized in the baking industry. Emphasizes weights, measures, and preparation of basic sweet dough, rolls, pie dough, fillings, cakes, and cookies. [D; CSU]

CA 183. 
FOOD PURCHASE AND CONTROL
2 UNITS

Recommended Preparation: BUS 183 or equivalent
Lecture 2 hours
Offered: Variable

Familiarizes students with basic aspects of purchase and cost control within the food service industry. Reviews basic mathematics utilized in food purchase calculations, discounts, markups, and skills required in forecasting operational needs, menu pricing, and cost control. Emphasizes essential skills required by employers within the industry. [D; CSU]

CA 184. 
PROFESSIONAL BAKING AND PASTRY PRODUCTION BASICS
3 UNITS

Prerequisite: CA 182 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $40. Trains students to prepare ingredients for doughs, pastries, fillings, and toppings using proper weights and measures. Emphasizes proper utilization of baking equipment and evaluation of finished baked products. Reviews regulations that affect the baking industry. [D; CSU]

CA 185. 
PROFESSIONAL PASTRY DESIGN AND DECORATING
3 UNITS

Prerequisite: CA 182 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $40. Trains students in the application of professional-level pastry design and decoration techniques. Emphasizes the design, decoration, and presentation of traditional pastries and wedding cakes. Students learn to prepare sugar- and chocolate-based icings and fillings. [D; CSU]

CA 186. 
PROFESSIONAL BAKING AND PASTRY PRODUCTION—BREADS
3 UNITS

Prerequisite: CA 182 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $40. Covers advanced techniques utilized in the production, storage, evaluation, and presentation of uniform baked products. Emphasizes American and ethnic breads, rolls, pastries and fillings, and trains students in bakery layout and assembly techniques designed to maximize efficiency in the production of baked products. [D; CSU]

CA 187. 
PROFESSIONAL BAKING AND PASTRY PRODUCTION—COOKIES
3 UNITS

Prerequisite: CA 182 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $40. Introduces students to basic baking techniques and to the primary ingredients utilized in the baking industry. Emphasizes weights, measures, and preparation of basic sweet dough, rolls, pie dough, fillings, cakes, and cookies. [D; CSU]

CA 188. 
PROFESSIONAL BAKING AND PASTRY PRODUCTION—CAKES
3 UNITS

Prerequisite: CA 182 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $40. Covers advanced techniques utilized in the production, storage, evaluation, and presentation of uniform baked products. Emphasizes American and ethnic breads, rolls, pastries and fillings, and trains students in bakery layout and assembly techniques designed to maximize efficiency in the production of baked products. [D; CSU]

CA 189. 
PROFESSIONAL BAKING AND PASTRY PRODUCTION—DESSERTS
3 UNITS

Prerequisite: CA 182 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $40. Covers advanced techniques utilized in the production, storage, evaluation, and presentation of uniform baked products. Emphasizes American and ethnic breads, rolls, pastries and fillings, and trains students in bakery layout and assembly techniques designed to maximize efficiency in the production of baked products. [D; CSU]

CA 190. 
COOPERATIVE WORK EXPERIENCE IN CULINARY ARTS I
2–4 UNITS

Grade only
Limitation on Enrollment: Declared Culinary Arts major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to Culinary Arts major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable

CA 191. 
COOPERATIVE WORK EXPERIENCE IN CULINARY ARTS II
2–4 UNITS

Grade only
Prerequisite: CA 290 or equivalent
Limitation on Enrollment: Declared Culinary Arts major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to Culinary Arts major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable

CA 192. 
COOPERATIVE WORK EXPERIENCE IN CULINARY ARTS III
2–4 UNITS

Grade only
Prerequisite: CA 290 or equivalent
Limitation on Enrollment: Declared Culinary Arts major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to Culinary Arts major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable

CA 290. 
COOPERATIVE WORK EXPERIENCE IN CULINARY ARTS I
2–4 UNITS

Grade only
Limitation on Enrollment: Declared Culinary Arts major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to Culinary Arts major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable

CA 291. 
COOPERATIVE WORK EXPERIENCE IN CULINARY ARTS II
2–4 UNITS

Grade only
Prerequisite: CA 290 or equivalent
Limitation on Enrollment: Declared Culinary Arts major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to Culinary Arts major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable

CA 292. 
COOPERATIVE WORK EXPERIENCE IN CULINARY ARTS III
2–4 UNITS

Grade only
Prerequisite: CA 290 or equivalent
Limitation on Enrollment: Declared Culinary Arts major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to Culinary Arts major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable

CA 293. 
COOPERATIVE WORK EXPERIENCE IN CULINARY ARTS IV
2–4 UNITS

Grade only
Prerequisite: CA 290 or equivalent
Limitation on Enrollment: Declared Culinary Arts major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to Culinary Arts major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable

CA 294. 
COOPERATIVE WORK EXPERIENCE IN CULINARY ARTS V
2–4 UNITS

Grade only
Prerequisite: CA 290 or equivalent
Limitation on Enrollment: Declared Culinary Arts major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to Culinary Arts major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
CA 293.
COOPERATIVE WORK EXPERIENCE IN CULINARY ARTS IV
2–4 UNITS
Grade only
Prerequisite: CA 292 or equivalent
Limitation on Enrollment: Declared Culinary Arts major
Recommended Concurrent Enrollment: Enroll in one other class directly related to Culinary Arts major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Applies principles and skills acquired in business occupational majors to on-the-job assignments. In addition to weekly class activities, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student’s job performance. [D; CSU]

CA 295.
SELECTED TOPICS IN CULINARY ARTS 1–3 UNITS
Offered: Variable
Permits students to study relevant subjects within the field of culinary arts. The specific objectives, methods of instruction, and units of credit to be determined individually for projects proposed under this course description. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

CA 299.
INDEPENDENT STUDY 1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual research or study in some facet of culinary arts of interest to the student and not included in the regular courses offered by the College. [D; CSU]

DANCE COURSES

DANC 109.
MODERN DANCE I 1.5 UNITS
Grade only
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Emphasizes the study of contemporary modern dance as performance art consisting of basic dance technique, fundamental rhythms applicable to dance, and elements of dance design for the beginner. [D; CSU; UC]

DANC 110.
MODERN DANCE II 1.5 UNITS
Grade only
Prerequisite: DANC 109 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Fall, Spring, Summer
Emphasizes the progressive study of beginning to advanced-beginning level in modern dance techniques and dance studies. [D; CSU; UC]

DANC 111.
MODERN DANCE III 1.5 UNITS
Grade only
Prerequisite: DANC 110 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Emphasizes the study of intermediate modern dance technique for the performance-oriented student. [D; CSU; UC]

DANC 112.
MODERN DANCE IV 1.5 UNITS
Grade only
Prerequisite: DANC 111 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Emphasizes the study of advanced-intermediate modern dance techniques for the performance-oriented student. [D; CSU; UC]

DANC 113.
BALLET I 1.5 UNITS
Grade only
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Emphasizes the study of beginning classical ballet techniques consisting of a barre warm-up and center work, including adage, allegro, jumps, turns, and locomotor movement. [D; CSU; UC]

DANC 114.
BALLET II 1.5 UNITS
Grade only
Prerequisite: DANC 113 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Emphasizes the study of advanced-beginning classical ballet techniques consisting of a barre warm-up and center work, including adage, allegro, jumps, turns, and locomotor movement. [D; CSU; UC]

DANC 115.
BALLET III 1.5 UNITS
Grade only
Prerequisite: DANC 114 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Emphasizes the study of intermediate classical ballet technique consisting of a barre warm-up and center work, including adage, allegro, jumps, turns, and locomotor movement. [D; CSU; UC]

DANC 116.
BALLET IV 1.5 UNITS
Grade only
Prerequisite: DANC 115 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Emphasizes the study of advanced-intermediate classical ballet techniques consisting of a barre warm-up and center work, including adage, allegro, jumps, turns, and locomotor movement. [D; CSU; UC]
DANC 117.
JAZZ DANCE I
1.5 UNITS
Grade only
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Emphasizes the study of beginning jazz dance techniques, consisting of a structured warm-up, center work, locomotor movement, and jazz dance combinations set to contemporary jazz music. [D; CSU; UC]

DANC 118.
JAZZ DANCE II
1.5 UNITS
Grade only
Prerequisite: DANC 117 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Emphasizes the study of beginning-intermediate level skills in jazz techniques consisting of a structured warm-up, center work, locomotor movement, and jazz dance combinations set to contemporary jazz music for the performance-oriented student. [D; CSU; UC]

DANC 119.
JAZZ DANCE III
1.5 UNITS
Grade only
Prerequisite: DANC 118 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Emphasizes the study of intermediate level skills in jazz techniques consisting of a structured warm-up, center work, locomotor movement, and jazz dance combinations set to contemporary jazz music for the performance-oriented student. [D; CSU; UC]

DANC 120.
JAZZ DANCE IV
1.5 UNITS
Grade only
Prerequisite: DANC 119 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Emphasizes the study of advanced-intermediate level skills in jazz techniques consisting of a structured warm-up, center work, locomotor movement, and jazz dance combinations set to contemporary jazz music for the performance-oriented student. [D; CSU; UC]

DANC 121.
DANCE CHOREOGRAPHY I
2 UNITS
Grade only
Lecture 1 hour, laboratory 3 hours
Offered: Variable
Introduces the performance-oriented dancer to the elements of choreography through creating and participating in short dance studies. Requires a performance of student choreography at the end of the semester. [D; CSU; UC]

DANC 122.
DANCE CHOREOGRAPHY II
2 UNITS
Grade only
Prerequisite: DANC 121 or equivalent
Lecture 1 hour, laboratory 3 hours
Offered: Fall
Continues the exploration of choreographic techniques for the performance-oriented dancer through creating and participating in short dance studies. [D; CSU; UC]

DANC 123.
DANCE CHOREOGRAPHY III
2 UNITS
Grade only
Prerequisite: DANC 122 or equivalent
Lecture 1 hour, laboratory 3 hours
Offered: Variable
Progresses to a more in-depth survey and analysis of dance movement potential and creative development of the choreographic dance process. [D; CSU; UC]

DANC 124.
DANCE CHOREOGRAPHY IV
2 UNITS
Grade only
Prerequisite: DANC 123 or equivalent
Lecture 1 hour, laboratory 3 hours
Offered: Variable
Progresses to a more in-depth survey and analysis of dance movement potential and creative development of the choreographic dance process for the advanced-intermediate dancer. [D; CSU; UC]
DANC 129.  
DANCE REHEARSAL WORKSHOP I  
1 UNIT

Grade only
Limitation on Enrollment: Enrollment subject to assessment of ability to perform choreography.
Assessment will be conducted the first week of class meeting
Laboratory 3 hours
Offered: Variable
Emphasizes the learning and rehearsing or choreographing of dances to be selected for performance in annual dance production. Requires attendance of scheduled rehearsals. (Selection by audition.) [D; CSU; UC]

DANC 130.  
DANCE REHEARSAL WORKSHOP II  
1 UNIT

Grade only
Prerequisite: DANC 129 or equivalent
Limitation on Enrollment: Enrollment subject to assessment of ability to perform choreography. Assessment will be conducted the first week of class meeting
Laboratory 3 hours
Offered: Variable
Emphasizes the progressive development in the learning and rehearsing or choreographing of dances to be selected for performance in annual dance production. Requires attendance of scheduled rehearsals. [D; CSU; UC]

DANC 131.  
DANCE REHEARSAL WORKSHOP III  
1 UNIT

Grade only
Prerequisite: DANC 130 or equivalent
Limitation on Enrollment: Enrollment subject to assessment of ability to perform choreography. Assessment will be conducted the first week of class meeting
Laboratory 3 hours
Offered: Variable
Emphasizes the progressive development in the learning and rehearsing or choreographing of dances to be selected for performance in annual dance production. Requires attendance of scheduled rehearsals. [D; CSU; UC]

DANC 132.  
DANCE REHEARSAL WORKSHOP IV  
1 UNIT

Grade only
Prerequisite: DANC 131 or equivalent
Limitation on Enrollment: Enrollment subject to assessment of ability to perform choreography. Assessment will be conducted the first week of class meeting
Laboratory 3 hours
Offered: Variable
Emphasizes the progressive development in the learning and rehearsing or choreographing of dances to be selected for performance in annual dance production. Requires attendance of scheduled rehearsals. [D; CSU; UC]

DANC 133.  
DANCE PERFORMANCE WORKSHOP I  
1 UNIT

Grade only
Prerequisite: DANC 129, 130, 131, or 132, or equivalent
Limitation on Enrollment: Enrollment subject to assessment of ability to perform choreography. Assessment will be conducted the first week of class meeting
Laboratory 3 hours
Offered: Variable
Emphasizes the rehearsing of dances selected for performance in semi-annual dance production and the learning of the fundamentals of staging dance and dance performance. Requires attendance at rehearsals and performances. [D; CSU; UC]

DANC 134.  
DANCE PERFORMANCE WORKSHOP II  
1.5 UNITS

Grade only
Prerequisite: DANC 130, 131, or 132, or equivalent
Limitation on Enrollment: Enrollment subject to assessment of ability to perform choreography. Assessment will be conducted during the first week of class meeting
Laboratory 3 hours
Offered: Variable
Emphasizes the rehearsal and performance of dances selected for semi-annual dance production and the progressive improvement of skills in staging dance and dance performance. Requires attendance at rehearsals and performances. [D; CSU; UC]

DANC 135.  
DANCE PERFORMANCE WORKSHOP III  
1 UNIT

Grade only
Prerequisite: DANC 131 or 132 or equivalent
Limitation on Enrollment: Enrollment subject to assessment of ability to perform choreography. Assessment will be conducted during the first week of class meeting
Laboratory 3 hours
Offered: Variable
Emphasizes the rehearsal and performance of dances selected for semi-annual dance production and the progressive improvement of skills in staging dance and dance performance. Requires attendance at rehearsals and performances. [D; CSU; UC]

DANC 136.  
DANCE PERFORMANCE WORKSHOP IV  
1 UNIT

Grade only
Prerequisite: DANC 132 or equivalent
Limitation on Enrollment: Enrollment subject to assessment of ability to perform choreography. Assessment will be conducted during the first week of class meeting
Laboratory 3 hours
Offered: Variable
Emphasizes the rehearsal and performance of dances selected for semi-annual dance production and the progressive improvement of skills in staging dance and dance performance. Requires attendance at rehearsals and performances. [D; CSU; UC]

DANC 137.  
AMERICAN BALLROOM AND SOCIAL DANCE I  
1.5 UNITS

Grade only
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Emphasizes ballroom dance forms presenting beginning steps for fox-trot, waltz, current Latin dances, and swing dances. [D; CSU; UC]

DANC 138.  
AMERICAN BALLROOM AND SOCIAL DANCE II  
1.5 UNITS

Grade only
Prerequisite: DANC 137 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Emphasizes ballroom dance forms presenting advanced-beginning steps for fox-trot, waltz, current Latin dances, and swing dances. [D; CSU; UC]
DANC 139. AMERICAN BALLROOM AND SOCIAL DANCE III 1.5 UNITS
Grade only
Prerequisite: DANC 138 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Fall, Spring, Summer
Emphasizes ballroom dance forms presenting intermediate steps for fox-trot, waltz, current Latin dances, and swing dances. [D; CSU; UC]

DANC 140. AMERICAN BALLROOM AND SOCIAL DANCE IV 1.5 UNITS
Grade only
Prerequisite: DANC 139 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Fall, Spring, Summer
Emphasizes the progression to more advanced-intermediate steps for fox-trot, waltz, current Latin, and swing dances. [D; CSU; UC]

DANC 141. LATIN DANCE I 1.5 UNITS
Grade only
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Covers beginning dance skills, dance patterns and variations for Latin social dances, including cha cha, bachata, cumbia, danzon, samba, merengue, mambo, salsa, and rhumba. [D; CSU; UC]

DANC 142. LATIN DANCE II 1.5 UNITS
Grade only
Prerequisite: DANC 141 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Progresses to advanced-beginning dance skills, dance patterns and variations for Latin social dances, including cha cha, bachata, cumbia, danzon, samba, merengue, mambo, salsa, and rhumba. [D; CSU; UC]

DANC 143. LATIN DANCE III 1.5 UNITS
Grade only
Prerequisite: DANC 142 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Progresses to intermediate dance skills, dance patterns and variations for Latin social dances, including cha cha, bachata, cumbia, danzon, samba, merengue, mambo, salsa, and rhumba. [D; CSU; UC]

DANC 144. LATIN DANCE IV 1.5 UNITS
Grade only
Prerequisite: DANC 143 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Progresses to advanced-intermediate dance skills, dance patterns and variations for Latin social dances, including cha cha, bachata, cumbia, danzon, samba, merengue, mambo, salsa, and rhumba. [D; CSU; UC]

DANC 145. AFRICAN DANCE I 1.5 UNITS
Grade only
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Introduces beginning level dance skills and traditional dance steps for African cultural dances including the background and significant meaning of the dances. [D; CSU; UC]

DANC 146. AFRICAN DANCE II 1.5 UNITS
Grade only
Prerequisite: DANC 145 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Progresses to advanced-beginning level dance skills and traditional dance steps for African cultural dances including the background and significant meaning of the dances. [D; CSU; UC]

DANC 147. AFRICAN DANCE III 1.5 UNITS
Grade only
Prerequisite: DANC 146 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Progresses to intermediate level dance skills and traditional dance steps for African cultural dances including the background and significant meaning of the dances. [D; CSU; UC]

DANC 148. AFRICAN DANCE IV 1.5 UNITS
Grade only
Prerequisite: DANC 147 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Progresses to advanced-intermediate level dance skills and traditional dance steps for African cultural dances including the background and significant meaning of the dances. [D; CSU; UC]

DANC 149. CONDITIONING FOR DANCERS 2 UNITS
Grade only
Lecture 1 hour, laboratory 3 hours
Offered: Fall, Spring, Summer
Provides basic conditioning techniques that promote body awareness, improve body alignment, enhance and expedite body ability for dance skills, and aid in preventing injuries common to various dance styles. [D; CSU; UC]

DANC 150. TAP I 1.5 UNITS
Grade only
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Emphasizes the study of beginning tap techniques to instill musicality and creativity consisting of center, across-the-floor, and dance combinations. [D; CSU; UC]
<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>UNITS</th>
<th>GRADE</th>
<th>PREREQUISITE</th>
<th>Lecture Hours</th>
<th>Laboratory Hours</th>
<th>Offered</th>
<th>Emphasis</th>
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</thead>
<tbody>
<tr>
<td>DANC 151.</td>
<td>TAP DANCE II</td>
<td>1.5</td>
<td>Y</td>
<td>DANC 150 or equivalent</td>
<td>1</td>
<td>2</td>
<td>Variable</td>
<td>Study of advanced-beginning tap dance techniques to instill musicality and creativity consisting of center, across-the-floor, and dance combinations. [D; CSU; UC]</td>
</tr>
<tr>
<td>DANC 152.</td>
<td>TAP DANCE III</td>
<td>1.5</td>
<td>Y</td>
<td>DANC 151 or equivalent</td>
<td>1</td>
<td>2</td>
<td>Variable</td>
<td>Study of intermediate tap dance skills to increase clarity, musicality, and creativity. [D; CSU; UC]</td>
</tr>
<tr>
<td>DANC 153.</td>
<td>TAP DANCE IV</td>
<td>1.5</td>
<td>Y</td>
<td>DANC 152 or equivalent</td>
<td>1</td>
<td>2</td>
<td>Variable</td>
<td>Study of advanced-intermediate tap techniques with increased focus on clarity, musicality, and creativity. [D; CSU; UC]</td>
</tr>
<tr>
<td>DANC 160.</td>
<td>LYRICAL VARIATIONS I</td>
<td>1.5</td>
<td>Y</td>
<td>DANC 116 or equivalent</td>
<td>1</td>
<td>2</td>
<td>Fall, Spring, Summer</td>
<td>Study of contemporary neo-classical dance forms, consisting of a barre warm-up and center work, including adage, allegro, jumps, turns, and locomotor movement. [D; CSU; UC]</td>
</tr>
<tr>
<td>DANC 161.</td>
<td>LYRICAL VARIATIONS II</td>
<td>1.5</td>
<td>Y</td>
<td>DANC 160 or equivalent</td>
<td>1</td>
<td>2</td>
<td>Variable</td>
<td>Study of contemporary neo-classical dance forms, consisting of a barre warm-up and center work, including adage, allegro, jumps, turns, and locomotor movement. [D; CSU; UC]</td>
</tr>
<tr>
<td>DANC 162.</td>
<td>LYRICAL VARIATIONS III</td>
<td>1.5</td>
<td>Y</td>
<td>DANC 161 or equivalent</td>
<td>1</td>
<td>2</td>
<td>Variable</td>
<td>Study of contemporary neo-classical dance forms, consisting of a barre warm-up and center work, including adage, allegro, jumps, turns, and locomotor movement. [D; CSU; UC]</td>
</tr>
<tr>
<td>DANC 163.</td>
<td>LYRICAL VARIATIONS IV</td>
<td>1.5</td>
<td>Y</td>
<td>DANC 162 or equivalent</td>
<td>1</td>
<td>2</td>
<td>Variable</td>
<td>Study of contemporary neo-classical dance forms, consisting of a barre warm-up and center work, including adage, allegro, jumps, turns, and locomotor movement. [D; CSU; UC]</td>
</tr>
<tr>
<td>DANC 164.</td>
<td>HIP HOP I</td>
<td>1.5</td>
<td>Y</td>
<td>DANC 163 or equivalent</td>
<td>1</td>
<td>2</td>
<td>Fall, Spring, Summer</td>
<td>Study of contemporary neo-classical dance forms, consisting of a barre warm-up and center work, including adage, allegro, jumps, turns, and locomotor movement. [D; CSU; UC]</td>
</tr>
<tr>
<td>DANC 165.</td>
<td>HIP HOP II</td>
<td>1.5</td>
<td>Y</td>
<td>DANC 164 or equivalent</td>
<td>1</td>
<td>2</td>
<td>Variable</td>
<td>Study of contemporary neo-classical dance forms, consisting of a barre warm-up and center work, including adage, allegro, jumps, turns, and locomotor movement. [D; CSU; UC]</td>
</tr>
<tr>
<td>DANC 166.</td>
<td>HIP HOP III</td>
<td>1.5</td>
<td>Y</td>
<td>DANC 165 or equivalent</td>
<td>1</td>
<td>2</td>
<td>Variable</td>
<td>Study of contemporary neo-classical dance forms, consisting of a barre warm-up and center work, including adage, allegro, jumps, turns, and locomotor movement. [D; CSU; UC]</td>
</tr>
<tr>
<td>DANC 167.</td>
<td>HIP HOP IV</td>
<td>1.5</td>
<td>Y</td>
<td>DANC 166 or equivalent</td>
<td>1</td>
<td>2</td>
<td>Fall, Spring, Summer</td>
<td>Study of contemporary neo-classical dance forms, consisting of a barre warm-up and center work, including adage, allegro, jumps, turns, and locomotor movement. [D; CSU; UC]</td>
</tr>
<tr>
<td>DANC 168.</td>
<td>MUSICAL THEATRE DANCE I</td>
<td>1.5</td>
<td>Y</td>
<td>DANC 167 or equivalent</td>
<td>1</td>
<td>2</td>
<td>Variable</td>
<td>Study of contemporary neo-classical dance forms, consisting of a barre warm-up and center work, including adage, allegro, jumps, turns, and locomotor movement. [D; CSU; UC]</td>
</tr>
</tbody>
</table>
DANC 182. MUSICAL THEATRE DANCE II
1.5 UNITS
Grade only
Prerequisite: DANC 181 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Emphasizes the study of advanced beginner musical theatre dance techniques by performing pieces of choreography used in Broadway and off-Broadway musicals. Requires a final theatrical performance. [D; CSU; UC]

DANC 183. MUSICAL THEATRE DANCE III
1.5 UNITS
Grade only
Prerequisite: DANC 182 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Emphasizes the study of intermediate musical theatre dance techniques by performing pieces of choreography used in Broadway and off-Broadway musicals. Requires a final theatrical performance. [D; CSU; UC]

DANC 184. MUSICAL THEATRE DANCE IV
1.5 UNITS
Grade only
Prerequisite: DANC 183 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Variable
Emphasizes the study of advanced musical theatre dance techniques by performing pieces of choreography used in Broadway and off-Broadway musicals. Requires a final theatrical performance. [D; CSU; UC]

DANC 190. BALLET FOLKLORICO I
1.5 UNITS
Grade only
Prerequisite: DANC 116 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Fall
Introduces beginning level dance skills and traditional dance steps for folk dances from various regions of Mexico including the background and significant meaning of the dances. [D; CSU; UC]

DANC 191. BALLET FOLKLORICO II
1.5 UNITS
Grade only
Prerequisite: DANC 190 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Fall, Spring
Progresses to advanced-beginning level dance skills and traditional dance steps for folk dances from various regions of Mexico including the background and significant meaning of the dances. [D; CSU; UC]

DANC 192. BALLET FOLKLORICO III
1.5 UNITS
Grade only
Prerequisite: DANC 191 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Fall, Spring, Summer
Progresses to intermediate level dance skills and traditional dance steps with an emphasis on performance techniques for folk dances from various regions of Mexico including the background and significant meaning of the dances. [D; CSU; UC]

DANC 193. BALLET FOLKLORICO IV
1.5 UNITS
Grade only
Prerequisite: DANC 192 or equivalent
Lecture 1 hour, laboratory 2 hours
Offered: Fall, Spring, Summer
Progresses to advanced-intermediate level dance skills and traditional dance steps with an emphasis on advanced performance techniques for folk dances from various regions of Mexico including the background and significant meaning of the dances. [D; CSU; UC]

DANC 194. BALLET POINTE AND PARTNERING I
1.5 UNITS
Grade only
Prerequisite: DANC 116 or equivalent
Limitation on Enrollment: Enrollment subject to assessment of ability to perform choreography. Assessment will be conducted the first week of class meeting.
Lecture 1 hour, laboratory 2 hours
Offered: Fall
Explores beginning level pointe work and the fundamentals of partnering another dancer through the learning of original variations from past masters as well as contemporary work of choreographers working today. [D; CSU]

DANC 195. MUSIC FOR DANCERS
2 UNITS
Grade only
Lecture 1 hour, laboratory 3 hours
Offered: Variable
Emphasizes the relationship between music and dance through rhythmic notations and analysis. [D; CSU; UC]

DANC 200. DANCE HISTORY AND APPRECIATION
3 UNITS
Grade only
Lecture 3 hours
Offered: Variable
Provides for an understanding and appreciation of various art forms of dance: ballet, modern, jazz, and tap. Covers dance history and criticism including an overview of the different career options in dance. [D; CSU; UC]

DANC 201. DANCE COMPANY
2 UNITS
Grade only
Limitation on Enrollment: Enrollment subject to assessment of ability to perform choreography. Assessment will be conducted the first week of class meeting.
Lecture 1 hour, laboratory 3 hours
Offered: Fall, Spring
Develops performing and choreographic skills for the intermediate to advanced dancer. Explores basics of fundraising and promotion of dance while performing at K-12 schools, community events and dance festivals. By audition only. [D; CSU; UC]

DANC 295. SELECTED TOPICS IN DANCE
1-3 UNITS
Offered: Variable
Permits students to study relevant subjects within the field of dance. The specific objectives, methods of instruction, and units of credit to be determined individually for projects proposed under this course description. [D; *CSU]

* Please refer to the class schedule for specific course description and transferability information.
DANC 299.
INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual research or study in some facet of dance of interest to the student and not included in the regular courses offered by the College. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

DENTAL HYGIENE COURSES

DH 26.
DENTAL HYGIENE CLINICAL LICENSING EXAM PREPARATION
1 UNIT
Pass/No Pass only
Limitation on Enrollment: Graduation from an accredited dental hygiene program
Laboratory 4 hours
Offered: Variable
Prepares students for clinical board examination. Utilizes a mock board format to select an appropriate patient and complete forms required during the examination. Provides practice and enhances clinical dental hygiene skills. [ND]

DH 27.
INTRODUCTION TO DENTAL HYGIENE
1 UNIT
Pass/No Pass only
Introduces the profession of dental hygiene and the Southwestern College Dental Hygiene program. Emphasizes career options of the dental hygienist, requirements and technical standards of the dental hygiene program, and methods to enhance student success. [ND]

DH 101.
INTRODUCTION TO CLINICAL CONCEPTS
2 UNITS
Grade only
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Corequisite: DH 108
Lecture 2 hours
Offered: Variable
Introduces clinical procedures required for dental hygiene assessment, treatment planning, and oral healthcare. [D; CSU]

DH 106.
SPECIAL NEED PATIENT CARE
2 UNITS
Grade only
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Lecture 2 hours
Offered: Variable
Integrates methodologies needed for the dental hygiene treatment of patients throughout their lifespan from infancy through adulthood with special emphasis on geriatric patients and those patients with special needs. [D; CSU]

DH 108.
INTRODUCTION TO CLINICAL PRACTICE
2.5 UNITS
Grade only
Corequisite: DH 101
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Laboratory 8 hours
Offered: Fall
Provides laboratory experience in the skills and clinical procedures required for dental hygiene patient care. Introduces basic instrumentation techniques, infection control application, and management of medical emergencies in a clinical setting. [D; CSU]

DH 109.
DENTAL RADIOGRAPHY
3 UNITS
Grade only
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Lecture 2 hour, laboratory 3 hours
Offered: Fall
Emphasizes the principle of dental radiography and clinical application of procedures involved in exposing, processing interpreting, and evaluating radiographs, and images. Includes digital radiography, panorex, and digital camera. (Formerly DH 111A.) [D]

DH 112.
CLINIC I
4 UNITS
Grade only
Prerequisite: DH 108 or equivalent
Corequisite: DH 113A
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Laboratory 12 hours
Offered: Variable
Provides beginning clinical practice of basic dental hygiene treatment procedures. Includes patient assessment, treatment planning, oral hygiene instructions, radiographs, hand scaling, selective polishing, documentation, and related procedures on child, adolescent, adult, geriatric, and medically compromised patients. [D; CSU]

DH 113A.
CLINICAL CONCEPTS I
1 UNIT
Grade only
Corequisite: DH 112
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Laboratory 1 hour
Offered: Variable
Provides continuation of theory and skill development for clinical procedures required for dental hygiene patient care. [D; CSU]

DH 113B.
CLINICAL CONCEPTS II
1 UNIT
Grade only
Prerequisite: DH 113A or equivalent
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Laboratory 1 hour
Offered: Variable
Emphasizes intermediate theory and skill development for clinical procedures required for dental hygiene patient care. [D; CSU]
DH 113C.
CLINICAL CONCEPTS III
1 UNIT
Grade only
Prerequisite: DH 113B or equivalent
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Lecture 1 hour
Offered: Variable
Emphasizes advanced theory and skill development for clinical procedures required for dental hygiene patient care. [D; CSU]

DH 114.
HEAD AND NECK ANATOMY
2 UNITS
Grade only
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Lecture 2 hours, laboratory 1 hour
Offered: Variable
Provides an anatomical and morphological study of the structures of the head and neck. Includes muscles, nerves, blood vessels, and lymphatics with hands-on practice in a laboratory setting. [D; CSU]

DH 115.
PERIODONTICS
2 UNITS
Grade only
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Lecture 2 hours
Offered: Variable
Introduces periodontics including identification of the normal periodontium, and recognition of deviations from normal, etiology, pathogenesis, and classifications of periodontal disease; and examination, diagnostic, treatment, and maintenance procedures. [D; CSU]

DH 116.
DENTAL MATERIALS
2 UNITS
Grade only
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Lecture 1 hour, laboratory 3 hours
Offered: Variable
Provides a survey of dental materials and a rationale in the techniques of using them. [D; CSU]

DH 118.
TRANSITIONAL CLINIC
1.5 UNITS
Grade only
Prerequisite: DH 112 or equivalent
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Laboratory 5 hours
Offered: Variable
Provides advanced-beginning clinical practice of dental hygiene treatment procedures. Includes patient assessment, treatment planning, oral hygiene instructions, radiographs, hand scaling, selective polishing, documentation, and related procedures on more difficult child, adolescent, adult, geriatric and medically compromised patient cases. Emphasizes beginning experience using local anesthesia and ultrasonic scaling on patients. [D; CSU]

DH 121.
PAIN CONTROL
2 UNITS
Grade only
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Lecture 1 hour, laboratory 3 hours
Offered: Variable
Introduces the methods of pain control utilized in dental hygiene and in dentistry, including the administration of local anesthesia and the administration of nitrous oxide/oxygen sedation. [D; CSU]

DH 122.
CLINIC II
4 UNITS
Grade only
Prerequisite: DH 118 or equivalent
Corequisite: DH 113B
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Laboratory 12 hours
Offered: Variable
Provides intermediate clinical practice of dental hygiene treatment procedures on more difficult cases. Includes complex patient assessment, treatment planning, oral hygiene instructions, radiographs, local anesthesia, advanced hand and ultrasonic scaling, selective polishing, application of chemotherapeutic agents, sealants, documentation, and related procedures on child, adolescent, adult, geriatric, and medically compromised patients. [D; CSU]

DH 123.
ORAL ANATOMY AND PHYSIOLOGY
1 UNIT
Grade only
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Lecture 1 hour, laboratory 1 hour
Offered: Variable
Provides study of the orofacial region and morphologic aspects of the primary and secondary dentitions and their supporting structure. Emphasizes root structures of each permanent tooth. [D; CSU]

DH 124.
ORAL EMBRYOLOGY AND HISTOLOGY
2 UNITS
Grade only
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Lecture 2 hours
Offered: Variable
Introduces the embryologic development of the face, neck, and orofacial structures. Examines facial developmental disturbances, tooth development and eruption, the histology of the oral mucosa, gingival, dentogingival junctional tissues, enamel, and supporting structures. [D; CSU]

DH 125.
ORAL HEALTH
2 UNITS
Grade only
Limitation on Enrollment: Enrollment is limited to students enrolled in the Dental Hygiene program
Lecture 2 hours, laboratory 1 hour
Offered: Fall
Emphasizes the etiology and prevention of dental diseases and introduces patient education strategies. [D; CSU]
DH 200A.
COMMUNITY DENTAL HEALTH I
2 UNITS
Grade only
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Lecture 2 hours
Offered: Variable
Introduces the study of the philosophy and background of community dental health. Emphasizes program planning, implementation, and evaluation. Includes practical experience implementing programs in various community settings. [D; CSU]

DH 200B.
COMMUNITY DENTAL HEALTH II
2 UNITS
Grade only
Prerequisite: DH 200A or equivalent
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Lecture 1 hour, laboratory 3 hours
Offered: Fall
Continues the study of philosophy and the background of community dental health. Emphasizes public health program implementation, evaluation and analysis. Includes practical experience implementing programs in various community settings. [D; CSU]

DH 202.
CLINIC III
4 UNITS
Grade only
Prerequisite: DH 122 or equivalent
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Laboratory 12 hours
Offered: Variable
Provides advanced experience in clinical practice of all dental hygiene assessment, planning, educational, treatment, and evaluation procedures and documentation. Includes initial therapy as well as maintenance therapy, and related procedures on child, adolescent, adult, geriatric, and medically compromised patients of all levels of complexity, with increased accuracy and efficiency. [D; CSU]

DH 203.
PATHOLOGY
2 UNITS
Grade only
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Lecture 2 hours
Offered: Variable
Introduces general pathology with an emphasis on oral pathology to include: histology, physical descriptions, signs and symptoms, and treatment modalities. [D; CSU]

DH 205.
ADVANCED PERIODONTICS
2 UNITS
Grade only
Prerequisite: DH 115 or equivalent
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Lecture 2 hours
Offered: Variable
Introduces practical application of treatment planning, advanced principles of periodontal nonsurgical and surgical therapies, and techniques for advanced instrumentation. Includes instruction in soft tissue curettage and local administered antibiotic agents. [D; CSU]

DH 206.
DENTAL PHARMACOLOGY
2 UNITS
Grade only
Prerequisite: DH 114 or equivalent
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Lecture 2 hours
Offered: Variable
Provides a broad overview of the pharmacodynamics of drug actions. Includes modes of administration, mechanisms of action, biotransformation, excretion, drug interactions and side effects. Emphasizes those drugs relevant to the practice of dental hygiene. [D; CSU]

DH 211.
ETHICS AND JURISPRUDENCE
2 UNITS
Grade only
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Lecture 2 hours
Offered: Variable
Introduces fundamental factors necessary to be employed and practice within the ethical and legal framework of the state dental practice act and the code of ethics of the American Dental Hygienists’ Association (ADHA). [D; CSU]

DH 214.
SEMINAR
2 UNITS
Grade only
Limitation on Enrollment: Enrollment is limited to those students who are enrolled in the Dental Hygiene program
Lecture 2 hours
Offered: Variable
Provides independent and seminar study of dental hygiene case studies. Emphasizes practice management aspects of dental hygiene and job search techniques. Includes educational portfolio. [D; CSU]

DH 295.
SELECTED TOPICS IN DENTAL HYGIENE
1–3 UNITS
Offered: Variable
Permits students to study relevant topics within the field of dental hygiene. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

DH 299.
INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in dental hygiene of particular interest to the student. [D; CSU]
ECON 100. CONTEMPORARY ECONOMIC PROBLEMS
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Presents a nontechnical introduction to the basic concepts of economics. Investigates economic basis of such real-world problems as inflation, unemployment, economic power, and international trade deficits. (Does not fulfill the lower-division economics requirements for business or economics majors transferring to four-year institutions.) [D; CSU; UC]

ECON 101. PRINCIPLES OF ECONOMICS I
3 UNITS
Grade only
Prerequisite: MATH 60 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Introduces students to the basic tools necessary to analyze a nation’s economy from the macroeconomic perspective. Emphasizes core topics including: choices of individual economic decision-makers, scarcity and its effects, specialization and trade, market equilibrium, elasticity, production and cost theory, market structures, factor markets, and market failure. [D; CSU; UC]

ECON 295. SELECTED TOPICS IN ECONOMICS
1-3 UNITS
Offered: Variable
Permits students to study relevant topics within the field of economics. The specific objectives, methods of instruction and evaluation will be determined according to the topic. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

EDUCATION COURSES

ED 100. TUTOR TRAINING: LEVEL I
2 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours
Offered: Fall, Spring, Summer
Introduces effective tutoring principles and strategies. Includes guidelines for tutoring: how to plan, conduct, and evaluate productive tutoring sessions; components of effective intercultural tutoring; and strategies to facilitate student independence in learning. Three on-campus meetings. [D; CSU]

ED 101. TUTOR TRAINING: LEVEL II
2 UNITS
Grade only
Prerequisite: ED 100 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours
Offered: Variable
Focuses on increased understanding of learning and development as applicable to tutoring and the application of critical thinking skills to tutorial sessions. Includes topics such as motivation; learning preferences and strategies; self-regulation and goal setting; metacognition; mentoring; and tutoring in specific subject areas. Two on-campus meetings. [D; CSU]
COURSE DESCRIPTIONS

ED 102.
TUTOR TRAINING: LEVEL III
2 UNITS

Grade only
Prerequisite: ED 100 or equivalent
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours
Offered: Variable

Emphasizes group development especially from a leadership perspective. Provides survey theories about group dynamics, group success, and leadership strategies for prospective tutors and teachers. Focuses on leadership development, conflict, ethics in leadership, and evaluating learning outcomes. Incorporates the importance of roles and norms, group teaching strategies, motivating students, and styles of learning/leadership. [D; CSU]

ED 110.
TEACHING AND LEARNING PRACTICUM
2 UNITS

Prerequisite: ED 200 or equivalent
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 1 hour, laboratory 3 hours
Offered: Variable

Combines hands-on work with academic teacher preparation. Includes observation and participation in community classrooms to gain early, supervised experience. Includes weekly class meetings for reflection and instruction, requires observation and active participation in a California public K–12 classroom. [D; CSU]

ED 200.
TEACHING AS A PROFESSION
3 UNITS

Recommended Preparation: ENGL 115 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring

Provides students the opportunity to explore teaching as a profession. Includes career exploration, foundations of education, and critical issues related to teaching in a contemporary elementary public school setting. Examines California content standards and frameworks, as well as teacher performance standards. Requires a minimum of 45 hours of structured fieldwork in a diverse public elementary school classroom under the supervision of a certificated teacher. (Same as ENGL 200.) [D; CSU; UC]

ED 295.
SELECTED TOPICS IN EDUCATION
1–3 UNITS

Offered: Variable
Permits students to study relevant topics within the field of education. The specific objectives, methods of instruction and evaluation will be determined according to the topic. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

ED 299.
INDEPENDENT STUDY
1–3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable

Individual study of research in some area of education of particular interest to the student and not included in regular education courses of the College. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

ELECTRONICS COURSES

ELEC 10A.
MICROCOMPUTER REPAIR AND SERVICE
2 UNITS

Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 1.5 hours, laboratory 1.5 hours
Offered: Fall; Spring
Fee: $10. Provides instruction on microcomputer maintenance and service. Includes training in safety, hardware, software, computer assembly, customer relations, testing, troubleshooting, and replacing computer components. Includes operating system, applications, command line for technicians, and software diagnostics. (Same as CIS 10A) [D]

ELEC 10B.
MICROCOMPUTER HARDWARE AND SOFTWARE UPGRADE
2 UNITS

Recommended Preparation: ELEC/CIS 10A or equivalent; RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 1.5 hours, laboratory 1.5 hours
Offered: Fall; Spring
Fee: $10. Covers microcomputer hardware and software installation, upgrades, maintenance, and troubleshooting. Includes monitors, hard disk, internal and external tape backup, printers, memory, Compact Disk Read-Only Memory (CD-ROM), and sound cards. Covers Disk Operating System (DOS) and Windows. (Same as CIS 10B.) [D]

ELEC 20A.
MOBILE ELECTRONICS CERTIFICATION I
2 UNITS

Grade only
Lecture 1.5 hours, laboratory 1.5 hours
Offered: Fall
Fee: $1. Introduces students to mobile electronics theory and installation. Prepares them to install audio, video, and security systems in automobiles. [D]

ELEC 20B.
MOBILE ELECTRONICS CERTIFICATION II
2 UNITS

Grade only
Prerequisite: ELEC 20A or equivalent
Lecture 1.5 hours, laboratory 1.5 hours
Offered: Fall
Fee: $1. Introduces students to basic security system installation methods, remote starter installation, troubleshooting common problems, and mobile video system installation. [D]

ELEC 100.
INTRODUCTION TO ELECTRONICS
3 UNITS

Grade only
Lecture 3 hours
Offered: Variable
Fee: $3. Survey course covering the basic electrical and electronic concepts and the modern electronic systems in daily use. Includes DC circuits, magnetics, AC circuits, audio and radio, digital electronics and computers, small appliances, and introduction to automotive electronics. Designed to supply essential knowledge in this area in a basic mathematical manner and can be taken by both electronics and non-electronics majors. [D; CSU]
ELEC 109. OFFICE SUPPORT AND NETWORK TECHNICIAN 6 UNITS
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 5 hours, laboratory 5 hours
Offered: Fall, Spring, Summer
Introduces students to entry-level and upgrade training in computer maintenance and support; hardware upgrade and expansion; office equipment maintenance and service; data, voice, and video cabling installation; and customer relations. (Same as CIS 119) [D; CSU]

ELEC 142. NETWORKING ACADEMY FUNDAMENTALS (CISCO CERTIFICATION PREPARATION) 3 UNITS
Recommended Preparation: CIS 130 or 139 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $1. Introduces network terminology, standards and protocols, Local Area Networks (LANs), Wide Area Networks (WANs), Open System Interconnection (OSI) models, cabling, routers, router programming, topologies, and Internet Protocol (IP). Emphasizes the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. (Same as CIS 142) [D; CSU]

ELEC 147. COMPUTER REPAIR AND NETWORKING 12 UNITS
Grade only
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Recommended Concurrent Enrollment: ELEC 290
Lecture 8 hours, laboratory 12 hours
Offered: Variable
Fee: $1. Prepares students for work as electronics/computer technicians. Develops skills in basic and advanced computer repair and networking, using a variety of operating systems. [D; CSU]

ELEC 148. A+, NETWORK+ AND SERVER+ CERTIFICATION PREPARATION 12 UNITS
Grade only
Prerequisite: ELEC 147 or equivalent
Lecture 8 hours, laboratory 12 hours
Offered: Variable
Fee: $3. Prepares students for work as electronics/computer technicians. Develops skills in basic and advanced computer repair and networking, using a variety of operating systems. [D; CSU]

ELEC 149. MICROSOFT CERTIFIED DESKTOP SUPPORT TECHNICIAN (MCDST) CERTIFICATION 6 UNITS
Lecture 4 hours, laboratory 6 hours
Offered: Variable
Fee: $1. Prepares students to work as computer support technicians. Provides training for students in preparation for taking Microsoft Certified Desktop Support Technician examinations. [D; CSU]

ELEC 260. MICROCOMPUTER SYSTEMS AND A+ CERTIFICATION 4 UNITS
Grade only
Recommended Preparation: ELEC 10A and ELEC 10B, or equivalent; ELEC 138 and ELEC 152, or equivalent
Lecture 4 hours, laboratory 2 hours
Offered: Variable
Fee: $11. Covers the main hardware and software (operating system) aspects of IBM comparable personal computers to prepare students for occupations in this field and to pass the National A+ Certification Examination of Proficiency. [D; CSU]

ELEC 265. COMPUTER NETWORKING FOR N+ CERTIFICATION 4 UNITS
Grade only
Recommended Preparation: ELEC 260 or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Variable
Fee: $2. Includes the main hardware and software aspects of setting up and maintaining a computer network to prepare students for occupations in this field and to pass the National Network Certification Examination of Proficiency. [D; CSU]

ELEC 276. INTRODUCTION TO SECURITY + 4 UNITS
Grade only
Recommended Preparation: ELEC 260 and 265, or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Variable
Surveys important foundational principles for securing a network and managing risk in preparation for the Security+ Exam. Covers topics such as access control, identity management, SCADA, cloud computing, cryptography, mitigation, and deterrent techniques. [D; CSU]

ELEC 290. ELECTRONICS COOPERATIVE WORK EXPERIENCE I 2-4 UNITS
Grade only
Limitation on Enrollment: Declared Electronics major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Electronics major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, 5-15 hours
Offered: Variable
Applies principles and skills acquired in electronics occupational majors to on-the-job assignments. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student's job performance. [D; CSU]

ELEC 291. ELECTRONICS COOPERATIVE WORK EXPERIENCE II 2-4 UNITS
Grade only
Limitation on Enrollment: Declared Electronics major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Electronics major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, 5-15 hours
Offered: Variable
Applies principles and skills acquired in electronics occupational majors to on-the-job assignments. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student's job performance. [D; CSU]
**ELEC 292. ELECTRONICS COOPERATIVE WORK EXPERIENCE III**

2–4 UNITS

Grade only
Prerequisite: ELEC 291 or equivalent
Limitation on Enrollment: Declared Electronics major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Electronics major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, 5–15 hours
Offered: Variable
Applies principles and skills acquired in electronics occupational majors to on-the-job assignments. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student’s job performance. [D; CSU]

**ELEC 293. ELECTRONICS COOPERATIVE WORK EXPERIENCE IV**

2–4 UNITS

Grade only
Prerequisite: ELEC 292 or equivalent
Limitation on Enrollment: Declared Electronics major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Electronics major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, 5–15 hours
Offered: Variable
Applies principles and skills acquired in electronics occupational majors to on-the-job assignments. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student’s job performance. [D; CSU]

**ELEC 299. INDEPENDENT STUDY**

1–3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of electronics of particular interest to the student and not included in regular courses of the College. [D; CSU]

**EMERGENCY MEDICAL TECHNOLOGY COURSES**

**EMT 10. EMT REFRESHER 1 UNIT**

Pass/No Pass only
Limitation on Enrollment: Holds a current EMT certificate or has held certificate within last 48 months
Lecture 1 hour, laboratory .5 hour
Offered: Variable
Meets or exceeds county and state requirements for biennial EMT-I refresher training. [ND]

**EMT 109. EMERGENCY MEDICAL RESPONDER 2 UNITS**

Grade only
Corequisite: EMT 101
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours, laboratory .5 hour
Offered: Fall, Spring, Summer
Provides the first in the track for students interested in a career in emergency medical services. Covers national curriculum for Emergency Medical Responder (EMR) training. Includes basic and advanced first aid, care of patients with medical and traumatic emergencies, and emergency childbirth. [D; CSU]

**EMT 113. EMERGENCY MEDICAL TECHNICIAN—BASIC 5 UNITS**

Grade only
Prerequisite: EMT 101 and EMT 109 or equivalent; or EMT 125 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 5 hours, laboratory 1 hour
Offered: Fall, Spring, Summer
Introduces techniques of emergency care, as outlined by the Emergency Medical Services Education Standards (NAEMSES). Provides theory portion of program designed to prepare graduates to work in prehospital care (ambulance, firefighter) and emergency departments at EMT basic level. (Formerly EMT 112.) [D; CSU]

**EMT 113L. EMERGENCY MEDICAL TECHNICIAN LABORATORY—BASIC 3 UNITS**

Grade only
Prerequisite: EMT 113 or equivalent
Corequisite: EMT 101
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours, laboratory 4.5 hours
Offered: Fall, Spring, Summer
Fee: $40. Provides lecture and laboratory activities to attain competency at the EMT-Basic level. Includes competency-based skills training, community experience to observe and assess patients in a hospital emergency department (ED) and a ride-along with a Basic Life Support (BLS) ambulance crew. (Formerly EMT 112L.) [D; CSU]

**EMT 112. PRE-ACADEMY FIRE, POLICE, AND EMS FITNESS AND NUTRITION 3 UNITS**

Pass/No Pass only
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring, Summer
Explores the theory and application of cardiovascular fitness and strength training for individuals wanting to get physically and mentally prepared to attend a Police or Fire Academy or for a career in Emergency Medical Services (EMS). Includes an introduction to nutrition and wellness. (Same as AJ 32 and FS 32) [D]

**EMT 101. HEALTHCARE PROVIDER CPR 1 UNIT**

Pass/No Pass only
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 1 hour
Offered: Fall, Spring, Summer
Fee: $30. American Heart Association course designed to train and certify emergency medical personnel and healthcare providers in basic life support cardiopulmonary resuscitation (CPR). Provides certification and eight hours of continuing education for EMT, paramedic, and nursing personnel. [D; CSU]
EMT 125. WILDERNESS FIRST RESPONDER 4 UNITS
Grade only
Lecture 4 hours, laboratory 1.5 hours
Offered: Variable
Provides curriculum consistent with U.S. Department of Transportation first responder guidelines. Emphasizes medical care of the sick and injured while operating in extreme environments, using improvised equipment and managing delayed or prolonged evacuations. Optional certification is available through Wilderness Medical Associates (WMA). [D; CSU]

EMT 126. AMBULANCE STRIKE TEAM LEADER CERTIFICATION 1 UNIT
Pass/No Pass only
Limitation on enrollment: Recommendation of current employer and either (1) Ambulance Strike Team Provider online course (Allan Hancock College) or (2) Incident Command Systems (ICS) 100 and ICS 200, and a State-approved strike team program (eight-hour course)
Lecture 1 hour
Offered: Fall, Spring
Developed in cooperation with the State of California’s Office of Emergency Services (OES), the Emergency Medical Services Authority (EMSA), for certification of leaders in the ambulance industry for the role of Ambulance Strike Team (AST) or Medical Task Force (MTF) Leader. [ND]

EMT 295. SELECTED TOPICS IN EMERGENCY MEDICAL TECHNOLOGY 1–3 UNITS
Offered: Variable
Permits students to study relevant subjects within the field of emergency medical technology. The specific objectives, methods of instruction and units of credit to be determined individually for projects proposed under this course description. [D; *CSU]

EMT 299. INDEPENDENT STUDY 1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of emergency medical technology of particular interest to the student and not included in regular courses of the College. [D; CSU]

EMT 200L. ADVANCED LIFE SUPPORT PARAMEDIC LABORATORY I 3 UNITS
Pass/No Pass only
Corequisite: EMTP 200 and 202
Limitation on Enrollment: Acceptance into the paramedic program
Laboratory 9 hours
Offered: Fall
Fee: $40. Provides skills portion of the National Emergency Services Education Standards (NEMSES) published in 2009. Includes psychomotor skills for medication administration, intravenous access, advanced airway management, patient assessment, history taking, and physical examination. [D; CSU]

EMTP 115. PARAMEDIC PREPARATION 3.5 UNITS
Pass/No Pass only
Recommended Preparation: EMT 113 and EMT 113L or equivalent; and RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hour, laboratory 1.5 hours
Offered: Variable
Prepares the basic emergency medical technician (EMT) to begin paramedic training. Emphasizes review of EMT knowledge, human anatomy and physiology, math calculation, and electrocardiograph (ECG) interpretation. Provides the basic EMT with intensive scenario-based training. Designed to improve student success in paramedic school. [D; CSU]

EMTP 201. ADVANCED LIFE SUPPORT PARAMEDIC THEORY II 12 UNITS
Grade only
Prerequisite: EMTP 200 and 200L, or equivalent
Corequisite: EMTP 201L
Lecture 12 hours
Offered: Spring
Provides second half of paramedic didactic training. Follows National Emergency Medical Services Education Standards (NEMSES) published by U.S. Department of Transportation. Includes medical, special patients and EMS operations. [D; CSU]

EMTP 200. ADVANCED LIFE SUPPORT PARAMEDIC THEORY I 12 UNITS
Grade only
Corequisite: EMTP 200L
Limitation on Enrollment: Acceptance into the paramedic program
Lecture 12 hours
Offered: Fall
Fee: $20. Offers first half of paramedic didactic training. Follows National Emergency Medical Services Education Standards (NEMSES) published by U.S. Department of Transportation. Includes preparatory, airway, assessment, pharmacology, and trauma modules. [D; CSU]

EMTP 201L. ADVANCED LIFE SUPPORT PARAMEDIC LABORATORY II 3 UNITS
Pass/No Pass only
Prerequisite: EMTP 200 and 200L, or equivalent
Corequisite: EMTP 201 and 203
Laboratory 9 hours
Offered: Spring
Fee: $14. Continues skills portion of the National Emergency Services Education Standards (NEMSES) published in 2009. Includes psychomotor skills electrocardiograph (ECG) interpretations, electrical therapy, lab-simulated patient emergency calls, multpatient drills, and emergency childbirth. [D; CSU]
**EMTP 202. EMS COMMUNITY EXPERIENCE I**
1.5 UNITS
Pass/No Pass only
Corequisite: EMTP 200L
Limitation on Enrollment: Acceptance into the paramedic program
Laboratory 5.5 hours
Offered: Fall
Fee: $8. Provides Emergency Medical Services (EMS) observational experience in the hospital, clinic, and ambulance. Includes ambulance ride-alongs at area ambulance agencies and fire departments. Clinical sites expose students to the EMS patient in a secure, controlled environment. [D; CSU]

**EMTP 203. EMS COMMUNITY EXPERIENCE II**
1.5 UNITS
Pass/No Pass only
Prequisite: EMTP 202 or equivalent
Corequisite: EMTP 201L
Laboratory 5.5 hours
Offered: Spring
Provides hands-on experience in the hospital, clinic, and ambulance. Includes ambulance ride-alongs at area ambulance agencies and fire departments. Clinical sites expose students to the EMS patient in a secure and controlled environment. [D; CSU]

**EMTP 225. HOSPITAL CLINICAL EXPERIENCE FOR PARAMEDICS**
3 UNITS
Pass/No Pass only
Prequisite: EMTP 201 and 201L, or equivalent
Limitation on Enrollment: Student must complete criminal background check and drug screen prior to clinical experience
Laboratory 9 hours
Offered: Variable
Provides instruction to enhance student’s knowledge of emergency care in a clinical setting; opportunity to assist and observe in emergency rooms, as well as other areas of the facility under direct supervision of hospital staff. Takes place in varied shift assignments. [D; CSU]

**EMTP 230. FIELD TRAINING FOR PARAMEDICS I**
8 UNITS
Pass/No Pass only
Prequisite: EMTP 225 or equivalent
Laboratory 24 hours
Offered: Variable
Provides practicum experience for paramedic students to observe and participate in emergency medical care supervised by a preceptor in an ambulance. Requires 20 twenty-four hour shifts, and students must document at least 40 advanced life support (ALS) patient contacts and serve as a team leader. [D; CSU]

**EMTP 231. FIELD TRAINING FOR PARAMEDICS II**
1 UNIT
Pass/No Pass only
Prequisite: EMTP 225 or equivalent
Laboratory 3.5 hours
Offered: Variable
Receives assignment to a preceptor in an ambulance. Assists with prehospital care in emergencies of all types which includes completion of 480 clock hours to satisfy field internship requirements (California) for paramedics and registered nurses seeking paramedic licensure. [D; CSU]

**EMTP 250. PARAMEDIC NREMT REFRESHER**
2 UNITS
Limitation on Enrollment: Previous EMT or paramedic course completion or certification
Lecture 1.5 hours, laboratory 2 hours
Offered: Variable
Provides all continuing education hours required for biannual paramedic recertification. Follows California EMS Authority (CAEMSA) requirements for content directly or indirectly related to ALS patient care. Follows National Registry of Emergency Medical Technician Paramedic (NREMT) requirements for content in patient assessment, pharmacology, airway management, cardiology, medical and behavioral emergencies, trauma, obstetrics and pediatrics, and EMS operations. Students will receive certifications in Prehospital Trauma Life Support (PHTLS) and Pediatric Education for Prehospital Professionals (PEPP). [D; CSU]

**EMTP 295. SELECTED TOPICS IN EMERGENCY MEDICAL TECHNOLOGY AND PARAMEDIC**
1–3 UNITS
Offered: Variable
Permits students to study relevant subjects within the field of emergency medical technology and paramedic. The specific objectives, methods of instruction and units of credit to be determined individually for projects proposed under this course description. [D; *CSU]

**EMTP 299. INDEPENDENT STUDY**
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of emergency medical technology for paramedics of particular interest to the student and not included in regular courses of the College. [D; CSU]

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**ENGINEERING COURSES**

**ENGR 101. INTRODUCTION TO ENGINEERING CAREERS**
1 UNIT
Lecture 1 hour
Offered: Fall
Provides orientation to the various careers and future employment in engineering and related technical fields. Investigates education requirements, university programs, and student resources available on campus. [D; CSU; UC]

**ENGR 110. ENGINEERING DESIGN AND GRAPHICS**
3 UNITS
Grade only
Lecture 1 hour, laboratory 5 hours
Offered: Fall, Spring
Covers fundamentals of engineering graphics, the design process, and solid modeling. Develops skills and techniques of solid modeling (Creo and Solidworks) to create parts, assemblies and drawings, including orthographic, detail, sectional, and auxiliary views. Includes dimensioning and dimensional tolerance, and thread notation per AMSE Y 14.5m standards. [D; CSU; UC]
ENGR 120C.
ENGINEERING PROBLEM ANALYSIS—C/C++ LANGUAGE
3 UNITS
Grade only
Prerequisite: MATH 104 or MATH 244 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Fall
Introduces programming methodology and problem solving using C and C++. Emphasizes concepts of computer systems, algorithm design and development, data types, program structures, object-oriented programming, documentation, testing, and verification techniques. [D; CSU; UC]

ENGR 250.
ENGINEERING STATICS
3 UNITS
Grade only
Prerequisite: MATH 250 and PHYS 270 or equivalent
Lecture 3 hours
Offered: Fall
Analyzes engineering structures in equilibrium. Includes topics of 2D and 3D forces, moments, couples, vector mathematics, friction, distributed forces, centroids, moments of inertia, shear and bending diagrams, and virtual work. [D; CSU; UC]

ENGR 251.
ENGINEERING DYNAMICS
3 UNITS
Grade only
Prerequisite: ENGR 250 or equivalent
Lecture 3 hours
Offered: Spring
Analyzes kinematics and kinetics of particles in two- and three-dimensional motion. Includes Newton's and Euler's equations of motion, energy and momentum methods, impulsive motion and impact, systems of particles, kinetics and kinematics of rigid bodies in 2-D, and vibration and time response. Introduces 3-D dynamics of rigid bodies. [D; CSU; UC]

ENGR 270.
ELECTRICAL CIRCUITS
3 UNITS
Grade only
Prerequisite: PHYS 272 and MATH 251, or equivalent
Lecture 3 hours
Offered: Spring
Covers circuit analysis by reduction method, source transformations, mesh and nodal analysis, reduction of circuit to Norton or Thevenin's equivalent, analysis of operational amplifiers, mutual inductance, natural and step response of RC, RL, RCL circuits, alternating current circuits, phasors, impedance, and balanced three phase power networks. Includes computer programming using Spice and application software for circuit analysis. [D; CSU; UC]

ENGR 295.
SELECTED TOPICS IN ENGINEERING
1–3 UNITS
Offered: Variable
Permits students to study relevant topics within the field of engineering. The specific objectives, methods of instruction and evaluation to be determined by the students and instructor throughout the semester. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

ENGR 299.
INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of engineering of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

ENGL 61.
SENTENCE SKILLS: VERBS
.5 UNIT
Pass/No Pass only
Recommended Concurrent Enrollment: ENGL 71
Lecture .5 hour
Offered: Fall, Spring, Summer
Emphasizes writing correct verb forms in simple sentences, progressing from sentence modeling to sentence completion to sentence creation. Provides students the opportunity to create their own model sentences that can be incorporated into required writing assignments for any class. [ND]

ENGL 62.
SENTENCE SKILLS: SENTENCE STRUCTURE
.5 UNIT
Pass/No Pass only
Recommended Concurrent Enrollment: ENGL 71
Lecture .5 hour
Offered: Spring, Fall, Summer
Emphasizes the basic use of simple, compound and compound-complex sentence structures, progressing from sentence modeling to sentence completion to sentence creation, in order to avoid sentence fragments and run-on sentences. Focuses on creating model sentences that can be incorporated into required writing assignments for any class. [ND]

ENGL 63.
SENTENCE SKILLS: MODIFIERS
.5 UNIT
Pass/No Pass only
Recommended Concurrent Enrollment: ENGL 71
Lecture .5 hour
Offered: Fall, Spring, Summer
Emphasizes the use of adjectives, adverbs, phrases used as adjectives and adverbs, and relative clauses in order to create effective sentences, progressing from sentence modeling to sentence completion to sentence creation. Focuses on creating model sentences that can be incorporated into required writing assignments for any class. [ND]
ENGL 64. SENTENCE SKILLS: PUNCTUATION
.5 UNIT
Pass/No Pass only
Recommended Concurrent Enrollment: ENGL 71
Lecture .5 hour
Offered: Fall, Spring, Summer
Focuses on the basic use of correct punctuation, progressing from sentence modeling to sentence completion to sentence creation. Focuses on creating model sentences that can be incorporated into required writing assignments for any class. [ND]

ENGL 67. SENTENCE SKILLS: PREPOSITIONS, PRONOUNS, ARTICLES, AND PASSIVE VOICE
.5 UNIT
Pass/No Pass only
Recommended Concurrent Enrollment: ENGL 71
Lecture .5 hour
Offered: Fall, Spring, Summer
Emphasizes writing a variety of sentences, progressing from sentence modeling to sentence completion to sentence creation, while focusing on common language challenges for basic skills students. Provides students the opportunity to create their own model sentences that can be incorporated into required writing assignments for any class. [ND]

ENGL 71. BASIC COLLEGE WRITING AND EDITING
4 UNITS
Recommended Preparation: ESL 49D and ESL 49E or the equivalent skill level as determined by the Southwestern College ESL Assessment or English Assessment or equivalent
Lecture 5 hours
Offered: Fall, Spring, Summer
Fee: $1. Focuses on the writing of short essays in response to texts. Emphasizes the writing process, paragraph and essay structure, sentence construction, and editing for grammar, usage, and punctuation errors. Integrates reading and critical thinking with writing assignments. [ND]

ENGL 99. ACCELERATED INTRODUCTION TO READING AND WRITING ANALYTICALLY
5 UNITS
Lecture 5 hours
Offered: Fall, Spring, Summer
Provides an accelerated approach to prepare students to enroll in English 115 by focusing on strategies for comprehending, analyzing, and then responding to texts in organized, well-developed, thesis-driven essays. Includes instruction in the reading and writing process as well as in the fundamentals of critical thinking, research, and source evaluation. [ND]

ENGL 114. INTRODUCTION TO COLLEGE COMPOSITION
4 UNITS
Prerequisite: ENGL 71 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Fall, Spring
Fee: $1. Prepares students for college-level composition by focusing on strategies for comprehending, analyzing, and then responding to texts in organized, well-developed, thesis-driven essays. Includes instruction in the reading and writing process as well as in the fundamentals of critical thinking, research, and source evaluation. [D; CSU; UC]

ENGL 115. COLLEGE COMPOSITION: READING AND WRITING ANALYTICALLY
4 UNITS
Prerequisite: ENGL 99 or ENGL 114 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Fall, Spring, Summer
Fee: $1. Provides instruction and practice in reading and writing sophisticated expository, analytical, and argumentative essays. Emphasizes textual analysis, writing analytically, logical reasoning, research techniques, information literacy, and documentation. Includes drafting, revising, and editing written work. Focuses on a central theme, such as how we think, media literacy, or cultural globalization. Provides opportunities for collaboration and innovation. [D; CSU; UC]

ENGL 115H. HONORS COLLEGE COMPOSITION: READING AND WRITING ANALYTICALLY
4 UNITS
Prerequisite: ENGL 99 or ENGL 114 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent Lecture 4 hours
Limitation on Enrollment: Enrollment is limited to Honors students.
Offered: Fall, Spring, Summer
Fee: $1. Provides enriched instruction and practice in reading and writing sophisticated expository, analytical, and argumentative essays. Emphasizes textual analysis, writing analytically, logical reasoning, research techniques, information literacy, and documentation. Includes drafting, revising, and editing written work. Focuses on a central theme, such as how we think, media literacy, or cultural globalization. Provides opportunities for collaboration and innovation. [D; CSU; UC]

ENGL 116. CRITICAL THINKING AND ARGUMENT
4 UNITS
Prerequisite: ENGL 115 or ENGL 115H or ADN 140 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent
Lecture 4 hours
Offered: Fall, Spring, Summer
Fee: $1. Provides instruction in argumentation in critical writing, critical thinking, and analytical evaluation of complex texts. Emphasizes rhetorical analysis in terms of a text’s social, historical, and critical contexts. Includes the writing process, research strategies, information literacy, and proper documentation. [D; CSU; UC; C-ID ENGL 105]

ENGL 120. CREATIVE WRITING I
3 UNITS
Prerequisite: ENGL 115 or equivalent
Lecture 3 hours
Offered: Fall, Spring
Fee: $1. Focuses on the theory and practice of writing in the major genres with an emphasis on basic concepts and techniques. Includes the writing and analysis of fiction, nonfiction, drama, and poetry. (Formerly ENGL 117A.) [D; CSU; UC; C-ID ENGL 200]

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ENGL 121. CREATIVE WRITING II 3 UNITS
Prerequisite: ENGL 120 or equivalent
Lecture 3 hours
Offered: Fall, Spring
Continues the theory and practice of writing in the major genres with an emphasis on intermediate concepts and techniques. Includes the writing and analysis of fiction, nonfiction, drama, and poetry. (Formerly ENGL 117B.) [D; CSU; UC]

ENGL 122. CREATIVE WRITING III 3 UNITS
Prerequisite: ENGL 121 or equivalent
Lecture 3 hours
Offered: Fall, Spring
Continues the theory and practice of writing in the major genres at an advanced level. Emphasizes advanced concepts and techniques in the construction of accomplished works of fiction, poetry, drama, and creative nonfiction. (Formerly ENGL 117C.) [D; CSU]

ENGL 130. ADVANCED CREATIVE WRITING: FICTION I 3 UNITS
Prerequisite: ENGL 120 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing with a concentration in prose fiction. Emphasizes basic concepts and techniques through an in-depth examination of the craft. Covers topics from pre-writing to submission for publication. (Formerly ENGL 170A.) [D; CSU]

ENGL 132. ADVANCED CREATIVE WRITING: FICTION III 3 UNITS
Prerequisite: ENGL 131 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing prose fiction at the advanced level. Emphasizes advanced concepts and techniques in the creation of successful short stories through a rigorous examination of formal elements and craft. Covers prewriting, extensive rewriting, and the format for submission for publication. (Formerly ENGL 170C.) [D; CSU]

ENGL 131. ADVANCED CREATIVE WRITING: FICTION II 3 UNITS
Prerequisite: ENGL 130 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing prose fiction at the intermediate level. Emphasizes more complex concepts and techniques through an in-depth examination of the craft. Covers topics from pre-writing to submission for publication. (Formerly ENGL 170B.) [D; CSU]

ENGL 133. ADVANCED CREATIVE WRITING: FICTION IV 3 UNITS
Prerequisite: ENGL 132 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing prose fiction at the advanced level. Emphasizes more complex concepts and techniques through an in-depth examination of the craft. Covers topics from prewriting to submission for publication. (Formerly ENGL 170D.) [D; CSU]

ENGL 134. ADVANCED CREATIVE WRITING: FICTION V 3 UNITS
Prerequisite: ENGL 133 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing prose fiction at the advanced level. Emphasizes more complex concepts and techniques through an in-depth examination of the craft. Covers topics from prewriting to submission for publication. (Formerly ENGL 170E.) [D; CSU]

ENGL 135. ADVANCED CREATIVE WRITING: FICTION VI 3 UNITS
Prerequisite: ENGL 134 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing prose fiction at the advanced level. Emphasizes more complex concepts and techniques through an in-depth examination of the craft. Covers topics from prewriting to submission for publication. (Formerly ENGL 170F.) [D; CSU]

ENGL 136. ADVANCED CREATIVE WRITING: FICTION VII 3 UNITS
Prerequisite: ENGL 135 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing prose fiction at the advanced level. Emphasizes more complex concepts and techniques through an in-depth examination of the craft. Covers topics from prewriting to submission for publication. (Formerly ENGL 170G.) [D; CSU]

ENGL 137. ADVANCED CREATIVE WRITING: FICTION VIII 3 UNITS
Prerequisite: ENGL 136 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing prose fiction at the advanced level. Emphasizes more complex concepts and techniques through an in-depth examination of the craft. Covers topics from prewriting to submission for publication. (Formerly ENGL 170H.) [D; CSU]

ENGL 138. ADVANCED CREATIVE WRITING: FICTION IX 3 UNITS
Prerequisite: ENGL 137 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing prose fiction at the advanced level. Emphasizes more complex concepts and techniques through an in-depth examination of the craft. Covers topics from prewriting to submission for publication. (Formerly ENGL 170I.) [D; CSU]

ENGL 139. ADVANCED CREATIVE WRITING: FICTION X 3 UNITS
Prerequisite: ENGL 138 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing prose fiction at the advanced level. Emphasizes more complex concepts and techniques through an in-depth examination of the craft. Covers topics from prewriting to submission for publication. (Formerly ENGL 170J.) [D; CSU]

ENGL 140. ADVANCED CREATIVE WRITING: POETRY I 3 UNITS
Prerequisite: ENGL 120 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing with a concentration on poetry at the basic level. Emphasizes both traditional and modern techniques. Focuses on the writing of a wide range of forms covering topics from metrics and craft problems to publication. (Formerly ENGL 172A.) [D; CSU]

ENGL 141. ADVANCED CREATIVE WRITING: POETRY II 3 UNITS
Prerequisite: ENGL 140 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing with a concentration on poetry at an intermediate level. Emphasizes both traditional and modern techniques. Focuses on the writing of a wide range of forms covering topics from metrics and craft problems to publication. (Formerly ENGL 172B.) [D; CSU]

ENGL 142. ADVANCED CREATIVE WRITING: POETRY III 3 UNITS
Prerequisite: ENGL 141 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing with a concentration on poetry at the advanced level. Emphasizes both traditional and modern techniques. Focuses on the writing of a wide range of forms covering topics from metrics and craft problems to publication. (Formerly ENGL 172C.) [D; CSU]

ENGL 143. ADVANCED CREATIVE WRITING: POETRY IV 3 UNITS
Prerequisite: ENGL 142 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing with a concentration on poetry at the advanced level. Emphasizes both traditional and modern techniques. Focuses on the writing of a wide range of forms covering topics from metrics and craft problems to publication. (Formerly ENGL 172D.) [D; CSU]

ENGL 144. ADVANCED CREATIVE WRITING: POETRY V 3 UNITS
Prerequisite: ENGL 143 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing with a concentration on poetry at the advanced level. Emphasizes both traditional and modern techniques. Focuses on the writing of a wide range of forms covering topics from metrics and craft problems to publication. (Formerly ENGL 172E.) [D; CSU]

ENGL 145. ADVANCED CREATIVE WRITING: POETRY VI 3 UNITS
Prerequisite: ENGL 144 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing with a concentration on poetry at the advanced level. Emphasizes both traditional and modern techniques. Focuses on the writing of a wide range of forms covering topics from metrics and craft problems to publication. (Formerly ENGL 172F.) [D; CSU]

ENGL 146. ADVANCED CREATIVE WRITING: POETRY VII 3 UNITS
Prerequisite: ENGL 145 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing with a concentration on poetry at the advanced level. Emphasizes both traditional and modern techniques. Focuses on the writing of a wide range of forms covering topics from metrics and craft problems to publication. (Formerly ENGL 172G.) [D; CSU]

ENGL 147. ADVANCED CREATIVE WRITING: POETRY VIII 3 UNITS
Prerequisite: ENGL 146 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing with a concentration on poetry at the advanced level. Emphasizes both traditional and modern techniques. Focuses on the writing of a wide range of forms covering topics from metrics and craft problems to publication. (Formerly ENGL 172H.) [D; CSU]

ENGL 148. ADVANCED CREATIVE WRITING: POETRY IX 3 UNITS
Prerequisite: ENGL 147 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing with a concentration on poetry at the advanced level. Emphasizes both traditional and modern techniques. Focuses on the writing of a wide range of forms covering topics from metrics and craft problems to publication. (Formerly ENGL 172I.) [D; CSU]

ENGL 149. ADVANCED CREATIVE WRITING: POETRY X 3 UNITS
Prerequisite: ENGL 148 or equivalent
Lecture 3 hours
Offered: Variable
Continues the theory and practice of writing with a concentration on poetry at the advanced level. Emphasizes both traditional and modern techniques. Focuses on the writing of a wide range of forms covering topics from metrics and craft problems to publication. (Formerly ENGL 172J.) [D; CSU]

ENGL 150. ADVANCED CREATIVE WRITING: CREATIVE NONFICTION I 3 UNITS
Prerequisite: ENGL 120 or equivalent
Lecture 3 hours
Offered: Fall, Spring
Focuses on the theory and practice of writing creative nonfiction, including personal essay, memoir, literary journalism, lyric essay, flash nonfiction, and the micro-essay. Emphasizes basic concepts and techniques through an in-depth examination of the craft. Covers topics from prewriting to submission for publication. (Formerly ENGL 175A) [D; CSU]
ENGL 161. ADVANCED CREATIVE WRITING: CREATIVE NONFICTION II  
3 UNITS  
Prerequisite: ENGL 160 or equivalent  
Lecture 3 hours  
Offered: Fall, Spring  
Continues the theory and practice of writing creative nonfiction at an intermediate level, including personal essay, memoir, literary journalism, lyric essay, flash nonfiction, and the micro-essay. Emphasizes more complex concepts and techniques through an in-depth examination of the craft. Covers topics from prewriting to submission for publication. (Formerly ENGL 175B) [D; CSU]

ENGL 162. ADVANCED CREATIVE WRITING: CREATIVE NONFICTION III  
3 UNITS  
Prerequisite: ENGL 161 or equivalent  
Lecture 3 hours  
Offered: Fall, Spring  
Continues the theory and practice of writing creative nonfiction at an advanced level, including personal essay, memoir, literary journalism, lyric essay, flash nonfiction, and the micro-essay. Emphasizes advanced concepts and techniques in the creation of successful short creative nonfiction works through rigorous examination of formal elements and craft. Covers prewriting, extensive revision, and proper submission formatting for publication. (Formerly ENGL 175C) [D; CSU]

ENGL 200. TEACHING AS A PROFESSION  
3 UNITS  
Recommended Preparation: ENGL 115 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent  
Lecture 3 hours  
Offered: Fall, Spring  
Provides students the opportunity to explore teaching as a profession. Includes career exploration, foundations of education, and critical issues related to teaching in a contemporary elementary public school setting. Examines California content standards and frameworks, as well as teacher performance standards. Requires a minimum of 45 hours of structured fieldwork in a diverse public elementary school classroom under the supervision of a certificated teacher. (Same as ED 200.) [D; CSU; UC]

ENGL 220. INTRODUCTION TO LITERATURE  
3 UNITS  
Prerequisite: ENGL 115 or equivalent  
Lecture 3 hours  
Offered: Fall, Spring, Summer  
Introduces the study of imaginative literature. Emphasizes critical reading, analyzing, and writing about fiction, poetry, and drama. Recommended as preparation for ENGL 116 and specialized literature courses. [D; CSU; UC; C-ID ENGL 120]

ENGL 225. INTRODUCTION TO CHILDREN’S LITERATURE  
3 UNITS  
Recommended Preparation: ENGL 115 and 220, or equivalent; or ENGL 116 or equivalent  
Lecture 3 hours  
Offered: Variable  
Provides the historical development and current trends in Children’s Literature focusing on picture books, fairy tales, short stories, novels, and poetry and to the implications of children's literature on individuals and society. Emphasizes the use of literary terminology and analysis to differentiate the qualities between “good” and “poor” children’s books. [D; CSU; UC]

ENGL 230. WORLD LITERATURE I  
3 UNITS  
Prerequisite: ENGL 115 or equivalent  
Recommended Preparation: ENGL 116 and 220, or equivalent  
Lecture 3 hours  
Offered: Variable  
Explores world literature from the earliest texts through the 1600’s, with an emphasis on the development of literary expression, major works from literary traditions around the world, and cross-cultural connections. [D; CSU; UC; C-ID ENGL 140]

ENGL 231. WORLD LITERATURE II  
3 UNITS  
Prerequisite: ENGL 115 or equivalent  
Recommended Preparation: ENGL 116 and 220, or equivalent  
Lecture 3 hours  
Offered: Variable  
Explores world literature from the 18th century to the present, with an emphasis on major works from literary traditions around the world and the emergence of a global literature. [D; CSU; UC; C-ID ENGL 145]

ENGL 240. ENGLISH LITERATURE I  
3 UNITS  
Prerequisite: ENGL 115 or equivalent  
Recommended Preparation: ENGL 116 and 220, or equivalent  
Lecture 3 hours  
Offered: Variable  
Surveys English literature from the earliest writings to the beginning of the eighteenth century. Emphasizes major works in the literary tradition. Examines the work in cultural, historical, and social contexts. [D; CSU; UC; C-ID ENGL 160]

ENGL 241. AMERICAN LITERATURE I  
3 UNITS  
Prerequisite: ENGL 115 or equivalent  
Recommended Preparation: ENGL 116 and 220, or equivalent  
Lecture 3 hours  
Offered: Variable  
Surveys American literature from 1630 to the end of the 1700s covering the major philosophical movements of Puritanism, Transcendentalism, and Romanticism. Includes major authors such as Franklin, Poe, Hawthorne, Emerson, Thoreau, Melville, Whitman, and Dickinson. [D; CSU; UC; C-ID ENGL 165]

ENGL 250. AMERICAN LITERATURE II  
3 UNITS  
Prerequisite: ENGL 115 or equivalent  
Recommended Preparation: ENGL 116 and 220, or equivalent  
Lecture 3 hours  
Offered: Variable  
Surveys American literature from 1630 to the end of the 1800s covering the major philosophical movements of Realism, Naturalism, etc. Includes major writers such as Dickinson, Whitman, Frost, Cummings, Twain, Faulkner, Hemingway, Bellow, Williams, and O’Neill. [D; CSU; UC; C-ID ENGL 135]
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Recommended Preparation</th>
<th>Lecture</th>
<th>Offered: Variable</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ENGL 255</td>
<td>TENTH CENTURY LITERATURE</td>
<td>3 UNITS</td>
<td>ENGL 115 and 220, or equivalent; or ENGL 116 or equivalent</td>
<td>Lecture 3 hours</td>
<td>Variable</td>
<td>Surveys literature written in the twentieth and early twenty-first century (not limited to English-language literature), including significant movements and seminal authors. Focuses on the relationship between literary movements, influential writers, and the cultural climate of this time period. [D; CSU; UC]</td>
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<tr>
<td>ENGL 256</td>
<td>INTRODUCTION TO SHAKESPEARE</td>
<td>3 UNITS</td>
<td>ENGL 115 and 220, or equivalent; or ENGL 116 or equivalent</td>
<td>Lecture 3 hours</td>
<td>Variable</td>
<td>Provides an introductory survey of representative Shakespearean drama and poetry, with emphasis on Shakespeare’s literary techniques and linguistic art. Includes viewing of plays, films, and/or special television broadcasts of Shakespearean plays and sonnets to complement close reading of the texts. [D; CSU; UC]</td>
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<tr>
<td>ENGL 260</td>
<td>MYTHOLOGY IN LITERATURE</td>
<td>3 UNITS</td>
<td>ENGL 115 and 220, or equivalent; or ENGL 116 or equivalent</td>
<td>Lecture 3 hours</td>
<td>Variable</td>
<td>Examines Greek, Roman and World myths and their impact on contemporary literature, compares archetypal themes and motifs from myths of ancient cultures from around the world, and analyzes the significance of myth in describing the human condition and in shaping cultural values. [D; CSU; UC]</td>
</tr>
<tr>
<td>ENGL 265</td>
<td>LITERATURE AND FILM</td>
<td>3 UNITS</td>
<td>ENGL 115 and 220, or equivalent; or ENGL 116 or equivalent</td>
<td>Lecture 3 hours</td>
<td>Variable</td>
<td>Develops methods of analysis of the literary elements of visual narratives, focusing on character development, point of view, setting, plot, metaphor, and theme. Examines and applies theoretical and practical issues surrounding the adaptation of a novel, play, or historical event into a film. Analyzes the use of “cinematic” techniques in contemporary prose fiction. [D; CSU; UC]</td>
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<tr>
<td>ENGL 270</td>
<td>MULTICULTURAL LITERATURE</td>
<td>3 UNITS</td>
<td>ENGL 115 and 220, or equivalent; or ENGL 116 or equivalent</td>
<td>Lecture 3 hours</td>
<td>Variable</td>
<td>Examines cultural diversity as expressed in literature. Explores the role of race, ethnic identity, class, gender, and sexual orientation in identity formation, evaluating the collision/interaction between cultures. Includes, but is not limited to, works from the Americas, Pacific Rim, Middle East, and Africa. [D; CSU; UC]</td>
</tr>
<tr>
<td>ENGL 271</td>
<td>LATIN AMERICAN LITERATURE</td>
<td>3 UNITS</td>
<td>ENGL 115 and 220, or equivalent; or ENGL 116 or equivalent</td>
<td>Lecture 3 hours</td>
<td>Variable</td>
<td>Surveys colonial and contemporary literature from a variety of Latin American countries. Focuses on the Latino cultural and historical perspective reflected in the literature. Examines diversity and similarity in style and theme of diverse national authors. [D; CSU; UC]</td>
</tr>
<tr>
<td>ENGL 272</td>
<td>CHICANO LITERATURE</td>
<td>3 UNITS</td>
<td>ENGL 115 and 220, or equivalent; or ENGL 116 or equivalent</td>
<td>Lecture 3 hours</td>
<td>Variable</td>
<td>Provides an overview of the historical development and current trends in Chicano Literature focusing on historical, cultural, and social developments since the 1960s. Examines different ways writers have used evocations of land, language, history, and culture to define a distinctive Chicano and Chicana identity through poetry, short stories, novels, drama, and essays. [D; CSU; UC]</td>
</tr>
<tr>
<td>ENGL 273</td>
<td>AFRICAN-AMERICAN LITERATURE</td>
<td>3 UNITS</td>
<td>ENGL 115 and 220, or equivalent; or ENGL 116 or equivalent</td>
<td>Lecture 3 hours</td>
<td>Variable</td>
<td>Focuses on African American literature in various genres from the mid-eighteenth century to the present. Emphasizes the social, political, economic, historical, cultural, and aesthetic contexts that define and advance the Africana oral and literary tradition in America. Studies writers such as Phillis Wheatley, Zora Neale Hurston, Langston Hughes, Richard Wright, Ralph Ellison, Alice Walker, and Toni Morrison. [D; CSU; UC]</td>
</tr>
<tr>
<td>ENGL 274</td>
<td>LITERATURE OF THE U.S.-MEXICO BORDERLANDS AND BAJA CALIFORNIA</td>
<td>3 UNITS</td>
<td>ENGL 115 and 220, or equivalent; or ENGL 116 or equivalent</td>
<td>Lecture 3 hours</td>
<td>Variable</td>
<td>Surveys colonial and contemporary literature from the U.S.-Mexico Borderlands and Baja California, Mexico. Focuses on linking the historical changes in the state of Baja to the literary achievements of the border region. Covers a diverse representation of authors, examining both theme and style. [D; CSU; UC]</td>
</tr>
</tbody>
</table>

[D; CSU; UC]
### ENGL 280. LITERATURE BY WOMEN
3 UNITS

Recommended Preparation: ENGL 115 and 220, or equivalent; or ENGL 116 or equivalent
Lecture 3 hours
Offered: Variable

Surveys literature by culturally diverse women. Includes, but is not limited to, writers such as Toni Morrison, Leslie Marmon Silko, Amy Tan, Dorothy Allison, and Isabele Allende. Focuses on women’s lives from a variety of genres concerning issues of race, class, ethnicity, and sexual orientation. [D; CSU; UC]

### ENGL 281. HORROR, MADNESS, AND THE MACABRE
3 UNITS

Recommended Preparation: ENGL 115 and 220, or equivalent; or ENGL 116 or equivalent
Lecture 3 hours
Offered: Variable

Surveys classical and contemporary horror literature that includes significant works by major authors of the genre, which may include Poe, Mary Shelley, Stevenson, Stoker, and Anne Rice. Emphasizes the cultural, historical and social contexts in which the literature is created and applies modern critical theory as a means to explore these concerns. [D; CSU; UC]

### ENGL 295. SELECTED TOPICS IN ENGLISH
1-3 UNITS

Offered: Variable

Permits students to study relevant topics within the field of English. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

### ENGL 299. INDEPENDENT STUDY
1-3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable

Individual study or research in some area of English of particular interest to the student not included in regular courses of the College. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

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### ENGLISH AS A SECOND LANGUAGE COURSES

#### ESL 15. PRONUNCIATION FOR ESL STUDENTS
2 UNITS

Pass/No Pass only
Recommended Preparation: ESL 21 or equivalent
Laboratory 5 hours
Offered: Fall

Designed for English as a Second Language students who wish to improve their intelligibility and aural comprehension in the English language. Emphasis will be given to the stress, rhythm, and intonation of English. Additional emphasis will be on the sounds of the vowels and consonants in English, and on how to use phonetic symbols to interpret those sounds. Strategies for self-monitoring and individual study will also be presented. [ND]

#### ESL 16. BASIC SPEECH FOR THE ESL STUDENT
3 UNITS

Pass/No Pass only
Recommended Preparation: ESL 31 or equivalent
Lecture 3 hours
Offered: Spring

Designed to develop oral communication skills for limited English-speaking students. Emphasizes verbal and nonverbal behavior, impromptu, extemporaneous and prepared message delivery; helps prepare students for entry into vocatinal programs and college-level classes. [ND]

#### ESL 17. COMPARATIVE GRAMMAR/GRÁMATICA COMPARATIVA
3 UNITS

Pass/No Pass only
Lecture 3 hours
Offered: Summer, Fall, Spring

Taught primarily in Spanish at the beginning moving towards more English by the end of the course. Compares and contrasts different aspects of English and Spanish grammar, such as syntax, parts of speech, cognates, false cognates, prepositions, infinitives, and gerunds. Can be taken concurrently with any other core English as a Second Language courses. [ND]

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### ESL 18. ESL FOR MATH
2 UNITS

Lecture 2 hours
Offered: Fall, Spring

Develops reading, writing, listening, and speaking skills with a focus on language specific to mathematics. Focuses on skills to communicate effectively in English about mathematical concepts. Prepares students linguistically to succeed in mathematics courses. (Formerly ESL 295T) [ND]

#### ESL 19A1. ESL ORAL COMMUNICATION I
5 UNITS

Recommended Concurrent Enrollment: ESL 19A2
Lecture 5 hours
Offered: Fall, Spring, Summer

Emphasizes listening and speaking for everyday purposes. Focuses on grammar for speaking. Develops simple and progressive tenses, future, and a variety of modals and semi-modals for politeness. Requires demonstration at a novice-mid level (see California Pathways Standards) of listening and speaking language competency in conversations around the community. (Formerly ESL 295A1.) [ND]

#### ESL 19A2. ESL WRITTEN COMMUNICATION I
5 UNITS

Recommended Concurrent Enrollment: ESL 19A1
Lecture 5 hours
Offered: Fall, Spring, Summer

Emphasizes writing and reading skills for everyday purposes. Requires demonstration of a novice-low level (see California Pathways Standards) of writing language competency in the genres needed for successful written communication around the community. Requires reading 1, 2, and 3 level books. (Formerly ESL 295A2.) [ND]

#### ESL 19B1. ESL ORAL COMMUNICATION II
3 UNITS

Lecture 3 hours
Offered: Fall, Spring, Summer

Emphasizes listening and speaking skills for everyday purposes. Focuses on grammar for speaking. Reviews simple and progressive tenses. Develops perfect tenses and several modals and semi-modals for politeness. Requires demonstration at a novice-high level (see California Pathways Standards) of listening and speaking language competency in conversations around the community. (Formerly ESL 295B1.) [ND]
**ESL 19B.**
**ESL WRITTEN COMMUNICATION II**
5 UNITS

Recommended Concurrent Enrollment: ESL 19B1
Lecture 5 hours
Offered: Fall, Spring, Summer

Emphasizes writing and reading skills for everyday purposes. Requires demonstration of a novice-high level (see California Pathways Standards) of writing language competency in the genres needed for successful written communication around the community. Requires reading 4 and 5 level books. (Formerly ESL 295B2.) [ND]

**ESL 20.**
**ENGLISH AS A SECOND LANGUAGE: GRAMMAR I**
5 UNITS

Recommended Preparation: Placement as determined by the Southwestern College ESL Assessment
Recommended Concurrent Enrollment: ESL 21 and 25
Lecture 5 hours
Offered: Fall, Spring

First of a series of three English as a Second Language grammar courses. Designed for students with very limited English background. Basic English grammar skills to be used in conversational and academic context. [ND]

**ESL 27A.**
**ESL FOR CHILD DEVELOPMENT: PRINCIPLES OF CHILD DEVELOPMENT**
2 UNITS

Limitation on Enrollment: Enrollment is limited to students enrolled in the Spanish to English Associate Teacher certificate program
Lecture 2 hours
Offered: Variable

Integrates the four language skills of listening, speaking, reading, and writing. Supports students who wish to take CD 170 in order to receive a certificate of completion from the Child Development department. Focuses on intermediate low English skills for use in dealing with child development milestones and theories. [ND]

**ESL 27B.**
**ESL FOR CHILD DEVELOPMENT: POSITIVE GUIDANCE AND OBSERVATION**
1 UNIT

Limitation on Enrollment: Enrollment is limited to students enrolled in the Spanish to English Associate Teacher certificate program
Lecture 1 hour
Offered: Variable

Integrates the four language skills of listening, speaking, reading, and writing. Supports students who wish to take CD 180 to receive a certificate from the Child Development department. Focuses on English skills required to explain children's behavior and effective guidance techniques to promote children's self-control, self-esteem, and competence. [ND]

**ESL 27C.**
**ESL FOR CURRICULUM I**
1 UNIT

Limitation on Enrollment: Enrollment is limited to students enrolled in the Spanish to English Associate Teacher certificate program
Lecture 1 hour
Offered: Variable

Integrates the four language skills of listening, speaking, reading, and writing. Supports students who wish to take CD 181 in order to receive a certificate of completion from the Child Development department. Focuses on English skills needed to express reasons and requirements for curriculum and classroom environment. [ND]

**ESL 27D.**
**ESL FOR CHILD DEVELOPMENT: COMMUNITY**
1 UNIT

Limitation on Enrollment: Enrollment is limited to students enrolled in the Spanish to English Associate Teacher certificate program
Lecture 1 hour
Offered: Variable

Integrates the four language skills of listening, speaking, reading, and writing. Supports students who wish to take CD 284 in order to receive a certificate of completion from the Child Development department. Focuses on oral and written English skills needed to interact with parents and community members. [ND]

**ESL 29D.**
**ACADEMIC ESL SPEAKING, LISTENING AND GRAMMAR I**
5 UNITS

Recommended Concurrent Enrollment: ESL 29D
Recommended Preparation: ESL 19A1 and 19A2 or the equivalent skill level as determined by the Southwestern College ESL Assessment or equivalent
Lecture 5 hours
Offered: Fall, Spring, Summer

First of four semesters of Academic ESL. Provides instruction in speaking, listening, and grammar at a novice-high level of English. Includes academic and social topics. Presents simple and progressive tenses, modals, sentence structure, and vocabulary. Includes reading and writing to synthesize from novice-high level sources. [ND]

**ESL 29E.**
**ACADEMIC ESL READING, WRITING, AND GRAMMAR I**
5 UNITS

Recommended Concurrent Enrollment: ESL 29D
Recommended Preparation: ESL 19A1 and 19A2 or the equivalent skill level as determined by the Southwestern College ESL Assessment or equivalent
Lecture 5 hours
Offered: Fall, Spring, Summer

First of four semesters of Academic ESL. Provides instruction in reading, writing, and grammar at a novice-high level of English. Emphasizes reading non-fiction and narrative texts. Focuses on writing sentences and summaries. Presents simple and progressive tenses, modals, sentence structure, and vocabulary. Includes reading/speaking to synthesize from sources. [ND]
ESL 39D. ACADEMIC ESL SPEAKING, LISTENING, AND GRAMMAR II 5 UNITS
Prerequisite: ESL 29D and 29E or the equivalent skill level as determined by the Southwestern College ESL Assessment or equivalent
Recommended Concurrent Enrollment: ESL 39E
Lecture 5 hours
Offered: Fall, Spring, Summer
Second of four semesters of Academic ESL. Provides instruction in speaking, listening, and grammar at an intermediate-low level of English. Includes academic topics. Expands on simple and progressive tenses, modals, sentence structure, and presents gerunds, infinitives, perfect tenses and vocabulary. Includes reading and writing to synthesize from intermediate-low level sources. [ND]

ESL 39E. ACADEMIC ESL READING, WRITING, AND GRAMMAR II 5 UNITS
Prerequisite: ESL 29D and 29E or the equivalent skill level as determined by the Southwestern College ESL Assessment or equivalent
Recommended Concurrent Enrollment: ESL 39D
Lecture 5 hours
Offered: Fall, Spring, Summer
Second of four semesters of Academic ESL. Provides instruction in reading, writing, and grammar at an intermediate-low level of English. Includes academic topics. Expands on simple and progressive tenses, modals, sentence structure, and presents gerunds/infinitives, perfect tenses, and vocabulary. Includes reading and writing to synthesize from intermediate-low level sources. [ND]

ESL 40. ENGLISH AS A SECOND LANGUAGE: GRAMMAR III 5 UNITS
Recommended Preparation: ESL 30 or the equivalent skill level as determined by the Southwestern College ESL Assessment or equivalent
Recommended Concurrent Enrollment: ESL 41 and 104
Lecture 5 hours
Offered: Fall, Spring
Completes the last in the series of English as a Second Language grammar courses for students at an advanced level. Develops grammar skills and related language competencies in sentence and paragraph writing and more advanced vocabulary. [D]

ESL 49D. ACADEMIC ESL SPEAKING, LISTENING, AND GRAMMAR III 5 UNITS
Prerequisite: ESL 39D and 39E or the equivalent skill level as determined by the Southwestern College ESL Assessment or equivalent
Recommended Concurrent Enrollment: ESL 49E
Lecture 5 hours
Offered: Fall, Spring, Summer
Third of four semesters of Academic ESL. Provides instruction in speaking, listening, and grammar at an intermediate-high level of English. Includes academic topics. Expands on tense, modals, sentence structure, gerunds, infinitives and presents conditionals, passive voice, and vocabulary. Includes reading and writing to synthesize from intermediate-high level sources. [ND]

ESL 49E. ACADEMIC ESL READING, WRITING, AND GRAMMAR III 5 UNITS
Prerequisite: ESL 39D and 39E or the equivalent skill level as determined by the Southwestern College ESL Assessment or equivalent
Recommended Concurrent Enrollment: ESL 49D
Lecture 5 hours
Offered: Fall, Spring, Summer
Third of four semesters of Academic ESL. Provides instruction in reading, writing, and grammar at an intermediate-high level of English. Includes academic topics. Expands on tense, modals, sentence structure, gerunds, infinitives and presents conditionals, passive voice and vocabulary. Includes reading and writing to synthesize from intermediate-high level sources. [ND]

ESL 52. ENGLISH AS A SECOND LANGUAGE—BASIC READING 4 UNITS
Recommended Preparation: ESL 50 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Fall, Spring
Focuses on the specialized needs of the ESL and basic reading student. Provides effective strategies for reading: vocabulary development, reading comprehension, and critical thinking skills at the basic level. (Same as RDG 52.) [ND]

ESL 54. ESL FOR COMPUTERS 1 UNIT
Pass/No Pass only
Lecture 1 hour
Offered: Variable
Provides the linguistic and basic technology skills English as a Second Language (ESL) learners need in order to be able to succeed in ESL classes. Prepares students linguistically to take CIS classes on technology. [ND]

ESL 55. GRAMMAR VERBS I—SIMPLE AND FUTURE 1 UNIT
Pass/No Pass only
Recommended Concurrent Enrollment: ESL 29A
Lecture 1 hour
Offered: Fall, Spring, Summer
Provides development of fluency and accuracy in the form, meaning, and use of English verbs. First in a series of four courses. Emphasizes simple and progressive forms of present and past tenses. (Formerly ESL 295AA.) [ND]

ESL 56. GRAMMAR VERBS II—PERFECT AND FUTURE 1 UNIT
Pass/No Pass only
Recommended Concurrent Enrollment: ESL 39B
Lecture 1 hour
Offered: Fall, Spring, Summer
Provides development of fluency and accuracy in the form, meaning, and use of English verbs. Second in a series of four courses. Emphasizes perfect and future verb forms. (Formerly ESL 295AB.) [ND]

ESL 57. GRAMMAR VERBS III—MODALS AND CONDITIONALS 1 UNIT
Pass/No Pass only
Recommended Concurrent Enrollment: ESL 49A
Lecture 1 hour
Offered: Fall, Spring, Summer
Provides development of fluency and accuracy in the form, meaning, and use of English verbs. Third in a series of four courses. Emphasizes modal and conditional forms. (Formerly ESL 295AC.) [ND]
COURSE DESCRIPTIONS

ESL 58. GRAMMAR VERBS IV—GERUNDS, INFINITIVES AND PASSIVE VOICE 1 UNIT
Pass/No Pass only
Recommended Concurrent Enrollment: ESL 49B
Lecture 1 hour
Offered: Fall, Spring, Summer
Provides development of fluency and accuracy in the form, meaning, and use of English verbs. Fourth in a series of four courses. Emphasizes use of gerunds/infinitives and passive voice. (Formerly ESL 295AD.) [ND]

ESL 59A. LEARNING ENGLISH FOR ACADEMIC PURPOSES 4A 2 UNITS
Pass/No Pass only
Prerequisite: ESL 49A, 49B, and 49C, or equivalent ESL 49D and 49E or equivalent
Corequisite: ESL 59B, 159A, and 159B or equivalent
Lecture 2 hours
Offered: Fall, Spring, Summer
Provides students the help needed to develop specific skills and knowledge to manage their personal and academic lives, sample lectures in content areas, familiarize themselves with services and resources available to students, and create a plan for transitioning from ESL to traditional college course offerings at an advanced-low level of English proficiency. [ND]

ESL 59B. LEARNING ENGLISH FOR ACADEMIC PURPOSES 4B 2 UNITS
Pass/No pass only
Prerequisite: ESL 49A, 49B, and 49C, or equivalent ESL 49D and 49E or equivalent
Corequisite: ESL 59A, 159A, and 159B or equivalent
Lecture 2 hours
Offered: Fall, Spring, Summer
Develops concepts and skills learned for ESL 159A and ESL 159B by providing practice in preparing and refining class writing assignments and oral presentations. Continues the instruction of the use of technology for participating in and completing class assignments at an advanced-low level of English proficiency. [ND]

ESL 103. ENGLISH AS A SECOND LANGUAGE: WRITING II 4 UNITS
Recommended Preparation: ESL 25 or the equivalent skill level as determined by the Southwestern College ESL Assessment or equivalent
Recommended Concurrent Enrollment: ESL 30 and 31
Lecture 4 hours
Offered: Fall, Spring
Second writing course in a series of three. Continues to emphasize prewriting communicative activities, writing, editing, and rewriting skills. Also emphasizes sentence combining at a compound/complex level. [D; CSU]

ESL 104. ENGLISH AS A SECOND LANGUAGE—WRITING III 4 UNITS
Recommended Preparation: ESL 103 or the equivalent skill level as determined by the Southwestern College ESL Assessment or equivalent
Recommended Concurrent Enrollment: ESL 40 and 41
Lecture 4 hours
Offered: Fall, Spring
Advanced-level ESL writing course—the last in a series of three. Continued emphasis on prewriting communicative activities, writing, editing, and rewriting skills. Also emphasizes independent writing. [D; CSU]

ESL 105. SELECTED TOPICS IN ESL 1–3 UNITS
Offered: Variable
Permits students to study relevant subjects within the field of ESL. The specific objectives, methods of instruction, and units of credit to be determined individually for projects proposed under this course description. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

CURSOS DE INGLÉS COMO SEGUNDA LENGUA

ESL 15. PRONUNCIACIÓN PARA LOS ESTUDIANTES DE ESL 2 UNIDADES
Pasa/No pasa solamente
Preparación recomendada: ESL 21 o equivalente
Laboratorio 5 horas
Se ofrece: Otoño
Diseñado para los estudiantes del inglés como de segunda lengua que desean mejorar la inteligibilidad y la comprensión auditiva en inglés. Se dará énfasis a la tensión, ritmo y entonación del inglés. Énfasis adicional será sobre los sonidos de las vocales y las consonantes en inglés y sobre cómo utilizar símbolos fonéticos para interpretar esos sonidos. También se presentarán las estrategias para el seguimiento del uno mismo y el estudio individual. [ND]
ESL 16. DISCURSO BÁSICO PARA LOS ESTUDIANTES DE ESL 3 UNIDADES
Pasa/No pasa solamente
Preparación recomendada: ESL 31 o equivalente
Conferencia de 3 horas
Se ofrece: Primavera

Diseñado para desarrollar las habilidades de comunicación oral para estudiantes que hablan inglés limitado. Destaca el comportamiento verbal y no verbal, entrega de mensajes improvisados, extemporánea y preparados; ayuda a prepara a los estudiantes para ingresar a programas vocacionales y a clases de nivel universitario. [ND]

ESL 17. GRAMÁTICA COMPARATIV/A COMPARATIVE GRAMMAR 3 UNIDADES
Pasa/No pasa solamente
Conferencia de 3 horas
Se ofrece: Otoño, Primavera, Verano

Inicialmente impartida principalmente en español al principio hacia más inglés al final del curso. Compara y contrasta diferentes aspectos de la gramática de inglés y español, como la sintaxis, partes de la oración, cognados falsos, preposiciones, infinitivos y gerundios. Se puede tomar concurrentemente con cualquier otro curso central de inglés como segundo idioma. [ND]

ESL 18. ESL PARA MATEMÁTICAS 2 UNIDADES
Pasa/No pasa solamente
Conferencia de 2 horas
Se ofrece: Otoño, Primavera

Desarrolla la lectura, escritura, las destrezas auditivas y la expresión oral con enfoque en términos específicos del campo de matemáticas. Enfoca en la habilidad de comunicarse eficazmente en inglés acerca conceptos matemáticos. Prepara al estudiante lingüísticamente para el éxito en cursos de matemáticas. [ND]

ESL 19A1. COMUNICACIÓN ORAL I PARA ESL 5 UNIDADES

Inscripción Concurrente recomendada: ESL 19A2
Conferencia 5 horas
Se ofrece: Otoño, Primavera, Verano

Enfoca la comprensión auditiva y la expresión oral del inglés cotidiano. Enfoca en la gramática para la expresión oral. Desarrolla los tiempos verbales del presente y los tiempos progresivos, el futuro y una variedad de verbos auxiliares ("modals") y semi-auxiliares de cortesía. Requiere poder mostrar un nivel de proficiencia de principiante-alto (según los estándares de “California Pathways”) en la comprensión auditiva y la habilidad oral en conversaciones dentro de la comunidad. (Anteriormente ESL 295A1) [ND]

ESL 19A2. COMUNICACIÓN ESCRITA I PARA ESL 5 UNIDADES

Inscripción Concurrente recomendada: ESL 19A1
Conferencia 5 horas
Se ofrece: Otoño, Primavera, Verano

Enfoca destrezas de escritura y lectura del inglés cotidiano. Requiere poder mostrar un nivel de proficiencia al nivel principiante-alto (según los estándares de “California Pathways”) en la comprensión escrita del idioma en aquellos los estándares de comunicación auditiva y la habilidad oral en conversaciones dentro de la comunidad. Requiere lectura de libros de nivel 1,2 y 3. (Anteriormente ESL 295A2) [ND]

ESL 19B1. ESL COMUNICACIÓN ORAL II 3 UNIDADES

Clase de 3 horas
Ofrecida en: Otoño, primavera, verano

Hace énfasis en las habilidades de comprensión oral y habla para fines de todos los días. Se enfoca en la gramática para hablar. Repasa los tiempos verbales simples y progresivos. Desarrolla los tiempos verbales perfectos y diversos modales y semimodales para un tono cortés. Requiere demostrar a un nivel entre intermedio y alto (consultar los Estándares de California Pathways) de la competencia en la comprensión oral y el habla del idioma en conversaciones en la comunidad. (Anteriormente denominado ESL 295B1) [ND]

ESL 19B2. COMUNICACIÓN ESCRITA II PARA ESL 5 UNIDADES

Inscripción Concurrente recomendada: ESL 19B1
Conferencia 5 horas
Se ofrece: Otoño, Primavera, Verano

Enfoca destrezas de escritura y la lectura del inglés cotidiano. Requiere poder mostrar un nivel de proficiencia al nivel principiante-alto (según los estándares de “California Pathways”) en la comprensión escrita del idioma en aquellas situaciones necesarias para poder comunicarse por escrito efectivamente dentro de la comunidad. Requiere lectura de libros de nivel 4 y 5. (Anteriormente ESL 295B2) [ND]

ESL 20. INGLÉS COMO SEGUNDO IDIOMA: GRAMÁTICA I 5 UNIDADES

Preparación recomendada: Colocación determinada por la evaluación de ESL de Southwestern College Se recomienda inscripción concurrente: ESL 21 y 25
Conferencia 5 horas
Se ofrece: Otoño, Primavera

Primero de una serie de tres cursos de gramática de inglés como segundo idioma (ESL). Diseñado para estudiantes con conocimiento de inglés muy limitado. Habilidades de gramática de inglés básico para ser utilizado en contexto conversacional y académico. [ND]

ESL 27A. ESL PARA EL DESARROLLO INFANTIL: PRINCIPIOS DEL DESARROLLO INFANTIL 2 UNIDADES

Limitación sobre la inscripción: la inscripción es limitada a estudiantes matriculados en el programa para el certificado para maestro asociado español al inglés
Conferencia de 2 horas
Ofrece: Variable

Integra las cuatro destrezas de escuchar, hablar, leer y escribir. Apoya a los estudiantes que desean tomar 170 CD para recibir un certificado de realización del Departamento de Desarrollo Infantil. Enfoca en las destrezas de nivel bajo-intermedio de ingles que se usan al hablar de los hitos del desarrollo infantil y las teorías. [ND]
ESL 27B.
ESL PARA EL DESARROLLO DEL NIÑO: ORIENTACIÓN POSITIVA Y OBSERVACIÓN 1 UNIDAD
Limitación sobre la inscripción: la inscripción es limitada a estudiantes matriculados en el programa para el certificado para maestro asociado español al inglés
Conferencia de 1 hora
Ofrece: Variable
Integra las cuatro destrezas de escuchar, hablar, leer y escribir. Apoya a los estudiantes que desean tomar CD 180 para recibir el certificado del Departamento de Desarrollo Infantil. Enfoca en el inglés necesario para explicar el comportamiento infantil y técnicas de orientación eficaz para promover el autocontrol, el autoestima y la competencia de los niños. [ND]

ESL 27C.
ESL PARA CURRÍCULO I 1 UNIDAD
Limitación sobre la inscripción: la inscripción es limitada a estudiantes matriculados en el programa para el certificado para maestro asociado español al inglés
Conferencia de 1 hora
Ofrece: Variable
Integra las cuatro destrezas de escuchar, hablar, leer y escribir. Apoya a los estudiantes que desean tomar CD 181 para recibir un certificado de finalización del Departamento de Desarrollo Infantil. Enfoca en los conocimientos de inglés necesarios para expresar las razones y los requisitos para el plan de estudios y el medio ambiente preescolar. [ND]

ESL 27D.
ESL PARA NIÑO, FAMILIA Y COMUNIDAD 1 UNIDAD
Limitación sobre la inscripción: la inscripción es limitada a estudiantes matriculados en el programa para el certificado para maestro asociado español al inglés
Conferencia de 1 hora
Ofrece: Variable
Integra las cuatro destrezas de escuchar, hablar, leer y escribir. Apoya a los estudiantes que desean tomar CD 284 para recibir un certificado de finalización del Departamento de Desarrollo Infantil. Enfoca en los conocimientos de inglés orales y escritos necesarios para interactuar con los padres y miembros de la comunidad. [ND]

ESL 29D.
CURSO ACADÉMICO DE ESL DE HABLA, COMPRENSIÓN ORAL Y GRAMÁTICA I 5 UNIDADES
Inscripción concurrente recomendada: ESL 29E
Preparación recomendada: ESL 19A1 y 19A2 o el nivel de habilidad equivalente determinado por la Evaluación de ESL de Southwestern College o equivalente
Clase de 5 horas
Ofrecida en: Otoño, primavera, verano
Primero de cuatro semestres del Curso Académico de ESL. Brinda instrucción para el habla, la comprensión oral y la gramática a un nivel principiante-alto de inglés. Incluye temas académicos y sociales. Presenta tiempos verbales simples y progresivos, modales, estructura de oraciones y vocabulario. Incluye lectura y escritura para sintetizar fuentes de nivel principiante-alto. [ND]

ESL 29E.
CURSO ACADÉMICO DE ESL DE LECTURA, ESCRITURA Y GRAMÁTICA I 5 UNIDADES
Inscripción concurrente recomendada: ESL 29D
Preparación recomendada: ESL 19A1 y 19A2 o el nivel de habilidad equivalente determinado por la Evaluación de ESL de Southwestern College o equivalente
Clase de 5 horas
Ofrecida en: Otoño, primavera, verano
Primero de cuatro semestres del Curso Académico de ESL. Brinda instrucción para la lectura, la escritura y la gramática a un nivel principiante-alto de inglés. Incluye ejercicios de comprensión oral/habla para sintetizar fuentes. [ND]

ESL 30.
INGLÉS COMO SEGUNDO IDIOMA: GRAMÁTICA II 5 UNIDADES
Preparación recomendada: ESL 20 o el nivel equivalente según el examen de asesoría de ESL de Southwestern College o el equivalente
Inscripción Concurrente recomendada: ESL 31, 103 y adecuada lectura curso
Conferencia 5 horas
Se ofrece: Otoño, Primavera
Cubre al segundo de una serie de tres cursos de gramática de inglés como un segundo idioma para estudiantes en el nivel intermedio. Sigue enfatizando la gramática mientras cubre todas las habilidades necesarias para aprender el inglés académico. [ND]
ESL 40.
DEL INGLÉS COMO SEGUNDA LENGUA: GRAMÁTICA III
5 UNIDADES

Preparación recomendada: ESL 30 o el nivel equivalente según lo determinado por el examen de asesoría de ESL de Southwestern College o el equivalente

Inscripción Concurrente recomendada: ESL 41 y 104

Clase de 5 horas

Se ofrece: Otoño, Primavera

Completa el último de la serie de tres cursos de gramática de inglés como segundo idioma para los estudiantes de nivel avanzado. Desarrolla habilidades gramaticales y de competencias lingüísticas relacionadas con oraciones y escritura del párrafo y vocabulario más avanzado. [D]

ESL 49D.
CURSO ACADÉMICO DE ESL DE HABLA, COMPRENSIÓN ORAL Y GRAMÁTICA III
5 UNIDADES

Prerrequisito: ESL 39D y 39E o el nivel de habilidad equivalente determinado por la Evaluación de ESL de Southwestern College o equivalente

Inscripción concurrente recomendada: ESL 49E

Clase de 5 horas

Ofrecida en: Otoño, primavera, verano

Tercero de cuatro semestres del Curso Académico de ESL. Brinda instrucción para el habla, la comprensión oral y la gramática a un nivel intermedio-alto de inglés. Hace énfasis en la forma, significado y uso de los verbos, gerundios e infinitivos, e introduce condicionales presentes, la voz pasiva y vocabulario. Incluye ejercicios de comprensión oral/habla para sintetizar fuentes. [ND]

ESL 49E.
CURSO ACADÉMICO DE ESL DE LECTURA, ESCRITURA Y GRAMÁTICA III
5 UNIDADES

Prerrequisito: ESL 39D y 39E o el nivel de habilidad equivalente determinado por la Evaluación de ESL de Southwestern College o equivalente

Inscripción concurrente recomendada: ESL 49D

Clase de 5 horas

Ofrecida en: Otoño, primavera, verano

Tercero de cuatro semestres del Curso Académico de ESL. Brinda instrucción para la lectura, la escritura y la gramática a un nivel intermedio-alto de inglés. Hace énfasis en la lectura de textos narrativos y que no son de ficción. Repasa la escritura de párrafos e introduce los ensayos. Elabora los tiempos verbales, modales y estructura de las oraciones, gerundios e infinitivos, e introduce condicionales presentes, la voz pasiva y vocabulario. Incluye ejercicios de comprensión oral/habla para sintetizar fuentes. [ND]

ESL 49F.
CURSO ACADÉMICO DE ESL DE LECTURA, ESCRITURA Y GRAMÁTICA IV
5 UNIDADES

Preparación recomendada: ESL 50 o el nivel equivalente según lo determinado por la evaluación de lectura de Southwestern College o el equivalente

Inscripción concurrente recomendada: ESL 49G

Clase de 5 horas

Ofrecida en: Otoño, primavera, verano

Tercero de cuatro semestres del Curso Académico de ESL. Brinda instrucción para la lectura, la escritura y la gramática a un nivel intermedio-alto de inglés. Hace énfasis en la forma, significado y uso de los verbos, gerundios e infinitivos, e introduce condicionales presentes, la voz pasiva y vocabulario. Incluye lectura y escritura para sintetizar fuentes de nivel intermedio-alto. [ND]

ESL 50.
CURSO ACADÉMICO DE ESL DE HABLA, COMPROMISIÓN ORAL Y GRAMÁTICA III
5 UNIDADES

Prerrequisito: ESL 39D y 39E o el nivel de habilidad equivalente determinado por la Evaluación de ESL de Southwestern College o equivalente

Inscripción concurrente recomendada: ESL 49H

Clase de 5 horas

Ofrecida en: Otoño, primavera, verano

Tercero de cuatro semestres del Curso Académico de ESL. Brinda instrucción para el habla, la comprensión oral y la gramática a un nivel intermedio-alto de inglés. Incluye temas académicos. Elabora los tiempos verbales, modales y estructura de las oraciones, gerundios e infinitivos, e introduce condicionales presentes, la voz pasiva y vocabulario. Incluye lectura y escritura para sintetizar fuentes de nivel intermedio-alto. [ND]

ESL 52.
INGLÉS COMO SEGUNDO IDIOMA – LECTUR BÁSICA
4 UNIDADES

Preparación recomendada: ESL 50 o el nivel equivalente según lo determinado por la evaluación de lectura de Southwestern College o el equivalente

Inscripción concurrente recomendada: ESL 52A

Conferencia de 4 horas

Se ofrece: Otoño, Primavera

Enfoca en las necesidades especializadas del estudiante de ESL y de lectura básica. Proporciona estrategias eficaces para la lectura: el desarrollo del vocabulario, la comprensión lectora y el pensamiento crítico al nivel básico. (Igual que RDG 52). [ND]

ESL 54.
ESL PARA COMPUTADORAS
1 UNIDAD

Pasa/No pasa solamente

Conferencia de 1 hora

Se ofrece: Variable

Proporciona las destrezas lingüísticas y técnicas para alumnos de ESL que requieren los alumnos para poder lograr éxito en clases de ESL. Prepara a los alumnos lingüísticamente a tomar clases de CIS que enfocan en la tecnología. [ND]

ESL 55.
VERBOS GRAMÁTICA YO – SIMPLE Y PROGRESIVO
1 UNIDAD

Pasa/No pasa solamente

Inscripción Concurrente recomendada: ESL 29A

Conferencia de 1 hora

Se ofrece: Otoño, Primavera, Verano

Contempla el desarrollo de fluidez y precisión en la forma, significado y uso de los verbos en inglés. Primero de una serie de cuatro cursos. Hace hincapié en las formas simples y progresivas del presente y tiempos pasados. (Anteriormente ESL 295AA.) [ND]

ESL 56.
GRAMÁTICA VERBOS II–PERFECTO Y FUTURO
1 UNIDAD

Pasa/No pasa solamente

Inscripción Concurrente recomendada: ESL 39B

Conferencia de 1 hora

Se ofrece: Otoño, Primavera, Verano

Promueve el desarrollo de fluidez y precisión en la forma, significado y uso de los verbos en inglés. Segundo de una serie de cuatro cursos. Hace hincapié en las formas del verbo perfecto y futuro. (Anteriormente e ESL 295AB.) [ND]

ESL 57.
GRAMÁTICA VERBOS III–REFERENTES Y CONDICIONALES
1 UNIDAD

Pasa/No pasa solamente

Inscripción Concurrente recomendada: ESL 49A

Conferencia de 1 hora

Se ofrece: Otoño, Primavera, Verano

Promueve el desarrollo de fluidez y precisión en la forma, significado y uso de los verbos en inglés. Tercero de una serie de cuatro cursos. Hace hincapié en los modales y el condicional. (Anteriormente ESL 295AC.) [ND]

ESL 58.
GRAMÁTICA VERBOS IV – INFINITIVOS,
GERUNDIOS Y VOZ PASIVA
1 UNIDAD

Pasa/No pasa solamente

Inscripción Concurrente recomendada: ESL 49B

Conferencia de 1 hora

Se ofrece: Otoño, Primavera, Verano

Promueve el desarrollo de fluidez y precisión en la forma, significado y uso de los verbos en inglés. Cuarto de una serie de cuatro cursos. Destaca el uso de gerundios/infinitivos y la voz pasiva. (Anteriormente ESL 295AD.) [ND]
ESL 103.
INGLÉS COMO SEGUNDO IDIOMA—
ESCRITURA II
4 UNIDADES
Preparación recomendada: ESL 25 o el nivel equivalente según determinado por el examen de asesoría de ESL de Southwestern College o el equivalente
Inscripción Concurrente recomendada: ESL 30 y 31
Conferencia 4 horas
Se ofrece: Otoño, Primavera
Segundo curso de escritura en una serie de tres. Sigue haciendo hincapié en actividades comunicativas y destrezas de la pre-escritura, la escritura, la edición y la reescritura. Destaca también la combinación de oraciones al nivel compuesto/complejo. [D; CSU]

ESL 104.
INGLÉS COMO SEGUNDO IDIOMA—
ESCRITURA III
4 UNIDADES
Preparación recomendada: ESL 103 o el nivel equivalente según determinado por el examen de asesoría de ESL de Southwestern College o el equivalente
Inscripción Concurrente recomendada: ESL 40 y 41
Conferencia 4 horas
Se ofrece: Otoño, Primavera
Nivel avanzado ESL curso de escritura, el último de una serie de tres. Continúa énfasis en actividades y destrezas comunicativas de la pre-escritura, la escritura, la edición y la reescritura. Destaca también la escritura independiente. [D; CSU]

ESL 159A.
CURSO ACADÉMICO DE ESL AVANZADO
DE LECTURA Y GRAMÁTICA IV
4 UNIDADES
Prerrequisito: ESL 49D y 49E o el nivel de habilidad equivalente determinado por la Evaluación de ESL de Southwestern College o equivalente
Correquisito: ESL 159B
Clase de 4 horas
Ofrecida en: Otoño, primavera, verano
Cuarto de cuatro semestres del Curso Académico ESL. Prepara a los estudiantes para las clases universitarias normales. Brinda instrucción para la escritura y la gramática a un nivel avanzado de inglés. Hace énfasis en el conocimiento para administrar sus vidas académicas de comprensión oral y habla. [D; CSU]

ESL 159B.
CURSO ACADÉMICO DE ESL AVANZADO
DE ESCRITURA Y GRAMÁTICA IV
5 UNIDADES
Prerrequisito: ESL 49D y 49E o el nivel de habilidad equivalente determinado por la Evaluación de ESL de Southwestern College o equivalente
Correquisito: ESL 159A
Clase de 5 horas
Ofrecida en: Otoño, primavera, verano
Cuatro de cuatro semestres del Curso Académico de ESL. Prepara a los estudiantes para las clases universitarias normales. Brinda instrucción para la escritura y la gramática a un nivel avanzado de inglés. Hace énfasis en el conocimiento para administrar sus vidas académicas de comprensión oral y habla. [D; CSU]

ESL 295.
TEMAS SELECCIONADOS EN ESL
1-3 UNIDADES
Se ofrece: Variable
Permite a los estudiantes estudiar temas relevantes dentro del campo de ESL. Los objetivos específicos, métodos de instrucción y unidades de crédito para proyectos propuestos bajo esta descripción del curso serán determinados individualmente. [D; * CSU]
* Favor de consultar el horario de clases para la descripción del curso específico e información acerca la transferencia.

ENVIRONMENTAL HAZARDOUS MATERIALS TECHNOLOGY COURSES

EHMT 99.
INTRODUCTION TO WORKERS’ COMPENSATION
3 UNITS
Recommended Preparation: EHMT 260 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Teaches students the basics of the workers’ compensation process and how to manage a workers’ compensation claim, from first report to closure. [D]
EHMT 100. INTRODUCTION TO ENVIRONMENTAL TECHNOLOGY 4 UNITS
Lecture 4 hours
Offered: Variable
Emphasizes discussions of human impacts on the natural environment, environmental science and technology, and important environmental regulations. Presents the history of environmental pollution and focuses on legislation, environmental effects, waste treatment techniques, and pollution prevention measures. Includes an introduction to the scientific method using water quality analyses. [D; CSU]

EHMT 110. WASTE STREAM GENERATION, REDUCTION, AND TREATMENT 3 UNITS
Lecture 3 hours
Offered: Variable
Industrial processes and generation of waste streams. Study various waste streams (air, water, and solids) examining the changes that occur through the industrial processes and understanding the material balance concept. Includes discussion of applicable technology. Stresses the fundamentals of waste minimization and treatment concepts. Field trips will show waste treatment technologies in action. [D; CSU]

EHMT 130. INTRODUCTION TO TOXICANTS 3 UNITS
Recommended Preparation: BIOL 190 or equivalent
Lecture 3 hours
Offered: Variable
Acute and chronic health effects produced by exposure to chemical, physical, and biological agents associated with industrial operations, waste disposal, and remedial sites. Topics include routes of entry, risk management, permissible exposure limits, medical surveillance, control methods, understanding Material Safety Data Sheets, epidemiology, industrial hygiene, and occupational health and safety. [D; CSU]

EHMT 150. WASTE MANAGEMENT APPLICATIONS 4 UNITS
Recommended Preparation: EHMT 100 and CHEM 100, or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Variable
Overview of hazardous waste, air pollution, wastewater regulations for industrial facilities, and abandoned waste sites. Emphasis on generator compliance, site investigation and remediation, permitting, and waste identification. The laboratory provides hands-on application of a hazardous waste manifest, preparation, storage container management, sampling, and waste compatibility determination. [D; CSU]

EHMT 200. ENVIRONMENTAL MATERIALS MANAGEMENT APPLICATIONS 4 UNITS
Recommended Preparation: EHMT 100, 130, and CHEM 100, or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Variable
Overview of hazardous materials regulations including emphasis on the transportation of hazardous materials, OSHA Hazard Communication, Community Right-to-Know, underground tanks, asbestos, Proposition 65, air toxics, and medical and infectious waste regulations. The laboratory will focus on shipping of hazardous materials; interpreting MSD’s; and planning and reporting functions. [D; CSU]

EHMT 210. INTRODUCTION TO INDUSTRIAL HYGIENE AND OCCUPATIONAL HEALTH 4 UNITS
Recommended Preparation: EHMT 100 or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Variable
Anticipation, recognition, evaluation and control of biological, chemical, and physical hazards in the workplace. Introduction to development of industrial hygiene, occupational health and safety as a professional discipline. Provides student with an understanding of basic physiological processes and the effects caused by occupational exposure to hazards. Students will survey various occupational health and safety programs and government regulations. Familiarize students with industrial hygiene monitoring and sampling techniques for airborne contaminants, noise, heat, radiation, and illumination. [D; CSU]

EHMT 220. WATER AND WASTEWATER MANAGEMENT 4 UNITS
Recommended Preparation: EHMT 100 or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Variable
Introduces an overview of water and wastewater regulations emphasizing federal, state, and local regulatory standards. Emphasizes an integrated study of the principles of water movement, water distribution, and storm water/wastewater management. Includes wastewater treatment of publicly-owned treatment facilities, industrial treatment processes, safe drinking water issues, and water conservation strategies. [D; CSU]

EHMT 230. SAFETY AND EMERGENCY RESPONSE 4 UNITS
Recommended Preparation: EHMT 130 or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Spring
Topics include hazard analysis, contingency planning, use and selection of PPE, site-control and evaluation, handling drums and containers, field sampling and monitoring, proper use of instruments, incident response planning, and field exercises in the use of APR and SCBA. This satisfies the requirements for generalized employee training under OSHA (1910.120). [D; CSU]

EHMT 240. OCCUPATIONAL SAFETY 3 UNITS
Recommended Preparation: EHMT 100 and 130, or equivalent
Lecture 3 hours
Offered: Variable
Covers the laws and regulations pertaining to industrial occupational safety, the history of occupational safety leading to current legislation, and the development of the Occupational Safety and Health Administration (OSHA). Students will gain a working knowledge of Worker’s Compensation and benefits laws, coupled with personal factors in safety, product safety and liability, and monitoring hazards in the workplace. [D; CSU]
EHMT 261. OCCUPATIONAL SAFETY MANAGEMENT 3 UNITS
Recommended Preparation: EHMT 100 and 130, or equivalent
Lecture 3 hours
Offered: Variable
Stresses management’s responsibility for safety, hazard, communication, machine and mechanism safety, and accident investigation. Additional topics include fire protection, radiation, electric systems, and industrial biological agents. [D; CSU]

EHMT 290. ENVIRONMENTAL TECHNOLOGY COOPERATIVE WORK EXPERIENCE I 2–4 UNITS
Grade only
Limitation on Enrollment: Declared Environmental Hazardous Materials Technology major.
Recommended Concurrent Enrollment: Enrollment in one other class directly related to Environmental Hazardous Materials Technology major in order to apply learned theory in a practical hands-on setting through an internship class.
Lecture 1 hour, laboratory 5–15 hours
Offered: Fall, Spring
Applies principles and skills learned in the Environmental Hazardous Materials Technology (EHMT) program to on-the-job training. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The instructor and the work supervisor will evaluate on-the-job performance. [D; CSU]

EHMT 291. ENVIRONMENTAL TECHNOLOGY COOPERATIVE WORK EXPERIENCE II 2–4 UNITS
Grade only
Prerequisite: EHMT 290 or equivalent
Limitation on Enrollment: Declared Environmental Hazardous Materials Technology major.
Recommended Concurrent Enrollment: Enrollment in one other class directly related to Environmental Hazardous Materials Technology major in order to apply learned theory in a practical hands-on setting through an internship class.
Lecture 1 hour, laboratory 5–15 hours
Offered: Fall, Spring
Applies principles and skills learned in the Environmental Hazardous Materials Technology program to on-the-job training. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The instructor and the work supervisor will evaluate on-the-job performance. [D; CSU]

EHMT 292. ENVIRONMENTAL TECHNOLOGY COOPERATIVE WORK EXPERIENCE III 2–4 UNITS
Grade only
Prerequisite: EHMT 291 or equivalent
Limitation on Enrollment: Declared Environmental Hazardous Materials Technology major.
Recommended Concurrent Enrollment: Enrollment in one other class directly related to Environmental Hazardous Materials Technology major in order to apply learned theory in a practical hands-on setting through an internship class.
Lecture 1 hour, laboratory 5–15 hours
Offered: Fall, Spring
Applies principles and skills learned in the Environmental Hazardous Materials Technology program to on-the-job training. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The instructor and the work supervisor will evaluate on-the-job performance. [D; CSU]

EHMT 293. ENVIRONMENTAL TECHNOLOGY COOPERATIVE WORK EXPERIENCE IV 2–4 UNITS
Grade only
Prerequisite: EHMT 292 or equivalent
Limitation on Enrollment: Declared Environmental Hazardous Materials Technology major.
Recommended Concurrent Enrollment: Enrollment in one other class directly related to Environmental Hazardous Materials Technology major in order to apply learned theory in a practical hands-on setting through an internship class. Lecture 1 hour, laboratory 5–15 hours
Offered: Fall, Spring
Applies principles and skills learned in the Environmental Hazardous Materials Technology program to on-the-job training. Requires participating in a weekly one-hour coordinating class. The instructor and the work experience provider will evaluate on-the-job performance. [D; CSU]

EHMT 295. SELECTED TOPICS IN ENVIRONMENTAL AND HAZARDOUS MATERIALS 1–3 UNITS
Offered: Variable
Permits students to study relevant topics within the field of environmental hazardous materials. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

EHMT 299. INDEPENDENT STUDY 1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of environmental hazardous materials, which is of particular interest to the student and not included in regular courses of the College. [D; CSU]
EVENT AND CONVENTION PLANNING COURSES

EVNT 154. INTRODUCTION TO EVENT AND CONVENTION PLANNING 3 UNITS

Recommended Preparation: CL 120 or equivalent
Lecture 3 hours
Offered: Variable
Provides students with a basic knowledge of conventions, conferences, and special event planning for the dynamic field of hospitality and tourism. [D; CSU]

EVNT 155. EVENT MARKETING 3 UNITS

Recommended Preparation: BUS 70,129, or CL 120, or equivalent
Lecture 3 hours
Offered: Variable
Provides students with fundamental knowledge of marketing events, festivals, conventions, and expositions. Emphasizes how to build a strong client database in the highly competitive and dynamic field of hospitality and tourism. [D; CSU]

EVNT 157. CORPORATE EVENT PROJECT MANAGEMENT 3 UNITS

Recommended Preparation: BUS 70 and 240, or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Fall
Provides students with fundamental knowledge of the process of corporate event project management. [D; CSU]

EVNT 295. SELECTED TOPICS IN EVENT AND CONVENTION PLANNING 1–3 UNITS

Offered: Variable
Permits students to study relevant topics within the field of event and convention planning. [D; *CSU]

* Please refer to the class schedule for specific course description and transferability information.

COURSE DESCRIPTIONS

EVNT 299. INDEPENDENT STUDY 1–3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of event and convention planning, which is of particular interest to the student and not included in regular courses of the College. [D; CSU]

EXERCISE SCIENCE COURSES

There are four types of Exercise Science courses:

- Exercise Science/Activity
- Exercise Science/Intercollegiate
- Exercise Science/Limited
- Exercise Science/Theory

EXERCISE SCIENCE—ACTIVITY COURSES

ES/A 100. FITNESS PRE AND POST TESTING 1 UNIT

Pass/No Pass only
Lecture 0.5 hour, laboratory 2 hours
Offered: Fall
Evaluates fitness and health variables such as cardiovascular, muscular strength and endurance, flexibility, and body composition. Focuses on results of fitness tests and provides an action plan to improve or maintain current level of fitness and health. [D; CSU; UC]

ES/A 101. BODY SCULPT I 1 UNIT

Laboratory 3 hours
Offered: Variable
Introduces light weights, resistance tubes and bars, jump ropes, and steps at an beginning level to improve muscle tone and definition while strengthening the body. Combines workout session with rhythmic music and focuses on duration and intensity of exercises for deep muscle contouring, strengthening, and firming a well-defined body. Course appropriate for all levels of fitness. (Formerly ES/A 101ABCD.) [D; CSU; UC]

ES/A 102. BODY SCULPT II 1 UNIT

Prerequisite: ES/A 101 or equivalent
Laboratory 3 hours
Offered: Variable
Improves utilization of light weights, resistance tubes and bars, jump ropes, and steps at an intermediate level to improve muscle tone and definition while strengthening the body. Focuses on duration and intensity of exercises for deeper muscle contouring, strengthening, and firming a well-defined body. Course appropriate for all levels of fitness. (Formerly ES/A 101ABCD.) [D; CSU; UC]

ES/A 103. BODY SCULPT III 1 UNIT

Prerequisite: ES/A 102 or equivalent
Laboratory 3 hours
Offered: Variable
Improves utilization of light weights, resistance tubes and bars, jump ropes, and steps to improve muscle tone and definition while strengthening the body at an advanced level. Focuses on continued duration and advanced intensity of exercises for deep muscle contouring, strengthening, and firming a well-defined body. (Formerly ES/A 101ABCD.) [D; CSU; UC]

ES/A 104. INTENSE BOOT CAMP 1 UNIT

Grade only
Laboratory 3 hours
Offered: Fall, Spring, Summer
Provides an intensive whole body workout that includes exercises that will increase cardiovascular endurance, strength, and flexibility in a motivational group setting. Includes interval training, plyometrics, running, team games, bands, and weights used to burn fat and increase core and body strength. [D; CSU]

ES/A 105. BEGINNING RUNNING FOR CARDIOVASCULAR FITNESS 1 UNIT

Grade only
Laboratory 3 hours
Offered: Fall, Spring, Summer
Introduces the fundamentals of running that develops the cardiovascular system and improves overall fitness. Includes comprehensive instruction in warm-up and cool-down protocols, breathing techniques, endurance, and flexibility. (Formerly ES/A 111ABCD) [D; CSU]
ES/A 106. INTERMEDIATE RUNNING FOR CARDIOVASCULAR FITNESS
1 UNIT
Grade only
Prerequisite: ES/A 105 or equivalent
Laboratory 3 hours
Offered: Fall, Spring, Summer
Provides instruction for intermediate runners who have been running for at least six months and want to improve their performance times. Emphasizes training to run faster with maximum effort. Includes workouts on the track and in neighborhood hills, pre- and post-tests to determine cardiovascular fitness level. (Formerly ES/A 111ABCD) [D; CSU]

ES/A 107. ADVANCED RUNNING FOR CARDIOVASCULAR FITNESS
1 UNIT
Grade only
Prerequisite: ES/A 106 or equivalent
Laboratory 3 hours
Offered: Fall, Spring
Emphasizes advanced fundamentals of running and workouts to improve speed, form, strength, endurance, and race times. Explores advanced training techniques such as steady-paced runs, speed training, intervals, hills, Fartlek, and tempo runs. Includes stretching, power walking, jogging, and running programs individually designed. (Formerly ES/A 111ABCD) [D; CSU]

ES/A 110A. ATHLETIC STRENGTH AND POWER INTRODUCTION
2 UNITS
Recommended Preparation: ES/T 114, 115, or 116, or equivalent
Laboratory 7 hours
Offered: Variable
Introduces progressive resistance training, specific to the improvement of muscular strength and power as it relates to explosive ballistic movements. Includes an introduction to proper mechanics of specific lifting exercises, flexibility, and calisthenics, as well as maintaining and collecting data on each student’s strength and power index. [D; CSU; UC]

ES/A 110B. ATHLETIC STRENGTH AND POWER FOR BEGINNERS
2 UNITS
Prerequisite: ES/A 110A or equivalent
Laboratory 7 hours
Offered: Variable
Focuses on beginning progressive resistance training, specific to the improvement of muscular strength and power as it relates to explosive ballistic movements. Includes proper mechanics of specific lifting exercises, flexibility, and calisthenics, as well as maintaining and collecting data on each student’s strength and power index. [D; CSU; UC]

ES/A 110C. ATHLETIC STRENGTH AND POWER FOR INTERMEDIATE
2 UNITS
Prerequisite: ES/A 110B or equivalent
Laboratory 7 hours
Offered: Variable
Focuses on intermediate progressive resistance training, specific to the improvement of muscular strength and power as it relates to explosive ballistic movements. Includes intermediate proper mechanics of specific lifting exercises, flexibility, and calisthenics, as well as maintaining and collecting data on each student’s strength and power index. [D; CSU; UC]

ES/A 110D. ATHLETIC STRENGTH AND POWER FOR ADVANCED
2 UNITS
Prerequisite: ES/A 110C or equivalent
Laboratory 7 hours
Offered: Variable
Focuses on advanced progressive resistance training, specific to the improvement of muscular strength and power as it relates to explosive ballistic movements. Includes advanced proper mechanics of specific lifting exercises, flexibility, and calisthenics, as well as maintaining and collecting data on each student’s strength and power index. [D; CSU; UC]

ES/A 112. STAND UP PADDLING-BEGINNER
1 UNIT
Grade only
Prerequisite: Demonstrated swimming proficiency
Lecture .5 hour, laboratory 2 hours
Offered: Variable
Introduces basic paddling techniques for the beginning stages of stand-up paddling. Includes instruction and activities for equipment selection, paddling techniques, and safety skills for beginning participants. [D; CSU; UC]

ES/A 113. STAND UP PADDLING-INTERMEDIATE
1 UNIT
Grade only
Prerequisite: ES/A 112 or equivalent
Lecture .5 hour, laboratory 2 hours
Offered: Variable
Explores progressive paddling techniques to increase distance in intermediate stand up paddling. Emphasizes instruction and activities for long distance paddling, stamina, strength building, and endurance skills. [D; CSU; UC]

ES/A 114. STAND UP PADDLING-ADVANCED
1 UNIT
Grade only
Prerequisite: ES/A 113 or equivalent
Lecture .5 hour, laboratory 2 hours
Offered: Variable
Provides advanced stand up paddle instruction in ocean conditions. Includes beach entry and exit, wave riding, and predicting ocean currents. [D; CSU; UC]

ES/A 116. CARDIOVASCULAR SWIMMING I
1 UNIT
Recommended Preparation: ES/A 157 or equivalent
Laboratory 3 hours
Offered: Variable
Provides instruction in swim conditioning through supervised interval training workouts designed to increase cardiovascular fitness in aquatic activities at an introductory level. (Formerly ES/A 119ABCD) [D; CSU]
ES/A 117. **CARDIOVASCULAR SWIMMING II**  
1 UNIT  
Prerequisite: ES/A 116 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Provides progressive instruction in swim conditioning through supervised interval training workouts designed to increase cardiovascular fitness in aquatic activities at an intermediate level. (Formerly ES/A 119ABCD) [D; CSU]

ES/A 118. **CARDIOVASCULAR SWIMMING III**  
1 UNIT  
Prerequisite: ES/A 117 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Provides progressive instruction in swim conditioning through supervised interval training workouts designed to increase cardiovascular fitness in aquatic activities at an intermediate level. (Formerly ES/A 119ABCD) [D; CSU]

ES/A 119. **CARDIOVASCULAR SWIMMING IV**  
1 UNIT  
Prerequisite: ES/A 118 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Provides progressive instruction in swim conditioning through supervised interval training workouts designed to increase cardiovascular fitness in aquatic activities at an advanced level. (Formerly ES/A 119ABCD) [D; CSU]

ES/A 121. **BEGINNING CROSS TRAINING FITNESS**  
1–2 UNITS  
Lecture .5–1 unit, laboratory 2–3 hours  
Offered: Fall, Spring  
Introduces basic principles of fitness, health, and nutrition. Emphasizes healthful living through a variety of cardiovascular and resistance exercises at a beginning level. (Formerly ES/A 123ABCD) [D; CSU]

ES/A 122. **INTERMEDIATE CROSS TRAINING FITNESS**  
1–2 UNITS  
Prerequisite: ES/A 121 or equivalent  
Lecture .5–1 unit, laboratory 2–3 hours  
Offered: Fall, Spring  
Explores intermediate principles of fitness, health, and nutrition. Emphasizes healthful living through a variety of intermediate cardiovascular and resistance training exercises. (Formerly ES/A 123ABCD) [D; CSU]

ES/A 123. **ADVANCED CROSS TRAINING FITNESS**  
1–2 UNITS  
Prerequisite: ES/A 122 or equivalent  
Lecture .5–1 unit, laboratory 2–3 hours  
Offered: Fall, Spring  
Provides advanced principles of fitness, health, and nutrition. Emphasizes enhanced healthful living through a variety of advanced and higher intensity cardiovascular and resistance exercises. (Formerly ES/A 123ABCD) [D; CSU]

ES/A 124. **ADVANCED CARDIO-FITNESS**  
1 UNIT  
Prerequisite: ES/A 126 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Emphasizes advanced aerobic exercise that offers intermediate level cardiovascular benefits, as well as improving coordination and rhythm. Focuses on low-impact and high-impact exercises that are safe and effective for intermediate fitness levels. Includes cardiovascular conditioning but offers balanced workouts that include flexibility and dance movement. (Formerly ES/A 127ABCD) [D; CSU]

ES/A 125. **BEGINNING CARDIO-FITNESS**  
1 UNIT  
Prerequisite: ES/A 125 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Introduces aerobic exercise offering intermediate level cardiovascular benefits, as well as improving coordination and rhythm. Focuses on low-impact and high-impact forms of exercises that are safe and effective for intermediate fitness levels. Includes cardiovascular conditioning, flexibility, and strength training which offers a balanced workout. (Formerly ES/A 127ABCD) [D; CSU]

ES/A 126. **INTERMEDIATE CARDIO-FITNESS**  
1 UNIT  
Prerequisite: ES/A 125 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Emphasizes aerobic exercise that offers intermediate level cardiovascular benefits, as well as improving coordination and rhythm. Focuses on low-impact and high-impact forms of exercises that are safe and effective for intermediate fitness levels. Includes cardiovascular conditioning, flexibility, and strength training which offers a balanced workout. (Formerly ES/A 127ABCD) [D; CSU]

ES/A 127. **ADVANCED CARDIO-FITNESS**  
1 UNIT  
Prerequisite: ES/A 126 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Emphasizes advanced aerobic exercise that offers cardiovascular benefits, as well as improving coordination and rhythm. Focuses on a high-impact form of exercise that is safe and effective for advanced participants. Includes cardiovascular conditioning, flexibility, and strength training which offers a balanced workout. (Formerly ES/A 127ABCD) [D; CSU]

ES/A 128. **FLEXIBILITY FITNESS I**  
.5–1 UNIT  
Prerequisite: ES/A 131 or equivalent  
Laboratory 1.5–3 hours  
Offered: Variable  
Emphasizes stretching and increasing flexibility at a basic skills level. Designed to lengthen muscles and increase range of motion. Includes reducing risk of injury and increased body awareness. (Formerly ES/A 131ABCD) [D; CSU; UC]

ES/A 129. **FLEXIBILITY FITNESS II**  
.5–1 UNIT  
Prerequisite: ES/A 132 or equivalent  
Laboratory 1.5–3 hours  
Offered: Variable  
Emphasizes stretching and increasing flexibility at a low-intermediate level. Includes reducing risk of injury, increases flexibility, and increased body awareness. (Formerly ES/A 131ABCD) [D; CSU; UC]

ES/A 130. **FLEXIBILITY FITNESS III**  
.5–1 UNIT  
Prerequisite: ES/A 133 or equivalent  
Laboratory 1.5–3 hours  
Offered: Variable  
Emphasizes stretching and increasing flexibility as an intermediate level to lengthen muscles and increase range of motion. Includes reducing risk of injury and increased body awareness. (Formerly ES/A 131ABCD) [D; CSU; UC]

ES/A 131. **FLEXIBILITY FITNESS IV**  
.5–1 UNIT  
Prerequisite: ES/A 134 or equivalent  
Laboratory 1.5–3 hours  
Offered: Variable  
Emphasizes stretching and increasing flexibility as an advanced level, and to lengthen muscles and increase range of motion. Includes reducing risk of injury and increased body awareness. (Formerly ES/A 131ABCD) [D; CSU; UC]
ES/A 135. BOWLING—BEGINNING  
1 UNIT
Grade only  
Laboratory 3 hours  
Offered: Variable  
Fee: $87.50. Provides instruction and supervision in the sport of bowling. Emphasizes rules, tournament play, various approaches, and ball release techniques introduced to the beginning bowler. Includes instruction on scoring, ball placement, and team play. (Formerly ES/A 135ABC) [D; CSU; CU]

ES/A 136. BOWLING—INTERMEDIATE  
1 UNIT
Grade only  
Prerequisite: ES/A 135 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Fee: $87.50. Introduces bowling techniques at an intermediate level. Emphasizes curves, split conversions, advanced pin set conversions, and enhance his/her averages. (Formerly ES/A 135ABC) [D; CSU; UC]

ES/A 137. BOWLING—ADVANCED  
1 UNIT
Grade only  
Prerequisite: ES/A 136 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Fee: $87.50. Offers continued opportunities to perfect basic bowling skills at advanced level. Includes fingertip release, lane condition adjustments, strategy for correcting faults such as: over-spin, lofting, and missing mark. Emphasizes league play strategy. (Formerly ES/A 135ABC) [D; CSU; CU]

ES/A 138. BEGINNING BASEBALL  
1 UNIT
Laboratory 3 hours  
Offered: Variable  
Introduces the student to the fundamental baseball skills of throwing, catching, and hitting along with the rules of play and basic strategy. (Formerly ES/A 174) [D; CSU; UC]

ES/A 139. INTERMEDIATE BASEBALL  
1 UNIT
Grade only  
Prerequisite: ES/A 138 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Develops the students fundamental skills of baseball, rules, and strategies. (Formerly ES/A 175ABC) [D; CSU; UC]

ES/A 140. ADVANCED BASEBALL  
1 UNIT
Grade only  
Prerequisite: ES/A 139 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Expands the implementation of baseball game strategies and refine personal skills at an advanced level. (Formerly ES/A 175ABC) [D; CSU; UC]

ES/A 141. COLLEGE BASEBALL  
1 UNIT
Grade only  
Prerequisite: ES/A 140 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Provides instruction to evolve the execution of baseball game strategies and purify personal skills. (Formerly ES/A 175ABC) [D; CSU; UC]

ES/A 143. BADMINTON I  
1 UNIT
Grade only  
Laboratory 3 hours  
Offered: Variable  
Introduces the student to the rules and skills of badminton at a beginning level along with fundamental strategies. (Formerly ES/A 143ABC) [D; CSU; UC]

ES/A 144. BADMINTON II  
1 UNIT
Grade only  
Prerequisite: ES/A 143 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Develops the student’s understanding of the strategies, rules, skills, and etiquette of badminton at a beginning-intermediate level. (Formerly ES/A 143ABCD) [D; CSU; UC]

ES/A 145. BADMINTON III  
1 UNIT
Grade only  
Prerequisite: ES/A 144 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Expands the student’s implementation of game strategies and refines personal skills of badminton at the intermediate level. (Formerly ES/A 143ABCD) [D; CSU; UC]

ES/A 146. BADMINTON IV  
1 UNIT
Grade only  
Prerequisite: ES/A 145 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Empahsizes the student’s execution of the strategies and personal skills of badminton at an advanced level. (Formerly ES/A 143ABCD) [D; CSU; UC]

ES/A 147. GOLF I  
.5–1 UNIT
Grade only  
Laboratory 2–3 hours  
Offered: Variable  
Fee: $45. Introduces fundamentals of golf including pattern of swings, grip, and stance at a beginning level. Includes club selection, chipping, putting, rules, etiquette, and scoring. [D; CSU; UC]

ES/A 148. GOLF II  
.5–1 UNIT
Grade only  
Laboratory 2–3 hours  
Offered: Variable  
Fee: $45. Provides golf swing fundamentals and skills at a beginning intermediate level. Includes chipping techniques, pitching, sand bunker play, rules, and game management. [D; CSU; UC]
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| **ES/A 149.** 
**Golf III**  
.5–1 UNIT |
Grade only  
Prerequisite: ES/A 148 or equivalent  
Laboratory 2–3 hours  
Offered: Variable  
Fee: $45. Refines full swing, chipping techniques, pitching, sand bunker play, rules, scoring, and game management at the intermediate level. Stresses swing self-analysis utilizing divot and ball direction. [D; CSU; UC]

| **ES/A 150.** 
**Golf IV**  
.5–1 UNIT |
Grade only  
Prerequisite: ES/A 149 or equivalent  
Laboratory 2–3 hours  
Offered: Variable  
Fee: $45. Emphasizes golf skills at an advanced level. Includes refinement of full swing, chipping techniques, pitching, sand bunker play, rules, scoring, and game management. Stresses swing self-analysis utilizing divot and ball direction. [D; CSU; UC]

| **ES/A 151.** 
**Beginning Tennis I**  
.5–1 UNIT |
Grade only  
Laboratory 2–3 hours  
Offered: Variable  
Introduces tennis fundamentals. Emphasizes stroke technique, footwork, forehand, backhand, and introduction to serve. Includes rules interpretation and match play in singles and doubles. [D; CSU; UC]

| **ES/A 152.** 
**Beginning Tennis II**  
.5–1 UNIT |
Grade only  
Prerequisite: ES/A 151 or equivalent  
Laboratory 2–3 hours  
Offered: Fall, Spring, Summer  
Reviews the of history, etiquette, rules, and basic strategy of tennis. Refines basic skills in footwork, forehand, backhand, and serve for the advanced beginner. Introduces net play and variations of competition, scoring, and forehand-backhand strokes. [D; CSU; UC]

| **ES/A 153.** 
**Intermediate Tennis**  
.5–1 UNIT |
Grade only  
Prerequisite: ES/A 153 or equivalent  
Laboratory 2–3 hours  
Offered: Variable  
Reviews serve and net play refinement with emphasis on pace and control of serve and variations of forehand and backhand strokes. Introduces offensive and defensive lob and overhead smash. [D; CSU; UC]

| **ES/A 154.** 
**Advanced Tennis**  
.5–1 UNIT |
Grade only  
Prerequisite: ES/A 153 or equivalent  
Laboratory 2–3 hours  
Offered: Variable  
Provides advanced theory, strategy, and techniques including analysis of skills by instructor and student, concentrating on the elimination of errors in form and execution. Introduces half volley and variations of serve techniques. [D; CSU; UC]

| **ES/A 155.** 
**Swimming I**  
1 UNIT |
Laboratory 3 hours  
Offered: Variable  
Provides instruction in fundamental swimming techniques and basic water safety skills for introductory-level swimmers. [D; CSU; UC]

| **ES/A 156.** 
**Swimming II**  
1 UNIT |
Prerequisite: ES/A 155 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Provides progressive instruction in swimming skills, endurance, and water safety skills for beginning-level swimmers. [D; CSU; UC]

| **ES/A 157.** 
**Swimming III**  
1 UNIT |
Prerequisite: ES/A 156 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Provides progressive instruction in swimming skills, stroke development, fitness, endurance, and water safety skills for intermediate-level swimmers. [D; CSU; UC]

| **ES/A 158.** 
**Swimming IV**  
1 UNIT |
Prerequisite: ES/A 157 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Provides progressive instruction in swimming skills, fitness, distance strategies, enhanced endurance, speed, and water safety skills for advanced-level swimmers. [D; CSU; UC]

| **ES/A 160.** 
**Progressive Fitness I Through Nautilus and Swimming Conditioning**  
1 UNIT |
Recommended Preparation: ES/A 156 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Provides instruction in resistive exercise routines using Nautilus equipment combined with a progressive cardiopulmonary swim fitness program at a beginning level. [D; CSU; UC]

| **ES/A 162.** 
**Beginning Basketball**  
1 UNIT |
Grade only  
Laboratory 3 hours  
Offered: Variable  
Provides opportunity for beginning-level basketball students to learn fundamentals, develop skills, and participate in various class competitions. (Formerly ES/A 162ABCD) [D; CSU; UC]

| **ES/A 163.** 
**Intermediate Basketball**  
1 UNIT |
Prerequisite: ES/A 162 or equivalent  
Laboratory 3 hours  
Offered: Variable  
Provides opportunity for intermediate-level basketball students to develop skills, learn various offense and defense systems, and participate in competitions. (Formerly ES/A 162ABCD) [D; CSU; UC]
ES/A 166. INTRODUCTION TO VOLLEYBALL  
.5–1 UNIT  
Grade only  
Laboratory 2–3 hours  
Offered: Variable  
Provides instruction in the fundamental skills of passing, setting, hitting, serving as applied to a basic offensive system. Includes safety, terminology, drills, and game strategies for the introductory player. [D; CSU; UC]

ES/A 167. BEGINNING VOLLEYBALL  
.5–1 UNIT  
Grade only  
Prerequisite: ES/A 166 or equivalent  
Laboratory 2–3 hours  
Offered: Variable  
Reviews introductory volleyball ball control skills. Develops hitter effectiveness and incorporates a 6-2 three-hitter offensive system and a perimeter defense for the beginner-level player. [D; CSU; UC]

ES/A 168. INTERMEDIATE VOLLEYBALL  
.5–1 UNIT  
Grade only  
Prerequisite: ES/A 167 or equivalent  
Laboratory 2–3 hours  
Offered: Variable  
Provides instruction for the intermediate volleyball player. Focuses on rules, ball control and skill development, a multi-tempo offense, and a team structured perimeter defense. [D; CSU; UC]

ES/A 169. ADVANCED VOLLEYBALL  
.5–1 UNIT  
Grade only  
Prerequisite: ES/A 168 or equivalent  
Laboratory 2–3 hours  
Offered: Variable  
Analysis of power level volleyball with application of advanced offensive and defensive techniques and systems utilized at the collegiate and international levels. [D; CSU; UC]

ES/A 170. SAND VOLLEYBALL I  
.5–1 UNIT  
Laboratory 1.5–3 hours  
Offered: Variable  
Provides instruction for beginning sand volleyball basic skills and strategies with an emphasis on individual skills and doubles team play. (Formerly ES/A 170ABCD) [D; CSU; UC]

ES/A 171. SAND VOLLEYBALL II  
.5–1 UNIT  
Prerequisite: ES/A 170 or equivalent.  
Laboratory 1.5–3 hours  
Offered: Variable  
Provides instruction for intermediate sand volleyball skills and strategies with an emphasis on individual skills and doubles team play. (Formerly ES/A 170ABCD) [D; CSU; UC]

ES/A 172. SAND VOLLEYBALL III  
.5–1 UNIT  
Prerequisite: ES/A 171 or equivalent.  
Laboratory 1.5–3 hours  
Offered: Variable  
Provides instruction for advanced sand volleyball skills and strategies with an emphasis on game strategies. (Formerly ES/A 170ABCD) [D; CSU; UC]

ES/A 173. SAND VOLLEYBALL IV  
.5–1 UNIT  
Prerequisite: ES/A 172 or equivalent.  
Laboratory 1.5–3 hours  
Offered: Variable  
Provides instruction for advanced skills and strategies of sand volleyball with an emphasis on gamesmanship and team performance. (Formerly ES/A 170ABCD) [D; CSU; UC]

ES/A 178A. SOCCER I  
.5–1 UNIT  
Grade only  
Laboratory 2–3 hours  
Offered: Variable  
Introduces the student to the sport of soccer. Provides information and practice in the skills of kicking, trapping, heading, shooting, rules, and vocabulary associated with soccer. Exposes students to game situations and game evaluations. (Formerly ES/A 178ABCD) [D; CSU; UC]

ES/A 178B. SOCCER II  
.5–1 UNITS  
Grade only  
Prerequisite: ES/A 178A or equivalent  
Laboratory 2–3 hours  
Offered: Variable  
Reviews the history of soccer, rules, and basic strategy of soccer. Emphasizes technical skills of receiving, dribbling, shielding, and shooting of soccer. Introduces individual defending and attacking strategies. (Formerly ES/A 178ABCD) [D; CSU; UC]

ES/A 178C. SOCCER III  
.5–1 UNITS  
Grade only  
Prerequisite: ES/A 178B or equivalent  
Laboratory 2–3 hours  
Offered: Variable  
Reviews and refines the technical and tactical skills of soccer. Emphasizes positional play and identifies the roles of goalkeeper, defenders, midfielders, and forwards in the tactical setting. Exposes students to small tactical group sessions and game evaluations. (Formerly ES/A 178ABCD) [D; CSU; UC]

ES/A 178D. SOCCER IV  
.5–1 UNITS  
Grade only  
Prerequisite: ES/A 178C or equivalent  
Laboratory 2–3 hours  
Offered: Variable  
Emphasizes advanced theory, technical, and tactical skills. Exposes students to game situations and match analysis. (Formerly ES/A 178ABCD) [D; CSU; UC]

ES/A 182. SOFTBALL I  
.5–1 UNIT  
Grade only  
Laboratory 2–3 hours  
Offered: Variable  
Focuses on the beginning softball student and introduces fundamental drills for offense and defense plays. Includes batting techniques, pitching and fielding skills, game strategy, and rules. [D; CSU; UC]
ES/A 183.  
SOFTBALL II  
.5–1 UNIT  

Grade only  
Prerequisite: ES/A 182 or equivalent  
Laboratory 2–3 hours  
Offered: Variable  

Provides the basic fundamentals of throwing, catching, fielding, batting, and bunting for the beginning-intermediate level student. Includes in-class competition to enhance and refine total player development. [D; CSU; UC]

ES/A 184.  
SOFTBALL III  
.5–1 UNIT  

Grade only  
Prerequisite: ES/A 183 or equivalent  
Laboratory 2–3 hours  
Offered: Variable  

Reviews the softball fundamentals of throwing, catching, fielding, batting, and bunting for the intermediate level student. Enhances the skills through in-class competition and improves abilities through essential drills. [D; CSU; UC]

ES/A 185.  
SOFTBALL IV  
.5–1 UNIT  

Grade only  
Prerequisite: ES/A 184 or equivalent  
Laboratory 2–3 hours  
Offered: Variable  

Includes advanced fundamentals of throwing, catching, fielding, batting, and bunting for the advanced player. Emphasizes in class competition to increase game like awareness to improve total player development. [D; CSU; UC]

ES/A 187.  
FITNESS EDUCATION CENTER: FOUNDATIONAL FITNESS TRAINING II  
.5–1 UNIT  

Grade only  
Prerequisite: ES/A 186 or equivalent  
Laboratory 2–3 hours  
Offered: Variable  

Improves muscular strength by supplementing machine workouts with free weight equipment and cardiovascular health by introducing interval training programs. Includes an orientation period to reset goals and programs, reviews fitness principles and safety, and monitors progress. (Formerly ES/A 186ABCD) [D; CSU; UC]

ES/A 188.  
FITNESS EDUCATION CENTER: SPECIALIZED FITNESS TRAINING I  
.5–1 UNIT  

Grade only  
Prerequisite: ES/A 187 or equivalent  
Laboratory 2–3 hours  
Offered: Variable  

Develops muscle endurance, hypertrophy, and strength by introducing super sets, pyramid, giant sets, prioritization, nutritional guidelines. Incorporates High Intensity Interval Training (HIIT) cardio workouts for the intermediate to advanced student. Requires an orientation period, resetting of goals, measuring baseline levels, redefining workout programs, and monitoring progress and outcomes. (Formerly ES/A 186ABCD) [D; CSU; UC]

ES/A 189.  
FITNESS EDUCATION CENTER: SPECIALIZED FITNESS TRAINING II  
.5–1 UNIT  

Grade only  
Prerequisite: ES/A 188 or equivalent  
Laboratory 2–3 hours  
Offered: Variable  

Applies advanced, competitive, and sport specific training methods to develop optimum fitness levels. Includes an orientation that pairs advanced concepts with individual assessed needs and goal setting. Requires an individual fitness contract that includes advanced strength development, cardio workouts, nutritional guidelines, six week assessments with adjustments, and a final analysis of student process and outcomes. (Formerly ES/A 186ABCD) [D; CSU; UC]

ES/A 190.  
INTRODUCTORY WEIGHT TRAINING AND PHYSICAL FITNESS  
.5–1 UNIT  

Grade only  
Laboratory 2–3 hours  
Offered: Variable  

Provides introductory-level progressive resistance training to improve strength and overall fitness. Includes types of resistance programs, proper methods of exercising with weights, and safety. [D; CSU; UC]

ES/A 191.  
BEGINNING WEIGHT TRAINING AND PHYSICAL FITNESS  
.5–1 UNIT  

Grade only  
Prerequisite: ES/A 190 or equivalent  
Laboratory 2–3 hours  
Offered: Variable  

Provides beginning-level instruction in progressive resistance training to improve muscle strength, flexibility, and cardiovascular condition. Includes types of resistance programs, proper methods of exercising with weights, and safety. [D; CSU; UC]

ES/A 192.  
INTERMEDIATE WEIGHT TRAINING AND PHYSICAL FITNESS  
.5–1 UNIT  

Grade only  
Prerequisite: ES/A 191 or equivalent  
Laboratory 2–3 hours  
Offered: Variable  

Provides intermediate-level instruction in progressive resistance training to achieve and maintain a high level of muscular fitness, as well as improve body symmetry. Includes types of resistance programs, proper methods of exercising with weights, and safety. [D; CSU; UC]

ES/A 193.  
ADVANCED WEIGHT TRAINING AND PHYSICAL FITNESS  
.5–1 UNIT  

Grade only  
Prerequisite: ES/A 192 or equivalent  
Laboratory 2–3 hours  
Offered: Variable  

Provides highly advanced-level instruction in resistance training designed for those interested in special training techniques. Includes techniques of body building, aerobic weight training, and weight training for athletics. [D; CSU; UC]
ES/A 195. INTRODUCTION TO OUTRIGGER CANOE 1–2 UNITS

Grade only
Lecture .5–1 hour, laboratory 2–4 hours
Offered: Variable

Introduces course teaching on the cultural aspects of Hawaiian outrigger canoe, the basic forward Hawaiian outrigger canoe stroke, boating, and personal water safety. (Formerly ES/A 199ABCD) [D; CSU; UC]

ES/A 196. BEGINNING OUTRIGGER CANOE 1–2 UNITS

Grade only
Prerequisite: ES/A 196 or equivalent
Lecture .5–1 hour, laboratory 2–4 hours
Offered: Variable

Explores the history and traditions of Hawaiian outrigger canoe. Provides additional padding strokes for Regatta style racing, teamwork, and communication, including competitive strategies for the beginning student. (Formerly ES/A 199ABCD) [D; CSU; UC]

ES/A 197. INTERMEDIATE OUTRIGGER CANOE 1–2 UNITS

Grade only
Prerequisite: ES/A 197 or equivalent
Lecture .5–1 hour, laboratory 2–4 hours
Offered: Variable

Provides intermediate instruction in the paddling strokes necessary for steering an outrigger canoe. Teaches Helmsmanship responsibilities, review of canoe rigging, maintenance, boating and personal water safety, teamwork, and communication as well as competitive strategies. (Formerly ES/A 199ABCD) [D; CSU; UC]

ES/A 198. ADVANCED OUTRIGGER CANOE 1–2 UNITS

Grade only
Prerequisite: ES/A 198 or equivalent
Lecture .5–1 hour, laboratory 2–4 hours
Offered: Variable

Prepares student for the competitive team sport of outrigger canoeing. Emphasizes improving technique in all outrigger canoe paddle strokes, helmsmanship, teamwork, and physical fitness. (Formerly ES/A 199ABCD) [D; CSU; UC]

ES/A 203. BEGINNING FITNESS WALKING .5–1 UNIT

Lab 2–3 hours
Offered: Variable

Includes principles of aerobic exercise and cardiorespiratory health through basic walking-for-exercise techniques. Implements an easy-to-follow plan for monitoring and measuring improvements in basic fitness and cardiorespiratory conditioning while participating in low-impact activities. Includes an exercise plan for people of different ages and levels of physical condition. (Formerly ES/A 203ABCD) [D; CSU; UC]

ES/A 204. INTERMEDIATE FITNESS WALKING .5–1 UNIT

Prerequisite: ES/A 203 or equivalent
Lab 2–3 hours
Offered: Variable

Covers the relationship between aerobic fitness, health, and disease risks. Incorporates intermediate-level walking-for-exercise modalities. Provides plans for monitoring and measuring fitness improvements. Includes general fitness principles, and aerobic endurance, muscle endurance, and flexibility exercises. (Formerly ES/A 203ABCD) [D; CSU; UC]

ES/A 205. ADVANCED FITNESS WALKING .5–1 UNIT

Prerequisite: ES/A 204 or equivalent
Lab 2–3 hours
Offered: Variable

Incorporates an in-depth analysis of advanced fitness walking techniques, including instruction and participation in speed walking, interval training, and comprehensive fitness workouts. Provides the knowledge and skills necessary to design a comprehensive home/neighborhood fitness program. (Formerly ES/A 203ABCD) [D; CSU; UC]

ES/A 206. INTERMEDIATE STEP TRAINING 1 UNIT

Prerequisite: ES/A 206 or equivalent
Lab 3 hours
Offered: Variable

Utilizes advanced step choreography to improve cardiovascular benefits. Focuses on improving coordination and rhythm with the use of music and STEPS. Emphasizes advanced- and multi-level intensity to achieve desired results for advanced fitness levels. (Formerly ES/A 215ABCD) [D; CSU]

ES/A 206. INTERMEDIATE STEP TRAINING 1 UNIT

Prerequisite: ES/A 206 or equivalent
Lab 3 hours
Offered: Variable

Incorporates an in-depth analysis of advanced fitness walking techniques, including instruction and participation in speed walking, interval training, and comprehensive fitness workouts. Provides the knowledge and skills necessary to design a comprehensive home/neighborhood fitness program. (Formerly ES/A 203ABCD) [D; CSU; UC]

ES/A 215. BEGINNING STEP TRAINING 1 UNIT

Lab 3 hours
Offered: Variable

Introduces students to step aerobics to improve cardiovascular health. Focuses on improving coordination and rhythm with the use of steps and music. Utilizes low impact exercises that are safe for beginning fitness levels. (Formerly ES/A 215ABCD) [D; CSU; UC]
ES/A 224.
INTERMEDIATE SAILING
1–2 UNITS

Grade only
Prerequisite: ES/A 223 or equivalent
Lecture .5–1 hour, laboratory 2–3 hours
Offered: Variable

Provides additional skills to the novice sailor seeking intermediate-level experience. Includes swimming weather and safety skills, self-rescue, signals, and boating safety and handling skills. Covers basic rules of the road, sportsmanship, and sailing courtesy. [D; CSU; UC]

ES/A 225.
ADVANCED SAILING
1–2 UNITS

Grade only
Prerequisite: ES/A 224 or equivalent
Lecture .5–1 hour, laboratory 2–3 hours
Offered: Variable

Explores advanced-level skills for the intermediate sailor seeking experience in beginning racing, rules of the road communication, crew duties, boating safety, race rules, and bay and blue water sailing. [D; CSU; UC]

ES/A 226A.
KEELBOAT SAILING LEVEL I
1 UNIT

Grade only
Prerequisite: ES/A 225 or equivalent
Lecture .5 hour, laboratory 1.5–2 hours
Offered: Variable

Introduces basic boat handling, points of sail, safety afloat, wind direction, rules of the road, and nomenclature. Includes shallow- and deep-water activities that provide a full range of movements without gravity-based injuries associated with other fitness programs. (Formerly ES/A 227ABCD) [D; CSU; UC]

ES/A 226B.
KEELBOAT SAILING LEVEL II
1 UNIT

Grade only
Prerequisite: ES/A 226A or equivalent
Lecture .5 hour, laboratory 1.5–2
Offered: Fall, Spring, Summer

Covers a comprehensive review of knowledge and performance skills learned in Keelboat Level I. Includes VHF radio for emergencies, docking, picking up a mooring ball, reefing, heaving to, anchoring, nomenclature, advanced rules of the road, and fine tuning sails for faster speeds. [D; CSU; UC]

ES/A 226C.
KEELBOAT SAILING LEVEL III
1 UNIT

Grade only
Prerequisite: ES/A 226B or equivalent
Lecture .5 hour, laboratory 1.5–2 hours
Offered: Fall, Spring, Summer

Covers a comprehensive review of knowledge and performance skills learned in Keelboat Sailing Level I and II. Includes the difference between true and apparent wind, figure-8 recovery of man overboard drill, chart reading, basic navigation, spinnaker flying, racing rules and tactics. Includes currents, tides, navigational aides and GPS devices. [D; CSU; UC]

ES/A 227.
AQUATIC EXERCISE I
1 UNIT

Recommended Preparation: ES/A 155 or equivalent
Laboratory 3 hours
Offered: Variable

Introduces instruction in resistive water aerobic conditioning through supervised interval training workouts designed to increase cardiovascular fitness in aquatic activities at an introductory level. Includes shallow- and deep-water activities that provide a full range of movements without gravity-based injuries associated with other fitness programs. (Formerly ES/A 227ABCD) [D; CSU; UC]

ES/A 228.
AQUATIC EXERCISE II
1 UNIT

Prerequisite: ES/A 227 or equivalent
Laboratory 3 hours
Offered: Variable

Provides progressive instruction in resistive water aerobic conditioning through supervised interval training workouts designed to increase cardiovascular fitness in aquatic activities at a beginning level. Includes shallow- and deep-water activities that provide a full range of movements without gravity-based injuries associated with other fitness programs. (Formerly ES/A 227ABCD) [D; CSU]

ES/A 229.
AQUATIC EXERCISE III
1 UNIT

Prerequisite: ES/A 228 or equivalent
Laboratory 3 hours
Offered: Variable

Builds on progressive instruction in resistive water aerobic conditioning through supervised interval training workouts designed to increase cardiovascular fitness in aquatic activities at an intermediate level. Includes shallow- and deep-water activities that provide a full range of movements without gravity-based injuries associated with other fitness programs. (Formerly ES/A 227ABCD) [D; CSU]

ES/A 230.
AQUATIC EXERCISE IV
1 UNIT

Prerequisite: ES/A 229 or equivalent
Laboratory 3 hours
Offered: Variable

Explores progressive instruction in resistive water aerobic conditioning through supervised interval training workouts designed to increase cardiovascular fitness in aquatic activities at an advanced level. Includes shallow- and deep-water activities that provide a full range of movements without gravity-based injuries associated with other fitness programs. (Formerly ES/A 227ABCD) [D; CSU]

ES/A 231.
SEA KAYAKING I
1 UNIT

Prerequisite: Demonstrated swimming proficiency
Recommended Preparation: ES/A 156 or equivalent
Laboratory 3 hours
Offered: Variable

Introduces kayak paddling techniques, operation of single and double boats, basic safety, self-rescue, and physical training. Includes gentle tours in a bay and sloughs with emphasis on conditioning with secondary purposes such as bird watching, photography, and the marine environment. [D; CSU; UC]

ES/A 232.
SEA KAYAKING II
1 UNIT

Prerequisite: ES/A 231 or equivalent
Laboratory 3 hours
Offered: Variable

Explores more challenging aspects of kayaking in populated waters with currents into three knots. Reviews paddle strokes, turns, rafting, rules of the road, and safety considerations in longer trips. [D; CSU; UC]
ES/A 233.
SEA KAYAKING III
1 UNIT
Prerequisite: ES/A 232 or equivalent
Laboratory 3 hours
Offered: Variable
Challenges students to explore various aspects of kayaking in populated waters with advanced strokes, turns, bracing, rescues, trip planning, safety, and offshore paddling techniques including surf entries and exits. [D; CSU]

ES/A 235.
LIFEGUARD TRAINING
3 UNITS
Grade only
Prerequisite: Demonstrated swimming proficiency
Recommended Preparation: ES/A 158 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Follows American Red Cross curriculum for Lifeguard Training/First Aid and CPR/AED for the professional rescuer. Prepares student for aquatic lifeguard job opportunities in California. National certifications can be earned upon successful completion. [D; CSU; UC]

ES/A 236.
AQUATIC INSTRUCTOR TRAINING
3 UNITS
Grade only
Recommended Preparation: ES/A 158 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Develops instructional level skills in the aquatic areas of swimming, basic diving, infant and child water adjustment, and aquatic safety. Successful completion would lead to authorization by the American Red Cross as a Water Safety Instructor. [D; CSU]

ES/A 238.
BEGINNING SURFING
1 UNIT
Prerequisite: Demonstrated swimming proficiency
Lecture .5 hour, laboratory 2 hours
Offered: Variable
Covers beginning knowledge in board design, evolution of board design, and how to gain speed on a wave and perform maneuvers. (Formerly ES/A 207ABCD) [D; CSU]

ES/A 239.
INTERMEDIATE SURFING
1 UNIT
Prerequisite: ES/A 238 or equivalent
Lecture .5 hour, laboratory 2 hours
Offered: Variable
Provides instruction and activities in intermediate surfing to include wave anatomy, types of waves, surf breaks along with the basics of wind and ground swells. Includes surfboard history, board design, evolution of board design, and how to determine surf conditions using tides, wind direction, and swells. Includes beginning-level instruction on surfing, paddling out to the lineup, and riding the face of the wave. (Formerly ES/A 207ABCD) [D; CSU]

ES/A 240.
ADVANCED SURFING
1 UNIT
Prerequisite: ES/A 239 or equivalent
Lecture .5 hour, laboratory 2 hours
Offered: Variable
Explores instruction and activities in advanced surfing. Covers wind and ground swells, safe use of equipment, self-rescue, and wave selection for the advanced surfer. (Formerly ES/A 207ABCD) [D; CSU]

ES/A 243.
APPLIED FITNESS PROGRAMMING AND NUTRITION
2 UNITS
Grade only
Lecture 1 hour, laboratory 3 hours
Offered: Variable
Focuses on improving physical fitness through floor exercises, physio ball, ropes, and suspension training. Explores the application of nutrition, exercise planning, and fitness analysis through fitness assessments. Includes lifetime fitness supplementing traditional gym exercises. [D; CSU]

ES/A 249.
INTRODUCTION TO CHEERLEADING CONDITIONING
1–2 UNITS
Grade only
Laboratory 3–6 hours
Offered: Variable
Builds on intermediate cheerleading skills and introduces advanced jumps, combos, partner and group stunting, two-high pyramids, and basic gymnastics and tumbling. Focusing on utilizing resistive weight training to develop muscle endurance and aerobics to increase cardiovascular health. (Formerly ES/A 249ABCD) [D; CSU; UC]

ES/A 250.
BEGINNING CHEERLEADING CONDITIONING
1–2 UNITS
Grade only
Prerequisite: ES/A 249 or equivalent
Laboratory 3–6 hours
Offered: Variable
Focuses on improving introduction skills while introducing beginning dance choreography, jumps, combos, partner stunting, pyramids, gymnastics and tumbling. Includes resistive weight training to develop muscle endurance and aerobics to increase cardiovascular health. (Formerly ES/A 249ABCD) [D; CSU; UC]

ES/A 251.
INTERMEDIATE CHEERLEADING CONDITIONING
1–2 UNITS
Grade only
Prerequisite: ES/A 250 or equivalent
Laboratory 3–6 hours
Offered: Variable
Improves beginning cheerleading skills and introduces intermediate dance choreography, jumps and combos, partner and group stunting, 1–2 level high pyramids, and intermediate gymnastics and tumbling. Focuses on utilizing resistive weight training to develop muscle endurance and aerobics to increase cardiovascular wellness. (Formerly ES/A 249ABCD) [D; CSU; UC]

ES/A 252.
ADVANCED CHEERLEADING CONDITIONING
1–2 UNITS
Grade only
Prerequisite: ES/A 251 or equivalent
Laboratory 3–6 hours
Offered: Variable
Builds on intermediate cheerleading skills and introduces advanced jumps, combos, partner and group stunting, two-high pyramids, gymnastics and tumbling. Focusing on utilizing resistive weight training to develop and maintain muscle endurance as well as aerobics to improve cardiovascular health. (Formerly ES/A 249ABCD) [D; CSU; UC]
ES/A 257.  
TAEKWONDO I  
.5–1 UNIT
Laboratory 1.5–3 hours
Offered: Variable
Introduces Korean martial arts by providing mental and physical training through the “way of kicking and punching.” Focuses on the introduction of the applied biomechanics of the martial art and its application in self-defense. (Formerly ES/A 257AB) [D; CSU; UC]

ES/A 258.  
TAEKWONDO II  
.5–1 UNIT
Prerequisite: ES/A 257 or equivalent
Limitation on Enrollment: Demonstrated basic Taekwondo techniques or equivalent
Laboratory 1.5–3 hours
Offered: Variable
Explores Korean martial arts at an intermediate level by providing mental and physical training through the “way of kicking and punching.” Focuses on the development of the applied biomechanics of the martial art and its application in self-defense. (Formerly ES/A 257AB) [D; CSU; UC]

ES/A 260.  
WATER POLO I  
1 UNIT
Recommended Preparation: ES/A 157 or equivalent
Laboratory 3 hours
Offered: Variable
Introduces instruction in the history, terminology, fundamental techniques, strategies, tactics, and rules of water polo including class competition at an introductory level. [D; CSU; UC]

ES/A 261.  
WATER POLO II  
1 UNIT
Prerequisite: ES/A 260 or equivalent
Laboratory 3 hours
Offered: Variable
Provides progressive instruction in the history, terminology, fundamental techniques, strategies, tactics, and rules of water polo including class competition at a beginning level. [D; CSU; UC]

ES/A 262.  
WATER POLO III  
1 UNIT
Prerequisite: ES/A 261 or equivalent
Laboratory 3 hours
Offered: Variable
Builds on progressive instruction in the history, terminology, fundamental techniques, strategies, tactics, and rules of water polo including class competition at an intermediate level. [D; CSU; UC]

ES/A 263.  
WATER POLO IV  
1 UNIT
Prerequisite: ES/A 262 or equivalent
Laboratory 3 hours
Offered: Variable
Builds on progressive instruction in the history, terminology, fundamental techniques, strategies, tactics, and rules of water polo including class competition at an advanced level. [D; CSU; UC]

ES/A 264.  
BEGINNING YOGA  
1 UNIT
Laboratory 3 hours
Offered: Variable
Emphasizes Hatha style beginning yoga. Focuses on a safe, non-competitive environment to guide beginning students through the postures of yoga. Includes increased flexibility, release of muscular tension, prevention of injuries, and improved body awareness. (Formerly ES/A 219) [D; CSU; UC]

ES/A 265.  
INTERMEDIATE YOGA  
1 UNIT
Prerequisite: ES/A 264 or equivalent
Laboratory 3 hours
Offered: Variable
Builds on the Hatha style of yoga. Focuses on intermediate level poses and breath work. Emphasizes on safe, non-competitive environment to guide intermediate students through the postures of yoga. Includes increased flexibility, release of muscular tension, prevention of injuries, and improved body awareness. [D; CSU; UC]

ES/A 266.  
ADVANCED YOGA  
1 UNIT
Prerequisite: ES/A 265 or equivalent
Laboratory 3 hours
Offered: Variable
Provides advanced instruction in Hatha style yoga. Focuses on a safe, non-competitive environment to guide advanced students through the postures of yoga. Includes increased flexibility, release of muscular tension, prevention of injuries, and improved body and breath awareness at an advanced level. [D; CSU; UC]

ES/A 269.  
BEGINNING DEEP WATER EXERCISE  
1 UNIT
Prerequisite: Demonstrated deep water swimming proficiency
Lecture .5 hours, laboratory 2 hours
Offered: Variable
Introduces the fundamentals of fitness through non-impact deep water exercise. Utilizes a water jog belt to provide flotation, but students must be comfortable in deep water and be able to perform basic swimming skills. Includes fundamental elements of cardiorespiratory, muscle fitness, and flexibility training exercises in deep water. [D; CSU]

ES/A 270.  
INTERMEDIATE DEEP WATER EXERCISE  
1 UNIT
Prerequisite: Demonstrated deep water swimming proficiency and ES/A 269 or equivalent
Lecture .5 hour, laboratory 2 hours
Offered: Variable
Provides an intermediate level of intensity, ability, and knowledge of fitness through non-impact deep water exercise. Utilizes a water flotation belt, but students must be comfortable in deep water and be able to perform basic swimming skills. Includes intermediate-level exercise in deep water for cardiorespiratory, muscle fitness, and flexibility training. [D; CSU]
ES/A 272. BEGINNING TRIATHLON TRAINING 1.5–2 UNITS
Prerequisite: Demonstrated deep water swimming proficiency (including the ability to swim for a minimum of 300 yards without stopping)
Lecture 1 hour, laboratory 2–3 hours
Offered: Variable
Introduces the fundamental skills, techniques, and training for a triathlon. Includes training for all three disciplines: swim, bike, and run. Focuses on sprint triathlons trainings. [D; CSU]

ES/A 273. INTERMEDIATE TRIATHLON TRAINING 1.5–2 UNITS
Prerequisite: Demonstrated deep water swimming proficiency (including the ability to swim for a minimum of 300 yards without stopping) and ES/A 272 or equivalent
Lecture 1 hour, laboratory 2–3 hours
Offered: Variable
Provides students with intermediate triathlon training opportunities. Focuses on improved swim, bike, and run times. Includes safety considerations, transitions between events, and correct mechanics. [D; CSU]

ES/A 280. BEGINNING HIKING FOR FITNESS 2 UNITS
Grade only
Lecture 1 hour, laboratory 3 hours
Offered: Fall, Spring, Summer
Provides students with cardiopulmonary and strength training from hiking San Diego County parks and wilderness areas. Emphasizes safe trail practices, proper warm-up and cool-down, and injury prevention. Students will be required to provide their own transportation to various hiking locations. [D; CSU]

ES/A 282. OUTDOOR ACTIVITY AND EDUCATION 3 UNITS
Grade only
Lecture 2 hour, laboratory 3 hours
Offered: Fall, Spring, Summer
Provides basic fundamentals of outdoor education to include basic first aid and recreation. Focuses on the study of plants, animals, history, geography, and environmental issues of the local area, Tijuana Watershed, and San Diego Bay. Includes various field trips such as hiking on local trails, kayaking the San Diego Bay, and local educational opportunities. Students will be required to provide their own transportation to various locations. [D; CSU]

ES/A 295. SELECTED TOPICS IN EXERCISE SCIENCE 1–3 UNITS
Offered: Variable
Permits students to study relevant subjects within the field of exercise science. The specific objectives, methods of instruction, and units of credit to be determined individually for projects proposed under this course description. [D; CSU]

* Please refer to the class schedule for specific course description and transferability information.

ES/L 101. ADAPTIVE AQUATIC SPORT .5–1 UNIT
Prerequisite: Level of physical strength and ability sufficient to avoid injury to the student and others in course activities. Demonstrated swimming proficiency.
Laboratory 1.5–3 hours
Offered: Variable
Provides instruction to students with disabilities and chronic diseases in one or more of the following aquatic sports: canoeing, kayaking, body boarding, or paddling. Includes selection and safe use of equipment and basic aquatic safety. [D; CSU; UC]

ES/L 106. ADAPTIVE FLEXIBILITY FITNESS .5–1 UNIT
Prerequisite: Level of physical strength and agility to avoid injury to the student and others in course activities.
Laboratory 1.5–3 hours
Offered: Variable
Introduces stretching techniques that are designed to increase range of motion. Emphasizes safe, effective and progressive techniques to improve joint health. Reduces risk of injury, increases flexibility, and improves body awareness. [D; CSU]

EXERCISE SCIENCE INTERCOLLEGIATE COURSES
INTERCOLLEGIATE ATHLETICS (ES/I) GRADE ONLY
Daily afternoon practice for a minimum of ten hours per week. [D; CSU; UC]
Baseball 101–103, 105 (Spring) 2 units
Basketball 104, 106–109 (Fall/Spring) 1 unit
Cross Country 110–112 (Fall) 3 units
Football 113–115 (Fall) 2 units
Soccer 116–118 (Fall) 2 units
Track and Field 125–127 (Spring) 2 units
Volleyball 128–130 (Fall) 2 units
Softball 131–133 (Fall) 2 units
Water Polo 134–36 (Fall) 2 units
Swimming and Diving 137–39 (Spring) 2 units
* INDICATES BOTH MEN AND WOMEN.

EXERCISE SCIENCE—LIMITED COURSES
ES/L 101. ADAPTIVE AQUATIC SPORT .5–1 UNIT
Prerequisite: Level of physical strength and ability sufficient to avoid injury to the student and others in course activities. Demonstrated swimming proficiency.
Laboratory 1.5–3 hours
Offered: Variable
Provides instruction to students with disabilities and chronic diseases in one or more of the following aquatic sports: canoeing, kayaking, body boarding, or paddling. Includes selection and safe use of equipment and basic aquatic safety. [D; CSU; UC]

ES/L 106. ADAPTIVE FLEXIBILITY FITNESS .5–1 UNIT
Prerequisite: Level of physical strength and agility to avoid injury to the student and others in course activities.
Laboratory 1.5–3 hours
Offered: Variable
Introduces stretching techniques that are designed to increase range of motion. Emphasizes safe, effective and progressive techniques to improve joint health. Reduces risk of injury, increases flexibility, and improves body awareness. [D; CSU]
ES/L 113.
ADAPTED PERSONALIZED FITNESS
1–1.5 UNITS
Prerequisite: Level of physical strength and ability sufficient to avoid injury to the student and others in course activities
Laboratory 3–4 hours
Offered: Variable
Assists students with disabilities and chronic diseases in utilizing the muscle fitness and cardio equipment. Includes general flexibility, strengthening, and muscular fitness exercises to aid in body maintenance and cardiovascular conditioning. [D; CSU; UC]

ES/L 121.
ADAPTED AQUATIC FITNESS
.5–1 UNIT
Prerequisite: Level of physical strength and ability sufficient to avoid injury to the student and others in course activities
Laboratory 2–3 hours
Offered: Variable
Provides instruction in aquatic exercise to students with disabilities and chronic diseases. Utilizes total body workouts that incorporate water-resistive exercises for cardiorespiratory, muscular endurance, and flexibility training. [D; CSU; UC]

ES/L 122.
ADAPTED SWIMMING
.5–1 UNIT
Prerequisite: Level of physical strength and ability sufficient to avoid injury to the student and others in course activities. Comfort in and around water.
Lecture .5 hours, laboratory 1–2.5 hours
Offered: Variable
Provides instruction in swimming and aquatic safety skills to students with disabilities and chronic diseases. Emphasizes practice and improvement of fundamental swimming strokes through modifications based on students’ abilities. [D; CSU]

EXERCISE SCIENCE—THEORY COURSES

ES/T 107.
FITNESS ASSESSMENT AND LABORATORY
2.5 UNITS
Lecture 2 hours, laboratory 2 hours
Offered: Variable
Provides a platform to assess and implement fitness tests. Utilizes individual fitness assessment and client centered fitness assessment suited to all levels of fitness. Emphasizes measurements of body composition, cardiorespiratory fitness, nutritional analysis, stress, pulmonary function, flexibility, and muscular strength and endurance. Includes exercise recommendations. [D; CSU]

ES/T 108.
THEORY AND APPLICATION OF CONDITIONING: BASKETBALL I
.5–1 UNIT
Grade only
Laboratory 2–3 hours
Offered: Variable
Conditioning for athletics with stress on weight lifting, running, skill development games, and individual development for sports. [D; CSU; UC]

ES/T 109.
THEORY AND APPLICATION OF CONDITIONING: BASKETBALL II
.5–1 UNIT
Grade only
Prerequisite: ES/T 108 or equivalent
Laboratory 2–3 hours
Offered: Variable
Develops the physical and mental skills needed to participate in competitive sports activities. [D; CSU; UC]

ES/T 110.
THEORY AND APPLICATION OF CONDITIONING: BASKETBALL III
.5–1 UNIT
Grade only
Prerequisite: ES/T 109 or equivalent
Laboratory 2–3 hours
Offered: Variable
Application of knowledge and understanding of the biomechanics of human motion through the use of film and video analysis for the improvement of advanced sports skills. [D; CSU; UC]

ES/T 111.
THEORY AND APPLICATION OF CONDITIONING: BASEBALL I
.5–1 UNIT
Grade only
Laboratory 2–3 hours
Offered: Fall
Provides instruction, field experience, and conditioning for athletics. Includes weight lifting, running, skill development, strategies, and individual development for baseball. [D; CSU; UC]

ES/T 112.
THEORY AND APPLICATION OF CONDITIONING: BASEBALL II
.5–1 UNIT
Grade only
Prerequisite: ES/T 111 or equivalent
Laboratory 2–3 hours
Offered: Fall
Emphasizes biomechanics of human motion for the improvement of baseball skills. [D; CSU; UC]

ES/T 113.
THEORY AND APPLICATION OF CONDITIONING: BASEBALL III
.5–1 UNIT
Grade only
Prerequisite: ES/T 112 or equivalent
Laboratory 2–3 hours
Offered:Variable
Develops the physical and mental skills needed to participate in competitive baseball. [D; CSU; UC]

ES/T 114.
THEORY AND APPLICATION OF CONDITIONING: FOOTBALL I
.5–1 UNIT
Grade only
Prerequisite: ES/T 113 or equivalent
Laboratory 2–3 hours
Offered: Variable
Conditioning for athletics with stress on weight lifting, running, skill development games, and individual development for sports. [D; CSU; UC]
ES/T 115. THEORY AND APPLICATION OF CONDITIONING: FOOTBALL II
.5–1 UNIT
Grade only
Prerequisite: ES/T 114 or equivalent
Laboratory 2–3 hours
Offered: Variable
Develops the physical and mental skills needed to participate in competitive sports activities. [D; CSU; UC]

ES/T 116. THEORY AND APPLICATION OF CONDITIONING: FOOTBALL III
.5–1 UNIT
Grade only
Prerequisite: ES/T 115 or equivalent
Laboratory 2–3 hours
Offered: Variable
Application of knowledge and understanding of the biomechanics of human motion through the use of film and video analysis for the improvement of advanced sports skills. [D; CSU; UC]

ES/T 120. THEORY AND APPLICATION OF CONDITIONING: VOLLEYBALL I
1 UNIT
Grade only
Laboratory 3 hours
Offered: Variable
Introduces physical conditioning for athletics with an emphasis on weightlifting and running. Explores skill development games and individual development for soccer. [D; CSU; UC]

ES/T 121. THEORY AND APPLICATION OF CONDITIONING: VOLLEYBALL II
1 UNIT
Grade only
Laboratory 3 hours
Offered: Variable
Conditioning for athletics with stress on weight lifting, running, skill development, games, and individual strength development. [D; CSU; UC]

ES/T 122. THEORY AND APPLICATION OF CONDITIONING: VOLLEYBALL III
1 UNIT
Grade only
Prerequisite: ES/T 121 or equivalent
Laboratory 3 hours
Offered: Variable
Builds on physical and mental skills needed to participate in competitive volleyball activities at an advanced level. [D; CSU; UC]

ES/T 123. THEORY AND APPLICATION OF CONDITIONING: SOCCER I
1 UNIT
Grade only
Laboratory 3 hours
Offered: Variable
Introduces physical conditioning for athletics with an emphasis on weightlifting and running. Explores skill development games and individual development for soccer. [D; CSU; UC]

ES/T 124. THEORY AND APPLICATION OF CONDITIONING: SOCCER II
1 UNIT
Grade only
Prerequisite: ES/T 123 or equivalent
Laboratory 3 hours
Offered: Variable
Develops the physical, mental, and tactical skills needed to participate in competitive soccer activities. [D; CSU; UC]

ES/T 125. THEORY AND APPLICATION OF CONDITIONING: SOCCER III
.5–1 UNIT
Grade only
Prerequisite: ES/T 124 or equivalent
Laboratory 2–3 hours
Offered: Variable
Application of knowledge and understanding of the biomechanics of human motion through the use of film and video analysis for the improvement of advanced sports skills. [D; CSU; UC]

ES/T 126. THEORY AND APPLICATION OF CONDITIONING: TRACK AND FIELD I
1 UNIT
Grade only
Laboratory 3 hours
Offered: Variable
Conditions students in preparation for competing on a track team at a beginning level. Emphasizes a gradual build up of cardiorespiratory fitness, muscle strength, flexibility, and power. [D; CSU; UC]

ES/T 127. THEORY AND APPLICATION OF CONDITIONING: TRACK AND FIELD II
1 UNIT
Grade only
Prerequisite: ES/T 126 or equivalent
Laboratory 3 hours
Offered: Fall
Conditions students in preparation for competing on a track team at an intermediate level. Emphasizes gradual build up cardiorespiratory fitness, muscle strength, flexibility, and power. [D; CSU; UC]

ES/T 128. THEORY AND APPLICATION OF CONDITIONING: TRACK AND FIELD III
1 UNIT
Grade only
Prerequisite: ES/T 127 or equivalent
Laboratory 3 hours
Offered: Variable
Conditions students in preparation for competing on a track team at an advanced level. Emphasizes gradual build up cardiorespiratory fitness, muscle strength, flexibility, speed, and power. [D; CSU; UC]

ES/T 129. THEORY AND APPLICATION OF CONDITIONING: CROSS COUNTRY I
.5–1 UNIT
Grade only
Laboratory 2–3 hours
Offered: Variable
Conditioning for athletics with stress on weight lifting, running, skill development games, and individual development for sports. [D; CSU; UC]
ES/T 130.
THEORY AND APPLICATION OF CONDITIONING: CROSS COUNTRY II
.5–1 UNIT
Grade only
Prerequisite: ES/T 129 or equivalent
Laboratory 2–3 hours
Offered: Variable
Develops the physical and mental skills needed to participate in competitive sports activities. [D; CSU; UC]

ES/T 131.
THEORY AND APPLICATION OF CONDITIONING: CROSS COUNTRY III
.5–1 UNIT
Grade only
Prerequisite: ES/T 130 or equivalent
Laboratory 2–3 hours
Offered: Variable
Application of knowledge and understanding of the biomechanics of human motion through the use of film and video analysis for the improvement of advanced sports skills. [D; CSU; UC]

ES/T 132.
THEORY AND APPLICATION OF CONDITIONING: SOFTBALL I
.5–1 UNIT
Grade only
Laboratory 2–3 hours
Offered: Variable
Introduces conditioning for softball with stress on weight lifting, running, skill development games, and individual development for sports. [D; CSU; UC]

ES/T 133.
THEORY AND APPLICATION OF CONDITIONING: SOFTBALL II
.5–1 UNIT
Grade only
Prerequisite: ES/T 132 or equivalent
Laboratory 2–3 hours
Offered: Variable
Provides intermediate conditioning for softball with stress on weight lifting, running, skill development games, and individual development for sports. [D; CSU; UC]

ES/T 134.
THEORY AND APPLICATION OF CONDITIONING: SOFTBALL III
.5–1 UNIT
Grade only
Prerequisite: ES/T 133 or equivalent
Laboratory 2–3 hours
Offered: Variable
Provides advanced conditioning for softball with stress on weight lifting, running, skill development games, and individual development for sports. [D; CSU; UC]

ES/T 135.
INTRODUCTION TO EXERCISE PHYSIOLOGY
2 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent sill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours
Offered: Variable
Introduces a comprehensive study on how the body functions and adapts under exercise stress and how exercise methods affect health and wellness. Emphasizes function and neural control of muscle. Includes energy expenditure through different types of training methods and environmental factors. [D; CSU; UC]

ES/T 136.
TECHNIQUES OF WEIGHT TRAINING
2 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent sill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 1.5 hours, laboratory 1.5 hours
Offered: Variable
Studies the principles and techniques involved in teaching group exercise and developing a personal trainer and client relationship. Emphasizes client assessment, communication skills, program design, exercise adherence, teaching strategies, choreography, and professional responsibility and liability. [D; CSU]

ES/T 137.
EXERCISE FOR SPECIAL POPULATIONS
2 UNITS
Grade only
Recommended Preparation: ES/T 135 or an equivalent course that provides an understanding of a healthy person's exercise physiology principles that can be adapted to an individual with a chronic disease or disability
Lecture 2 hours
Offered: Variable
Serves as an introduction to the realm of adaptive physical education and clinical exercise physiology. Includes various medical conditions, levels of fitness, and activity barriers. Introduces safe exercise recommendations, special activity considerations, and exercise contraindications for individuals with cardiorespiratory diseases, metabolic disorders, physical and cognitive disabilities for children, seniors, and pre- and post-natal women. [D; CSU]

ES/T 138.
TECHNIQUES OF EXERCISE LEADERSHIP
2 UNITS
Grade only
Lecture 1.5 hours, laboratory 1.5 hours
Offered: Variable
Introduces a comprehensive study on how the body functions and adapts under exercise stress and how exercise methods affect health and wellness. Emphasizes function and neural control of muscle. Includes energy expenditure through different types of training methods and environmental factors. [D; CSU; UC]

ES/T 139.
FITNESS SPECIALIST INTERNSHIP
3 UNITS
Grade only
Prerequisite: ES/T 135, 136, 138 and 140 or equivalent
Lecture 1 hour, laboratory 6 hours
Offered: Variable
Provides students with practical experience in the field of exercise and fitness. Emphasizes client assessment, principles of adherence and motivation, evaluation of an exercise program design and progression, self–marketing fitness in specialist/client relationships, and professional and legal responsibility in a fitness setting. [D; CSU]
ES/T 140. INTRODUCTION TO APPLIED KINESIOLOGY
2 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent sill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours
Offered: Variable
Provides an in-depth study of joints, bone muscles and connective tissues with special emphasis on movement and mechanical analysis as it relates to sport and exercise. [D; CSU; UC]

ES/T 141. THEORY AND APPLICATION OF CONDITIONING: WATER POLO I
1 UNIT
Recommended Preparation: ES/A 158 or equivalent
Laboratory 3 hours
Offered: Variable
Prepares students for water polo competitions at an introductory competitive player level. Stresses resistance training, endurance swimming, speed drills, game tactics, skill development, and class competition. (Formerly PE/T 141.) [D; CSU; UC]

ES/T 142. THEORY AND APPLICATION OF CONDITIONING: WATER POLO II
1 UNIT
Prerequisite: ES/T 141 or equivalent
Laboratory 3 hours
Offered: Variable
Provides progressive preparation for water polo competitions at a beginning competitive player level. Stresses resistance training, endurance swimming, speed drills, game tactics, skill development, and class competition. (Formerly PE/T 142.) [D; CSU; UC]

ES/T 143. THEORY AND APPLICATION OF CONDITIONING: WATER POLO III
1 UNIT
Prerequisite: ES/T 142 or equivalent
Laboratory 3 hours
Offered: Variable
Provides progressive preparation for water polo competitions at an intermediate competitive player level. Stresses resistance training, endurance swimming, speed drills, game tactics, skill development, and class competition. (Formerly PE/T 143.) [D; CSU; UC]

ES/T 144. THEORY AND APPLICATION OF CONDITIONING: WATER POLO IV
1 UNIT
Prerequisite: ES/T 143 or equivalent
Laboratory 3 hours
Offered: Variable
Provides progressive preparation for water polo competitions at an advanced competitive player level. Stressing resistance training, endurance swimming, speed drills, game tactics, skill development, and class competition. (Formerly PE/T 144.) [D; CSU; UC]

ES/T 145. THEORY AND CONDITIONING OF SWIM AND DIVE I
1 UNIT
Recommended Preparation: ES/A 158 or equivalent
Laboratory 3 hours
Offered: Variable
Prepares for swim and dive competitions at an introductory competitive swimmer level. Stresses resistance training, endurance swimming, speed drills, skill development, and class competition. [D; CSU; UC]

ES/T 146. THEORY AND CONDITIONING OF SWIM AND DIVE II
1 UNIT
Prerequisite: ES/T 145 or equivalent
Laboratory 3 hours
Offered: Variable
Provides progressive training for swim and dive competitions for the beginning competitive swimmer. Stresses resistance training, endurance swimming, speed drills, skill development, and class competition. [D; CSU; UC]

ES/T 147. THEORY AND CONDITIONING OF SWIM AND DIVE III
1 UNIT
Prerequisite: ES/T 146 or equivalent
Laboratory 3 hours
Offered: Variable
Builds on progressive training for swim and dive competitions for the intermediate competitive swimmer. Stresses resistance training, endurance swimming, speed drills, skill development, and class competition. [D; CSU; UC]

ES/T 148. THEORY AND CONDITIONING OF SWIM AND DIVE IV
1 UNIT
Prerequisite: ES/T 147 or equivalent
Laboratory 3 hours
Offered: Variable
Explores progressive training for swim and dive competitions for the advanced competitive swimmer. Stresses resistance training, endurance swimming, speed drills, skill development, and class competition. [D; CSU; UC]

ES/T 200. PHYSICAL EDUCATION FOR ELEMENTARY SCHOOL
2 UNITS
Grade only
Lecture 1 hour, laboratory 3 hours
Offered: Variable
State-recommended program in physical education for the elementary school teacher including methods and techniques of teaching, planning, conducting physical education programs, and selection of age-appropriate wellness and motor skill materials. [D; CSU]

ES/T 201. INTRODUCTION TO KINESIOLOGY
3 UNITS
Grade only
Lecture 3 hours
Offered: Variable
Surveys various sub-disciplines related to the study of human movement. Examines areas of history, sociology, bio-mechanics, physiology, psychology, and nutrition, as they relate to exercise science, fitness, and sport. Explores three career pathways involving the study of human movement, teaching, research, and professional practice. Includes the concepts and skills of locating, evaluating, synthesizing, and communicating information in various formats. [D; CSU; UC; C-ID KIN 100]

ES/T 204. THEORY AND TECHNICAL ANALYSIS OF OFFENSIVE FOOTBALL
2 UNITS
Grade only
Lecture 2 hours
Offered: Variable
Designed for those interested in increasing their knowledge of the offensive aspects of football. [D; CSU; UC]
ES/T 205. THEORY AND TECHNICAL ANALYSIS OF DEFENSIVE FOOTBALL
2 UNITS
Grade only
Lecture 2 hours
Offered: Variable
Designed for those interested in increasing their knowledge of the defensive aspects of football. [D; CSU; UC]

ES/T 208. THEORY AND TECHNICAL ANALYSIS OF OFFENSIVE VOLLEYBALL
2–3 UNITS
Grade only
Lecture 2–3 hours
Offered: Fall
Designed for students interested in increasing their knowledge of the offensive aspects of volleyball. Includes film analysis, the history of volleyball, drill construction, and offensive creation and evaluation. [D; CSU; UC]

ES/T 250. PREVENTION AND CARE OF ATHLETIC INJURIES
2 UNITS
Lecture 1 hour, laboratory 3 hours
Offered: Variable
Addresses the fundamentals of elementary human anatomy and their relationship to athletic activity. Explores the prevention and recognition of common athletic injuries including the theory and practice of emergency field care. Provides a discussion regarding the treatment and rehabilitation of athletic injuries. Includes laboratory practice on bandaging and/or taping techniques. (Formerly PE/T 250.) [D; CSU]

ES/T 295. SELECTED TOPICS IN EXERCISE SCIENCE
1–3 UNITS
Offered: Variable
Permits students to study relevant subjects within the field of exercise science. The specific objectives, methods of instruction, and units of credit to be determined individually for projects proposed under this course description. [D; *CSU]

* Please refer to the class schedule for specific course description and transferability information.

ES/T 299. INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual research or study in some facet of exercise science of interest to the student and not included in the regular courses offered by the College. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

FAMILY STUDIES COURSES

Note: CD 80–87 are classes designed for family childcare centers

CD 80. THE BUSINESS OF FAMILY CHILDCARE
1 UNIT
Pass/No Pass only
Recommended Preparation: CD 89 or equivalent
Lecture 1 hour
Offered: Spring
Focuses on appropriate family childcare business plan to include: budget, marketing, projected income, and business practices to meet Internal Revenue Service requirements. Examines marketing, balancing a budget, projecting income, contracts and legal considerations, and collection of fees. Explores grants, additional supplementary income sources, and reimbursement of food costs. [D]

CD 81. CHILDREN IN FAMILY CHILDCARE—CRISIS, CHALLENGES, AND CHANGE
1 UNIT
Pass/No Pass only
Recommended Preparation: CD 89 or equivalent
Lecture 1 hour
Offered: Spring
Develops awareness in family childcare providers of the needs of children relating to divorce, death, disasters, loss, and families with specially-abled children. Provides methods for modifying the learning environment to accommodate these challenges with inclusive materials and curriculum. [D]

CD 82. FAMILY CHILDCARE ENVIRONMENT
1 UNIT
Pass/No Pass only
Recommended Preparation: CD 89 or equivalent
Lecture 1 hour
Offered: Fall
Emphasizes ways to make optimum design for family childcare providers to create a learning home environment promoting competency in development and promoting pro-social behavior. Presents creative ways to make optimum use of the home environment space and materials available. [D]

CD 83. NUTRITION FOR FAMILY CHILDCARE
1 UNIT
Pass/No Pass only
Recommended Preparation: CD 89 or equivalent
Lecture 1 hour
Offered: Spring
Introduces the planning of low-cost menus with an emphasis on nutritional requirements of children ages birth through school-age while encouraging healthy eating habits. Emphasizes the procedures for qualification and reimbursement through the childcare food program. [D]

CD 84. HEALTH AND SAFETY IN FAMILY CHILDCARE
1 UNIT
Pass/No Pass only
Recommended Preparation: CD 89 or equivalent
Lecture 1 hour
Offered: Spring
Emphasizes key aspects of the health and safety needs of children ages birth through school-age. Identifies health policies, medication dispensation, and suspected child abuse reporting procedures for the family childcare provider. Focuses on creating a safe environment for children. [D]

CD 85. POSITIVE GUIDANCE IN FAMILY CHILDCARE
1 UNIT
Pass/No Pass only
Recommended Preparation: CD 89 or equivalent
Lecture 1 hour
Offered: Spring
Emphasizes the understanding of children’s behavior within the family childcare environment. Introduces effective guidance techniques to promote pro-social behavior of children aged infants through school-age. [D]
CD 87.
FAMILY CHILDCARE CURRICULUM
1 UNIT
Pass/No Pass only
Recommended Preparation: CD 89 or equivalent
Lecture 1 hour
Offered: Spring
Emphasizes adopting a play-based model for curricular practices in the family childcare environment. Focuses on adapting curriculum strategies for home-based childcare. [D]

CD 89.
FUNDAMENTALS OF CHILD DEVELOPMENT
1 UNIT
Pass/No Pass only
Lecture 1 hour
Offered: Fall, Spring
Focuses on the physical, cognitive, psychosocial, and language development of children ages birth through school-age. Emphasizes observation skills to support a healthy development. [D]

CD 90.
FAMILY CHILDCARE SCHOOL-AGE ENVIRONMENT
1 UNIT
Pass/No Pass only
Lecture 1 hour
Offered: Spring
Focuses on the planning of a stimulating learning environment for school-age children in family childcare. Emphasizes the integration of school-age children in family childcare settings which focus on age-appropriate activities and equipment. [D]

CD 91.
FAMILY SCHOOL-AGE CHILDCARE PARTNERSHIPS
1 UNIT
Pass/No Pass only
Lecture 1 hour
Offered: Spring
Focuses on creating and fostering cooperative partnerships and communication between school-age family childcare programs and parents, community, and school districts. Provides an overview of community resources and their utilization for school-age family childcare. [D]

CD 93.
EARLY CHILDHOOD ENVIRONMENTAL RATING SCALE
1 UNIT
Pass/No Pass only
Lecture 1 hour
Offered: Fall, Spring, Summer
Introduces the Early Childhood Environmental Rating Scale, including administration of the scale, scoring system, and profile. Focuses on assessment for the purpose of training and ongoing environmental evaluation and program improvement. [ND]

CD 93.
EARLY CHILDHOOD ENVIRONMENTAL RATING SCALE
1 UNIT
Pass/No Pass only
Lecture 1 hour
Offered: Fall, Spring
Introduces the Early Childhood Environmental Rating Scale, including administration of the scale, scoring system, and profile. Focuses on assessment for the purpose of training and ongoing environmental evaluation and program improvement. [ND]

CD 133.
MATH, SCIENCE, AND TECHNOLOGY FOR YOUNG CHILDREN
3 UNITS
Grade only
Recommended Preparation: CD 170 or equivalent
Lecture 3 hours
Offered: Variable
Focuses on developing a safe environment and curriculum for infants and toddlers based on theories of child development. Includes practical ideas to promote social, cognitive, and physical development. Requires observations of infants and toddlers in their typical environments. [D; CSU]

CD 135.
PRINCIPLES OF FAMILY DEVELOPMENT
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Introduces the student to historical and modern family lifestyles, functions, and values that influence behavior. Provides examination of contemporary family changes, crisis, and resilience. Analyzes nontraditional families as well as the classic nuclear family and the social support they need. [D; CSU; UC]

CD 170.
PRINCIPLES OF CHILD DEVELOPMENT
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Focuses on developing a safe environment and curriculum for infants and toddlers based on theories of child development. Includes practical ideas to promote social, cognitive, and physical development. Requires observations of infants and toddlers in their typical environments. [D; CSU]
**CD 175. NUTRITION, HEALTH, AND SAFETY FOR CHILDREN**

3 UNITS

Lecture 3 hours

Offered: Fall, Spring

Fee: $20. Focuses on children’s health, safety, and nutritional needs. Includes promoting good health through planning nutritious menus, understanding dietary needs, and encouraging physical fitness. Examines common childhood illnesses, child abuse and includes First Aid and Cardiopulmonary Resuscitation (CPR) certification. [D; CSU]

**CD 176. MUSIC AND MOVEMENT FOR YOUNG CHILDREN**

3 UNITS

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Variable

Focuses on the relationship of music and movement for optimal development of young children. Includes lesson planning and developmentally appropriate teaching methods implementing the kinesthetic mode of learning. [D; CSU]

**CD 177. ALTERNATIVES TO VIOLENCE**

3 UNITS

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Variable

Introduces students to the challenges of teaching young children in a violent society and methods for responding to aggression and anti-social behavior in the classroom. Relates the importance of anti-bias practices in the classroom and strategies to promote a peaceful classroom environment. [D; CSU]

**CD 178. WORKING WITH CHILDREN AND FAMILIES WITH SPECIAL NEEDS**

3 UNITS

Grade only

Recommended Preparation: CD 170 or equivalent

Lecture 3 hours

Offered: Variable

Provides effective strategies for adapting curriculum and/or the environments for childcare providers caring for children with special needs. Identifies what is developmentally appropriate for children with special needs, how and when to modify activities or equipment, how to manage challenging behaviors, and how to support families in meeting the needs of these children. [D; CSU]

**CD 179. EARLY EDUCATION SERVICE LEARNING IN A GLOBAL ENVIRONMENT**

3 UNITS

Lecture 1 hour, laboratory 6 hours

Offered: Variable

Places students in an integrated, service learning study abroad experience that incorporates critical thinking, practical activities, reflective assignments, team development and leadership, in the context of a global educational environment. Develops strategies for multi-cultural exchanges by examining communication, education, history, values and lifestyles. (Formerly CD 295S.) (Same as LDR 279.) [D; CSU]

**CD 180. OBSERVATION AND GUIDANCE FOR CHILD DEVELOPMENT**

3 UNITS

Recommended Preparation: CD 170 or equivalent

Lecture 2 hours, laboratory 4 hours

Offered: Variable

Supports understanding of children’s behavior based upon observation and direct experience with young children. Provides effective guidance techniques to promote the child’s self-control, self-esteem, and competence. [D; CSU]

**CD 181. CURRICULUM PLANNING FOR CHILD DEVELOPMENT**

3 UNITS

Grade only

Recommended Preparation: CD 170 or equivalent

Lecture 3 hours

Offered: Variable

Provides methods and materials for planning and implementing an integrated program for young children. Emphasis on designing an environment for learning related to emergent curriculum goals. [D; CSU]

**CD 182A. CHILD DEVELOPMENT FIELD PRACTICUM**

3 UNITS

Lecture 1 hour, laboratory 6 hours

Offered: Fall, Spring, Summer

Prerequisite: CD 170, CD 180, and CD 181, or equivalent

Fee: $15. Provides students with knowledge in theories of artistic development, developmental stages of artistic expression, and provides hands-on experience in planning curriculum for children. Reflects diverse cultural expression, as well as develops student skills in a variety of artistic mediums, supporting the process of creative expression. [D; CSU]

**CD 275. ART FOR CHILDREN**

3 UNITS

Grade only

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Variable

Fee: $15. Provides students with knowledge in theories of artistic development, developmental stages of artistic expression, and provides hands-on experience in planning curriculum for children. Reflects diverse cultural expression, as well as develops student skills in a variety of artistic mediums, supporting the process of creative expression. [D; CSU]

**CD 276. KINESTHETIC TEACHING FOR YOUNG CHILDREN**

3 UNITS

Offered: Variable

Focuses on the relationship of music and movement for optimal development of young children. Includes lesson planning and developmentally appropriate teaching methods implementing the kinesthetic mode of learning. [D; CSU]
CD 283.
EMERGING LITERACY
3 UNITS
Recommended Preparation: CD 170 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Focusses on the relationship between language development and cognitive, social, emotional, and physical development. Analyzes learning environments to facilitate language as it emerges from curriculum. Relates the critical importance of early learning and interactions to language development. [D; CSU]

CD 284.
CHILD, FAMILY, AND COMMUNITY
3 UNITS
Recommended Preparation: CD 170 or equivalent
Lecture 3 hours
Offered: Variable
Examines patterns of family systems in contemporary society as they are influenced by heritage, diverse cultures, abilities, and languages. Explores the value of communication, the development of child advocacy skills, and the ability to use community resources to empower families and children. [D; CSU]

CD 285.
ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Focusses on principles and practices of the administration of child development programs. Explores various early childhood programs, including the maintenance and operation of the facility, regulatory agencies and legal requirements, record keeping, accounting and personnel management. [D; CSU]

CD 287.
ADMINISTRATION LEADERSHIP IN EARLY CHILDHOOD PROGRAMS
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Spring
Focusses on the knowledge and practice of leadership required for early childhood program administration. Includes the principles of program philosophy, goals, and personnel management styles. Emphasizes working with a board of directors, community involvement partnership, and networking. [D; CSU]

CD 288.
MENTORSHIP AND ADULT SUPERVISION
3 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall
Focusses on supervising, communicating, and mentoring adults in an education setting. Develops skills in communication, problem solving and conflict resolution, cultural issues, delegating responsibilities, and evaluating an early childhood setting. [D; CSU]

CD 289.
SELECTED TOPICS IN CHILD DEVELOPMENT
1–3 UNITS
Offered: Variable
Permits students to study relevant subjects within the field of child development. The specific objectives, methods of instruction and units of credit to be determined individually for projects proposed under this course description. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

CD 299.
INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of child development of particular interest to the student and not included in regular courses of the College. [D; CSU]
FIL 299. INDEPENDENT STUDY
1-3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable

Individual study or research in some area of Pilipino of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]

** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

FIRE SCIENCE TECHNOLOGY COURSES

FS 10. PROFESSIONAL SKILLS FOR EMPLOYMENT IN THE FIRE SERVICE
3 UNITS

Grade only
Lecture 3 hours
Offered: Fall, Spring, Summer

Builds self-confidence and gives the students information to be competitive in the fire service. Includes simulated testing procedures and experience in the testing challenges of fire departments. Recommended for students participating in the entrance exam given by fire departments. [D]

FS 12. FIRE SERVICE HYDRAULICS
3 UNITS

Grade only
Prerequisite: MATH 35 or equivalent
Lecture 2 hours, laboratory 3 hours

Introduces students to hydraulics laws and formulas as they relate to fire service. Includes calculations to assure adequate water pressures and volumes at fire department operations. Emphasizes principles of fluid pressure, fire pump operation and design, hose line construction and capability, and community water supply capabilities. [D]

FS 20. FIRE APPARATUS AND EQUIPMENT
3 UNITS

Recommended Preparation: MATH 35 or equivalent
Lecture 3 hours
Offered: Variable

Emphasizes driving laws, driving technique, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment, apparatus maintenance, and theoretical hydraulic calculations. [D]

FS 30. EMERGENCY SERVICES PHYSICAL FITNESS AND NUTRITION
5.5 UNITS

Grade only
Lecture 4 hours, laboratory 5 hours
Offered: Variable

Covers key aspects of the theory and application of physical fitness for emergency services personnel. Introduces a comprehensive presentation of nutritional topics to develop positive lifetime health behaviors and to improve personal wellness. Provides the necessary skills to pass both fire department physical candidate exams and fire academies. [D]

FS 32. PRE-ACADEMY FIRE, POLICE, AND EMS FITNESS AND NUTRITION
3 UNITS

Pass/No Pass only
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring

Explores the theory and application of cardiovascular fitness and strength training for individuals wanting to get physically and mentally prepared to attend a Police or Fire Academy or for a career in Emergency Medical Services (EMS). Includes an introduction to nutrition and wellness. (Same as AJ 32 and EMT 32) [D]

FS 33. FIREFIGHTING, BASIC SKILLS AND TECHNIQUES
3 UNITS

Grade only
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring, Summer

Fee: $40. Introduces the applied operation and maintenance of basic rescue and fire suppression apparatus and equipment. Includes topics in forcible entry techniques, search and rescue, physical fitness training and the use of ropes, ladders and other equipment. Intended for students majoring in the field of fire technology or those interested in fire service careers. (Formerly FS 295F.) [D]

FS 40. FIRE SERVICE SKILLS
1-1.5 UNITS

Pass/No Pass only
Limitation on Enrollment: Must be a firefighter from a contracted agency
Laboratory 3–5 hours
Offered: Variable

Covers special topics as on-going education to fire service personnel for required skills maintenance. Includes duties and responsibilities of the fire service in order to maintain a state of readiness. [D]

FS 101. FIRE PROTECTION ORGANIZATION
3 UNITS

Lecture 3 hours
Offered: Variable

Introduction to the following: career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire-protection systems; introduction to fire strategy and tactics. [D; CSU]
FS 102.  
FIRE BEHAVIOR AND COMBUSTION  
3 UNITS  
Recommended Preparation: FS 101 or equivalent  
Lecture 3 hours  
Offered: Variable  
Introduces theory and fundamentals of how and why fires start, spread, and are controlled. Provides in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques. [D; CSU]

FS 103.  
FIRE PREVENTION TECHNOLOGY  
3 UNITS  
Grade only  
Lecture 3 hours  
Offered: Variable  
Provides fundamental information regarding the history and philosophy of fire prevention, organization, and operation of a fire prevention bureau. Includes the use of fire codes, identification and correction of fire hazards. Emphasizes the relationships of fire prevention with built-in fire protection systems, fire investigation and fire and life safety education. [D; CSU]

FS 104.  
FIRE PROTECTION EQUIPMENT AND SYSTEMS  
3 UNITS  
Grade only  
Recommended Preparation: FS 101 or equivalent  
Lecture 3 hours  
Offered: Variable  
Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. [D; CSU]

FS 106.  
BUILDING CONSTRUCTION FOR FIRE PROTECTION  
3 UNITS  
Grade only  
Recommended Preparation: FS 101 or equivalent  
Lecture 3 hours  
Offered: Variable  
Provides the components of building construction that relate to fire and life safety. Focuses on firefighter safety. Demonstrates that elements of construction and design of structures are key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. [D; CSU]

FS 108.  
FIREFIGHTER SAFETY AND SURVIVAL  
3 UNITS  
Grade only  
Recommended Preparation: FS 101 or equivalent  
Lecture 3 hours  
Offered: Fall, Spring, Summer  
Provides contemporary firefighter students insight into safety concepts, guiding regulations, codes, laws, and standards. Includes reading buildings and smoke, risk analysis, and firefighter decision making. Emphasizes the duties of an Incident Safety Officer in structure firefighting, wildland firefighting, and other hazardous incidents. (Formerly FS 295E)[D]

FS 110.  
HAZARDOUS MATERIALS  
3 UNITS  
Grade only  
Recommended Preparation: FS 101 or equivalent  
Lecture 3 hours  
Offered: Variable  
Provides instruction on how to recognize and respond to hazardous materials and terrorism incidents, how to implement basic incident command systems, and how to perform basic rescue techniques and decontamination procedures. Allows the student to take certification exams as first responder operational level, terrorism awareness level, California Specialized Training Institute (CSTI), and Centers for Domestic Preparedness (CDP). [D; CSU]

FS 144.  
BASIC WILDLAND FIREFIGHTING ACADEMY  
7 UNITS  
Lecture 6 hours, 3 laboratory hours  
Offered: Variable  
Provides theory and application of basic wildland firefighting covering wildland fire behavior, fire suppression, fire safety, and field experience. Students who successfully complete this course will be qualified to suppress wildfires. Students are eligible to receive the following certifications from the National Wildfire Coordinating Group (NWCG), making them eligible for employment with state and federal wildland fire agencies: S-130 Firefighter Training; S-190 Introduction to Wildland Fire Behavior; and L-180 Human factors on the Fireline. (Formerly FS 295C.) [D; CSU]

FS 146.  
ADVANCED WILDLAND FIREFIGHTING ACADEMY  
3 UNITS  
Prerequisite: FS 144  
Lecture 2 hours, 3 laboratory hours  
Offered: Variable  
Provides theory and application of advanced wildland firefighting covering wildland fire behavior, fire suppression, fire safety, and field experience. Students who successfully complete this course will be qualified to suppress wildfires. Students are eligible to receive the following certifications from the National Wildfire Coordinating Group (NWCG), making them eligible for employment with State and Federal Wildland Fire Agencies: S-131 Firefighter Type 1 and S-133 Look Up, Look Down, Look Around. [D; CSU]

FS 201.  
WILDLAND FIRE BEHAVIOR  
3 UNITS  
Grade only  
Lecture 3 hours  
Offered: Fall, Spring, Summer  
Provides students with information necessary to understand basic wildland fire behavior, wildland fire predictions, and wildland fire operation safety. Covers wildland fire environmental factors and the tools required to monitor weather and fire behavior as it relates to wildland fire predictions. [D; CSU]
**FS 202. WILDLAND FIREFIGHTER SAFETY AND SURVIVAL**

3 UNITS

Grade only
Lecture 3 hours
Offered: Fall

Provides students with information necessary to understand occupational safety and hazards associated with wildland firefighting operations. Emphasizes situational awareness, protective measures, accident avoidance procedures, and the risk management process. Reviews fire ground near misses, entrapments, and fatalities. [D; CSU]

**FS 203. WILDLAND FIRE OPERATIONS (GROUND AND AIR)**

3 UNITS

Lecture 3 hours
Offered: Fall

Provides students with information necessary to understand ground and air operations associated with wildland firefighting operations. Emphasizes incident command system use, strategy, tactics, hazards, resource typing, management, and safety procedures during wildland fire incidences. [D; CSU]

**FS 204. WILDLAND FIRE INVESTIGATION, PREVENTION, AND PUBLIC INFORMATION**

3 UNITS

Lecture 3 hours
Offered: Fall

Provides students with information and skills necessary to understand the roles and functions of the Public Information Officer (PIO, S203), Fire Prevention Education Team Member (PETM, P-101), and the Wildland Fire Investigator (INVF, FI-110). Includes various wildland fire associated class projects that challenge students’ public speaking, report, report writing, and presentation skills. This course meets or exceeds National Wildfire Coordinating Group (NWCG) requirements. [D; CSU]

**FS 205. WILDLAND FIRE LOGISTICS, FINANCE, AND PLANNING**

3 UNITS

Lecture 3 hours
Offered: Fall, Spring, Summer

Provides students with information necessary to understand the responsibilities and functions of the logistics, finance, and planning sections of the Incident Command System (ICS). Emphasizes how the different ICS sections are organized and utilized during wildfire incidents. [D; CSU]

**FS 290. FIRE SCIENCE COOPERATIVE WORK EXPERIENCE I**

2–4 UNITS

Grade only
Prerequisite: FS 101 or equivalent
Limitation on Enrollment: Declared Fire Science major. Students must complete no fewer than seven units, including work experience, during each semester in order to receive credit
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable

Provides students work experience in a fire station performing skills for which they have been certified or demonstrated competence. Field performance will be supervised and evaluated by a fire captain. [D; CSU]

**FS 291. FIRE SCIENCE COOPERATIVE WORK EXPERIENCE II**

2–4 UNITS

Grade only
Prerequisite: FS 290 or equivalent
Limitation on Enrollment: Declared Fire Science major. Students must complete no fewer than seven units, including work experience, during each semester in order to receive credit
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable

Provides students work experience in a fire station performing skills for which they have been certified or demonstrated competence. Field performance will be supervised and evaluated by a fire captain. [D; CSU]

**FS 292. FIRE SCIENCE COOPERATIVE WORK EXPERIENCE III**

2–4 UNITS

Grade only
Prerequisite: FS 291 or equivalent
Limitation on Enrollment: Declared Fire Science major. Students must complete no fewer than seven units, including work experience, during each semester in order to receive credit
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable

Provides students work experience in a fire station performing skills for which they have been certified or demonstrated competence. Field performance will be supervised and evaluated by a fire captain. [D; CSU]

**FS 293. FIRE SCIENCE COOPERATIVE WORK EXPERIENCE IV**

2–4 UNITS

Grade only
Prerequisite: FS 292 or equivalent
Limitation on Enrollment: Declared Fire Science major. Students must complete no fewer than seven units, including work experience, during each semester in order to receive credit
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable

Provides students work experience in a fire station performing skills for which they have been certified or demonstrated competence. Field performance will be supervised and evaluated by a fire captain. [D; CSU]

**FS 295. SELECTED TOPICS IN FIRE SCIENCE**

1–3 UNITS

Offered: Variable

Permits students to study relevant subjects within the field of fire science. The specific objectives, methods of instruction, and units of credit to be determined individually for courses proposed under this description.

[D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

**FS 299. INDEPENDENT STUDY**

1–3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable

Independent study or research in some area of fire science of particular interest to the student and not included in regular courses of the College. (Same course as County FS X-65.)

[D; CSU]

**FRENCH COURSES**

**FREN 101. ELEMENTARY FRENCH I**

5 UNITS

Lecture 5 hours
Offered: Fall, Spring, Summer

Focuses on basic beginning interpersonal communication. Covers structures and vocabulary necessary to talk about family, friends, daily activities, hobbies, obligations, school, weather, travel, and food. Introduces students to Francophone cultures. Designed for students with very little or no knowledge of French. Equivalent to two years of high school French. [D; CSU; UC]
FREN 102.
ELEMENTARY FRENCH II
5 UNITS
Prerequisite: FREN 101 or equivalent
Lecture 5 hours
Offered: Fall, Spring
Provides continuation of French 101 to further enable students to carry out basic interpersonal communication and acquire the structures and vocabulary necessary to talk about childhood, chores, daily routine, health, technology, errands, environment, future goals, and professions. Examines the study of Francophone cultures. Equivalent to three years high school French. [D; CSU; UC]

FREN 201.
INTERMEDIATE FRENCH I
5 UNITS
Prerequisite: FREN 102 or equivalent
Lecture 5 hours
Offered: Fall, Spring
Analyzes and uses French grammatical structures and vocabulary to explore the history, culture, and worldviews of the Francophone world at an intermediate level. Focuses on interpersonal communication, listening, reading, and writing at an intermediate level. Equivalent to four years of high school French. (Formerly FREN 220) [D; CSU; UC]

FREN 202.
INTERMEDIATE FRENCH II
5 UNITS
Prerequisite: FREN 201 or equivalent
Lecture 5 hours
Offered: Variable
Provides continuation of FREN 201. Focuses on student’s ability to communicate at an intermediate high level on topics, including family, traditions, hobbies and pastimes, employment, culture, science, technology, art, and literature in Francophone countries. Includes further study of complex grammatical structures and literary selections. Equivalent to four years of high school French. [D; CSU; UC]

FREN 295.
SELECTED TOPICS IN FRENCH
1–3 UNITS
Offered: Variable
Permits students to study relevant subjects within the field of French. The specific objectives, methods of instruction, and units of credit to be determined individually for projects proposed under this course description. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

FREN 299.
INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in an area of French of particular interest to the student and not included in the regular courses of the College. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

GEOG 100.
INTRODUCTION TO GEOGRAPHY—PHYSICAL ELEMENTS
3 UNITS
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Focuses on the physical forces that help shape the landscape. Analysis of Earth’s interior and exterior characteristics, including oceanographic, climatic, pedologic, and biologic patterns. Includes map reading and interpretation. [D; CSU; UC; C-ID GEOG 110]

GEOG 101.
PHYSICAL GEOGRAPHY LABORATORY
1 UNIT
Grade only
Corequisite: GEOG 100 (may be taken previously)
Laboratory 3 hours
Offered: Fall, Spring
Provides laboratory exercises to solidify concepts learned in physical geography. [D; CSU; UC; C-ID GEOG 111]

GEOG 106.
WORLD REGIONAL GEOGRAPHY
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Surveys the world’s regions and nations, including physical, cultural, and economic features. Emphasizes regional similarities and differences in human ethnicity, language, religion, urban systems, and political organizations. Includes cultural and historical influences on population growth, transportation networks, and natural environments. [D; CSU; UC]

GEOG 109.
INTRODUCTION TO OCEANOGRAPHY
3 UNITS
Grade only
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Introduces the physical, chemical, biological, and geological foundations of the global ocean system. (Same as PHS-110 and GEOL 110.) [D; CSU]

GEOG 120.
INTRODUCTION TO GEOGRAPHY—CULTURAL ELEMENTS
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Focuses on the cultural (or human) aspects of geography. Includes demography, languages and religions, urbanization and landscape modification, political units and nationalism, and economic systems and development. [D; CSU; UC; C-ID GEOG 120]
**COURSE DESCRIPTIONS**

**GEOG 130. WEATHER AND CLIMATE 3 UNITS**
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall
Introduces the Earth’s atmosphere: topics include atmospheric structure and composition, solar radiation and energy balances, temperature, seasonal changes, atmospheric moisture, clouds and fog, precipitation, air pressure, winds, air masses and fronts, cyclones, weather forecasting, climate and climate change. [D; CSU; UC; C-ID GEOG 130]

**GEOG 145. INTRODUCTION TO MAPPING AND GEOGRAPHIC INFORMATION SYSTEMS (GIS) 3 UNITS**
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Provides an introduction to Geographic Information Systems (GIS), cartography, and spatial analysis. Includes assessment of vector and raster systems, scale, resolution, map projection, coordinate systems, georeferencing, and Global Positioning Systems (GPS). [D; CSU; C-ID GEOG 153]

**GEOG 150. GEOGRAPHIC INFORMATION SCIENCE AND SPATIAL REASONING 3 UNITS**
Prerequisite: MATH 60 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Introduces fundamental concepts of geographic information science (GIScience), including geographic information systems (GIS), global positioning systems (GPS), cartography, remote sensing, geovisualization, and spatial analysis. Explores how geospatial technologies and tools are used in addressing social, behavioral, and environmental issues. [D; CSU; C-ID GEOG 150]

**GEOG 152. ADVANCED GIS—PROJECT DESIGN AND APPLICATIONS 3 UNITS**
Prerequisite: GEOG 145 or equivalent
Lecture 3 hours
Offered: Variable
Focuses on the diverse applications of geographic information systems (GIS). Requires students to complete a semester-long GIS project of their choice. Includes project design and development, data acquisition, spatial analysis, project report, and presentation. [D; CSU]

**GEOG 153. GIS INTERNSHIP 3 UNITS**
Pass/No Pass only
Prerequisite: GEOG 152 or equivalent
Laboratory 9 hours
Offered: Variable
Provides students with the opportunity to apply classroom instruction to real-world GIS problem-solving by working with a government or private agency. Requires supervision of an instructor from the college and an advisor from the agency. [D; CSU]

**GEOG 154. INTRODUCTION TO REMOTE SENSING 3 UNITS**
Recommended Preparation: MATH 60 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Introduces fundamental concepts of electromagnetic radiation and its interactions with various media. Explores commonly used sensors and techniques of remote sensing. (Same as PHS 154.) [D; CSU]

**GEOG 155. INTRODUCTION TO IMAGE ANALYSIS 3 UNITS**
Lecture 3 hours
Offered: Variable
Introduces principal concepts related to processing, analysis, enhancement, correction, and interpretation of images. Includes photogrammetry, information extraction, and scientific visualization. (Same as PHS 155.) [D; CSU]

**GEOG 160. GEOGRAPHY OF CALIFORNIA 3 UNITS**
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Spring
Provides a detailed study of the physical and cultural elements of California focusing on California’s diverse physical and human landscapes. [D; CSU; UC; C-ID GEOG 140]

**GEOG 295. SELECTED TOPICS IN GEOGRAPHY 1-3 UNITS**
Offered: Variable
Permits students to study relevant topics within the field of geography. The specific objectives, methods of instruction, and evaluation to be determined by the students and instructor throughout the semester. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

**GEOL 100. PRINCIPLES OF GEOLOGY 4 UNITS**
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of geography of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

**GEOLOGY COURSES**

**GEOL 100. PRINCIPLES OF GEOLOGY 3 UNITS**
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Spring
Introduces the principles of geology with an emphasis on Earth processes. Focuses on the origin of the Earth as well as the internal and external processes that change and shape it. [D; CSU; UC; C-ID GEOL 100]
**GEOL 101. GENERAL GEOLOGY LABORATORY**  
1 UNIT  
Corequisite: GEOL 100 or 104 (may be taken previously)  
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
Laboratory 3 hours  
Offered: Fall, Spring  
Provides hands-on experience with land forms, rocks, minerals, topographic maps, and aerial photographs. Focuses on the physical and chemical systems of the Earth such as the tectonic cycle, rock cycle, and hydrologic cycle. [D; CSU; UC; C-ID GEOL 120L]

**GEOL 104. INTRODUCTION TO EARTH SCIENCE**  
3 UNITS  
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
Lecture 3 hours  
Offered: Fall  
Introduces students to the Earth’s four principal reservoirs and their interconnectedness: solid earth, ocean, atmosphere, and biosphere. Emphasizes how humanity interacts with these reservoirs. Includes solar system origins and dynamics. Most appropriate for liberal studies majors. [D; CSU; UC; C-ID GEOL 120]

**GEOL 110. INTRODUCTION TO OCEANOGRAPHY**  
3 UNITS  
Grade only  
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
Lecture 3 hours  
Offered: Fall, Spring  
Introduces the physical, chemical, biological, and geological foundations of the global ocean system. (Same as PHS-110 and GEOG-110.) [D; CSU]

**GEOL 115. DINOSAURS AND THE STORY OF EARTH**  
3 UNITS  
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent; GEOL 100 or 104 or equivalent  
Lecture 3 hours  
Offered: Fall, Spring, Summer  
Introduces the Earth’s history and the life it supports. Includes subjects such as geologic dating, global tectonics, stratigraphy, dinosaurs, fossils, biological evolution, the planet’s origin and the processes that have influenced paleogeography during the past 4.6 billion years. [D; CSU; UC; C-ID GEOL 110]

**GEOL 115L. DINOSAURS AND THE STORY OF EARTH LAB**  
1 UNIT  
Corequisite: GEOL 115 (may be taken previously)  
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
Laboratory 3 hours  
Offered: Variable  
The laboratory component to Dinosaurs and the Story of Earth lecture course. Subjects include geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet’s origin, and the processes that have influenced paleogeography during the past 4.6 billion years. [D; CSU; UC; C-ID GEOL 110L]

**GEOL 295. SELECTED TOPICS IN GEOLOGY**  
1–3 UNITS  
Offered: Variable  
Permits students to study relevant topics within the field of geology. The specific objectives, methods of instruction, and evaluation to be determined by the students and the instructor throughout the semester. [D; *CSU]

* Please refer to the class schedule for specific course description and transferability information.

**GEOL 299. INDEPENDENT STUDY**  
1–3 UNITS  
Limitation on Enrollment: Eligibility for independent study. See page 47.  
Offered: Variable  
Individual study or research in some area of geology of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]**  
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

**HEALTH COURSES**

**HLTH 101. PRINCIPLES OF HEALTHFUL LIVING**  
3 UNITS  
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
Lecture 3 hours  
Offered: Variable  
Addresses contemporary public health issues and emphasizes development of holistically healthy living. Provides an overview of chronic and infectious diseases, green environment, injury prevention, chemical dependency, nutrition, body composition, fitness, psychological wellness, fertility awareness, conflict resolution, and the human genome. [D; CSU; UC]

**HLTH 106. FUNDAMENTALS OF HEALING TOUCH**  
1 UNIT  
Grade only  
Lecture 1 hour  
Offered: Variable  
Introduces students to a study of complimentary healing called Healing Touch. Focuses on energy theory principles and practice of energy-based interventions. Includes application of techniques to a variety of situations, ranging from self-care to professional use in healthcare, wellness, stress reduction, nursing, and hospice care. [D; CSU]
HLTH 110. FIRST RESPONDER 3 UNITS

Grade only
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Focuses on fundamentals of first aid with an emphasis on knowledge and skills needed for students entering a career in Emergency Medical Services (EMS). Meets and exceeds California Title 22 requirements for public safety first responder and U.S. Department of Transportation national standard curriculum. Includes AHA Healthcare Provider level CPR certification. [D; CSU]

HLTH 116. WOMEN’S HEALTH AND WELL-BEING 3 UNITS

Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Provides modern knowledge to the development of understanding, attitudes, and practices essential to healthful living with special emphasis on women’s issues. Includes comprehensive coverage of nutrition and personal fitness; injury prevention; chronic and infectious diseases; reproductive health; substance abuse; emotional well-being; and a history of women’s health concerns. [D; CSU; UC]

HLTH 202. NUTRITION FOR ATHLETES 3 UNITS

Grade only
Lecture 3 hours
Offered: Variable
Introduces a comprehensive presentation of nutritional topics related to athletic performance and fitness. Incorporates nutrition and exercise physiology beliefs, accentuating scientific reasoning, and examining research studies to clarify the evidence for current nutritional recommendations. Includes basic scientific ideologies of the absorption of nutrients in the digestive system and how it is related to optimal athletic performance. [D; CSU]

HLTH 204. FUNDAMENTALS OF NUTRITION 3 UNITS

Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring, Summer
Introduces nutrition as applied to the stages of the human life cycle. Focuses on the basic principles of nutrition, including knowledge of daily nutritional requirements. Describes the function of the digestive organs. Emphasizes effects of over and under eating. Includes fitness standards, genetics and psychological homeostasis. [D; CSU; UC]

HLTH 295. SELECTED TOPICS IN HEALTH 1-3 UNITS

Offered: Variable
Permits students to study relevant subjects within the field of health. The specific objectives, methods of instruction, and units of credit to be determined individually for projects proposed under this course description. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

HLTH 299. INDEPENDENT STUDY 1-3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of health of particular interest to the student and not included in regular courses of the College. [D; CSU]

HIST 100. AMERICAN CIVILIZATION I 3 UNITS

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Covers American history from the origins of Native Americans to Reconstruction. Emphasizes the contributions made by the diverse peoples around the world to American culture. Includes a study of the Constitution with an emphasis on the Constitutional issues promoting the Civil War. (Partially fulfills American Institutions requirement at CSU) [D; CSU; UC; C-ID HIST 130]

HIST 101. AMERICAN CIVILIZATION II 3 UNITS

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Covers American history from Reconstruction to the present day, emphasizing an interdisciplinary approach. Includes a comparative study of the Constitutions of the U.S. and California, and the City Charter of San Diego, and the on-going interactions between federal, state, and local governments within the federal context. (Partially fulfills American Institutions requirement at CSU) [D; CSU; UC; C-ID HIST 140]

HIST 104. WESTERN CIVILIZATION I 3 UNITS

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Covers the history of Western Civilization from ancient origins to the conclusion of the Renaissance. Emphasizes not only the historical and cultural achievements of the indigenous populations of Europe, but also those of the diverse peoples of Africa and Asia who helped influence and shape Western Civilization. [D; CSU; UC; C-ID HIST 170]
HIST 105. WESTERN CIVILIZATION II
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Covers the history of Western Civilization from the Protestant Reformation to the present day. Emphasizes the political, economic, and social consequences of modernity on the Western World and its global interests. [D; CSU; UC; C-ID HIST 180]

HIST 106. WORLD HISTORY I
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Covers world history from human origins to the emergence of modernity at the beginning of the sixteenth century. Emphasizes not only the history of the world’s major civilizations but explains how the diverse peoples of these different societies often helped influence and shape each other’s cultural experiences and worldviews. [D; CSU; UC; C-ID HIST 150]

HIST 107. WORLD HISTORY II
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Covers World History from c. 1500 C.E. to the present, focusing on the political, economic, and social consequences of modernity and Western Imperialism on the emerging global community. Emphasizes globalization and its impact on the diverse peoples and civilizations around the world. [D; CSU; UC]

HIST 110. AFRICAN-AMERICAN HISTORY I
3 UNITS
Grade only
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Emphasizes the study of the African-American experience from African origins to the conclusion of the Civil War. Focuses on the Atlantic slave trade and slavery in the United States. Includes a study of the Constitution of the United States and the responsibilities of American citizenship. (Partially fulfills American Institutions requirement at CSU.) [Same as AFRO 110.] [D; CSU; UC]

HIST 111. AFRICAN-AMERICAN HISTORY II
3 UNITS
Grade only
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Explores the history of African Americans from the Civil War to the present, emphasizing their cultural, social, and political impact on American history. Includes a study of the United States Constitution, the State Constitution of California, and discrepancies between rights and the experiences of African Americans. (Partially fulfills American Institutions requirement at CSU.) [Same as AFRO 111.] [D; CSU; UC]

HIST 112. ASIAN-AMERICAN HISTORY I
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Covers the history of Asian Americans in the social, political, economic, and cultural development of the United States from the colonial era to the annexation of California in 1848. Emphasizes the Filipino, Japanese, Chinese, Korean, Asian-Indian, and Southeast Asian experiences. Includes study of the United States Constitution. (Partially fulfills American Institutions requirement at CSU.) [Same as ASIA 112.] [D; CSU; UC]

HIST 113. ASIAN-AMERICAN HISTORY II
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Examines the history of Asian Americans in the United States from 1846 to the present. Major themes include the study of economic developments, occupational patterns, anti-Asian movements, inter-ethnic exchanges, gender, and intergenerational issues. Includes a study of the Constitution of California. (Partially fulfills American Institutions requirement at CSU.) [Same as ASIA 113.] [D; CSU; UC]

HIST 114. FILIPINO-AMERICAN HISTORY
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Emphasizes the economic, political, and social history of Filipinos in the Philippines and in the United States. Analyzes the effects of Spanish, American, and Japanese colonization on Filipino culture. Focuses on the major waves of migration to the United States and focuses on youth, intergenerational, women, gender, and political issues. [Same as ASIA 114.] [D; CSU; UC]

HIST 121. COMPARATIVE HISTORY OF THE AMERICAS I
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall
Covers the history of the Western Hemisphere from pre-Columbian times to 1825, with an emphasis on the diverse cultural roots of the Americas. Includes a study of the U.S. Constitution, emphasizing the interactions between the federal, state, and local governments within the federal context. (Partially fulfills American Institutions requirement at CSU.) [D; CSU; UC]
HIST 122. COMPARATIVE HISTORY OF THE AMERICAS II 3 UNITS
Recommended Preparation: RDG 158 or equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Spring
Covers the history of the Americas from 1812 to the present, emphasizing the growth of American hemispheric power. Includes a comparative study of the Constitutions of the U.S. and California and the City Charter of San Diego, focusing on the on-going interactions between the federal, state, and local governments. (Partially fulfills American Institutions requirement at CSU.) [D; CSU; UC]

HIST 132. WOMEN IN WORLD HISTORY 3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Emphasizes the ideologies, issues, and events that have shaped the lives, roles, and contributions of women throughout the world from prehistory to the present. Explores the models and images of womanhood developed by different cultures to define and determine the nature of women and their position in society. (Not open to students with credit in HIST 130 and 131.) [D; CSU; UC]

HIST 141. MEXICAN-AMERICAN HISTORY I 3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Covers the history of the roots of Mexican-American culture from pre-Colombian times to c. 1850. Emphasis on the political, economic, and social influences of pre-Columbian America, Spain, Mexico, and the United States. Includes a study of the United States Constitution. (Partially fulfills American Institutions requirement at CSU.) (Same as MAS 141.) [D; CSU; UC]

HIST 142. MEXICAN-AMERICAN HISTORY II 3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Covers the history of the Mexican-American experience from 1846 to the present day. Emphasizes the political, economic, and social evolution of the Mexican-American people within the context of both Mexican and American cultural influences. Includes a study of the Constitution of California. (Partially fulfills American Institutions requirement at CSU.) (Same as MAS 142.) [D; CSU; UC]

HIST 295. SELECTED TOPICS IN HISTORY 1–3 UNITS
Offered: Variable
Permits students to study relevant topics within the field of history. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

HIST 299. INDEPENDENT STUDY 1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of history which is of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

HTM 150. INTRODUCTION TO HOSPITALITY AND TOURISM MANAGEMENT 3 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Introduces students to the hospitality and tourism industry. Explores the inner workings of the various components that comprise the industry—lodging, food service, transportation, travel, events, and entertainment. Focuses on actual industry examples, case studies, guest speakers, and site visits are used extensively. [D; CSU]

HTM 151. HOTEL OPERATIONS AND ROOMS DIVISION MANAGEMENT 3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 1 hour
Offered: Variable
Analyzes hotel operations, including front office, rooms management, guest services, housekeeping, reservations, sales and marketing, human resources, food and beverage control, engineering/maintenance, and security. Explores the interaction of key areas of hotel operations in relationship to customer service. [D; CSU]
HTM 153. HOSPITALITY MANAGEMENT ACCOUNTING
4 UNITS
Grade only
Prerequisite: ACCT 101 or HTM 150 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Variable
Examines how hospitality managers use accounting information in decision-making, planning, directing, and controlling. Emphasizes concepts of cost management and costing methods, cost-volume profit analysis, profit planning and budgeting, standard absorption, and variable costing. Reviews and applies concepts of responsibility accounting, capital expenditure decisions, and feasibility studies to various projects. (Same as ACCT 153.) [D; CSU]

HTM 156. RESTAURANT AND FOOD SERVICE MANAGEMENT
3 UNITS
Recommended Preparation: ACCT 101 of equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Provides students with the basic skills and concepts required for success in the field of restaurant and food operation management. (Same as ACCT 153.) [D; CSU]

HTM 295. SELECTED TOPICS IN HOSPITALITY AND TOURISM MANAGEMENT
1–3 UNITS
Offered: Variable
Permits students to study relevant topics within the field of hospitality and tourism management. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

HTM 299. INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of hospitality and tourism management which is of particular interest to the student and not included in regular courses of the College. [D; CSU]

HUMANITIES COURSES

HUM 101. HUMANITIES THROUGH THE ARTS I
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall
Covers the period from pre-history through the Renaissance. Emphasizes an historically-organized, integrated content that analyzes music, visual arts, drama, literature, architecture, philosophy, and history. Includes the use of slides, films, and selections from original texts of literature and philosophy. [D; CSU; UC]

HUM 102. HUMANITIES THROUGH THE ARTS II
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Spring
Covers the period from the Baroque through the Contemporary. Emphasizes an historically-organized, integrated content, analyzing music, visual arts, drama, literature, architecture, philosophy, and history. Includes the use of slides, films, and selections from original texts of literature and philosophy. [D; CSU; UC]

HUM 104. INTRODUCTION TO HUMANITIES: ARTS AND IDEAS
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Covers the period from pre-history to the modern age. Emphasizes an historically-organized, integrated content that analyzes music, visual arts, drama, literature, architecture, philosophy, and history. Includes the use of slides, films, and selections from original texts of literature and philosophy. [D; CSU; UC]

HUM 112. CULTURE AND THE MEDIA
3 UNITS
Lecture 3 hours
Offered: Variable
Survey of the development of electronic media with emphasis on the communicative, aesthetic, and technical history and the influence of media on society. (Same as TELE 112.) [D; CSU; UC]

HUM 120. INTRODUCTION TO GENDER AND WOMEN’S STUDIES
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall
Examines and explores a multitude of important attitudes and institutions that affect the lives of women and men within the U.S. and globally. Examines and considers the ways that race, class, ethnicity, and sexuality defines women’s struggles for understanding, self-determination and power in a world dominated by patriarchal privilege. [D; CSU; UC]
HUM 121. WOMEN AND GENDER IN WORLD CULTURE  
3 UNITS  
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading  
Lecture 3 hours  
Offered: Fall, Spring  
Examines women through a humanistic lens, exploring the place of women in visual and performing arts, literature and poetry, religion, philosophy, politics, and science within the historical and social context. Emphasis is on the creative cultural achievements of women amid struggles of women for a voice and presence in shaping the world across the spectrum of human experience. [D; CSU; UC]  

HUM 122. WOMEN AND GENDER IN SOCIAL MOVEMENTS  
3 UNITS  
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading  
Lecture 3 hours  
Offered: Fall  
Examines the images of women and gender in the social, economic, political, cultural, and intellectual realms in world society from 1500 C.E. to the modern period. Discusses western and non-western indigenous women of color including those from Asia, Africa, and the Americas, and Europe. [D; CSU; UC]  

HUM 123. WOMEN AND GENDER IN WORLD ART  
3 UNITS  
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading  
Lecture 3 hours  
Offered: Fall, Spring  
Surveys women's art from the Middle Ages through the twenty-first century. Examines the effects of marginalization, exclusion, and political and social systems designed to restrict women to stereotyped roles relative to women's art of the last five centuries. Emphasizes the global and multi-cultural influences and issues affecting contemporary women's art and to relevant art criticism. [D; CSU; UC]  

HUM 140. WORLD MYTHOLOGY  
3 UNITS  
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
Lecture 3 hours  
Offered: Variable  
Analyzes myths that represent seven cultural areas. Emphasizes a multiplicity of cultures with particular attention to cross-cultural influences. Includes study of the function of myth and symbol and their relation to the arts, philosophy, history, and religion. [D; CSU; UC]  

HUM 295. SELECTED TOPICS IN HUMANITIES  
1–3 UNITS  
Offered: Variable  
Permits students to study relevant topics within the field of humanities. [D; *CSU]  
* Please refer to the class schedule for specific course description and transferability information.  

HUM 299. INDEPENDENT STUDY  
1–3 UNITS  
Limitation on Enrollment: Eligibility for independent study. See page 47.  
Offered: Variable  
Individual study or research in some area of humanities which is of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]  
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.  

INS 100. INTRODUCTION TO INSURANCE  
1 UNIT  
Lecture 1 hour  
Offered: Variable  
Covers the basics of the modern insurance system, how insurance products and services are distributed to the consumer, how insurance company departments function, the importance of the risk management process, civil laws and torts, insurance contracts, and how reinsurance is used to create an insurance company and insure high liability limits. [D; CSU]  

INS 103. INSURANCE CODE AND ETHICS  
1 UNIT  
Lecture 1 hour  
Offered: Variable  
Addresses the ethical considerations one must support in order to succeed in the insurance industry and presents the ethical issues with which employees working in insurance offices will be involved. [D; CSU]  

INS 121. PRINCIPLES OF PROPERTY AND LIABILITY INSURANCE  
3 UNITS  
Lecture 3 hours  
Offered: Variable  
Covers the fundamentals of property and liability insurance, including types of insurers, institutions that provide insurance, how it is regulated, and measurements of financial performance. Includes insurance contracts, loss exposure, and risk management. [D; CSU]  

INS 122. PERSONAL INSURANCE  
3 UNITS  
Lecture 3 hours  
Offered: Variable  
Covers the fundamentals of insurance, including automobile, homeowners, fire, earthquake, marine, personal property, liability, life, and health insurance. [D; CSU]  

INS 123. COMMERCIAL INSURANCE  
3 UNITS  
Lecture 3 hours  
Offered: Variable  
Covers the whole of commercial insurance, including business income insurance, commercial crime insurance, equipment breakdown insurance, inland and ocean marine insurance, commercial general liability insurance, commercial automobile insurance, business owners policies, farm insurance, workers compensation and employers liability insurance, and other miscellaneous coverage. [D; CSU]
ITALIAN COURSES

ITAL 101. ELEMENTARY ITALIAN I 5 UNITS
Lecture 5 hours
Offered: Fall, Spring
Focuses on basic beginning interpersonal communication. Covers structures and vocabulary necessary to talk about family, friends, activities, obligations, school, travel, and food. Introduces students to Italian culture. Designed for students with little or no knowledge of Italian. Equivalent to two years of high school Italian. [D; CSU; UC]

ITAL 102. ELEMENTARY ITALIAN II 5 UNITS
Prerequisite: ITAL 101 or equivalent
Lecture 5 hours
Offered: Fall, Spring
Provides continuation of ITAL 101. Enables students to carry out basic interpersonal communication and acquire the structures and vocabulary necessary to talk about childhood activities, daily routine, vacations, weather, seasons, holidays, Italian cuisine and future plans. Introduces students to cultural readings. Equivalent to three years of high school Italian. [D; CSU; UC]

ITAL 201. INTERMEDIATE ITALIAN I 5 UNITS
Prerequisite: ITAL 102 or equivalent
Lecture 5 hours
Offered: Fall, Spring
Provides extensive review of all first-year structures. Focuses on interpersonal communication for intermediate students. Covers grammatical structures and vocabulary necessary to discuss traditions, newspapers and magazines, interpersonal relationships, beliefs and stereotypes, music, and technology. Introduces readings reflecting Italian culture. Equivalent to four years of high school Italian. [D; CSU; UC]

ITAL 202. INTERMEDIATE ITALIAN II 5 UNITS
Prerequisite: ITAL 201 or equivalent
Lecture 5 hours
Offered: Variable
Provides continuation of ITAL 201. Focuses on student’s ability to communicate at an intermediate high level on a variety of topics such as literature, values and traditions, Italian cinema and music, fashion, hobbies, and the environment. Includes further study of complex grammatical structures and literary selections. Equivalent to four years of high school Italian. [D; CSU; UC]

ITAL 295. SELECTED TOPICS IN ITALIAN 1-3 UNITS
Offered: Variable
Permits students to study relevant subjects within the field of Italian. The specific objectives, methods of instruction, and units of credit to be determined individually for projects proposed under this course description. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

JAPANESE COURSES

JPN 101. BEGINNING JAPANESE I 5 UNITS
Lecture 5 hours
Offered: Fall, Spring
Introduces Japanese, both spoken and written. Emphasizes grammar, pronunciation, idiomatic expressions, hiragana, and katakana. Includes relationship between language and culture. Equivalent to first half of JPN 101. (Not open to students with credit in JPN 120 or JPN 101.) [D; CSU; UC]

JPN 101A. INTRODUCTORY ELEMENTARY JAPANESE 3 UNITS
Lecture 3 hours
Offered: Fall, Spring
Introduces first half of JPN 101, both spoken and written at the survival level including cultural topics. Includes essentials of grammar, pronunciation, idiomatic expressions, Hiragana and Katakana. Emphasizes relationship between language and culture. Equivalent to first half of JPN 101. (Not open to students with credit in JPN 120 or JPN 101.) [D; CSU; UC]

JPN 101B. CONTINUATION OF ELEMENTARY JAPANESE 3 UNITS
Lecture 3 hours
Offered: Fall, Spring
Provides continuation of JPN 101, both spoken and written. Covers essentials of grammar, pronunciation, idiomatic expressions, Hiragana and Katakana. Emphasizes relationship between language and culture. Equivalent to second half of JPN 101. Equivalent to two years of high school Japanese. (Not open to students with credit in JPN 120 or JPN 101.) [D; CSU; UC]
### JPN 201. INTERMEDIATE JAPANESE I 5 UNITS

Prerequisite: JPN 102 or equivalent  
Lecture 5 hours  
Offered: Spring  
Provides continuation of JPN 102. Reviews all structures learned in the first year. Offers students an opportunity to acquire communicative skills while emphasizing an awareness and appreciation of Japanese culture, art, and history. Emphasizes further study of grammatical principles, composition, and continued oral practice. Equivalent to four years of high school Japanese. [D; CSU; UC]

### JPN 202. INTERMEDIATE JAPANESE II 5 UNITS

Prerequisite: JPN 201 or equivalent  
Lecture 5 hours  
Offered: Spring  
Provides continuation of JPN 201. Reviews all structures learned in the first three semesters. Offers students an opportunity to further develop communicative skill while continuing to emphasize a deeper awareness and appreciation of Japanese culture, art, and history. Emphasizes further study of grammatical principles, composition, and continued oral practice. Equivalent to four years high school Japanese. [D; CSU; UC]

### JPN 295. SELECTED TOPICS IN JAPANESE 1-3 UNITS

Offered: Variable  
Permits students to study relevant subjects within the field of Japanese. The specific objectives, methods of instruction, and units of credit to be determined individually for projects proposed under this course description. [D; CSU]  
* Please refer to the class schedule for specific course description and transferability information.

### JPN 299. INDEPENDENT STUDY 1-3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 47.  
Offered: Variable  
Individual study or research in some area of Japanese of particular interest to the student and not included in regular courses of the College. [D; CSU; UC]  
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

### JOURNALISM COURSES

#### JOUR 101. INTRODUCTION TO MASS COMMUNICATION AND SOCIETY 3 UNITS

Lecture 3 hours  
Offered: Fall, Spring  
Surveys the mass media institutions, functions, interrelationships, and effects on society. Provides a building block in the general education of the non-major student and as the introduction to the discipline of study for the communication/journalism major. (Same as COMM 200.) [D; CSU; UC; C-ID JOUR 100]

#### JOUR 151. NEWS REPORTING AND WRITING 3 UNITS

Grade only  
Recommended Preparation: ENGL 114 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
Lecture 3 hours  
Offered: Fall, Spring  
Provides intensive exploratory practice in gathering, evaluating, and writing of news stories in the major genres of news writing, such as spot news, human interest stories, reviews, and reports of speeches and meetings. Offers writing for campus newspaper. [D; CSU; C-ID JOUR 110]

#### JOUR 171. WRITING FOR PUBLICATION 3 UNITS

Lecture 3 hours  
Offered: Fall, Spring  
Fee: $20. Provides instruction and practice in writing magazine articles, short stories, novels, and other material suitable for publication. Includes current information about publication procedures and marketing. [D; CSU]

#### JOUR 173. ADVANCED WRITING FOR PUBLICATION II 3 UNITS

Prerequisite: JOUR 172 or equivalent  
Lecture 3 hours  
Offered: Variable  
Fee: $20. Advanced technique in fiction and nonfiction with emphasis on writer's records, tax and libel, and copyright laws, working with editors and agents. [D; CSU]

#### JOUR 174. ADVANCED WRITING FOR PUBLICATION III 3 UNITS

Prerequisite: JOUR 173 or equivalent  
Lecture 3 hours  
Offered: Variable  
Fee: $20. Marketing technique involving fiction and nonfiction manuscripts with emphasis on market, style, and technique. [D; CSU]

#### JOUR 200. CAMPUS NEWSPAPER PRODUCTION I 4 UNITS

Recommended Preparation: JOUR 151 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
Lecture 3 hours, laboratory 4 hours  
Offered: Fall, Spring  
Fee $25. Provides a student media practicum in print and online journalism that includes lecture and lab components. Produces a student-developed campus newspaper (The Southwestern College Sun, currently America’s #1-ranked collegiate publication) on a regular basis, and produces periodically a student-developed feature non-fiction magazine (El Sol Magazine) with a journalism emphasis that are both distributed to a campus and community audience. Allows for participation on the Editorial Board which is entirely responsible for weekly and daily news and feature assignments. Affords the opportunity to generate story and visual elements for upcoming issues of the newspaper. Includes practical experience in layout, design, multiple writing approaches, photography, online, multimedia journalism and emerging technologies. [D; CSU]
JOUR 201. CAMPUS NEWSPAPER PRODUCTION II
4 UNITS
Prerequisite: JOUR 200 or equivalent
Recommended Preparation: JOUR 151 or equivalent
Lecture 3 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $25. Builds on skills obtained in JOUR 200. Emphasis is on writing, photography, and layout for the College newspaper, the Southwestern Sun. [D; CSU; C-ID JOUR 131]

JOUR 202. CAMPUS NEWSPAPER PRODUCTION III
4 UNITS
Prerequisite: JOUR 201 or equivalent
Lecture 3 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $25. Builds on skills learned in Journalism 201. Emphasizes public affairs reporting and management of newspapers, online sites, and multimedia content. [D; CSU]

JOUR 203. CAMPUS NEWSPAPER PRODUCTION IV
4 UNITS
Grade only
Prerequisite: JOUR 202 or equivalent
Lecture 3 hours, laboratory 4 hours
Offered: Fall, Spring
Fee: $25. Builds on skills obtained in Journalism 201. Emphasizes public affairs reporting and management of newspapers, online sites, and multimedia content. [D; CSU]

JOUR 295. SELECTED TOPICS IN JOURNALISM
1–3 UNITS
Offered: Variable
Permits students to study relevant subjects within the fields of journalism. The specific objectives, methods of instruction, and units of credit to be determined individually for projects proposed under this course description. [D; CSU]
* Please refer to the class schedule for specific course description and transferability information.

JOUR 299. INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study, research, or a special assignment for the campus newspaper in some area of particular interest not included in a regular course offered by the College. [D; CSU]

JOUR 299. INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study, research, or a special assignment for the campus newspaper in some area of particular interest not included in a regular course offered by the College. [D; CSU]

LANDSCAPE AND NURSERY TECHNOLOGY COURSES

LNT 70. PRINCIPLES OF PRUNING FRUIT TREES AND VINES
1 UNIT
Lecture 1 hour, laboratory .5 hour
Offered: Spring
Fruit tree identification, appropriate pruning practices for specific varieties, diseases, pest recognition and control, safety procedures, and tool recommendations. [D]

LNT 72. HORTICULTURAL EQUIPMENT: CARE AND OPERATION
2 UNITS
Lecture 1 hour, laboratory 3 hours
Offered: Variable
Provides instruction in the safe and proper care and operation of equipment used in landscape construction and maintenance. Includes proper maintenance procedures to ensure safe and efficient equipment operation. [D]

LNT 75. POND DESIGN, INSTALLATION, AND CARE
1 UNIT
Lecture .5 hour, laboratory 2 hours
Offered: Variable
Practices and procedures in the design, construction, and maintenance of ponds used in residential landscapes. Topics covered include: design concepts, materials used, installation procedures, initial pond set-up, and pond culture including the proper use of aquatic plants, fish, and maintaining a proper pond ecology. [D]

LNT 77. PESTICIDE LICENSING EXAM PREPARATION
1 UNIT
Lecture 1 hour
Offered: Variable
Prepares students for the California Pesticide Applicators License and Certificate Exams. Includes pesticide laws, understanding pesticide labels, types of pesticides, application methods, license categories, safety, and pest recognition. [ND]

LNT 94. SPRINKLER SYSTEM INSTALLATION, MAINTENANCE, AND REPAIR
3 UNITS
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Provides instruction in the various types, installation methods, maintenance techniques, and repair of sprinklers, pipes, back-flow devices, valves, wiring, and controllers used in the landscape irrigation industry. Emphasizes efficient controller scheduling to conserve water. [D]

LNT 95. PORTFOLIOS, PRESENTATIONS, AND CONSULTATIONS FOR FLORAL DESIGN
1 UNIT
Recommended Preparation: LNT 138, 140, and 141, or equivalent
Lecture 1 hour
Offered: Fall
Designed to provide the skills necessary for floral sales presentations and consultations and to give assistance in the development of the student’s personal portfolio. [D]

LNT 100. PLANT AND HORTICULTURAL SCIENCE
4 UNITS
Lecture 3 hours, laboratory 3 hours
Offered: Fall, Spring
Emphasizes the study of plant structures, functions, taxonomy, and plant-soil-climate relationships, and the importance of plants for food, air, and ornamental purposes. Includes management of plants in greenhouses and nursery structures and in the landscape. [D; CSU; UC]
LNT 101. INTRODUCTION TO SUSTAINABLE ENERGY STUDIES
3 UNITS
Grade only
Recommended Preparation: MATH 35, BUS 211 or the equivalent skill level as determined by the Southwestern College Mathematics and English Assessments or equivalent
Lecture 3 hours
Offered: Fall
Studies the growth of the human population and its effects on energy and climate demands with an emphasis on landscaping and the built environment. (Same as SES 101.) [D; CSU]

LNT 105. PLANT IDENTIFICATION—TREES
3 UNITS
Lecture 3 hours
Offered: Fall
Provides identification, growth characteristics, environmental requirements, and uses of approximately 120 trees common to the southern California landscape. [D; CSU]

LNT 109. PLANT IDENTIFICATION—SHRUBS
3 UNITS
Lecture 3 hours
Offered: Fall
Provides identification, growth characteristics, environmental requirements, and uses of 120 shrubs common to the southern California landscape. [D; CSU]

LNT 113. PLANT IDENTIFICATION—HERBACEOUS PLANTS
3 UNITS
Lecture 3 hours
Offered: Variable
Provides identification, growth characteristics, environmental requirements, and uses of approximately 120 annuals, perennials, ground covers, and vines common to the southern California landscape. [D; CSU]

LNT 116. PLANT IDENTIFICATION: FRUITING PLANTS
1.5 UNITS
Lecture 1.5 hours
Offered: Variable
Provides students with knowledge of the fruiting trees, shrubs, vines, and perennials that are suitable for growing and producing fruit within the climates found in San Diego County. Includes appropriate selection and use, scientific and varietal names, cultural requirements, pest control, and seasonal harvest periods. [D; CSU]

LNT 118. PLANT IDENTIFICATION FOR FLORAL DESIGN
1 UNIT
Lecture 1 hour
Offered: Variable
Designed to provide the student with knowledge of the trees, shrubs, annuals, and perennials, suitable for floral design. Includes appropriate scientific names, seasonal availability, and lasting ability. [D; CSU]

LNT 119. PLANT IDENTIFICATION: XEROPHYTIC PLANTS
3 UNITS
Lecture 3 hours
Offered: Variable
Emphasizes identification, environmental requirements, growth characteristics, and uses of trees, shrubs, perennials, vines, and ground covers which can survive under low water conditions. (Field trips required.) [D; CSU]

LNT 120. LANDSCAPE DESIGN I
4 UNITS
Recommended Preparation: LA 104, LNT 105, and LNT 109, or equivalent
Lecture 2 hours, laboratory 6 hours
Offered: Variable
Introduces landscape design for residential and commercial properties incorporating historical and fundamental principles. Includes drafting skills, site evaluation, functional and aesthetic uses of plant materials, proper plant selection, circulation, topography and grading, and incorporating sustainable design practices. (One all-day field trip required.) [D; CSU]

LNT 122. LANDSCAPE DESIGN II
4 UNITS
Prerequisite: LNT 120 or equivalent
Lecture 2 hours, laboratory 6 hours
Offered: Spring
Provides further study in the field of landscape design with emphasis on site analysis, spatial analysis, sensory evaluation, cost considerations, energy conservation through proper design, site details, landscape maintenance specifications, larger scale designs, and improved drawing methods. (One all-day field trip required.) [D; CSU]

LNT 123. LANDSCAPE MAINTENANCE
4 UNITS
Lecture 2 hours, laboratory 6 hours
Offered: Variable
Provides the knowledge and skills required to perform professional landscape maintenance, including proper use of landscape tools and equipment, weed control methods, planting, grading and drainage, pruning, plant identification, sprinkler maintenance and repair, and materials used in the trade. [D; CSU]

LNT 124. LANDSCAPE CONSTRUCTION
3 UNITS
Grade only
Lecture 1 hours, laboratory 6 hours
Offered: Fall
Covers proper methods of estimating, laying out, and installing landscape hardscape features including concrete, paver patios, walkways, garden retaining walls, wood decks and fences, overhead shade structures, benches, and planters. Includes proper knowledge and use of building materials. [D; CSU]

LNT 128. SPRINKLER DESIGN
3 UNITS
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Introduces the principles of proper water application to ornamental areas by the use of sprinklers and micro-irrigation equipment. Includes hydraulics, sprinkler layout, piping, drip systems, subsurface irrigation, and related irrigation practices. Emphasizes methods for efficient water application and water conservation. (One all-day field trip required.) [D; CSU]

LNT 129. SUSTAINABLE LANDSCAPE/WATER AUDITOR
3 UNITS
Grade only
Lecture 3 hours
Offered: Fall
Introduces methods and procedures for the evaluation of landscape designs, landscape installations, landscape maintenance practices, and water application techniques for sustainable landscape practices. Provides procedures followed in both a landscape audit and a water audit. Includes methods for improving landscape and irrigation installations to best conserve and reuse available resources. [D]
LNT 131. LANDSCAPE CONTRACTING AND ESTIMATING 3 UNITS
Lecture 3 hours
Offered: Variable
Procedures and methods for proper landscape estimating and bidding. Interpretation of blueprints and specifications determining overhead and profit percentages. Understanding of landscape contracting regulation and business procedures. Requirements of becoming a licensed landscape contractor. [D; CSU]

LNT 132. TURF MANAGEMENT 3 UNITS
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Emphasizes identification and management of grasses used in landscape, golf courses, and sports field areas. Includes establishment methods, mowing, fertilization, thatch control, and pest management. (One all-day field trip required.) [D; CSU]

LNT 133. GOLF COURSE AND SPORTS TURF MANAGEMENT 3 UNITS
Prerequisite: LNT 132 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Spring
Designed to give the student advanced study in the specialization of both golf course and athletic field management. Includes specialized turf management techniques, specialized equipment, budget development, scheduling requirements, and administrative considerations. [D; CSU]

LNT 134. SOILS 3 UNITS
Lecture 3 hours
Offered: Spring
Provides derivation, characteristics, and classification of soils. Includes methods used to modify and improve existing soil conditions. Emphasizes types and uses of organic matter and amendments. (One all-day field trip required.) [D; CSU]

LNT 136. PLANT PEST AND DISEASE CONTROL 3 UNITS
Lecture 3 hours
Offered: Spring
Effects of insects, weeds, diseases, and parasites on ornamental plants. Includes identification of life cycles, hosts, and habitat relationships, and pesticide use and regulations. Emphasizes sustainable and environmentally sound pest control methods in Southern California. (One all-day field trip required.) [D; CSU]

LNT 138. FLORAL DESIGN I 3 UNITS
Lecture 2 hour, laboratory 3 hours
Offered: Variable
Fee: $125. Introduces theory, techniques, and skills practiced in the floral design industry. Includes instruction in basic design principles, cut flower preparation and care, and merchandising and packaging. (One all-day field trip required.) [D; CSU]

LNT 140. FLORAL DESIGN II 3 UNITS
Prerequisite: LNT 138 or equivalent
Lecture 2 hour, laboratory 3 hours
Offered: Variable
Fee: $150. Continues building skills learned in LNT 138 Floral Design I. Emphasizes wedding, funeral, banquet, and contemporary floral design work. Provides a more in-depth study of flower shop management. [D; CSU]

LNT 141. FLORAL DESIGN III 1 UNIT
Prerequisite: LNT 140 or equivalent
Lecture 1 hour, laboratory 1.5 hours
Offered: Variable
Fee: $150. Enhances the development of the creative ability of the student. Includes designing original arrangements for the following topics: tropics, theme luncheons, specialty events, hotel lobbies, etc. [D; CSU]

LNT 143. FLORICULTURE AND NURSERY OPERATIONS: TREE AND SHRUBS PRODUCTION 1 UNIT
Lecture .66 hour, laboratory 1.5 hours
Offered: Variable
Designed to provide information with regard to the propagation and growth requirements of trees and shrubs, production scheduling, containers for various stages of growth, and pests and diseases encountered during production. [D; CSU]

LNT 144. HOUSE PLANT CARE AND PRODUCTION 1.5 UNITS
Lecture 1 hour, laboratory 1.5 hours
Offered: Variable
Fundamentals of plant selection, placement, and maintenance for interior purposes. Includes plant identification, watering, fertilization practices, pest and disease control, pruning, and site evaluation. [D; CSU]

LNT 146. PLANT PROPAGATION 1.5 UNITS
Lecture 1 hour, laboratory 1.5 hours
Offered: Variable
Provides principles of sexual and asexual plant propagation. Includes propagation from seed, budding, grafting, cuttings, layering, division, and tissue cultures. [D; CSU]

LNT 147. WEDDING DESIGN AND EVENT PLANNING 2 UNITS
Prerequisite: LNT 140 or equivalent
Lecture 1 hour, laboratory 3 hours
Offered: Spring
Fee: $200. Focuses on the mechanics and placement of professionally designed wedding and event floral arrangements. Emphasizes specialty designs, decorations, and placement reflecting contemporary lifestyle choices of ceremony and reception sites. Includes sales, planning, and implementation. [D; CSU]
LA 200. INTRODUCTION TO COMPUTER AIDED LANDSCAPE DESIGN
3 UNITS
Recommended Preparation: LNT 120 and 128, or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring
Provides instruction in the use of computer-aided design as applied to the landscape architecture field. Focuses on the creation of landscape, sprinkler, and three-dimensional plans using the software AutoCAD. Includes instruction on drawing and editing commands, file management, and printing options. [D; CSU]

LA 201. ADVANCED COMPUTER AIDED LANDSCAPE DESIGN
3 UNITS
Prerequisite: LA 200 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring
Continued instruction in the use of the software AutoCAD and "LandCAD." Creation of complete landscape and sprinkler plans including plan and 3D views, site details, contour maps, plant database manipulation, and completing cost estimates from completed plans. [D; CSU]

LNT 148. HORTICULTURAL BUSINESS PRACTICES
3 UNITS
Lecture 3 hours
Offered: Fall Summer
Provides procedures in the ownership or management of a horticultural business, including start up, financing, advertising, employee relationships, recordkeeping, applicable laws and regulations, customer relations, suppliers, and obtaining new customers. [D; CSU]

LNT 295. SELECTED TOPICS IN LANDSCAPE AND NURSERY TECHNOLOGY
1-3 UNITS
Offered: Variable
Permits students to study relevant subjects within the field of landscape and nursery technology. The specific objectives, methods of instruction, and units of credit to be determined individually for courses proposed under this description. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

LNT 299. INDEPENDENT STUDY
1-3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of landscape and nursery technology which is of particular interest to the student and not included in regular courses of the College. [D; CSU]

LDR 148. BUSINESS PRESENTATION SKILLS—BILINGUAL (ENGLISH/SPANISH)
2 UNITS
Recommended Preparation: BUS 120 and 148, or equivalent
Lecture 2 hours
Offered: Variable
Introduces oral and written bilingual English and Spanish presentation styles and techniques utilized in business settings such as job interviews, meetings, panel discussions, presentations, and seminars. Develops techniques and methods to create powerful and effective presentations to an individual, group, and/or panel in both English and Spanish. [D; CSU]

LDR 149. BUSINESS PRESENTATION SKILLS
2 UNITS
Recommended Preparation: BUS 120 and 148, or equivalent
Lecture 2 hours
Offered: Variable
Introduces oral and written presentation styles and techniques utilized in business settings such as job interviews, meetings, panel discussions, presentations, and seminars. Develops techniques and methods to create powerful and effective presentations to an individual, group, and/or panel. [D; CSU]

LA 299. INDEPENDENT STUDY
1-3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of landscape architecture which is of particular interest to the student and not included in regular courses of the College. [D; CSU]
LDR 151. HUMAN RESOURCES AND LABOR RELATIONS
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Designed to examine successful human resource concepts and techniques utilized by supervisors and managers. Includes selecting the best employees, developing employees’ skills, and assisting employees to grow within the organization. Emphasis on the supervisor’s responsibilities and interaction with human resources, labor unions, and fair employment practices. [D; CSU]

LDR 152. BUSINESS INNOVATION AND CREATIVITY
1 UNIT
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 1 hour
Offered: Variable
Designed to train students to exploit innovation and creativity to promote high productivity throughout an organization. Students will learn how employees are empowered to maximize their creativity and how a variety of supportive strategies are directed throughout an organization.
[D; CSU]

LDR 153. WORK AND LIFE BALANCE FOR SUCCESS
2 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours
Offered: Variable
Designed to examine causes of stress, analyze time management, and develop strategies to deal with these elements both at home and on the job. Supervisors and employees will gain valuable techniques to become more effective and to create a healthier life style balance. [D; CSU]

LDR 154. COMMUNITY AND COLLABORATIVE LEADERSHIP
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall
Provides a fundamental overview and understanding of collaborative leadership in a civic community context and consensus organizing as a strategic and tactical approach to effective community development. [D; CSU]

LDR 155. STRATEGIC PLANNING AND SUSTAINABILITY
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Emphasizes strategic planning and sustainability as a requisite to the growth and survival of any institution. Consists of two components: (1) theoretical learning—processes, tools, and techniques of strategic planning; (2) practical application—design, skills, and techniques that make programs sustainable. [D; CSU]

LDR 156. MICROFINANCE AND SUSTAINABLE DEVELOPMENT
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Explores and analyzes the key issues associated with microfinance and sustainable development. Addresses such questions as: What is microfinance? What is sustainable development? What role has microfinance played in sustainable development? How has microfinance made a difference in communities? Reviews special microfinance programs in Bangladesh and other areas. [D; CSU]

LDR 157. EARLY EDUCATION SERVICE LEARNING
3 UNITS
Lecture 1 hour, laboratory 6 hours
Offered: Variable
Places students in an integrated, service learning study abroad experience that incorporates critical thinking, practical activities, reflective assignments, team development and leadership, in the context of a global educational environment. Develops strategies for multi-cultural exchanges by examining communication, education, history, values and lifestyles. (Formerly LDR 295B.) (Same as CD 279) [D; CSU]

LDR 158. SELECTED TOPICS IN MANAGEMENT AND LEADERSHIP
1–3 UNITS
Offered: Variable
Permits students to study relevant subjects within the field of management and leadership. The specific objectives, methods of instruction, and units of credit to be determined individually for projects proposed under this course description. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

LDR 159. INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual research or study in some facet of management and leadership of interest to the student and not included in the regular courses offered by the College. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.
LEARNING SKILLS COURSES

LS 101. POWER LEARNING 2 UNITS
Lecture 2 hours
Offered: Variable
Teaches strategies for creating academic and personal success. Improves academic skills, such as critical thinking, reading, writing, note taking, memorizing, studying, and test taking. Includes accepting personal responsibility, setting goals, managing time, creating a support network, utilizing learning styles, and developing coping skills. [D; CSU]

LS 116. STUDENT SEMINAR 2 UNITS
Grade only
Lecture 2 hours
Offered: Fall, Spring
Teaches students of all ages strategies for academic and personal success. Develops essential study and interpersonal skills. Includes current issues in higher education, college support services, library and academic technology services, and campus information used throughout the student’s academic career. (Same as PD 116.) [D; CSU]

LS 295. SELECTED TOPICS IN LEARNING SKILLS 1–3 UNITS
Offered: Variable
Permits students to study relevant topics within the field of learning skills. [D; *CSU]

LEGAL COURSES

LEGL 223. LEGAL OFFICE PROCEDURES 2.5 UNITS
Recommended Preparation: BUS 182 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours, laboratory 2 hours
Offered: Fall
Provides training for students who desire to work as legal office clerks, secretaries, or executive assistants to gain an understanding of legal terminology, legal procedures, the court system, preparation of court documents, and the concepts of civil procedures in various areas of the law operative in California. [D; CSU]

LEGL 225. LAW OFFICE MANAGEMENT 3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 1 hour
Offered: Variable
Provides students with an overview of the structure and organization of law firms and function of the legal team. Emphasizes effective law office management techniques and systems, including those for billing, calendaring, case management, file and library management, technology management, attorney-client relations, and ethical concerns. [D; CSU]

LEGL 228. LEGAL TERMINOLOGY 2 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours; laboratory 1 hour
Offered: Fall, Spring
Prepares students to work in a legal office, agency, or court setting. Reviews legal terminology commonly used in civil, probate, family, and criminal law pleadings and documentation. [D; CSU]

LEGL 255. INTRODUCTION TO LAW AND LEGAL TERMINOLOGY 3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Overview of the American system of government as it relates to our system of law; concepts and terminology in procedures, estates, business, contracts, property, and criminal law; and basic introduction to legal case analysis and the law library. [D; CSU]

LEGL 256. INTERNATIONAL LAW FOR BUSINESS 3 UNITS
Recommended Preparation: BUS 140 or LEGL 255 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Provides a basic explanation of the laws governing international trade, licensing, intellectual property, importing, exporting, investment, and economic integration. Emphasizes and analyzes the legal, political, business, and ethical issues regarding international business and litigation. [D; CSU]

LEGL 258. LEGAL COMMUNICATIONS 3 UNITS
Recommended Preparation: LEGL 260 or equivalent
Lecture 3 hours
Offered: Variable
Preparation of legal reports, client correspondence, motions, case briefs, legal memorandum, and oral communications utilized in a variety of legal contexts. [D; CSU]

LEGL 259. LEGAL ASSISTANT: AN INTRODUCTION 1 UNIT
Lecture 1 hour
Offered: Variable
Introduces students to the SWC Legal Assistant program. Provides students with information about career opportunities, and to help gain basic knowledge about the role of the legal assistant in the legal community. Covers legal ethics, legal terminology, and the court system. [D; CSU]
LEGL 260.
LEGAL RESEARCH
3 UNITS

Recommended Preparation: LEGL 255 and 261, or equivalent; BUS 211 or ENGL 114 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours, laboratory 1 hour

Offered: Fall

Prepares students in legal research techniques, primarily focusing on traditional text-based techniques with an introduction to online legal database and Internet research. Provides students instruction on how to identify sources of law, to discuss their interrelationships, to define and find primary and secondary authority, to learn how to employ finding tools to analyze information, to formulate legal issues, and to draw conclusions regarding the possible outcomes of legal situations. Introduces the legal writing process. [D; CSU]

LEGL 261.
CIVIL LITIGATION I
3 UNITS

Grade only

Recommended Preparation: LEGL 228 or 255 and 259 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Fall

Fee: $2. Introduces civil litigation, starting with parties and jurisdiction. Covers pre-trial, trial, and appeals. Requires students to draft pleadings, motions, and discovery. [D; CSU]

LEGL 262.
IMMIGRATION LAW AND PROCEDURE
3 UNITS

Recommended Preparation: LEGL 228 or 255 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Variable

Provides an overview on immigration law and procedure, starting with the Immigration Act of 1990 and the Code of Federal Regulations. Summarizes citizenship, admissibility, deportability, admission, and removal processes. Requires students to draft immigration forms. [D; CSU]

LEGL 263.
FAMILY LAW
3 UNITS

Grade only

Recommended Preparation: LEGL 228 or 255 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Variable

Covers domestic relations, domestic violence, marital dissolution, child custody, child and spousal support, and visitation. Requires students to prepare family court documents. [D; CSU]

LEGL 264.
WILLS, TRUSTS, AND ESTATES
3 UNITS

Recommended Preparation: LEGL 255 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Variable

Trains paralegals and other legal personnel in the laws and legal procedures for wills, trusts, and probate, as well as the concepts and methodology of estate planning and estate administration. [D; CSU]

LEGL 265.
MEDIATION, NEGOTIATION, AND CONFLICT MANAGEMENT
2 UNITS

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 2 hours

Offered: Variable

Provides a hands-on introduction to the practice of mediation, negotiation, arbitration, and interest-based conflict resolution. Reviews the formal mediation process and related skills in communication and negotiation for important workplace competencies. [D; CSU]

LEGL 266.
INTERVIEWING AND INVESTIGATION FOR PARALEGALS
2 UNITS

Recommended Preparation: LEGL 255 or 261 or equivalent

Lecture 2 hours

Offered: Variable

Discusses rules of procedure, evidence, and ethics as a framework for investigating client and case facts, organizing and working with evidence and conducting a professional interview. Includes mock interviews with children and individuals from some of the varied cultures represented in our community. [D; CSU]

LEGL 267.
COMPUTER ASSISTED LEGAL RESEARCH (CALR)
2 UNITS

Grade only

Recommended Preparation: LEGL 260 or equivalent

Lecture 2 hours, laboratory 1 hour

Offered: Variable

Fee: $3. Trains students to find primary and secondary authority in legal research and to verify accuracy and currency of information by utilizing electronic resources through Lexis Advance and the Internet. Provides practice in locating legal materials, developing online query techniques, and verifying research. [D; CSU]

LEGL 268.
CIVIL LITIGATION PROCEDURES
3 UNITS

Recommended Preparation: LEGL 261 or equivalent; knowledge of keyboard and ability to type 25 wpm

Lecture 3 hours, laboratory 1 hour

Offered: Variable

Provides an in-depth review of the litigation process at the state and federal levels including pre-trial, trial, and post-trial proceedings. Includes topics on how to fill out forms, draft pleadings and correspondences, and organize files and evidence for trials and appeals. [D; CSU]
### LEGL 270. COMPUTER SKILLS FOR LEGAL PROFESSIONALS
2.5 UNITS

Recommended Preparation: LEGL 223, 228, 255, or BUS 229, or equivalent; ability to type 25 wpm
Lecture 2 hours, laboratory 2 hours
Offered: Variable
Fee: $2. Helps students in legal secretarial, paralegal, administration of justice or related careers. Allows students to gain skills in developing both court and non-court documents on the computer. Reviews basic word processing skills and preparation of common legal forms and documents including correspondence, minutes, contracts, newsletters, bylaws, footnotes, headers and footers, mail merge, macros, legal templates, tables of authorities, pleadings, billing statements, and attorney/paralegal time records using computer software. [D; CSU]

### LEGL 271. INTRODUCTION TO INTELLECTUAL PROPERTY
2 UNITS

Grade only
Recommended Preparation: LEGL 255 and LEGL 259 or equivalent
Lecture 2 hours, laboratory 1 hour
Offered: Variable
Introduces trademarks, copyrights, patents, and trade secrets. Produces trademarks, copyrights, and parts of a patent. Reviews both domestic and international procedures involved in registration of intellectual property, duration of rights, and protection from infringement. [D; CSU]

### LEGL 272. BUSINESS ORGANIZATIONS
2 UNITS

Recommended Preparation: LEGL 255 or BUS 140 or equivalent
Lecture 2 hours
Offered: Variable
Covers the law and practice of business entities, including sole proprietorships, general and limited partnerships, the limited liability companies, and various types of corporations. Emphasizes the principles of agency, formation and structure of a corporation, and the preparation of documents necessary to form and operate business organizations. [D; CSU]

### LEGL 273. USEFUL COMMUNICATION SKILLS
2 UNITS

Recommended Preparation: LEGL 255 or BUS 140 or equivalent
Lecture 2 hours
Offered: Variable
Covers techniques for developing workplace communication skills. Emphasizes the effective written and oral communication in the workplace, including business letters, email, reports, presentations, and social skills (teamwork, meetings, conflict resolution). [D; CSU]

### LEGL 280. LEGAL COOPERATIVE WORK EXPERIENCE I
2–4 UNITS

Grade only
Prerequisite: LEGL 290 or equivalent
Limitation on Enrollment: Declared Paralegal Studies or Legal Office Professional major. Student must complete no fewer than seven units, including work experience, during each semester in order to receive credit
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Application of the principles and skills learned in the Paralegal Studies or Legal Office Professional program to on-the-job work assignments. Student is required to attend a one-hour coordinating class weekly. The student's field performance will be evaluated by his/her employer and by the instructor. [D; CSU]

### LEGL 291. LEGAL COOPERATIVE WORK EXPERIENCE II
2–4 UNITS

Grade only
Prerequisite: LEGL 290 or equivalent
Limitation on Enrollment: Declared Paralegal Studies or Legal Office Professional major. Student must complete no fewer than seven units, including work experience, during each semester in order to receive credit
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Application of the principles and skills learned in the Paralegal Studies or Legal Office Professional program to on-the-job work assignments. Student is required to attend a one-hour coordinating class weekly. The student's field performance will be evaluated by his/her employer and by the instructor. [D; CSU]

### LEGL 292. LEGAL COOPERATIVE WORK EXPERIENCE III
2–4 UNITS

Grade only
Prerequisite: LEGL 291 or equivalent
Limitation on Enrollment: Declared Paralegal Studies or Legal Office Professional major. Student must complete no fewer than seven units, including work experience, during each semester in order to receive credit
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Application of the principles and skills learned in the Paralegal Studies or Legal Office Professional program to on-the-job work assignments. Student is required to attend a one-hour coordinating class weekly. The student's field performance will be evaluated by his/her employer and by the instructor. [D; CSU]

### LEGL 293. LEGAL COOPERATIVE WORK EXPERIENCE IV
2–4 UNITS

Grade only
Prerequisite: LEGL 292 or equivalent
Limitation on Enrollment: Declared Paralegal Studies or Legal Office Professional major. Student must complete no fewer than seven units, including work experience, during each semester in order to receive credit
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Application of the principles and skills learned in the Paralegal Studies or Legal Office Professional program to on-the-job work assignments. Student is required to attend a one-hour coordinating class weekly. The student's field performance will be evaluated by his/her employer and by the instructor. [D; CSU]

### LEGL 294. SELECTED TOPICS IN LEGAL ASSISTANT
1–3 UNITS

Offered: Variable
Permits students to study relevant subjects within the field of legal assistant. The specific objectives, methods of instruction, and units of credit to be determined individually for courses proposed under this description.
[D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

### LEGL 295. INDEPENDENT STUDY
1–3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of legal assistant which is of particular interest to the student and not included in regular courses of the College. [D; CSU]
LIB 110. SIMPLIFIED RESEARCH: PRINT AND ELECTRONIC 1 UNIT
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 1 hour, laboratory 1 hour
Offered: Fall, Spring
Introduces library resources in both print and non-print forms. Focuses on research in the college library as well as design and implementation of research strategies. [D; CSU; UC]

LIB 151. RESEARCH USING THE INTERNET 1 UNIT
Recommended Preparation: CIS 150 or equivalent
Lecture .5 hour, laboratory 1 hour
Offered: Variable
Fee: $2. Focuses on the Internet as a research tool. Includes finding, evaluating, downloading, citing Web resources, Web browsers, search engines, directories, databases, and Web pacs. Emphasizes the development of Internet search strategies and how to evaluate sources. (Same as CIS 151.) [D; CSU]

LIB 295. SELECTED TOPICS IN LIBRARY 1–3 UNITS
Offered: Variable
Permits students to study relevant topics within the field of library science. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

LIB 299. INDEPENDENT STUDY 1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of library science of particular interest to the student and not included in regular courses of the College. [D; CSU]

MATH 11. MATH BOOT CAMP 1 UNIT
Pass/No Pass only
Limitation on Enrollment: High school students who are currently taking or have completed Intermediate Algebra or higher-level math courses and who placed into Math 45 (Elementary Algebra) or lower courses on the SWC Math Assessment.
Lecture 1 hour
Offered: Fall, Spring, Summer
Provides students with the strategies needed to make the transition from Basic Skills Math courses to transferable Math courses. [ND]

MATH 35. PRE-ALGEBRA 4 UNITS
Pass/No Pass only
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Fall, Spring, Summer
Provides students with the strategies needed to make the transition from arithmetic to elementary algebra. Reviews pre-algebra and emphasizes topics in elementary algebra. [ND]

MATH 45. ELEMENTARY ALGEBRA 4 UNITS
Prerequisite: MATH 35 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Fall, Spring, Summer
Emphasizes elementary concepts of algebra, including real numbers, linear equations and inequalities in one variable, graphs of lines and inequalities in two variables, Pythagorean theorem, 2x2 systems, exponents, polynomials, factoring techniques, rational expressions, and applications. (Not open to students with credit in MATH 48). [ND]

MATH 48. DEVELOPMENTAL MATHEMATICS 3 UNITS
Pass/No Pass only
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Provides students who have an algebra background with the strategies needed to make the transition from pre-algebra to intermediate algebra. Reviews pre-algebra and emphasizes topics in elementary algebra. (Not open to students with credit in MATH 45). [ND]

MATH 57. STATWAY I 4 UNITS
Pass/No Pass only
Prerequisite: MATH 35 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Variable
Provides an introduction of probability and statistics along with relevant topics in algebra. Emphasizes real life applications via collaborative group work. First part of a two-course sequence with Statway II. This sequence of courses is intended for students that are not planning to major in a science, technology, engineering, or mathematics-related discipline. (Not equivalent to Math 45) [ND]

MATH 60. INTERMEDIATE ALGEBRA I 4 UNITS
Prerequisite: MATH 45 or MATH 48 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Fall, Spring, Summer
Emphasizes intermediate concepts of algebra such as rational numbers, systems of equations in two and three variables, absolute value equations and inequalities, radical expressions, rational exponents, complex numbers, quadratic equations, graphing linear and quadratic functions, and graphing parabolas and circles. Scientific calculator is required. [D]

Scientific calculator is required. [D]
MATH 70.
INTERMEDIATE ALGEBRA II
4 UNITS
Prerequisite: MATH 60 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Variable
Emphasizes application problems, graphing calculator (calculations, matrix methods, graphing), logarithms, and conics. Covers functions (inverse, exponential, logarithmic, radical, rational, quadratic), nonlinear inequalities, polynomial division, equations (quadratic in form, exponential, logarithmic), systems of equations or inequalities, sequences and series. Requires graphing calculator. (Not open to students with credit in MATH 70PL.) [D]

MATH 100.
MATHEMATICS FOR GENERAL EDUCATION
3 UNITS
Grade only
Prerequisite: MATH 60 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring, Summer
Provides a brief survey of the historical development and current application of topics such as set theory, logic, finance, counting methods, probability, and statistics. [D, CSU]

MATH 71.
INTERMEDIATE ALGEBRA II
4 UNITS
Prerequisite: MATH 60 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Variable
Emphasizes application problems, graphing calculator (calculations, matrix methods, graphing), logarithms, and conics. Covers functions (inverse, exponential, logarithmic, radical, rational, quadratic), nonlinear inequalities, polynomial division, equations (quadratic in form, exponential, logarithmic), systems of equations or inequalities, sequences and series. Requires graphing calculator. (Not open to students with credit in MATH 70PL.) [D]

MATH 101.
COLLEGE ALGEBRA
3 UNITS
Prerequisite: MATH 70 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Emphasizes functions (algebraic and transcendental), relations, theory of equations and inequalities, matrices, binomial theorem, sequences and series, and curve fitting using the graphing calculator. Requires graphing calculator. A student can earn a maximum of six units by successfully completing MATH 244 or both 101 and 104. (Not open to students with credit in MATH 250 or the equivalent.) [D; CSU; UC]

MATH 102.
TRIGONOMETRY
3 UNITS
Prerequisite: MATH 70 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Emphasizes graphic and numerical applications of trigonometry, circular and inverse trigonometric functions, proving and applying identities, solutions and practical applications of right and oblique triangles, and applications of DeMoivre’s Theorem. Requires graphing calculator. A student can earn a maximum of six units by successfully completing MATH 244 or both 101 and 104. [D; CSU]

MATH 103.
MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS I
4 UNITS
Prerequisite: MATH 60 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Variable
Emphasizes mathematical concepts for those teaching or planning to teach grades K-8. Includes problem solving, sets, logic, numeration systems, whole, integer, rational and real numbers, number sense, estimation, mental arithmetic, operation concepts, algorithms, ratio, number theory, and appropriate use of technology in the classroom. [D; CSU; UC]

MATH 104.
MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS II
4 UNITS
Prerequisite: MATH 60 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Variable
Emphasizes mathematical concepts for those teaching or planning to teach grades K-8. Includes problem solving, sets, logic, numeration systems, whole, integer, rational and real numbers, number sense, estimation, mental arithmetic, operation concepts, algorithms, ratio, number theory, and appropriate use of technology in the classroom. [D; CSU; UC]
MATH 112. CHILDREN’S MATHEMATICAL THINKING
1 UNIT
Pass/No Pass only
Prerequisite: MATH 60 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Recommended Concurrent Enrollment: MATH 110
Lecture 1 hour
Offered: Variable
Assists students in undertaking an in-depth analysis of children’s understanding of operations, place values, and fractions. Helps students understand how children approach mathematics and how children best learn mathematics. Designed for elementary education majors. [D; CSU]

MATH 115. STATWAY II
4 UNITS
Grade only
Prerequisite: MATH 57 or equivalent
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Spring
Provides the continuation of concepts introduced in Statway I of probability and statistics along with relevant topics in algebra. Emphasizes real life applications via collaborative group work. This course is not intended for students planning to major in a science, technology, engineering, or mathematics-related discipline. (Not equivalent to MATH 119) [D; CSU]

MATH 119. ELEMENTARY STATISTICS
4 UNITS
Grade only
Prerequisite: MATH 70 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Fall, Spring, Summer
Emphasizes probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Addresses descriptive statistics, probability, sampling distributions, statistical inference, correlation, linear regression, ANOVA, chi-square tests, t-tests, and use of technology for statistical analysis including interpretation of the relevance of statistical findings. Includes applications from various disciplines. [D; CSU; UC]

MATH 120. CALCULUS FOR BUSINESS ANALYSIS
4 UNITS
Grade only
Prerequisite: MATH 70 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: ACCT 101 or equivalent; RDG 158 or equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Fall, Spring, Summer
Emphasizes matrix algebra, differential and integral calculus, graphing and optimization, and exponential and logarithmic functions. Includes applications to business. Requires graphing calculator. (Not open to students with credit in MATH 250 or equivalent.) [D; CSU; UC]

MATH 121. APPLIED CALCULUS I
3 UNITS
Grade only
Prerequisite: MATH 70 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Presents a study of the techniques of differential calculus with emphasis placed on the application of these concepts to the physical, biological, and social sciences. Provides applications of derivatives of functions including polynomials, rational, exponential, and logarithmic functions. Requires graphing calculator. (Not open to students with credit in MATH 250 or equivalent.) [D; CSU; UC]

MATH 122. APPLIED CALCULUS II
3 UNITS
Grade only
Prerequisite: MATH 121 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Continues the study of differential and integral calculus, with emphasis on polynomial, rational, radical, logarithmic, exponential, and trigonometric functions, techniques of integration, multi-variable calculus, and applications. Graphing calculator is required. (Not open to students with credit in MATH 251 or equivalent.) [D; CSU; UC]
MATH 130. INTRODUCTION TO COMPUTER PROGRAMMING 3 UNITS
Prerequisite: MATH 70 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring
Fee: $2. Uses Java to introduce object-oriented programming and software engineering with an emphasis on applications in science, engineering and mathematics. Introduces classes, methods, parameters, control structures, and basic inheritance. Emphasizes use of modularity, abstraction, documentation, testing, and verification techniques. [D; CSU; UC; C-ID COMP 122]

MATH 140. DATA STRUCTURES AND ALGORITHMS 3 UNITS
Prerequisite: MATH 130 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring
Fee: $2. Introduces the fundamental concepts of data structures and the algorithms that proceed from them. Includes recursion, object-oriented programming, fundamental data structures (including stacks, queues, linked-lists, heaps, priority queues, hash tables, trees, and graphs), and the basics of algorithmic analysis. Examines implementation and analysis of sorting and searching algorithms. [D; CSU; UC; C-ID COMP 132]

MATH 230. COMPUTER ORGANIZATION AND ARCHITECTURE 3 UNITS
Prerequisite: MATH 130 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring
Fee: $2. Provides basic concepts of computer organization and architecture, machine language principles, computer memory organization, Input and Output (I/O) fundamentals, and elements of computer logic design. Emphasizes trade-off involved in fundamental architectural design decisions. [D; CSU; UC; C-ID COMP 142]

MATH 241J. WRITING GAMES WITH THE JAVA PROGRAMMING LANGUAGE 1 UNIT
Prerequisite: MATH 130 or equivalent
Lecture 1 hour
Offered: Fall
Provides an introduction to game development for mobile and desktop devices. [D; CSU]

MATH 241M. MATHEMATICS SOFTWARE WORKSHOP USING MATLAB 1 UNIT
Prerequisite: MATH 121 or 250 or equivalent
Lecture 1 hour
Offered: Variable
Focuses on an introduction to mathematical software using MATLAB with a particular emphasis on problems from engineering and the sciences. Serves as a companion course for the linear algebra class or the differential equations class. [D; CSU]

MATH 241P. PYTHON PROGRAMMING 1 UNIT
Prerequisite: MATH 130 or equivalent
Lecture 1 hour
Offered: Variable
Introduces the Python programming language with an emphasis on scientific applications. [D; CSU]

MATH 241T. UNIT TESTING 1 UNIT
Prerequisite: MATH 130 or equivalent
Lecture 1 hour
Offered: Fall
Provides modern methods for verifying the accuracy and reliability of a computer program. [D; CSU]

MATH 244. PRE-CALCULUS WITH TRIGONOMETRY 6 UNITS
Prerequisite: MATH 70 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 6 hours
Offered: Variable
Covers functions, equations, inequalities, matrices, binomial theorem, sequences, series, and curve fitting. Emphasizes functions and graphing. Includes graphic and numerical applications of trigonometry, circular and inverse functions, proving and applying identities, solutions and practical applications of right and oblique triangles, and application of DeMoivre’s Theorem. Requires graphing calculator. Students can earn at most six units by successfully completing MATH 244 or both MATH 101 and 104. (Not open to students with credit in MATH 250 or the equivalent.) [D; CSU; UC]

MATH 250. ANALYTIC GEOMETRY AND CALCULUS I 5 UNITS
Grade only
Prerequisite: MATH 244 or equivalent; or MATH 101 and 104 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Lecture 5 hours
Offered: Fall, Spring, Summer
Covers analytic geometry, functions, limits, derivatives of algebraic and trigonometric functions, applications of the derivative, integration, applications of the definite integral, and transcendental functions. Graphing calculator is required. [D; CSU; UC]

MATH 251. ANALYTIC GEOMETRY AND CALCULUS II 4 UNITS
Grade only
Prerequisite: MATH 250 or equivalent
Lecture 4 hours
Offered: Fall, Spring, Summer
Covers techniques and applications of integration. Includes inverse trigonometric and hyperbolic functions, curves in parametric form, polar coordinates, and infinite sequences and series. Includes separable differential equations, L’Hospital’s Rule, and indeterminate forms. Graphing calculator is required. [D; CSU; UC]
MATH 252.
ANALYTIC GEOMETRY AND CALCULUS III
4 UNITS
Grade only
Prerequisite: MATH 251 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Fall, Spring
Covers analytic geometry, vectors, and vector-valued functions. Includes functions of several variables; vector calculus; surfaces and surface integrals; partial derivatives; multiple integrals; line integrals; and Green’s, Stokes’, and divergence theorems. Requires graphing calculator. [D; CSU; UC]

MATH 253.
INTRODUCTION TO DIFFERENTIAL EQUATIONS
3 UNITS
Prerequisite: MATH 251 or equivalent
Lecture 3 hours
Offered: Variable
Introduces the theory, techniques and applications of ordinary differential equations. Includes first and second order ODEs, reduction of order, variation of parameters, undetermined coefficients, series solutions, linear systems of first-order equations and eigenvalues, linear independence, and Laplace transforms. Requires graphing calculator. [D; CSU; UC; C-ID MATH 240]

MATH 254.
INTRODUCTION TO LINEAR ALGEBRA
3 UNITS
Prerequisite: MATH 251 or equivalent
Lecture 3 hours
Offered: Fall
Introduces linear algebra including solving of linear systems, matrix algebra, Gaussian elimination, determinants and their properties, vector spaces, inner product spaces, linear transformations, orthogonality, eigenvalues and eigenvectors. Requires a scientific calculator with graphing capacity. [D; CSU; UC; C-ID MATH 250]

MATH 260.
DISCRETE MATHEMATICS
3 UNITS
Prerequisite: MATH 122 or 251 or equivalent
Lecture 3 hours
Offered: Variable
Introduces discrete structures used in Computer Science with an emphasis on their applications, including programming. Covers topics such as Functions; Relations and Sets; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability. [D; CSU]

MATH 265.
DISCRETE STRUCTURES
3 UNITS
Grade only
Prerequisite: MATH 122 or 251 or equivalent; MATH 130 or equivalent
Lecture 3 hours
Offered: Spring
Describes the fundamental concepts, properties, and methods of discrete mathematics that predominate throughout many areas of mathematics and computer science. [D; CSU; UC; C-ID MATH 240]

MATH 269.
SELECTED TOPICS IN MATHEMATICS
1-3 UNITS
Offered: Variable
Study of relevant topics within the field of mathematics. The specific objectives, methods of instruction and evaluation to be determined by the students and the instructor throughout the semester. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

MATH 299.
INDEPENDENT STUDY
1-3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Independent study or research in some area of the mathematical sciences of particular interest to the student and not included in regular courses of the College. [D; CSU;'** UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.
MLT 90L. 
**CLINICAL URINALYSIS AND BODY FLUIDS LABORATORY**

0.5 UNIT

Grade only
Corequisite: MLT 90
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 2 hours
Offered: Fall

Introduces various techniques and safety procedures in clinical urinalysis. Emphasizes examination of urine and body fluids. [D; CSU]

MLT 100. 
**CLINICAL HEMATOLOGY**

3 UNIT

Grade only
Corequisite: MLT 80, 90, 100L, 110, and 132
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall

Introduces the origin of the various types of blood cells and homeostatic process. Includes human hematological disorders and classification based on clinical laboratory findings. [D; CSU]

MLT 100L. 
**CLINICAL HEMATOLOGY LABORATORY**

1 UNIT

Grade only
Corequisite: MLT 100
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 3 hours
Offered: Fall

Introduces various techniques and safety procedures used in the clinical hematology laboratory. Emphasizes morphology, the identification of common human blood cells, platelet function tests, and intrinsic and extrinsic clotting pathway testing. [D; CSU]

MLT 102. 
**CLINICAL HEMATOLOGY, COAGULATION, URINALYSIS AND BODY FLUIDS PRACTICUM**

5 UNIT

Grade only
Prerequisite: MLT 90, 90L, 100, 100L, 132, and 132L, or equivalent
Corequisite: MLT 111 and 120
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 15 hours
Offered: Spring

Introduces entry-level clinical laboratory practice and experience in the department of hematology, urinalysis, coagulation, and body fluids. Emphasizes technique, accuracy, and precision. [D; CSU]

MLT 110. 
**CLINICAL CHEMISTRY I**

3 UNIT

Grade only
Corequisite: MLT 80, 90, 100, 110L, and 132
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall

Provides theoretical, fundamental, basic instrumentation methodologies, and includes practical concepts associated with testing procedures used in the clinical chemistry laboratory. Includes important characteristics and relevance of electrolytes and trace metals including their relationship to acid base balance. [D; CSU]

MLT 110L. 
**CLINICAL CHEMISTRY I LABORATORY**

1 UNIT

Grade only
Corequisite: MLT 110
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 3 hours
Offered: Fall

Introduces general laboratory principles and specific basic instrumentation methodologies used in clinical chemistry analysis. Reviews laboratory math and a reintroduction to quality control and quality assurance. Emphasizes variables of the preanalytical phase, characteristics important to quality lab technique, and safety. [D; CSU]

MLT 111. 
**CLINICAL CHEMISTRY II**

3 UNIT

Grade only
Prerequisite: MLT 110 and 110L, or equivalent
Corequisite: MLT 102, 111L, and 120
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Spring

Introduces the relationships between the endocrine system and analytes assayed in the clinical laboratory including tumor markers, therapeutic drugs, and toxicology. Emphasizes liver, kidney, pancreatic function and vitamins assayed with test results, and comparison with states of health and disease. Includes function and laboratory analysis of various body fluids. [D; CSU]

MLT 111L. 
**CLINICAL CHEMISTRY II LABORATORY**

1 UNIT

Grade only
Corequisite: MLT 111
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 3 hours
Offered: Spring

Provides theoretical, fundamental, basic instrumentation methodologies, and includes practical concepts associated with testing procedures used in the clinical chemistry laboratory. Includes important characteristics and relevance of electrolytes and trace metals including their relationship to acid base balance. [D; CSU]

MLT 112. 
**CLINICAL CHEMISTRY PRACTICUM**

4 UNIT

Grade only
Prerequisite: MLT 111 and 111L, or equivalent
Corequisite: MLT 130
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 12 hours
Offered: Summer

Introduces entry-level clinical laboratory practice and experience in the department of general and special chemistry. Emphasizes technique, accuracy, and precision. Includes instrumentation bench and manual methods. [D; CSU]
MLT 120. CLINICAL MICROBIOLOGY
3 UNITS
Grade only
Prerequisite: MLT 90 and 90L, or equivalent
Corequisite: MLT 102, 111, and 120L
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Spring
Introduces micro-organisms of medical microbiology with emphasis on the characteristics of clinically significant micro-organisms and their biochemical profile, media for isolation, and identification methods for selected pathogens. Emphasizes identification methods, theories, and techniques used in basic bacteriology, parasitology, virology, and mycology. [D; CSU]

MLT 120L. CLINICAL MICROBIOLOGY LABORATORY
1 UNIT
Grade only
Corequisite: MLT 120
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 3 hours
Offered: Spring
Introduces various techniques and safety procedures used in clinical microbiology. Emphasizes morphology and identification of common pathogenic organisms. [D; CSU]

MLT 121. CLINICAL MICROBIOLOGY PRACTICUM
5 UNITS
Grade only
Prerequisite: MLT 120 and 120L, or equivalent
Corequisite: MLT 131
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 15 hours
Offered: Fall
Introduces clinical laboratory practice and experience in the department of microbiology. Emphasizes technique, accuracy, and precision. Includes instrumentation as well as bench and manual methods. [D; CSU]

MLT 130. CLINICAL IMMUNOHEMATOLOGY
3 UNITS
Grade only
Prerequisite: MLT 100, 100L, 132, and 132L, or equivalent
Corequisite: MLT 112 and 130
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Introduces basic genetics, blood collection and preservation, blood group antigens and routine blood bank procedures. Includes transfusion safety and federal regulatory requirements. Compatibility testing and antibody identification are emphasized. [D; CSU]

MLT 132. CLINICAL IMMUNOLOGY
1 UNIT
Grade only
Corequisite: MLT 80, 90, 100, 110, and 132L
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 2 hours
Offered: Fall
Introduces the science of immunology and serology through the study of theories and processes related to natural body defenses. Includes the immune response and principles of antigen-antibody reactions. [D; CSU]

MLT 132L. CLINICAL IMMUNOLOGY LABORATORY
.5 UNIT
Grade only
Corequisite: MLT 130
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 1 hour
Offered: Variable
Introduces the various techniques and safety procedures used in the clinical serology laboratory. Emphasizes serological procedures and techniques to measure analytes qualitatively and quantitatively. [D; CSU]

MLT 133. CLINICAL IMMUNOLOGY AND IMMUNOHEMATOLOGY PRACTICUM
4 UNITS
Grade only
Prerequisite: MLT 130, 130L, 132, and 132L, or equivalent
Corequisite: MLT 121
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 12 hours
Offered: Fall
Introduces clinical laboratory practice and experience in the department of serology and blood banking. Emphasizes technique, accuracy, and precision. Includes the introduction of different instrumentation as well as bench and manual methods. [D; CSU]
MEDOP 20. HEALTHCARE ESSENTIALS 3 UNITS
Grade only
Recommended Preparation: MEDOP 229 or 230 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Grade only
Lecture 3 hours
Provides an introduction to the healthcare profession. Includes human body structures and functions, basic math computations, infection control protocols and workplace safety, and effective communication skills. Emphasizes the legal and ethical scope of practice for healthcare professionals. [D]

MEDOP 21. CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING 3 UNITS
Grade only
Corequisite: MEDOP 44
Prerequisite: MEDOP 121, 133, 135, and 236, or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable

MEDOP 22. INT’L CLASSIFICATION OF DISEASES: CLINICAL MODIFICATION (ICD-CM) CODE 3 UNITS
Grade only
Prerequisite: MEDOP 121, 133, 135, and 236, or equivalent
Corequisite: MEDOP 21 and 44
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Fee: $10. Focuses on the guidelines and rules for the International Classification of Diseases-Clinical Modification (ICD-CM) coding system and the application of the rules to code patient diagnoses and procedures. Provides instruction on ensuring accuracy of diagnostic groupings and adherence to current regulations in code assignment. [D]

MEDOP 25. MEDICAL ASSISTING: CLINICAL PRACTICUM 3 UNITS
Grade only
Prerequisite: MEDOP 121, 133, 135, and 236, or equivalent
Corequisite: MEDOP 27 and 234
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 9 hours
Offered: Variable
Provides clinical experience in an ambulatory healthcare setting. Utilizes knowledge of medical assisting practices to support the physician in the provision of patient assessment and care. [D]

MEDOP 27. PHYSICIAN OFFICE LABORATORY PROCEDURES 4 UNITS
Grade only
Corequisite: MEDOP 234 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Variable
Trains students to perform the Physician Office Laboratory (POL) diagnostic tests, following the Clinical Laboratory Improvement Amendments (CLIA) and Occupational Safety and Health Administration (OSHA) guidelines. Trains students on the proper techniques complying with asepsis, sanitation, disinfection, and sterilization standards. Trains students to perform patient screening using established protocols, and screen test results. [D]

MEDOP 30. MEDICAL ASSISTING: ADMINISTRATIVE PRACTICUM 3 UNITS
Grade only
Prerequisite: MEDOP 121, 133, 135, and 236, or equivalent
Corequisite: MEDOP 21, 44, and 231
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 9 hours
Offered: Variable
Provides administrative experience in an ambulatory healthcare setting. Utilizes the knowledge of administrative medical assisting practices to support effective office functions. [D]
MEDOP 35. MEDICAL ASSISTING: MEDICAL INSURANCE BILLING AND CODING PRACTICUM 3 UNITS

Grade only
Prerequisite: MEDOP 121, 133, 135, and 236, or equivalent
Corequisite: MEDOP 21, 22, and 44
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 9 hours
Offered: Variable
Provides experience in the application of managed care/insurance policies and procedures. Utilizes the most current procedural and diagnostic coding to achieve appropriate reimbursement. [D]

MEDOP 38. MEDICAL ASSISTANT: ADMINISTRATIVE INTENSIVE TRAINING 12 UNITS

Grade only
Prerequisite: BUS 70 or equivalent
Corequisite: MEDOP 290
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 9 hours, laboratory 8 hours
Offered: Variable
Provides training for medical front office positions at the receptionist/secretarial level, including medical office procedures, written and oral communications, appointment scheduling, medical record maintenance, medical office site audit regulations, vital signs, and cardiopulmonary resuscitation (CPR). Emphasizes medical terminology as well as basic human body structures and functions. [D]

MEDOP 40. MEDICAL ASSISTANT: ADMINISTRATIVE INTENSIVE TRAINING–BILINGUAL (ENGLISH/SPANISH) 12 UNITS

Grade only
Prerequisite: BUS 70 or equivalent
Corequisite: MEDOP 290
Recommended Preparation: SPAN 215 or equivalent
Lecture 9 hours, laboratory 8 hours
Offered: Fall, Spring
Fee: $10. Provides training for bilingual (English/ Spanish) medical front office positions at the receptionist/secretarial level, including medical office procedures, written and oral communications, appointment scheduling, medical record maintenance, medical office site audit regulations, vital signs examination, and cardiopulmonary resuscitation (CPR). Emphasizes medical terminology as well as basic human body structures and functions. [D]

MEDOP 41A. MEDICAL INSURANCE I 2 UNITS

Prerequisite: MEDOP 230 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours, laboratory 1 hour
Offered: Variable
Fee: $10. Introduces principles of medical records documentation, medical insurance practices, and plans. Provides practical experience in completion of universal claims forms and basic instruction in diagnostic and procedural coding. [D]

MEDOP 41B. MEDICAL INSURANCE II 2 UNITS

Prerequisite: MEDOP 41A or equivalent
Lecture 1 hour, laboratory 3 hours
Offered: Variable
Fee: $10. Prepares students for positions in physicians' offices, insurance billing departments, hospitals, and clinics. Emphasizes healthcare claims coding, processing, monitoring, and appeals as well as interpretation and processing of Explanation of Benefits (EOB). Focuses on the International Classification of Diseases Clinical Modifications (ICD-CM) and the Diagnostic Procedural Terminology (DPT) coding systems. [D]

MEDOP 44. MEDICAL INSURANCE BILLING 3 UNITS GRADE ONLY

Prerequisite: MEDOP 121, 133, 135, and 236, or equivalent
Corequisite: MEDOP 21
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Fee: $10. Introduces the student to health insurance and reimbursement. Develops an understanding of common medical billing practices, the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. Covers principles of medical billing related to proper claim form preparation, submission, and payment processing, and the follow up process. [D]

MEDOP 45. MEDICAL ASSISTING COMPREHENSIVE PRACTICUM 4 UNITS

Grade only
Prerequisite: MEDOP 21, 22, 44, and 231, or equivalent
Corequisite: MEDOP 27 and 234
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Laboratory 12 hours
Offered: Variable
Fee: $10. Provides clinical, administrative, and managed care/insurance practice and experience in an ambulatory healthcare setting. Utilizes the knowledge of medical assisting practice to support the delivery of patient assessment, care, and billing. [D]
MEDOP 100. MEDICAL ASSISTANT: CLINICAL: INTENSIVE 12 UNITS
Grade only
Prerequisite: BUS 70 or equivalent; MEDOP 40, 229 or 230, or equivalent
Corequisite: MEDOP 290
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 9 hours, laboratory 8 hours
Offered: Variable
Trains students to utilize their skills as medical assistants. Provides instruction in medical back office procedures, including vital signs, site audit regulations, clinical procedures, and examination techniques. Includes assisting the physician in minor surgical procedures, performing laboratory diagnostic tests, electrocardiograms, pulmonary function tests, and applying injections and immunizations. [D; CSU]

MEDOP 101. MEDICAL ASSISTANT: CLINICAL—INTENSIVE BILINGUAL (ENGLISH/SPANISH) 12 UNITS
Grade only
Prerequisite: BUS 70 or equivalent; MEDOP 40 or 229 or equivalent
Corequisite: BUS 290
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 9 hours, laboratory 8 hours
Offered: Fall, Spring
Trains students to utilize their bilingual (English/ Spanish) skills to work as medical assistants with a focus on the clinical component. Provides instruction in medical office procedures (front and back office), telephone techniques, English/ Spanish interpretation, appointment scheduling, medical records, word processing, clinical procedures, vital signs, site audit regulations, and CPR. [D; CSU]

MEDOP 121. ELECTRONIC HEALTH RECORDS 2 UNITS
Grade only
Prerequisite: MEDOP 20 or equivalent; MEDOP 38, 229, or 230, or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours
Offered: Variable
Introduces the fundamental principles for creating and maintaining an electronic health record. Reviews the history of the electronic health record and current trends in healthcare information applications such as clinical information systems, administrative information systems, and management support systems. Explores the transition from a paper-based health record to an electronic health record. [D]

MEDOP 133. HUMAN STRUCTURES AND FUNCTIONS 3 UNITS
Grade only
Prerequisite: MEDOP 20 or equivalent; MEDOP 38, 229, or 230, or equivalent
Corequisite: MEDOP 135 and MEDOP 236
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Fee: $1. Prepares students with the fundamental knowledge of human structure and functions. Introduces basic concepts of physical and chemical operations of organs and systems of the body. [D; CSU]

MEDOP 135. PATHOPHYSIOLOGY 3 UNITS
Grade only
Prerequisite: MEDOP 20 or equivalent; MEDOP 38, 229, or 230, or equivalent
Corequisite: MEDOP 133 and 236
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Provides a basic understanding of pathophysiology as a change from normal physiological functions of the various systems of the human body. Covers illness and disease within a systems framework across the lifespan. [D; CSU]

MEDOP 229. MEDICAL TERMINOLOGY: BILINGUAL (ENGLISH/SPANISH) 3 UNITS
Recommended Preparation: SPAN 215 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Introduces the study of English and Spanish medical terminology. Emphasizes word structure and usage in vocabulary that relates to body systems, medical processes and procedures, human disease, and pharmacology. [D; CSU]

MEDOP 230. MEDICAL TERMINOLOGY 3 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Fee: $1. Provides students with a fundamental knowledge of how medical terms are assembled from word parts (prefixes, word roots, combining forms, and suffixes). Introduces diagnostic tools and procedures, basic pharmacological and other treatment procedures currently used in patient care. [D; CSU]

MEDOP 231. ADMINISTRATIVE MEDICAL ASSISTING PROCEDURES 4 UNITS
Grade only
Corequisite: MEDOP 21
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Variable
Fee: $1. Prepares medical assisting students to work in physicians’ offices, clinics, hospitals and other medical areas. Covers administrative and clerical functions of a medical assistant including patient reception, scheduling appointments, telephone procedures, medical records management, practice finances, written communication and professional and personal conduct. [D; CSU]
MEDOP 234. CLINICAL PROCEDURES 4 UNITS

Grade only
Corequisite: MEDOP 27
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 3 hours
Offered: Variable
Trains students assisting the patient and physician in all medical office clinical procedures. Provides students with the essential knowledge to perform and document vital signs, body measurements, electrocardiograms, Physician Office Laboratory tests, and administer medications and immunizations to patients. Instructs students on the proper preparation of instruments and materials for minor surgical procedures and specialty examinations. [D; CSU]

MEDOP 236. PHARMACOLOGY FOR HEALTHCARE PROFESSIONALS 3 UNITS

Grade only
Prerequisite: MEDOP 20 or equivalent; MEDOP 38, 229, or 230, or equivalent
Corequisite: MEDOP 133 and 135
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Provides students with essential knowledge and current and used practices and procedures employed in the preparation and administration of medications to adults and special groups (elderly and children), emphasizing at all times in the safety for both the healthcare professional and the patient. [D; CSU]

MEDOP 237. CLINICAL RESEARCH COORDINATOR 3 UNITS

Prerequisite: MEDOP 234 or equivalent
Lecture 3 hours
Offered: Variable
Emphasizes skills required by clinical research coordinators (CRCs), clinical research associates (CRAs), and principal investigators (PIs) in the clinical trials field. Discusses arranging of study sites; screening and follow-up of clinical study participants; dispensing the drugs and supplies; completing case report documents; and ensuring adherence to Good Clinical Practice guidelines. [D; CSU]

MEDOP 290. WORK EXPERIENCE IN MEDICAL ASSISTANT I 2–4 UNITS

Grade only
Prerequisite: MEDOP 290 or equivalent
Limitation on Enrollment: Declared Medical Assistant major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Medical Assistant major in order to apply learned theory in a practical hands-on setting through an internship class.
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Applies principles and skills acquired in medical assistant occupational majors to on-the-job assignments. In addition to weekly class activities, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student's job performance. [D]

MEDOP 291. WORK EXPERIENCE IN MEDICAL ASSISTANT II 2–4 UNITS

Grade only
Prerequisite: MEDOP 290 or equivalent
Limitation on Enrollment: Declared Medical Assistant major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Medical Assistant major in order to apply learned theory in a practical hands-on setting through an internship class.
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Applies principles and skills acquired in medical assistant occupational majors to on-the-job assignments. In addition to weekly class activities, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student's job performance. [D]

MEDOP 292. WORK EXPERIENCE IN MEDICAL ASSISTANT III 2–4 UNITS

Grade only
Prerequisite: MEDOP 291 or equivalent
Limitation on Enrollment: Declared Medical Assistant major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Medical Assistant major in order to apply learned theory in a practical hands-on setting through an internship class.
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Applies principles and skills acquired in medical assistant occupational majors to on-the-job assignments. In addition to weekly class activities, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student's job performance. [D]

MEDOP 293. WORK EXPERIENCE IN MEDICAL ASSISTANT I–IV 2–4 UNITS

Grade only
Prerequisite: MEDOP 292 or equivalent
Limitation on Enrollment: Declared Medical Assistant major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Medical Assistant major in order to apply learned theory in a practical hands-on setting through an internship class.
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Applies principles and skills acquired in medical assistant occupational majors to on-the-job assignments. In addition to weekly class activities, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student's job performance. [D]

MEDOP 295. SELECTED TOPICS IN MEDICAL OFFICE PROFESSIONALS 1–3 UNITS

Offered: Variable
Permits students to study relevant subjects within the field of medical office professionals. The specific objectives, methods of instruction and units of credit to be determined individually for projects proposed under this course description. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.
MEDOP 299.
INDEPENDENT STUDY
1–3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of medical office professional of particular interest to the student and not included in regular courses of the College. [D; CSU]

MAS 141.
MEXICAN–AMERICAN HISTORY I
3 UNITS

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Covers the history of Mexican-American culture from Pre-Colombian times to c. 1850. Emphasizes the political, economic, and social influences of Pre-Columbian America, Spain, Mexico, and the United States. Includes a study of the United States Constitution. (Partially fulfills American Institutions requirement at CSU.) (Same as HIST 141.) [D; CSU; UC]

MAS 142.
MEXICAN–AMERICAN HISTORY II
3 UNITS

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Covers the history of the Mexican-American experience from 1846 to the present day. Emphasizes the political, economic, and social evolution of the Mexican-American people within the context of both Mexican and American cultural influences. Includes a study of the Constitution of California. (Partially fulfills American Institutions requirement at CSU.) (Same as HIST 142.) [D; CSU; UC]

MAS 150.
MEXICAN AND MEXICAN–AMERICAN CULTURES IN THE UNITED STATES
3 UNITS

Grade only
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Examines the evolution of Mexican and Mexican-American cultural development in the United States. Focuses on the study of the transculturation process between the Mexican-American and mainstream American cultures. Includes a special emphasis on the intellectual foundations of Chicano culture. (Same as SOC 150.) [D; CSU; UC]

MAS 295.
SELECTED TOPICS IN MEXICAN–AMERICAN STUDIES
1–3 UNITS

Lecture 1–3 hours
Offered: Variable
Study of relevant topics within the field of Mexican-American studies. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

MAS 299.
INDEPENDENT STUDY
1–3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of Mexican-American studies which is of particular interest to the student and not included in regular courses of the College.
[D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

MUSIC COURSES

MUS 100.
MUSIC TECHNOLOGY
3 UNITS

Grade only
Lecture 3 hours
Offered: Fall, Spring
Fee: $12.49. Introduces the computer’s role in music, synthesizer parameter definition, sequencers, editors, and notation programs. Provides computer-assisted instruction in music theory. (Same as RA&T 100) [D; CSU]

MUS 101.
MUSIC THEORY I
3 UNITS

Grade only
Corequisite: MUS 111
Recommended Preparation: MUS 131 or equivalent; ability to read notated music in at least one clef
Lecture 3 hours
Offered: Variable
Reviews the rudiments of music including note reading, time signatures and rhythms, intervals, major and minor scales, key signatures, figured bass, triads, and reading lead sheets. Introduces the student to part-writing. [D; CSU; UC]

MUS 102.
MUSIC THEORY II
3 UNITS

Grade only
Prerequisite: MUS 101 or equivalent
Corequisite: MUS 113
Lecture 3 hours
Offered: Variable
Reviews harmony, scales, and triads. Analyzes the principles of voice leading in diatonic harmonic progressions, non-harmonic tones, sevenths chords, and beginning modulation. [D; CSU; UC]

MUS 103.
MUSICIANSHIP FOR GENERAL ELEMENTARY TEACHERS
3 UNITS

Lecture 3 hours, laboratory 1 hour
Offered: Variable
Includes elementary music theory, basic singing, and performance of autoharp and recorder. Develops elementary piano keyboard facility. [D; CSU; C-ID MUS 110]
MUS 105. INTRODUCTION TO MUSIC  
3 UNITS  
Grade only  
Lecture 3 hours  
Offered: Fall, Spring  
Surveys various topics in music including, but not limited to, music fundamentals, music history, and music and culture. [D; CSU; UC]

MUS 106. INTRODUCTION TO JAZZ  
3 UNITS  
Grade only  
Lecture 3 hours  
Offered: Fall, Spring  
Surveys the historical development of jazz and its major stylistic shifts. Emphasizes the influence of West African music and early African-American music to the pluralism of jazz in the twenty-first century. Focuses on developing analytical and listening skills and evaluating the significance of jazz in American culture. [D; CSU; UC]

MUS 107. AMERICAN POPULAR MUSIC  
3 UNITS  
Grade only  
Lecture 3 hours  
Offered: Fall  
Covers an historical survey of American popular music since the turn of the twentieth century up to the present. Focuses on how popular music reflects the social, political, cultural attitudes, and trends of America at the time each style of music was being created. [D; CSU; UC]

MUS 109. MUSIC THEORY III  
3 UNITS  
Grade only  
Prerequisite: MUS 102 or equivalent  
Recommended Concurrent Enrollment: MUS 114  
Lecture 3 hours  
Offered: Variable  
Emphasizes analysis and voice leading of triads, sevenths chords, secondary dominants, and chromatic chords found in music literature. Incorporates composition for keyboard and in the four-part chorale style. [D; CSU; UC]

MUS 110. MUSIC THEORY IV  
3 UNITS  
Grade only  
Prerequisite: MUS 109 or equivalent  
Recommended Concurrent Enrollment: MUS 115  
Lecture 3 hours  
Offered: Variable  
Incorporates concepts of Music Theory III. Includes 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. [D; CSU; UC]

MUS 111. AURAL SKILLS I  
1 UNIT  
Corequisite: MUS 101  
Lecture 1 hour, laboratory 1 hour  
Offered: Fall  
Emphasizes singing and dictation of major and minor scales, triads, diatonic melodies, and simple rhythmic divisions. [D; CSU; UC]

MUS 112. AURAL SKILLS II  
1 UNIT  
Prerequisite: MUS 111 or equivalent  
Corequisite: MUS 102  
Lecture 1 hour, laboratory 1 hour  
Offered: Variable  
Emphasizes the singing of major and minor scales. Develops singing and dictation skills with diatonic, conjunct, and disjunct melodies. Executes rhythmic exercises that include simple and compound meter. [D; CSU; UC]

MUS 113. AURAL SKILLS III  
1 UNIT  
Prerequisite: MUS 102 and 113, or equivalent  
Recommended Concurrent Enrollment: MUS 109  
Lecture 1 hour, laboratory 1 hour  
Offered: Variable  
Emphasizes the singing of melodies in major and minor keys. Develops singing and dictation skills with conjunct and disjunct melodies. Executes more complex rhythmic exercises with syncopations. [D; CSU; UC; C-ID MUS 145]

MUS 115. AURAL SKILLS IV  
1 UNIT  
Prerequisite: MUS 109 and 114, or equivalent  
Recommended Concurrent Enrollment: MUS 110  
Lecture 1 hour, laboratory 1 hour  
Offered: Variable  
Emphasizes the singing of melodies with chromaticism. Develops singing and dictation skills of harmonic progressions. Executes and dictates complex rhythmic exercises with syncopations. [D; CSU; UC]

MUS 119A. BRASS INSTRUMENTS I  
2 UNITS  
Grade only  
Limitation on Enrollment: Demonstrated proficiency and rudimentary knowledge of brass instruments  
Recommended Preparation: One or more of the following courses: MUS 137, 140, or 193A, or equivalent  
Lecture 1 hour, laboratory 5 hours  
Offered: Variable  
Group and individual one-on-one instruction on any of the following brass instruments: trumpet, French horn, trombone, tuba, and baritone. All levels of students, from beginning to advanced, may enroll. [D; CSU; UC]

MUS 119B. BRASS INSTRUMENTS II  
2 UNITS  
Grade only  
Prerequisite: MUS 119A or equivalent  
Lecture 1 hour, laboratory 5 hours  
Offered: Variable  
Group and individual one-on-one instruction on any of the following brass instruments: trumpet, French horn, trombone, tuba, and baritone. All levels of students, from beginning to advanced, may enroll. [D; CSU; UC]

MUS 119C. BRASS INSTRUMENTS III  
2 UNITS  
Grade only  
Prerequisite: MUS 119B or equivalent  
Lecture 1 hour, laboratory 5 hours  
Offered: Variable  
Group and individual one-on-one instruction on any of the following brass instruments: trumpet, French horn, trombone, tuba, and baritone. All levels of students, from beginning to advanced, may enroll. [D; CSU; UC]
MUS 119D.
BRASS INSTRUMENTS IV
2 UNITS
Grade only
Prerequisite: MUS 119C or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Group and individual one-on-one instruction on any of the following brass instruments: trumpet, French horn, trombone, tuba, and baritone. All levels of students, from beginning to advanced, may enroll. [D; CSU; UC]

MUS 124A.
INTRODUCTION TO MARIACHI PERFORMANCE I
1 UNIT
Recommended Preparation: One or more of the following courses: MUS 119A, 137, 140, or 193A, or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity to perform simple mariachi music in a beginning-level ensemble. Emphasizes learning to play mariachi instruments (violin, trumpet, guitar, vihuela, guitarron, flute, voice) in the proper style, reading music, and playing well as part of a group. [D; CSU; UC]

MUS 124B.
INTRODUCTION TO MARIACHI PERFORMANCE II
1 UNIT
Prerequisite: MUS 124A or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity to perform simple mariachi music in a beginning-intermediate level ensemble. Emphasizes learning to play mariachi instruments (violin, trumpet, guitar, vihuela, guitarron, flute, voice) in the proper style, reading music, and playing well as part of a group. [D; CSU; UC]

MUS 124C.
INTRODUCTION TO MARIACHI PERFORMANCE III
1 UNIT
Prerequisite: MUS 124B or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity to perform simple mariachi music in an intermediate-level ensemble. Emphasizes learning to play mariachi instruments (violin, trumpet, guitar, vihuela, guitarron, flute, voice) in the proper style, reading music, and playing well as part of a group. [D; CSU; UC]

MUS 124D.
INTRODUCTION TO MARIACHI PERFORMANCE IV
1 UNIT
Prerequisite: MUS 124C or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity to perform simple mariachi music in an intermediate-advanced level ensemble. Emphasizes learning to play mariachi instruments (violin, trumpet, guitar, vihuela, guitarron, flute, voice) in the proper style, reading music, and playing well as part of a group. [D; CSU; UC]

MUS 125.
APPLIED MUSIC—INDIVIDUAL STUDY I
.5 UNIT
Grade only
Limitation on Enrollment: Declared music major; Enrollment subject to audition
Laboratory 2 hours
Offered: Fall, Spring
Develops performance skills at the beginner level on a selected instrument or voice. Requires study with a master private instructor (at the student’s own expense) and meetings with class members on a weekly basis to listen and give feedback to peer performances. [D; CSU; UC; C-ID MUS 160]

MUS 126.
APPLIED MUSIC: INDIVIDUAL STUDY II
.5 UNIT
Grade only
Limitation on Enrollment: Declared music major; Enrollment subject to audition
Laboratory 2 hours
Offered: Fall, Spring
Develops performance skills at the intermediate level on a selected instrument or voice. Requires study with a master private instructor (at the student’s own expense) and meetings with class members on a weekly basis to listen and give feedback to peer performances. [D; CSU; UC; C-ID MUS 160]

MUS 127.
APPLIED MUSIC: INDIVIDUAL STUDY III
.5 UNIT
Grade only
Prerequisite: MUS 126 or equivalent
Limitation on Enrollment: Declared music major; Enrollment subject to audition
Laboratory 2 hours
Offered: Fall, Spring
Develops performance skills at the advanced level on a selected instrument or voice. Requires study with a master private instructor (at the student’s own expense) and meetings with class members on a weekly basis to listen and give feedback to peer performances. [D; CSU; UC; C-ID MUS 160]

MUS 128.
APPLIED MUSIC—INDIVIDUAL STUDY IV
.5 UNIT
Grade only
Prerequisite: MUS 127 or equivalent
Limitation on Enrollment: Declared music major; Enrollment subject to audition
Laboratory 2 hours
Offered: Fall, Spring
Develops performance skills at the professional level on a selected instrument or voice. Requires study with a master private instructor (at the student’s own expense) and meetings with class members on a weekly basis to listen and give feedback to peer performances. [D; CSU; UC; C-ID MUS 160]

MUS 131.
MUSIC FUNDAMENTALS
3 UNITS
Lecture 3 hours
Offered: Fall, Spring
Emphasizes the rudiments of music including note reading, keyboard, rhythm, intervals, scales, and triads. (Formerly MUS 99) [D; CSU; UC]

MUS 132A.
CLASS PIANO I
1 UNIT
Grade only
Lecture 1 hour, laboratory 1 hour
Offered: Fall, Spring
Introduces basic keyboard experience through the study of music reading, notation, scales, chords, hand positions, and basic fingering patterns. [D; CSU; UC]
MUS 132B.
CLASS PIANO II
1 UNIT
Grade only
Prerequisite: MUS 132A or equivalent
Lecture 1 hour, laboratory 1 hour
Offered: Fall, Spring
Studies standard piano repertoire with emphasis upon practice techniques and principles of interpretation. [D; CSU; UC]

MUS 132C.
CLASS PIANO III
1 UNIT
Grade only
Prerequisite: MUS 132B or equivalent
Lecture 1 hour, laboratory 1 hour
Offered: Fall, Spring
Develops an advanced technique through the study of scales (in 2, 3, and 4 octaves with various accent patterns), arpeggios and etudes, and the development of sight-reading skills. [D; CSU; UC]

MUS 136A.
JAZZ VOCAL ENSEMBLE I
2 UNITS
Grade only
Recommended Preparation: MUS 185 or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Fall, Spring
Provides the opportunity to perform in a choral ensemble with aural and score analysis of jazz vocal literature from its traditional roots to the present. Emphasizes historical context, performance practice, style, and interpretation. Public performance required. [D; CSU; UC]

MUS 136B.
JAZZ VOCAL ENSEMBLE II
2 UNITS
Grade only
Prerequisite: MUS 136A or equivalent
Recommended Preparation: MUS 185 or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Fall, Spring
Provides the opportunity to perform in an advanced choral ensemble with aural and score analysis of jazz vocal literature from its traditional roots to the present. Emphasizes historical context, performance practice, style, and interpretation. Public performance required. [D; CSU; UC]

MUS 136C.
JAZZ VOCAL ENSEMBLE III
2 UNITS
Grade only
Prerequisite: MUS 136B or equivalent
Recommended Preparation: MUS 185 or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Fall, Spring
Choral ensemble for music students with aural and score analysis of jazz vocal literature from its traditional roots to the present. Emphasis on historical context, performance practice, style and interpretation. Public performance required. [D; CSU; UC]

MUS 136D.
JAZZ VOCAL ENSEMBLE IV
2 UNITS
Grade only
Prerequisite: MUS 136C or equivalent
Recommended Preparation: MUS 185 or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Fall, Spring
Provides the opportunity to perform in a professional-level choral ensemble with aural and score analysis of jazz vocal literature from its traditional roots to the present. Emphasizes historical context, performance practice, style, and interpretation. Public performance required. [D; CSU; UC]

MUS 137.
BEGINNING GUITAR I
1 UNIT
Lecture 1 hour, laboratory 1 hour
Offered: Fall, Spring
Studies elementary plectrum and classical guitar techniques. Includes scales, arpeggios and chord progressions studied, related to melody and accompaniment styles in both the popular and classical fields. Introduces some history of the guitar. [D; CSU; UC]

MUS 138.
BEGINNING GUITAR II
1 UNIT
Prerequisite: MUS 137 or equivalent
Lecture 1 hour, laboratory 1 hour
Offered: Fall, Spring
Continues extensive study of guitar techniques as they apply to classic, folk, rock, and electric guitar playing. [D; CSU; UC]

MUS 140.
CLASS VOICE I
1 UNIT
Laboratory 3 hours
Offered: Fall, Spring
Provides a class for vocal field beginners to work on breath control, tone quality, and diction. [D; CSU; UC]

MUS 141.
CLASS VOICE II
1 UNIT
Prerequisite: MUS 140 or equivalent
Laboratory 3 hours
Offered: Fall, Spring
Studies songs in English, Italian, and German representing various styles and different periods of music, as well as songs from musical theatre. Focuses on tone quality and interpretation, applying correct rhythm, intonation, and phrasing. [D; CSU; UC]

MUS 142.
CLASS VOICE III
1 UNIT
Prerequisite: MUS 141 or equivalent
Laboratory 3 hours
Offered: Fall, Spring
Examines songs in Italian, German, and English representing different periods of music and musical comedy songs. Provides attention to interpretation, emphasizing breath control, diction, and tone quality. [D; CSU; UC]

MUS 143.
POPULAR VOCAL TECHNIQUES
1 UNIT
Prerequisite: MUS 140 or equivalent
Laboratory 2 hours
Offered: Variable
Training in the performance of popular singing styles. Includes the development of interpretive techniques such as rhythmic variation and phrasing as needed for solo work and background singing in jazz, rock, blues, country, folk, and easy listening. Stage deportment and microphone techniques. [D; CSU]
MUS 150.
MUSIC BUSINESS/CAREER
OVERVIEW
3 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Explores the business aspects of music, with an emphasis on copyright law, production, contract law, personal management, professional organizations, and other elements of music which account for success in the music industry. (Same as RA&T 110.) [D; CSU]

MUS 151.
RECORDING TECHNIQUES
3 UNITS
Grade only
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring
Introduces non-linear audio recording with an emphasis on current digital recording techniques, equipment, and practices. Focuses on the physics of sound propagation, psychoacoustics, microphones, mixers, signal processing and historical perspectives on analog audio recording, and multi-track recording and mixing. (Same as RA&T 120 and TELE 151.) [D; CSU]

MUS 155.
ELECTRONIC MUSIC TECHNOLOGY
3 UNITS
Lecture 2 hours
Offered: Fall, Spring
Introduces branches of electronic music and the composers that developed the style. Includes hands-on use of computer based DAW software (Digital Performer), Musical Instrument Digital Interface (MIDI) sequencing software and hardware synthesizers like the Roland Juno-D, used in contemporary computer-based music production. (Same as RA&T 105) [D; CSU]

MUS 157A.
MARIACHI GARIBALDI I
1 UNIT
Recommended Preparation: MUS 119A, 137, 140, or 193A, or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity to perform professional-level, traditional mariachi music in an intermediate ensemble. Emphasizes authentic mariachi style, excellence in personal and group performance, repertoire building, sight-reading music, playing and transposing songs by ear, memorization techniques, working and performing in a group, stage presence and other aspects of performance, and overall professionalism. [D; CSU; UC]

MUS 157B.
MARIACHI GARIBALDI II
1 UNIT
Prerequisite: MUS 157A or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity to perform professional-level, complex mariachi music in an advanced amateur ensemble. Emphasizes authentic mariachi style, excellence in personal and group performance, repertoire building, sight-reading music, playing and transposing songs by ear, memorization techniques, working and performing in a group, stage presence and other aspects of performance, and overall professionalism. [D; CSU; UC]

MUS 157C.
MARIACHI GARIBALDI III
1 UNIT
Prerequisite: MUS 157B or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity to perform professional-level, show-caliber mariachi music in a professional-level ensemble. Emphasizes authentic mariachi style, excellence in personal and group performance, repertoire building, sight-reading music, playing and transposing songs by ear, memorization techniques, working and performing in a group, stage presence and other aspects of performance, and overall professionalism. [D; CSU; UC]

MUS 157D.
MARIACHI GARIBALDI IV
1 UNIT
Prerequisite: MUS 157C or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity to perform professional-level, highly complex show-caliber mariachi music in a show-quality ensemble. Emphasizes authentic mariachi style, excellence in personal and group performance, repertoire building, sight-reading music, playing and transposing songs by ear, memorization techniques, working and performing in a group, stage presence and other aspects of performance, and overall professionalism. [D; CSU; UC]

MUS 158.
CONCERT BAND I
1 UNIT
Prerequisite: MUS 119A or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity for woodwind, brass and percussion instrumentalists to perform in a beginning-level concert band. Explores various styles of band literature including classical, contemporary, popular, and new music compositions. [D; CSU; UC, C-ID MUS 180]

MUS 159.
CONCERT BAND II
1 UNIT
Prerequisite: MUS 158 or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity for woodwind, brass and percussion instrumentalists to perform in an intermediate-level concert band. Explores various styles of concert band literature including classical, contemporary, popular, and new music compositions. [D; CSU; UC, C-ID MUS 180]

MUS 160.
CONCERT BAND III
1 UNIT
Prerequisite: MUS 159 or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity for woodwind, brass and percussion instrumentalists to perform in an advanced-level concert band. Explores various styles of concert band literature including classical, contemporary, popular, and new music compositions. [D; CSU; UC, C-ID MUS 180]
MUS 161.
CONCERT BAND IV
1 UNIT
Prerequisite: MUS 160 or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity for woodwind, brass and percussion instrumentalists to perform with fluency in a concert band. Explores various styles of concert band literature including classical, contemporary, popular, and new music compositions. [D; CSU; UC; C-ID MUS 180]

MUS 162.
INTRODUCTION TO IMPROVISATION
1 UNIT
Laboratory 5 hours
Offered: Fall, Spring
Introduces the fundamentals of improvisation and small jazz ensemble performance groups including history, theory, aesthetics, and contemporary criticism of jazz. Emphasizes performance techniques and stylistic interpretation in basic blues and other jazz standard styles. Attendance at rehearsals and performances is required. [D; CSU; UC]

MUS 163A.
GUITAR ENSEMBLE I
1 UNIT
Recommended Preparation: MUS 137 or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity for classical guitarists to perform in a beginning-level Guitar Ensemble. Explores various styles of guitar literature including baroque, classical, jazz and popular music. [D; CSU; UC; C-ID MUS 180]

MUS 163B.
GUITAR ENSEMBLE II
1 UNIT
Prerequisite: MUS 163A or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity for classical guitarists to perform in an intermediate-level Guitar Ensemble. Explores various styles of guitar literature including baroque, classical, jazz and popular music. [D; CSU; UC; C-ID MUS 180]

MUS 163C.
GUITAR ENSEMBLE III
1 UNIT
Prerequisite: MUS 163B or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity for classical guitarists to perform in an advanced-level Guitar Ensemble. Explores various styles of guitar literature including baroque, classical, jazz and popular music. [D; CSU; UC; C-ID MUS 180]

MUS 163D.
GUITAR ENSEMBLE IV
1 UNIT
Prerequisite: MUS 163C or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity for classical guitarists to perform in a Guitar Ensemble with fluency. Explores various styles of guitar literature including baroque, classical, jazz and popular music. [D; CSU; UC; C-ID MUS 180]

MUS 164.
JAZZ PERFORMANCE WORKSHOP
1 UNIT
Laboratory 5 hours
Offered: Fall, Spring
Develops basic skills in reading and interpreting contemporary jazz and rock styles. Allows students to work in small groups and emphasize part reading and translating chord symbols. Attendance at rehearsals and performances is required. [D; CSU; UC]

MUS 165A.
LATIN JAZZ ENSEMBLE I
1 UNIT
Recommended Preparation: MUS 119A, 193A, or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity to perform in a beginning-level Latin Jazz Ensemble. Explores various styles of Latin music including Brazilian Samba/Bossanova, Caribbean Salsa, Merengue and others. [D; CSU; UC; C-ID MUS 180]

MUS 165B.
LATIN JAZZ ENSEMBLE II
1 UNIT
Prerequisite: MUS 165A or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity to perform in an intermediate-level Latin Jazz Ensemble. Explores various styles of Latin music including Brazilian Samba/Bossanova, Caribbean Salsa, Merengue and others. [D; CSU; UC; C-ID MUS 180]

MUS 165C.
LATIN JAZZ ENSEMBLE III
1 UNIT
Prerequisite: MUS 165B or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity to perform in an advanced-level Latin Jazz Ensemble. Explores various styles of Latin music including Brazilian Samba/Bossanova, Caribbean Salsa, Merengue and others. [D; CSU; UC; C-ID MUS 180]

MUS 165D.
LATIN JAZZ ENSEMBLE IV
1 UNIT
Prerequisite: MUS 165C or equivalent
Lecture 1 hour, laboratory 5 hours
Offered: Variable
Provides the opportunity to perform with fluency in a Latin Jazz Ensemble. Explores various styles of Latin music including Brazilian Samba/Bossanova, Caribbean Salsa, Merengue and others. [D; CSU; UC; C-ID MUS 180]

MUS 166.
JAZZ ENSEMBLE I: BIG BAND
1 UNIT
Lecture 1 hour, laboratory 4 hours
Offered: Fall, Spring
Introduces the fundamentals of a Big Band Jazz ensemble performance group including history, theory, aesthetics, and contemporary criticism of jazz. Emphasizes performance techniques and stylistic interpretation in basic swing style. Performance required. [D; CSU; UC]
### MUS 167. JAZZ ENSEMBLE II: BIG BAND
1 UNIT

**Recommended Preparation:** MUS 166 or equivalent  
**Lecture 1 hour, laboratory 4 hours  
Offered:** Fall, Spring  
Provides intermediate instruction in Big Band Jazz ensemble group performance including history, theory, aesthetics, and contemporary criticism of jazz. Emphasizes performance techniques and stylistic interpretation during the 1940s and 50's swing and basic jazz rock styles. Performance required. [D; CSU; UC]

### MUS 168. JAZZ ENSEMBLE III: BIG BAND
1 UNIT

**Recommended Preparation:** MUS 167 or equivalent  
**Lecture 1 hour, laboratory 4 hours  
Offered:** Fall, Spring  
Explores advanced instruction in Big Band Jazz ensemble performance including history, theory, aesthetics, and contemporary criticism of jazz. Emphasizes performance techniques and stylistic interpretation during the 1940s and 50's swing and basic jazz rock styles. Performance required. [D; CSU; UC]

### MUS 169. JAZZ ENSEMBLE IV: BIG BAND
1 UNIT

**Recommended Preparation:** MUS 168 or equivalent  
**Lecture 1 hour, laboratory 4 hours  
Offered:** Fall, Spring  
Covers professional level instruction in Big Band jazz ensemble performance including history, theory, aesthetics, and contemporary criticism of jazz. Emphasizes performance techniques and stylistic interpretation in twentieth-century swing styles, advanced jazz rock, intermediate and advanced bossa nova, nonstandard time signature, and avant-garde or “free” playing styles. Performance required. [D; CSU; UC]

### MUS 170. SMALL PERFORMING GROUPS I
1 UNIT

**Recommended Preparation:** MUS 119A or MUS 137 or MUS 140 or equivalent  
**Laboratory 6 hours  
Offered:** Variable  
Provides the opportunity to perform professional-level music in a beginning ensemble. Emphasizes performance experience as a small group musician. Sections for string, woodwind, brass, guitar, piano, vocal, and mixed ensemble groups. [D; CSU; UC]

### MUS 171. SMALL PERFORMING GROUPS II
1 UNIT

**Prerequisite:** MUS 170 or equivalent  
**Laboratory 6 hours  
Offered:** Variable  
Provides the opportunity to perform professional-level music in an intermediate ensemble. Emphasizes performance experience as a small group musician. Sections for string, woodwind, brass, guitar, piano, vocal, and mixed ensemble groups. [D; CSU; UC]

### MUS 173. SMALL PERFORMING GROUPS IV
1 UNIT

**Prerequisite:** MUS 172 or equivalent  
**Laboratory 6 hours  
Offered:** Variable  
Provides the opportunity to perform professional-level at advanced ensemble. Emphasizes performance experience as a small group musician. Sections for string, woodwind, brass, guitar, piano, vocal, and mixed ensemble groups. [D; CSU; UC]

### MUS 175. ORCHESTRA I
1 UNIT

**Recommended Preparation:** MUS 119A, or MUS 193A, or equivalent  
**Lecture 1 hour, laboratory 5 hours  
Offered:** Variable  
Provides the opportunity for string, woodwind, brass and percussion instrumentalists to perform in a beginning-level symphony orchestra. Explores various styles of orchestral literature including classical, contemporary, popular, and new music compositions. [D; CSU; UC; C-ID MUS 180]

### MUS 177. ORCHESTRA III
1 UNIT

**Prerequisite:** MUS 176 or equivalent  
**Lecture 1 hour, laboratory 5 hours  
Offered:** Variable  
Provides the opportunity for string, woodwind, brass and percussion instrumentalists to perform in an advanced-level symphony orchestra. Explores various styles of orchestral literature including classical, contemporary, popular, and new music compositions. [D; CSU; UC; C-ID MUS 180]

### MUS 179A. GOSPEL CHOIR I
1 UNIT

**Limitation on Enrollment:** Enrollment subject to audition  
**Laboratory 4 hours  
Offered:** Fall, Spring  
Presents students with introductory aural and historical analysis of the Spirituals and Black Gospel. Emphasizes vocal and performing techniques, interpretive skills, and performance practice. Requires public performance. (Formerly MUS 295L) [D; CSU; UC]
MUS 179B. GOSPEL CHOIR II  
1 UNIT  
Prerequisite: MUS 179A or equivalent  
Limitation on Enrollment: Enrollment subject to audition  
Laboratory 4 hours  
Offered: Fall, Spring  
Provides students with beginning aural and historical analysis of the Spirituals and Black Gospel. Emphasizes vocal and performance techniques, interpretive skills, and performance practice. Requires public performance. [D; CSU; UC]  

MUS 179C. GOSPEL CHOIR III  
1 UNIT  
Prerequisite: MUS 179B or equivalent  
Limitation on Enrollment: Enrollment subject to audition  
Laboratory 4 hours  
Offered: Fall, Spring  
Provides students with intermediate aural and historical analysis of the Spirituals and Black Gospel. Emphasizes vocal and performance techniques, interpretive skills, and performance practice. Requires public performance. [D; CSU; UC]  

MUS 179D. GOSPEL CHOIR IV  
1 UNIT  
Prerequisite: MUS 179C or equivalent  
Limitation on Enrollment: Enrollment subject to audition  
Laboratory 4 hours  
Offered: Fall, Spring  
Provides students with advanced aural and historical analysis of the Spirituals and Black Gospel. Emphasizes vocal and performance techniques, interpretive skills, and performance practice. Requires public performance. [D; CSU; UC]  

MUS 181. CHAMBER SINGERS II  
2 UNITS  
Prerequisite: MUS 180 or equivalent  
Limitation on Enrollment: Demonstrated proficiency  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring  
Provides singers with an opportunity to perform in a vocal ensemble at an intermediate level in which aural and score analysis of choral masterworks from classical eras to the present are analyzed, interpreted, and performed. Audition and participation in public performance required. [D; CSU; UC]  

MUS 182. CHAMBER SINGERS III  
2 UNITS  
Prerequisite: MUS 181 or equivalent  
Limitation on Enrollment: Demonstrated proficiency  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring  
Provides singers with an opportunity to perform in a vocal ensemble at an intermediate level in which aural and score analysis of choral masterworks from classical eras to the present are analyzed, interpreted, and performed. Audition and participation in public performance required. [D; CSU; UC]  

MUS 183. CHAMBER SINGERS IV  
2 UNITS  
Prerequisite: MUS 182 or equivalent  
Limitation on Enrollment: Demonstrated proficiency  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring  
Provides singers with an opportunity to perform in a vocal ensemble at a highly advanced, professional level in which aural and score analysis of choral masterworks from classical eras to the present are analyzed, interpreted, and performed. Audition and participation in public performance required. [D; CSU; UC]  

MUS 185. CONCERT CHOIR I  
1 UNIT  
Prerequisite: MUS 184 or equivalent  
Lecture 1 hour, laboratory 5 hours  
Offered: Fall, Spring, Summer  
Provides a choral ensemble for music students with aural and score analysis of choral literature from traditional classics to the present. Emphasizes historical context, performance practice, style, and interpretation at the highly advanced, professional level. Public performance required. [D; CSU; UC]  

MUS 186. CONCERT CHOIR II  
1 UNIT  
Prerequisite: MUS 185 or equivalent  
Lecture 1 hour, laboratory 5 hours  
Offered: Fall, Spring, Summer  
Provides a choral ensemble for music students with aural and score analysis of choral literature from traditional classics to the present. Emphasizes historical context, performance practice, style, and interpretation at the intermediate level. Public performance required. [D; CSU; UC]  

MUS 187. CONCERT CHOIR III  
1 UNIT  
Prerequisite: MUS 186 or equivalent  
Lecture 1 hour, laboratory 5 hours  
Offered: Fall, Spring, Summer  
Provides a choral ensemble for music students with aural and score analysis of choral literature from traditional classics to the present. Emphasizes historical context, performance practice, style, and interpretation at the advanced level. Public performance required. [D; CSU; UC]  

MUS 188. CONCERT CHOIR IV  
1 UNIT  
Prerequisite: MUS 187 or equivalent  
Lecture 1 hour, laboratory 5 hours  
Offered: Fall, Spring, Summer  
Provides a choral ensemble for music students with aural and score analysis of choral literature from traditional classics to the present. Emphasizes historical context, performance practice, style, and interpretation at the highly advanced, professional level. Public performance required. [D; CSU; UC]  

MUS 193A. STRING INSTRUMENTS I  
2 UNITS  
Grade only  
Limitation on Enrollment: Demonstrated proficiency and rudimentary knowledge of string instruments  
Recommended Preparation: One or more of the following courses: MUS 119A, 137, or 140, or equivalent  
Lecture 1 hour, laboratory 5 hours  
Offered: Variable  
Group and private instruction on any of the following string instruments: violin, viola, cello, or contrabass. All levels of students, from beginning to advanced, may enroll. [D; CSU; UC]
MUS 193B. STRING INSTRUMENTS II  
2 UNITS
Grade only  
Prerequisite: MUS 193A or equivalent  
Lecture 1 hour, laboratory 5 hours  
Offered: Variable  
Group and private instruction on any of the following string instruments: violin, viola, cello, or contrabass. All levels of students, from beginning to advanced, may enroll.  
[D; CSU; UC]

MUS 193C. STRING INSTRUMENTS III  
2 UNITS
Grade only  
Prerequisite: MUS 193B or equivalent  
Lecture 1 hour, laboratory 5 hours  
Offered: Variable  
Group and private instruction on any of the following string instruments: violin, viola, cello, or contrabass. All levels of students, from beginning to advanced, may enroll.  
[D; CSU; UC]

MUS 193D. STRING INSTRUMENTS IV  
2 UNITS
Grade only  
Prerequisite: MUS 193C or equivalent  
Lecture 1 hour, laboratory 5 hours  
Offered: Variable  
Group and private instruction on any of the following string instruments: violin, viola, cello, or contrabass. All levels of students, from beginning to advanced, may enroll.  
[D; CSU; UC]

MUS 195. WORLD MUSIC  
3 UNITS
Lecture 3 hours  
Offered: Variable  
Explores various performance practices of Africa, the Caribbean region, Indonesia, China, Japan, India, and the Middle East. Focuses on the role of music in society.  
[D; CSU; UC]

MUS 202. DEVELOPMENT OF MARIACHI: STYLE AND CULTURE  
3 UNITS
Grade only  
Lecture 3 hours  
Offered: Fall  
In-depth and critical study examination of mariachi music history, style, and culture. Includes how and why mariachi became what it is, mariachi music theory, its importance in the community, placement within global musical and historical contexts, survey of important performers, songs and composers, and thoughts on the future of mariachi.  
[D; CSU; UC]

MUS 295. SELECTED TOPICS IN MUSIC  
1–3 UNITS
Offered: Variable  
Permits students to study relevant topics within the field of music.  
[D; *CSU]

*M Please refer to the class schedule for specific course description and transferability information.

MUS 299. INDEPENDENT STUDY  
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.  
Offered: Variable  
Individual study or research in some area of music of particular interest to the student and not included in regular courses of the College.  
[D; CSU; **UC]

** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.
NURSING COURSES

THERE ARE FIVE TYPES OF NURSING AND HEALTH OCCUPATION COURSES:

• ASSOCIATE DEGREE NURSING
• CERTIFIED NURSING ASSISTANT
• OPERATING ROOM NURSE
• SURGICAL TECHNOLOGY/CENTRAL SERVICE TECHNOLOGY
• VOCATIONAL NURSING

ASSOCIATE DEGREE NURSING COURSES

ADN 26. NATIONAL COUNCIL LICENSURE EXAMINATION 3 UNITS
Pass/No Pass only
Limitation on Enrollment: Nursing students in their fourth semester and or nursing school graduates
Recommended Preparation: ADN 225 or equivalent
Lecture 3 hours
Offered: Summer
Provides the nursing student with concepts and techniques necessary to pass the National Council Licensure Examination (NCLEX). Focuses on the application of critical thinking. Emphasizes theory and skills necessary for the new registered nurse to provide competent safe care. [ND]

ADN 106 DOSAGE CALCULATIONS FOR NURSES 2 UNITS
Grade only
Lecture 2 hours
Offered: Summer
Focuses on math review for dosage calculations, conversion between different systems of measurement, dosage calculation and measurement, drug orders and labels, and intravenous calculations. Emphasizes techniques of safe medication administration. Examines special considerations for administration of medications to elderly and pediatric patients. [D; CSU]

ADN 111A. PATHOPHYSIOLOGY AND PHARMACOLOGY I 2 UNITS
Grade only
Prerequisite: BIOL 260, 261, and 265, or equivalent
Corequisite: ADN 112 and 112L
Lecture 2 hours
Offered: Fall
Provides pathophysiology and pharmacological treatment of the neurological, musculoskeletal, respiratory, cardiovascular, endocrine, and urinary systems. Also includes fluids, electrolytes, and acid-base disturbances. Focuses on specific diseases and disorders with selected drugs, their mechanism of action, dosage, effects, route of administration, side effects, contraindications, and classification. Emphasizes medications as they relate to disease pathology. [D; CSU]

ADN 111B. PATHOPHYSIOLOGY AND PHARMACOLOGY II 2 UNITS
Grade only
Prerequisite: ADN 111A or equivalent
Corequisite: ADN 113 and 113L
Lecture 2 hours
Offered: Spring
Covers the pathophysiology and pharmacological treatment of diseases of the reproductive, neurosensory, ENT, integumentary, immune systems, gastrointestinal systems, and nutrition. Includes mental disorders and their pharmacological treatment, and illicit drugs. Reviews cultural and age specific aspects of the medications and emphasizes critical thinking. [D; CSU]

ADN 112. FUNDAMENTALS OF NURSING 2 UNITS
Grade only
Corequisite: ADN 111A and 112L
Lecture 2 hours
Offered: Fall
Provides an introduction to nursing practice. Includes nursing process, physical assessment, documentation, legal and ethical considerations, therapeutic communication techniques, healthcare delivery systems, teaching and learning, and cultural considerations. [D; CSU]

ADN 112L. FUNDAMENTALS OF NURSING CLINICAL LABORATORY 5 UNITS
Corequisite: ADN 111A and 112
Limitation on Enrollment: Nursing Assistant Certification
Laboratory 15 hours
Offered: Fall
Fee: $40. Provides companion laboratory class for ADN 112. Emphasizes hospital experiences in medical-surgical nursing settings with a variety of acute and chronic health conditions. Utilizes the nursing process to assist patients in restoring optimal health functions and illness prevention. [D; CSU]

ADN 113. MATERNAL AND CHILD NURSING 3 UNITS
Grade only
Prerequisite: ADN 112 or equivalent
Corequisite: ADN 111B and 113L
Lecture 3 hours
Offered: Spring
Presents factors which may influence growth and development in the family and community. Includes alterations and diseases in the child-bearing family that can occur and impede normal growth and development. Emphasizes conditions affecting the individual and family, including pregnancy, violence, surgery, and pediatric issues as presented. [D; CSU]
ADN 113L. 
MATERNAL AND CHILD NURSING 
LABORATORY 
5 UNITS
Pass/No Pass only
Corequisite: ADN 111B and 113
Laboratory 15 hours
Offered: Spring
Fee: $40. Introduces specialty nursing in a clinical course that focuses on and provides clinical experiences in maternal-child, pediatric, and surgical nursing care. [D; CSU]

ADN 114. 
NURSING SUPERVISION AND LEADERSHIP I 
2 UNITS
Grade only
Prerequisite: ADN 112 and 221, or equivalent
Recommended Concurrent Enrollment: ADN 223
Lecture 2 hours
Offered: Spring
Introduces basic nursing concepts of leadership and management skills. Emphasizes key concepts related to leadership and management, including delegation, strategic planning, staffing and scheduling, conflict resolution, team building, legal and ethical issues, managing personal/personnel problems, and leading change. [D; CSU]

ADN 115. 
TRANSITION TO ASSOCIATE DEGREE NURSING 
2 UNITS
Grade only
Corequisite: ADN 115L
Limitation on Enrollment: LVN license
Lecture 2 hours
Offered: Summer
Fee: $40. Facilitates transition of LVN into the ADN program. Includes an orientation to ADN policies, procedures, and curriculum. Emphasizes role change, nursing process, evidence-based practice, supervision and delegation, professional communication, and group dynamics. [D; CSU]

ADN 115L. 
TRANSITION TO AS LABORATORY 
1 UNIT
Pass/No Pass only
Corequisite: ADN 115
Laboratory 3 hours
Offered: Summer
Introduces a clinical course that facilitates transition of the LVN to the RN role. Provides clinical experience that emphasizes the nursing process, management of care, and working as part of a multidisciplinary team. [D; CSU]

ADN 116. 
ADN PRACTICUM 
2 UNITS
Pass/No Pass only
Prerequisite: ADN 112L and ADN 113L or equivalent
Laboratory 6 hours
Offered: Summer
Provides hospital experiences with a variety of acute and chronic health conditions. Utilizes the nursing process to assist patients in restoring optimal health functions and illness prevention. [D; CSU]

ADN 117. 
ADVANCED CRITICAL THINKING IN NURSING 
1 UNIT
Grade only
Limitation on Enrollment: Currently enrolled in nursing program (VN or ADN)
Lecture 1 hour
Offered: Variable
Designed for nursing students to improve their critical thinking skills. Includes concepts related to critical thinking, needs analysis, case study analysis, critical thinking applications, and test-taking strategies for nursing. [D; CSU]

ADN 140. 
READING AND COMPOSITION FOR NURSING AND ALLIED HEALTH OCCUPATIONS 
3 UNITS
Grade only
Prerequisite: ENGL 99 or ENGL 114 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 1 hour
Offered: Fall, Spring, Summer
Provides instruction and practice in reading and writing expository and argumentative essays with a focus on healthcare topics. Emphasizes principles of organization, critical thinking, essay development, as well as library, database and Internet research techniques with an emphasis on evidence-based data. Includes drafting, revising, and editing written work using APA format. Uses reading selections for discussions, topics for writing assignments, and examples of effective writing with an emphasis on healthcare topics. [D; CSU; UC]

ADN 150. 
PHYSICAL ASSESSMENT 
2 UNITS
Pass/No Pass only
Limitation on Enrollment: Limitation on enrollment for Registered Nurses or student nurses
Lecture 2 hours
Offered: Variable
Prepares the student to apply the nursing process while conducting a physical assessment of all body systems on an adult patient. [D; CSU]

ADN 212. 
ASSESSMENT AND MANAGEMENT OF THE CRITICALLY ILL PATIENT 
2 UNITS
Grade only
Limitation on Enrollment: Registered nurses or student nurses
Lecture 2 hours
Offered: Spring
Introduces nursing students and registered nurses to the concepts of nursing care of the critically ill patient. Describes principles of care for patients in the emergency room, intensive care unit, and telemetry units. Covers advanced assessment, electrocardiogram interpretation, and hemodynamic monitoring. [D; CSU]
ADN 221.
ADULT NURSING
5 UNITS
Grade only
Corequisite: ADN 221L
Lecture 5 hours
Offered: Fall
Emphasizes the use of the nursing process to assist adult patient/clients in the promotion of wellness and treatment of illnesses. Includes nursing care of body systems and psychiatric conditions. [D; CSU]

ADN 221L.
ADULT NURSING LABORATORY
5 UNITS
Pass/No Pass only
Corequisite: ADN 221
Laboratory 15 hours
Offered: Fall
Fee: $30. Introduces a clinical course that focuses on adult nursing care. Provides clinical experiences that include psychiatric, acute medical and surgical settings, home health, ambulatory clinics, and community facilities. [D; CSU]

ADN 223.
GERONTOLOGY
2 UNITS
Grade only
Prerequisite: ADN 223L
Corequisite: ADN 223L
Lecture 2 hours
Offered: Spring
Introduces the normal aging process, health problems common in aging and nursing practices, and interventions for the aging client in a variety of settings. Includes demographics, legal/ethical issues, effects of multiple chronic illness, and socio-economic status as it affects the elderly. [D; CSU]

ADN 223L.
GERONTOLOGY LABORATORY
4 UNITS
Pass/No Pass only
Corequisite: ADN 223
Laboratory 12 hours
Offered: Spring
Fee: $25. Provides a companion laboratory class for ADN 223. Focuses on leadership and gerontology. The laboratory class is at a variety of clinical facilities. [D; CSU]

ADN 225.
NURSING SUPERVISION AND LEADERSHIP II: PRECEPTORSHIP
2 UNITS
Pass/No Pass only
Prerequisite: ADN 221 and ADN 221L, or equivalent
Corequisite: ADN 221L
Laboratory 6 hours
Offered: Spring
Introduces role transition from student to graduate nurse via a clinical course that includes patient care assignments utilizing all nursing skills and demonstrates graduate level clinical judgment. [D; CSU]

ADN 229.
ASSOCIATE DEGREE NURSING WORK EXPERIENCE I
2–4 UNITS
Pass/No Pass only
Limitation on Enrollment: Declared Associate Degree Nursing major
Corequisite: ADN 229L
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Associate Degree Nursing major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Applies principles and skills acquired in Associate Degree Nursing occupational majors to on-the-job assignments. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student’s job performance. [D; CSU]

ADN 290.
ASSOCIATE DEGREE NURSING WORK EXPERIENCE II
2–4 UNITS
Pass/No Pass only
Prerequisite: ADN 290 or equivalent
Corequisite: ADN 290L
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Associate Degree Nursing major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Applies principles and skills acquired in Associate Degree Nursing occupational majors to on-the-job assignments. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student’s job performance. [D; CSU]

ADN 291.
ASSOCIATE DEGREE NURSING WORK EXPERIENCE III
2–4 UNITS
Pass/No Pass only
Prerequisite: ADN 291 or equivalent
Corequisite: ADN 291L
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Associate Degree Nursing major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Applies principles and skills acquired in Associate Degree Nursing occupational majors to on-the-job assignments. In addition to the one unit weekly class activity, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student’s job performance. [D; CSU]

ADN 292.
SELECTED TOPICS IN NURSING
1–3 UNITS
Offered: Variable
Permits students to study relevant topics within the field of nursing. [D; CSU]

ADN 293.
INDEPENDENT STUDY
1–3 UNITS
Offered: Variable
Individual study and/or clinical laboratory experience in some area of nursing of particular interest to the student. [D; CSU]
CERTIFIED NURSING ASSISTANT COURSES

CNA 20.
CERTIFIED NURSING ASSISTANT (CNA) 5.5 UNITS

Grade only
Corequisite: CNA 20
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 5.5 hours
Offered: Fall, Spring, Summer
Provides entry-level skills for bedside patient care, enhances awareness of career opportunities in healthcare, and promotes quality of patient care. Provides theory and practical application of skills needed to function as a CNA in a long-term care facility. [ND]

CNA 20L.
CERTIFIED NURSING ASSISTANT LABORATORY 3 UNITS

Pass/No Pass only
Corequisite: CNA 20
Laboratory 9 hours
Offered: Fall, Spring, Summer
Fee: $15. Functions as the companion laboratory class for CNA 20. Emphasizes long-term care nursing experiences in clinical settings. [ND]

CNA 21.
ACUTE CARE NURSING ASSISTANT 3 UNITS

Grade only
Prerequisite: CNA 20 or equivalent
Corequisite: CNA 21
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Prepares the long-term care nursing assistant to function in the acute care setting. Follows the California State approved Acute Care Nurse Assistant model curriculum. Includes disease processes of various body systems, surgical procedures, related treatments, and responsibilities of the acute care CNA. [ND]

CNA 21L.
ACUTE CARE NURSING ASSISTANT LABORATORY 1 UNIT

Pass/No Pass only
Corequisite: CNA 21
Laboratory 3 hours
Offered: Variable

OPERATING ROOM NURSE COURSES

ORN 209.
BASIC PERIOPERATIVE NURSING 9 UNITS

Grade only
Corequisite: ORN 211L
Limitation on Enrollment: Registered Nurse License or graduate nurse
Lecture 8 hours, laboratory 3 hours
Offered: Fall
Fee: $140. Provides opportunities for the Registered Nurse seeking employment in the operating room. Introduces the guidelines from the Association of Operating Room Nurses that includes: aseptic technique, staff and patient safety, surgical management, consent, surgical high risk factors, sentinel events, and professional issues. [D; CSU]

ORN 211L.
PERIOPERATIVE NURSES TRAINING LABORATORY 4 UNITS

Pass/No Pass only
Corequisite: ORN 209
Limitation on Enrollment: Registered Nurse License or graduate nurse
Laboratory 12 hours
Offered: Variable
Fee: $184. Emphasizes setting priorities, care of the perioperative patient, and adapting to emerging technology in the surgical setting. Provides information about the ORN functioning independently in the perioperative setting. Enhances skill and knowledge base that is required in the surgical setting. [D; CSU]

ORN 295.
SELECTED TOPICS IN NURSING 1–3 UNITS

Offered: Variable
Permits students to study relevant topics within the field of nursing. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

SURGICAL TECHNOLOGY COURSES

ST 10A.
CENTRAL SERVICE TECHNOLOGY 4.5 UNITS

Grade only
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours, laboratory 2 hours
Offered: Variable
Introduces basic functions of a Central Service Department and includes microbiology, aseptic technique, disinfecting equipment, decontamination and sterilization as well as wrapping and packaging of surgical instruments. Provides a review of body systems and identification of instruments used in surgery. Emphasizes medical terminology, safety precautions, risk management, regulations, inventory management, ethical responsibilities, and communication skills. [D]

ST 10B.
CENTRAL SERVICE TECHNOLOGY LABORATORY 3.5 UNITS

Grade only
Prerequisite: ST 10A or equivalent
Laboratory 11 hours
Offered: Variable
Provides laboratory experience to support the initial theory course for the Central Service Technology (CST) certificate program. Emphasizes training in aseptic technique, cleaning, disinfecting and sterilization in the hospital setting. Includes the practice of wrapping, packing, and inspecting surgical instruments. [D]
ST 10C. CENTRAL SERVICE TECHNOLOGY PRACTICUM 3.5 UNITS

Grade only
Prerequisite: ST 10B or equivalent
Laboratory 11 hours
Offered: Variable

Provides an advanced laboratory experience for the role of the Central Service Technician and includes various scopes, power equipment, and camera’s used in the operative environment. [D]

ST 110. INTRODUCTION TO SURGICAL TECHNOLOGY 8 UNITS

Grade only
Prerequisite: BIOL 190 or 260 or equivalent; MEDOP 230 or equivalent
Corequisite: ST 120
Limitation on Enrollment: Acceptance into the Surgical Technology program
Lecture 8 hours
Offered: Variable

Fee: $152. Introduces operating room nursing, aseptic techniques, disinfection, sterilization, instruments, and equipment. Includes supplies needed for general, gynecologic, thoracic, cardiovascular, and orthopedic surgery. Emphasizes moral, ethical, legal responsibilities, basics of patient care, communication, professional behavior, stress management, and medications used in the surgical process. [D; CSU]

ST 120. SURGICAL LABORATORY 4 UNITS

Pass/No Pass only
Corequisite: ST 110
Laboratory 12 hours
Offered: Variable

Fee: $172. Provides laboratory practice in basic surgical technique, asepsis, instrumentation, and surgical procedures in the major specialties. Includes a simulated operating room, and operating room scenarios. [D; CSU]

ST 130. ADVANCED OPERATING ROOM TECHNIQUES 4 UNITS

Grade only
Prerequisite: ST 110 and 120, or equivalent
Corequisite: ST 140 and 150
Lecture 4 hours
Offered: Variable

Presents advanced concepts of patient care, aseptic technique, and microbiology. Examines the subspecialties of ear, nose, throat, eye, neurosurgery, urology, pediatric, and plastic surgery. Reviews the varied hospital models, as well as the role of each member of the healthcare team. (Not open to students with credit in ORN 130.) [D, CSU]

ST 140. PRACTICUM: MAJOR SURGICAL SPECIALTIES 8 UNITS

Pass/No Pass only
Prerequisite: ST 110 and 120, or equivalent
Corequisite: ST 130 and 150
Laboratory 24 hours
Offered: Variable

Provides clinical experience in the intraoperative setting. Emphasizes first or second scrub role. Includes augmented clinical hours in the campus laboratory, focusing on instrumentation, equipment, and supplies in the specialties of neurology, urology, ENT, eye, plastics, laparoscopic, orthopedic, and pediatric surgery. [D; CSU]

ST 150. CURRENT CONCEPTS IN SURGICAL TECHNOLOGY 1 UNIT

Grade only
Corequisite: ST 130 and 140
Lecture 1 hour
Offered: Variable

Presents current topics and concepts encountered in the surgical setting with emphasis on developing awareness of moral, ethical responsibilities, and surgical conscience. Includes resume writing and required job skills. [D; CSU]

ST 160. PRACTICUM: SUBSPECIALTIES 6 UNITS

Pass/No Pass only
Prerequisite: ST 130, 140, and 150, or equivalent
Laboratory 18 hours
Offered: Variable

Provides clinical intraoperative experience under both instructor and preceptor supervision. Clinical experience focuses on functioning as first scrub, and solo scrub in all specialties. Emphasizes independent clinical experience in the major specialties of general, gynecological, orthopedic, thoracic, and vascular surgery. [D; CSU]

ST 295. SELECTED TOPICS IN SURGICAL TECHNOLOGY 1–3 UNITS

Offered: Variable

Permits students to study relevant topics within the field of surgical technology. [D; *CSU]

* Please refer to the class schedule for specific course description and transferability information.

ST 299. INDEPENDENT STUDY 1–3 UNITS

Limitation on Enrollment: Eligibility for independent study. Page 47.
Offered: Variable

Individual study or research in surgical technology of particular interest to the student. [D; CSU]
Note: Vocational Nursing courses subject to change pending state regulation changes.

**VN 30. INTRODUCTION TO PHARMACOLOGY 1 UNIT**
Grade only
Limitation on Enrollment: CNA Certification and Acceptance into Vocational Nursing Program
Corequisite: VN 103
Lecture 1 hour
Offered: Variable
Provides math review for dosage calculations, conversions between different systems of measurement, dosage calculation and measurement, drug orders and labels, and intravenous calculations. Includes instruction in the technique of safe medication administration. (Not open to students with credit in ADN 106.) [D]

**VN 31. BASIC CONCEPTS IN PHARMACOLOGY 1 UNIT**
Grade only
Prerequisite: VN 30 or equivalent
Limitation on Enrollment: Acceptance into Vocational Nursing program
Lecture 1 hour
Offered: Variable
Introduces basic concepts of pharmacology for Vocational Nursing (VN) students. Includes content organized according to drug administration as well as issues related to drug education, management, and enforcement of drug laws. Emphasizes knowledge of pharmacology necessary to properly educate and advise patients regarding their healthcare needs. [D]

**VN 101. INTRODUCTION TO VOCATIONAL NURSING I 2.5 UNITS**
Grade only
Corequisite: VN 30 and 101L
Limitation on Enrollment: CNA certification or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2.5 hours
Offered: Variable
Introduces vocational nursing and human functioning framework. Includes healthcare system, therapeutic communication, professional communication, and relationships. Emphasizes the nursing process, stress and coping, psychosocial and cultural issues, critical thinking, physical assessment, documentation, infection control, and sterile procedures. [D; CSU]

**VN 101L. INTRODUCTION TO VOCATIONAL NURSING I LABORATORY 2 UNITS**
Pass/No Pass only
Corequisite: VN 101
Laboratory 6.5 hours
Offered: Variable
Supports theory from VN 101 by offering clinical practice in the medical-surgical clinical setting. Provides nursing care for patients with a variety of illnesses including geriatric nursing. [D; CSU]

**VN 102. INTRODUCTION TO VOCATIONAL NURSING II 2.5 UNITS**
Grade only
Prerequisite: VN 101 or equivalent
Corequisite: VN 31 and 102L
Lecture 2.5 hours
Offered: Variable
Provides concepts of vocational nursing with an emphasis on geriatrics, death, dying, and rehabilitation. Includes fluids, electrolytes, urinary disorders, comfort care, nutrition, enteral feedings, gastrointestinal disorders, visual and auditory disorders, as well as care of the surgical patient. [D; CSU]

**VN 102L. INTRODUCTION TO VOCATIONAL NURSING II LABORATORY 2 UNITS**
Pass/No Pass only
Prerequisite: VN 101 or equivalent
Corequisite: VN 31 and 102
Laboratory 6.5 hours
Offered: Variable
Supports theory from VN 102 by offering clinical practice in the medical-surgical clinical setting. Provides nursing care for patients with a variety of illnesses including geriatric nursing. [D; CSU]

**VN 103. VOCATIONAL NURSING I 6 UNITS**
Grade only
Corequisite: VN 30 and 103L
Limitation on Enrollment: CNA certification or equivalent
Lecture 6 hours
Offered: Variable
Examines the evolution of nursing and current trends, and provides the student with knowledge and skills basic to nursing. Includes core components of Vocational Nursing such as skills for success, nursing process, physical assessment, documentation, legal and ethical considerations, therapeutic communication techniques, healthcare delivery systems, teaching and learning, cultural considerations, care of the surgical client, nursing care of body systems, and death and dying. [D; CSU]

**VN 103L. VOCATIONAL NURSING LABORATORY I 6 UNITS**
Pass/No Pass only
Corequisite: VN 103
Laboratory 18.5 hours
Offered: Variable
Supports theory from VN 103 by offering clinical practice experiences in selected clinical settings. Emphasizes prioritization, decision-making, time management, and critical thinking appropriate to the LVN’s scope of practice. Includes application of therapeutic communication, data collection, documentation, and identification of appropriate interventions and evaluation of nursing care of clients. [D; CSU]
VN 130. PHARMACOLOGY FOR NURSES 2 UNITS

Grade only
Prerequisite: VN 30 and VN 31, or equivalent
Corequisite: VN 201
Lecture 2 hours
Offered: Variable

Introduces pharmacology and medication administration skills, as well as skills needed for safe and effective medication administration. Covers pathophysiology and pharmacological treatment of diseases of the cardiovascular, neurosensory, endocrine, hematological, and immune systems; ears, nose, and throat (ENT); neurological systems and illicit drugs, urinary and reproductive systems; and nutrition. Reviews cultural and age specific aspects of medication administration. [D; CSU]

VN 201. VOCATIONAL NURSING II 6 UNITS

Grade only
Prerequisite: VN 103 or equivalent
Corequisite: VN 201L and 130
Lecture 6 hours
Offered: Variable

Emphasizes common health management and maintenance, prevention of illness, and community health. Covers hematological, cardiovascular, endocrine, sensory, neurology, immune, mental health, and urinary systems as well as neoplastic conditions. Includes concepts of client care, treatments, pharmacology, and diet therapy within each system. [D; CSU]

VN 201L. VOCATIONAL NURSING LABORATORY II 6 UNITS

Pass/No Pass only
Prerequisite: VN 103L or equivalent
Corequisite: VN 201
Laboratory 18.5 hours
Offered: Variable

Fee: $40. Companion laboratory course for VN 201. Supports theory from VN 201 by focusing on nursing performance in the clinical settings. Utilizes critical thinking and the nursing process in learning about fundamental disease processes and the LPN’s role in prevention of illness, treatment of disease, and the restoration of health in the adult client. [D; CSU]

VN 250. MATERNAL-CHILD-ADULT HEALTH 4.5 UNITS

Grade only
Prerequisite: VN 201 or equivalent
Corequisite: VN 250L
Lecture 4.5 hours
Offered: Variable

Introduces concepts of maternal-child nursing and adult health. Presents factors which may influence growth and development in the family. Includes alterations and diseases in the child-bearing family that can occur and impede normal growth and development. Emphasizes the use of the nursing process to assist adult clients and child-bearing families in the promotion of wellness and treatment of illnesses. [D; CSU]

VN 250L. MATERNAL-CHILD-ADULT HEALTH: VOCATIONAL NURSING LABORATORY III 4 UNITS

Pass/No Pass only
Prerequisite: VN 201L or equivalent
Corequisite: VN 250
Laboratory 12.5 hours
Offered: Variable

Fee: $35. Focuses on nursing performance in specialty clinical areas, including maternal-child, pediatric, acute, and ambulatory care. [D; CSU]

VN 251. TRANSITION TO PRACTICE 1 UNIT

Grade only
Corequisite: VN 250 and VN 250L
Lecture 1 hour
Offered: Variable

Prepares the practical/vocational nursing (LPN/LVN) student to independently assume the role of the LPN/LVN in professional practice. Provides nursing concepts of leadership, management, organizational, and time management skills; a preceptor rotation assists in the completion of this transition. [D; CSU]

VN 299. INDEPENDENT STUDY 1-3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable

Individual study or research in vocational nursing of particular interest to the student. [D; CSU]
PD 100. LIFELONG SUCCESS 3 UNITS
Lecture 3 hours
Offered: Variable
Applies physiological, social, and psychological principles to college, work and life success. Uses assessment of personality, interests, skills, and values to identify major and career options. Uses learning styles, psychological principles of learning, life management, and creative and critical thinking techniques to promote health and lifelong learning. [D; CSU, UC]

PD 100C. CAREER PLANNING: JOB SEARCH SKILLS 1 UNIT
Pass/No Pass only
Lecture 1 hour
Offered: Fall; Spring
Designed to assist students in organizing a job search plan. This plan will include labor market analysis, resume writing, job applications, and interviewing. [D; CSU]

PD 101. ORIENTATION TO COLLEGE 1 UNIT
Pass/No Pass only
Lecture 1 hour
Offered: Fall, Spring
Designed to assist students in obtaining skills and knowledge necessary to reach their educational objectives. Includes career exploration, time management, campus resources, decision making, and educational planning. [D; CSU]

PD 109. WORK SUCCESS—SUCCESSFUL WORKPLACE BEHAVIOR 2 UNITS
Pass/No Pass only
Lecture 1–2 hours
Offered: Fall, Spring
Designed to assist students in identifying and employing appropriate workplace behavior. Students will study, share, and observe workplace scenarios to better prepare for future career placement. All students will demonstrate a clear understanding of appropriate business and office etiquette. [D; CSU]

PD 114. TRANSITIONS IN HIGHER EDUCATION 3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent; ENGL 114 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent
Lecture 3 hours
Offered: Fall
Covers a step-by-step approach toward identifying and describing psychosocial, physiological, and academic matters involved with transition to higher education. Includes a study of the culture and rules of higher education, effective decision making skills and strategies, motivation, goal attainment, cultural competency, finance and budgeting, college resources, researching university selections, and health and safety. [D; CSU; UC]

PD 116. STUDENT SEMINAR 2 UNITS
Grade only
Lecture 2 hours
Offered: Fall, Spring
Teaches students of all ages strategies for academic and personal success. Develops essential study and interpersonal skills. Includes current issues in higher education, college support services, library and academic technology services, and campus information used throughout the student’s academic career. (Same as LS 116.) [D; CSU]

PD 290. OCCUPATIONAL COOPERATIVE EDUCATION I 2–4 UNITS
Grade only
Limitation on Enrollment: Declared vocational education major.
Recommended Concurrent Enrollment: Enrollment in one other class directly related to declared vocational major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Applies principles and skills acquired in vocational educational majors to on-the-job assignments allowing application of the theory learned in the student's major. Evaluation of job oriented learning objectives and student performance will be conducted by supervisor and instructor. Open to students with majors not having an assigned cooperative work experience class. [D; CSU]

PD 291. OCCUPATIONAL COOPERATIVE EDUCATION II 2–4 UNITS
Grade only
Prerequisite: PD 290 or equivalent
Limitation on Enrollment: Declared vocational education major.
Recommended Concurrent Enrollment: Enrollment in one other class directly related to declared vocational major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Applies principles and skills acquired in vocational educational majors to on-the-job assignments allowing application of the theory learned in the student's major. Evaluation of job oriented learning objectives and student performance will be conducted by supervisor and instructor. Open to students with majors not having an assigned cooperative work experience class. [D; CSU]

PD 292. OCCUPATIONAL COOPERATIVE EDUCATION III 2–4 UNITS
Grade only
Prerequisite: PD 291 or equivalent
Limitation on Enrollment: Declared vocational education major.
Recommended Concurrent Enrollment: Enrollment in one other class directly related to declared vocational major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Applies principles and skills acquired in vocational educational majors to on-the-job assignments allowing application of the theory learned in the student's major. Evaluation of job oriented learning objectives and student performance will be conducted by supervisor and instructor. Open to students with majors not having an assigned cooperative work experience class. [D; CSU]
PD 293.
OCCUPATIONAL COOPERATIVE
EDUCATION IV
2–4 UNITS
Grade only
Prerequisite: PD 292 or equivalent
Limitation on Enrollment: Declared vocational
education major.
Recommended Concurrent Enrollment:
Enrollment in one other class directly related
to declared vocational major in order to apply
learned theory in a practical hands-on setting
through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Applies principles and skills acquired in
vocational educational majors to on-the-job
assignments allowing application of the theory
learned in the student’s major. Evaluation of
job oriented learning objectives and student
performance will be conducted by supervisor
and instructor. Open to students with majors not
having an assigned cooperative work experience
class. [D; CSU]

PD 9.
ADULT LEARNING ASSESSMENT
.5 UNIT
Pass/No Pass only
Lecture .5 hour
Offered: Variable
Provides instruction on adult learning and
learning strategies. Includes individual
assessment to identify learning strengths and
weaknesses for the purpose of identifying
learning disabilities following the California
Community College model. Emphasizes the
development of a plan for improved learning in
all college courses. [D]

PD 12.
ORAL LANGUAGE AND COMPREHENSIVE
SKILLS
2 UNITS
Lecture 2 hours
Offered: Fall, Spring
Provides instruction to students on oral and
written language to include auditory and
reading comprehension, cognitive skills,
pragmatics, vocabulary development, and
expressive language skills. [ND]

PD 14.
VOCABULARY DEVELOPMENT AND
WORD RECALL
3 UNITS
Grade only
Lecture 3 hours
Offered: Spring
Offers strategies to improve oral and written
vocabulary, word retrieval skills for college-level
language expression, and memory for new
vocabulary learned. [ND]

PD 18.
ADAPTED COMPUTER INSTRUCTION
2 UNITS
Grade only
Lecture 2 hours
Offered: Variable
Introduces students with disabilities to basic
computer vocabulary, functions of computers,
and common computer software applications
using adapted technology. Provides specialized
computer-delivered instruction to improve
information processing skills, and/or composing
skills adapted to the needs of the individual
students disability. [ND]

PD 21.
ADAPTED COMPUTER SUPPORT
LABORATORY I
1 UNIT
Pass/No Pass only
Laboratory 2 hours
Offered: Variable
Provides students with disabilities access to
specialized hardware and software designed
to learn or improve basic skills in adaptive
technologies, cognitive retraining software,
educational technologies, computers, and study
skills. Students will work in the computer lab
following their individual educational contract.
Laboratory time arranged with the instructor. [ND]

PD 22.
ADAPTED COMPUTER SUPPORT
LABORATORY II
2 UNITS
Pass/No Pass only
Laboratory 6 hours
Offered: Variable
Provides students with disabilities access to
assistive technology to individually increase skills
in specialized programs designed to improve
basic skills, computer skills, and study skills.
Students will work in the computer lab following
their individual educational contract. Laboratory
time arranged with the instructor. [ND]

PD 23.
ADAPTED COMPUTER SUPPORT
LABORATORY III
3 UNITS
Pass/No Pass only
Laboratory 9 hours
Offered: Variable
Provides students with disabilities advanced
skills in using specialized hardware and software
designed to learn or improve skills in adaptive
technologies, cognitive retraining software,
educational technologies, computers, and study
skills. Students will work in the computer lab
following their individual educational contract. Laboratory
time arranged with the instructor. [ND]

PERSONAL
DEVELOPMENT
DISABILITY SUPPORT
SERVICES COURSES

PD 1.
SPEECH LANGUAGE HEARING
ASSESSMENT
0.5 UNIT
Pass/No Pass only
Lecture 0.5 hours
Offered: Variable
Provides instruction on speech, language,
hearing development, and learning strategies.
Includes individualized assessment to identify
speech, language, and hearing strengths and
weaknesses. Emphasizes the development of a
plan for improved speech/language skills in all
college courses. [ND]

PD 7.
MEMORY SKILLS
3 UNITS
Grade only
Lecture 3 hours
Offered: Fall, Spring
Offers special instruction to students with
memory problems or disorders. Teaches
students to locate, identify, organize, and recall
information using memory strategies. [ND]
PD 89.
FUNDAMENTALS OF MATHEMATICS
3 UNITS
Lecture 3 hours
Offered: Fall, Spring
Introduces basic skills mathematics for students with disabilities. Uses special instructional methods and materials to teach learning strategies for computation, problem solving, and real life applications. Prepares students to enter into MATH 20 or Career Technical Certificate Programs. [ND]

PD 100.
LIFELONG SUCCESS
3 UNITS
Lecture 3 hours
Offered: Variable
Applies physiological, social, and psychological principles to college, work and life success. Uses assessment of personality, interests, skills, and values to identify major and career options. Uses learning styles, psychological principles of learning, life management, and creative and critical thinking techniques to promote health and lifelong learning. [D; CSU, UC]

PD 101.
ORIENTATION TO COLLEGE
1 UNIT
Pass/No Pass only
Lecture 1 hour
Offered: Fall, Spring
Designed to assist students in obtaining skills and knowledge necessary to reach their educational objectives. Includes career exploration, time management, campus resources, decision making, and educational planning. [D; CSU]

PD 110.
COLLEGE SUCCESS SKILLS
3 UNITS
Lecture 3 hours
Offered: Variable
A team-taught, comprehensive course designed to assist students in attaining lifelong academic, professional, and personal success. Includes critical thinking and analysis; time and task management; learning styles; personal and educational goals and values; physiological and psychological health; memory and concentration; academic study strategies and use of college resources. [D; CSU]

PHILOSOPHY COURSES

PHIL 101.
INTRODUCTION TO PHILOSOPHY
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Investigates the issues, methodologies, and practice of philosophy through the analysis of primary texts with a particular focus on the nature of reality, boundaries of thought, and the origin and validity of values. Explores the world’s wisdom traditions leading toward the cultivation of independent philosophical thought. [D; CSU; UC; C-ID PHIL 100]

PHIL 103.
LOGIC AND CRITICAL THINKING
3 UNITS
Grade only
Prerequisite: ENGL 115 or ENGL 115H or ADN 140 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Develops the critical reading, writing, and reasoning skills necessary for both academic success and good citizenship. Introduces deductive and inductive reasoning, propositional and sentential logic, as well as the systematic study of fallacies in reasoning. Emphasizes the practical applications of logic in daily life. Includes analytical and argumentative writing exercises. [D; CSU; UC; C-ID PHIL 110]

PHIL 106.
WORLD RELIGIONS
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Covers the philosophical significance of major themes in religious thought. Studies the comparative and contrasting features of major religious philosophies, including an examination of the historical background and contemporary outlook. [D; CSU; UC]

PHIL 107.
ASIAN PHILOSOPHY
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Explores the major philosophical traditions of central and East Asia, including Hinduism, Buddhism, Daoism, Confucianism, and the impact those traditions have on Asian culture. Examines the patterns of Asian philosophy leading toward the cultivation of a greater appreciation of non-Western philosophical thought. [D; CSU; UC]

PHIL 120.
ETHICS: THEORY AND PRACTICE
3 UNITS
Recommended Preparation: PHIL 101 and 103, or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Covers critical examination of the basis of morality. Analyzes various ethical theories in terms of their origin, development, and application. Discusses the application of ethical theories to current and moral issues. [D; CSU; UC; C-ID PHIL 120]

PHIL 295.
SELECTED TOPICS IN PHILOSOPHY
1–3 UNITS
Offered: Variable
Permits students of philosophy to study relevant topics within the field. Specific objectives, methods of instruction, and units of credit to be determined individually for each course offered under this course designation. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

PHIL 299.
INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of philosophy of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.
PHYSICAL SCIENCE COURSES

PHS 101. INTRODUCTION TO THE PHYSICAL SCIENCES 3 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent; MATH 45 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Lecture 3 hours
Offered: Variable
Introduces basic physics and chemistry with emphasis on the understanding and significance of accepted fundamental principles. Explores contemporary issues such as energy production versus environmental problems as well as the methods, limitations, and societal implications of scientific advancement. [D; CSU; UC]

PHS 101L. INTRODUCTION TO PHYSICAL SCIENCE LABORATORY 1 UNIT
Corequisite: PHS 101 (may be taken previously)
Laboratory 3 hours
Offered: Variable
Introduces basic physics and chemistry with an emphasis on the understanding and significance of accepted fundamental principles. Provides laboratory exercises to solidify concepts learned in the Introduction to Physical Sciences lecture course. [D; CSU]

PHS 110. INTRODUCTION TO OCEANOGRAPHY 3 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Introduces the physical, chemical, biological, and geological foundations of the global ocean system. (Same as GEOG 110 and GEOL 110.) [D; CSU; UC]

PHS 111. OCEANOGRAPHY LABORATORY 1 UNIT
Grade only
Corequisite: PHS 110, GEOG 110, or GEOL 110 (may be taken previously)
Laboratory 3 hours
Offered: Variable
Provides a laboratory setting for students to become familiar with the physical, chemical, biological, and geological foundations of the oceanic environment. [D; CSU; UC]

PHS 154. INTRODUCTION TO REMOTE SENSING 3 UNITS
Recommended Preparation: MATH 60 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Introduces fundamental concepts of electromagnetic radiation and its interactions with various media. Explores commonly used sensors and techniques of remote sensing. (Same as GEOG 154.) [D; CSU]

PHS 155. INTRODUCTION TO IMAGE ANALYSIS 3 UNITS
Lecture 3 hours
Offered: Variable
Introduces principal concepts related to processing, analysis, enhancement, correction, and interpretation of images. Includes photogrammetry, information extraction, and scientific visualization. (Same as GEOG 155.) [D; CSU]

PHS 150. OUR GLOBAL FUTURE: VALUES FOR SURVIVAL 3 UNITS
Recommended Preparation: ENGL 115 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Explores roles and limits of science and technology, global (Western and Non-Western) differences in world view and its impact on environmental ethics, politics, and economics. Develops a more harmonious worldview and social consciousness focused on environmental sustainability. (Same as PS 250.) [D; CSU; UC]

PHS 295. SELECTED TOPICS IN PHYSICAL SCIENCE 1–3 UNITS
Offered: Variable
Permits students to study relevant subjects within the field of physical science. The specific objectives, methods of instruction, and units of credit to be determined individually for projects proposed under this course description. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

PHYSICS COURSES

PHYS 170. COLLEGE PHYSICS I 3 UNITS
Prerequisite: MATH 121 or equivalent
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
First of a three-semester, calculus-based sequence intended mainly for majors in the life sciences. Topics include: Newtonian mechanics; and waves. [D; CSU]

PHYS 171. COLLEGE PHYSICS LABORATORY I 1 UNIT
Corequisite: PHYS 170 (may be taken previously)
Laboratory 3 hours
Offered: Fall, Spring
Laboratory course to accompany College Physics (PHYS 170). [D; CSU]
PHYS 172. COLLEGE PHYSICS II 3 UNITS
Prerequisite: PHYS 170 and MATH 122, or equivalent
Lecture 3 hours
Offered: Variable
Provides the second of a three-semester, calculus-based sequence intended mainly for majors in the life sciences. Includes topics such as electric fields; direct current; magnetic fields; alternating current; and thermal physics. (Not open to students with credit in PHYS 120.) [D; CSU; UC]

PHYS 173. COLLEGE PHYSICS LABORATORY II 1 UNIT
Corequisite: PHYS 172 (may be taken previously)
Laboratory 3 hours
Offered: Variable
Laboratory course to accompany College Physics II (PHYS 172). [D; CSU; UC]

PHYS 174. COLLEGE PHYSICS III 3 UNITS
Prerequisite: PHYS 172 or equivalent
Lecture 3 hours
Offered: Variable
Provides the third of a three-semester, calculus-based sequence intended mainly for majors in the life sciences. Includes topics such as light and its interaction with matter; optics; special relativity; quantum mechanics; and nuclear physics. (Not open to students with credit in PHYS 120.) [D; CSU; UC]

PHYS 175. COLLEGE PHYSICS LABORATORY III 1 UNIT
Corequisite: PHYS 174 (may be taken previously)
Laboratory 3 hours
Offered: Variable
Laboratory course to accompany College Physics III (PHYS 174). [D; CSU; UC]

PHYS 270. PRINCIPLES OF PHYSICS I 3 UNITS
Grade only
Prerequisite: MATH 250 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Introduces classical mechanics. Includes vectors, motion in one to three dimensions, Newton’s laws of motion, friction, equilibrium, work, energy, gravitation, rotational motion, and periodic motion. Provides the first of a three-semester calculus-based sequence intended mainly for majors in the physical sciences and engineering. [D; CSU; UC; C-ID PHYS 205]

PHYS 271. PRINCIPLES OF PHYSICS LABORATORY I 1 UNIT
Grade only
Corequisite: PHYS 270 (may be taken previously)
Laboratory 3 hours
Offered: Fall, Spring
Laboratory course to accompany PHYS 270. [D; CSU; UC; C-ID PHYS 205]

PHYS 272. PRINCIPLES OF PHYSICS II 3 UNITS
Grade only
Prerequisite: PHYS 270 and MATH 251, or equivalent
Lecture 3 hours
Offered: Fall, Spring
Introduces electricity, magnetism and fluid mechanics. Includes electric field, potential, resistance, capacitance, magnetic field, inductance, electromagnetic induction, direct, and alternating current, and fluid mechanics. Second of a three-semester, calculus-based sequence intended mainly for majors in the physical sciences and engineering. [D; CSU; UC; C-ID PHYS 210]

PHYS 273. PRINCIPLES OF PHYSICS LABORATORY II 1 UNIT
Grade only
Corequisite: PHYS 272 (may be taken previously)
Laboratory 3 hours
Offered: Fall, Spring
Provides laboratory experience to supplement PHYS 272. [D; CSU; UC; C-ID PHYS 210]

PHYS 274. PRINCIPLES OF PHYSICS III 3 UNITS
Grade only
Prerequisite: PHYS 272 and MATH 252, or equivalent
Lecture 3 hours
Offered: Spring
Introduces thermodynamics, waves, optics and modern physics. Includes the first and second law of thermodynamics, mechanical waves, sound waves, electromagnetic waves, geometrical optics, physical optics, special relativity, quantum mechanics, and atomic spectra. Third of a three-semester, calculus-based sequence intended mainly for majors in the physical sciences and engineering: optics and modern physics. [D; CSU; UC; C-ID PHYS 215]

PHYS 275. PRINCIPLES OF PHYSICS LABORATORY III 1 UNIT
Grade only
Corequisite: PHYS 274 (may be taken previously)
Laboratory 3 hours
Offered: Spring
Provides laboratory experience to supplement PHYS 274. [D; CSU; UC; C-ID PHYS 215]

PHYS 295. SELECTED TOPICS IN PHYSICS 1-3 UNITS
Offered: Variable
Permits students to study relevant topics within the field of physics. The specific objectives, methods of instruction, and evaluation to be determined by the students and the instructor throughout the semester. [D; *CSU]

* Please refer to the class schedule for specific course description and transferability information.
PHYS 299. INDEPENDENT STUDY 1–3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable

Individual study or research in some area of physics of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]

** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

POLITICAL SCIENCE COURSES

PS 101. INTRODUCTION TO POLITICAL SCIENCE 3 UNITS

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring, Summer
Surveys the major political philosophers, ideologies, and significant issues/events of Western civilization and their impact on the world with emphasis on the governmental processes and institutions of the United States, the U.S. Constitution, California, and local government. [D; CSU; UC]

PS 102. INTRODUCTION TO AMERICAN GOVERNMENT AND POLITICS 3 UNITS

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring, Summer
Surveys the processes and institutions of the United States, California, and local government. Analyzes and discusses a variety of topics and current issues, including education, health, civil liberties and rights, proposed laws, and policies and budgets. (Partially fulfills American Institutions requirement at CSU.) [D; CSU; UC; C-ID POLS 110]

PS 103. INTRODUCTION TO COMPARATIVE GOVERNMENT 3 UNITS

Recommended Preparation: PS 101 or equivalent; RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall
Introduces comparative government and politics through both an analytical and institutional approach utilizing history and socio-economic development of the country, evolution of power structure within various regimes, and norms and roles of each society. [D; CSU; UC; C-ID POLS 130]

PS 104. INTRODUCTION TO INTERNATIONAL RELATIONS 3 UNITS

Recommended Preparation: PS 101 and 103, or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Spring
Emphasizes the historical and geographical perspectives of political relations among contemporary nation states, including the dynamics of transnationalism, diplomacy, the struggle for power, as well as war and peace. Critically examines theories and significant patterns in world politics. [D; CSU; UC; C-ID POLS 140]

PS 105. SELECTED TOPICS IN POLITICAL SCIENCE 1–3 UNITS

Offered: Variable
Permits students of political science to study relevant topics within the field. The specific objectives, methods of instruction and units of credit to be determined individually for each course offered under this course designation. [D; *CSU]

PS 299. INDEPENDENT STUDY 1–3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of political science of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]

** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

PORTUGUESE COURSES

PORT 101. ELEMENTARY PORTUGUESE I 5 UNITS

Lecture 5 hours
Offered: Variable
Enables beginning students to carry out basic interpersonal communications. Emphasizes the structures and vocabulary necessary to carry out simple conversations. Includes an introduction to Portuguese speakers’ world views, behaviors, attitudes, and contributions to the world. Equivalent to two years of high school Portuguese. [D; CSU; UC]
PORT 102.
ELEMENTARY PORTUGUESE II
5 UNITS
Prerequisite: PORT 101 or equivalent
Lecture 5 hours
Offered: Variable
Provides continuation of PORT 101. Enable students to carry out basic interpersonal communication and acquire structures and vocabulary to talk about hobbies, chores and pastimes, vacations, childhood, health, important events, and goals. Emphasizes the study of Portuguese speakers’ worldviews. Equivalent to three years high school Portuguese. [D; CSU; UC]

PORT 295.
SELECTED TOPICS IN PORTUGUESE
1-3 UNITS
Offered: Variable
Permits students to study relevant subjects within the field of Portuguese. The specific objectives, methods of instruction, and units of credit to be determined individually for projects proposed under this course description. [D; CSU; UC]

PORT 299.
INDEPENDENT STUDY
1-3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of Portuguese of particular interest to the student and not included in regular courses of the College. [D; CSU; UC]

PSYCHOLOGY COURSES

PSY 101.
GENERAL PSYCHOLOGY
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Introduces the student to the scientific study of human behavior through the analysis of facts, theories, and concepts. Emphasizes biological, social, and cognitive influences on behaviors, such as learning, memory, perception, sexuality, personality, development, psychological disorders, and group behavior. Attention also given to historical developments and experimental techniques. [D; CSU; UC; C-ID PSY 110]

PSY 106.
HUMAN SEXUALITY
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Explains the processes involved in the experience of human sexual activity. Emphasizes the role of psychological, physiological, and social aspects applicable to human sexuality, including topical commentaries on sexually transmitted infections, child abuse, contemporary sexual activities and lifestyles, and methods of treatment utilized for healthy sexuality. [D; CSU; UC; C-ID PSY 110]

PSY 109.
The PSYCHOLOGY OF DEATH AND DYING
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Covers a comprehensive survey of death and dying focused on psychological, social, physical, emotional, and cultural aspects of behavior. Explores issues such as the death of a spouse, child or parent, medical and legal ethics involving death, suicide, funerals, and healthcare systems available to the dying and their survivors. [D; CSU; UC]

PSYC 109.
INTRODUCTION TO SOCIAL PSYCHOLOGY
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Examines human behavior and personality development in a social context. Includes an investigation of topics such as, social cognition, self-identity, social perception, attitudes, conformity, stereotypes, group dynamics, aggression, and altruism. (Same as SOC 116.) [D; CSU; UC; C-ID PSY 170]

PSYC 201.
ACADEMIC AND CAREER OPTIONS IN PSYCHOLOGY
1 UNIT
Pass/No Pass only
Prerequisite: PSYC 101 or equivalent
Lecture 1 hour
Offered: Fall, Spring, Summer
Explores academic and career options in psychology. Covers information on post-baccalaureate options in psychology and related fields. Fosters the identification of career-related strengths and interests. Introduces topics such as resources in psychology, undergraduate advising and career services. [D; CSU]

PSYC 211.
LEARNING
3 UNITS
Prerequisite: PSYC 101 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Studies the principles of animal and human learning, comparison of classical and instrumental conditioning, schedules of reinforcement and punishment, and applications of learning principles to practical verbal and motor skill behaviors. [D; CSU; UC]
PSYC 230. DEVELOPMENTAL PSYCHOLOGY 3 UNITS
Prerequisite: PSYC 101 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Examines the physical, cognitive, emotional, and social development of the individual throughout the life span. Includes the development of the individual, beginning with conception and prenatal development and continuing through infancy, childhood, adolescence, adulthood, late adulthood, and death and dying. [D; CSU; UC; C-ID PSY 150]

PSYC 250. ABNORMAL PSYCHOLOGY 3 UNITS
Prerequisite: PSYC 101 or equivalent
Lecture 3 hours
Offered: Fall, Spring
Emphasizes the study of psychological disorders in children, adolescents, adults, and the aged. Focuses on description, assessment, and treatment of abnormal behavior patterns. Includes disorders of stress, eating, anxiety, and personality, as well as affective disorders, schizophrenia, substance-related disorders, sexual and gender identity disorders, disorders of childhood and adolescence, disorders of aging and cognition, and ethical issues related to the mental health profession. [D; CSU; UC; C-ID PSY 120]

PSYC 255. INTRODUCTION TO PSYCHOLOGICAL RESEARCH 3 UNITS
Prerequisite: PSYC 101 or equivalent; PSYC 270 or SOC 270 or MATH 119 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent; PSYC 271 or SOC 271 or equivalent
Lecture 3 hours
Offered: Fall, Spring, Summer
Introduces scientific methodology in psychology with an emphasis on descriptive, experimental, and applied research. Teaches the American Psychological Association writing style for empirical report writing. This course is intended for psychology majors and behavioral science students interested in the processes of research. [D; CSU; UC; C-ID PSY 200]

PSYC 260. INTRODUCTION TO PHYSIOLOGICAL PSYCHOLOGY 3 UNITS
Prerequisite: PSYC 101 or equivalent
Lecture 3 hours
Offered: Fall, Spring
Focuses upon the study of human behavior from a physiological perspective. Emphasizes the brain and its relationship to behaviors such as perception, emotion, motivation, learning, memory, arousal, sleep, and psychological disorders. Discusses evolutionary explanations, along with genetic and hormonal influences. [D; CSU; UC; C-ID PSY 150]

PSYC 270. STATISTICAL METHODS OF PSYCHOLOGY 3 UNITS
Prerequisite: PSYC 101 or SOC 101 or equivalent; MATH 60 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Concurrent Enrollment: PSYC 271 or SOC 271
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Emphasizes statistical methods of behavioral sciences, including sampling, basic research designs, describing distributions through graphs and tables, measures of central tendency, variability, linear correlation and regression, applications of normal probability curve, and test of significance. (Same as SOC 270) [D; CSU; UC; C-ID SOCI 125]

PSYC 271. DATA ANALYSIS IN PSYCHOLOGY AND SOCIOLOGY 1 UNIT
Corequisite: PSYC 270, SOC 270, or MATH 119 (may be taken previously)
Recommended Preparation: RDG 158 or skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 1 hour, laboratory 1 hour
Offered: Fall, Spring, Summer
Uses the computer as a tool for calculating statistics and exploring data in Psychology and Sociology. (Same as SOC 271) [D; CSU]

PSYC 295. SELECTED TOPICS IN PSYCHOLOGY 1–3 UNITS
Offered: Variable
Permits students to study relevant topics within the field of psychology. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

PSYC 299. INDEPENDENT STUDY 1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of psychology of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

READING COURSES

RDG 2. READING SKILLS LAB II 1 UNIT
Pass/No Pass only
Corequisite: ESL 50
Laboratory 3 hours
Offered: Fall, Spring
This course uses a laboratory setting with prescriptive, individualized assignments to raise a student’s reading level. Students will work with effective strategies for reading in a second language: vocabulary development, reading comprehension, basic critical thinking skills, and writing about reading selections. [ND]

RDG 40. READING BOOT CAMP 1 UNIT
Pass/No Pass only
Lecture 1 hour
Offered: Fall, Spring, Summer
Focuses on reading and test-taking strategies for students who are about to take the college assessment, feel that they have been placed improperly as a result of the reading assessment, or desire a quick refresher in reading. [ND]
RDG 52.
BASIC READING
4 UNITS
Recommended Preparation: ESL 50 or equivalent or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Fall, Spring
Focuses on the specialized needs of the ESL and basic reading student. Provides effective strategies for reading: vocabulary development, reading comprehension, and critical thinking skills at the basic level. (Same as ESL 52.) [ND]

RDG 54.
DEVELOPMENTAL READING
4 UNITS
Prerequisite: RDG 52 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Fall, Spring
Focuses on developmental reading skills which include application of effective reading strategies, vocabulary development, identification of main ideas, supporting details, patterns of organization, critical thinking skills, the reading-writing connection, study strategies, and technical skills. [ND]

RDG 56.
INTRODUCTION TO COLLEGE READING
4 UNITS
Prerequisite: RDG 54 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 4 hours
Offered: Fall, Spring
Focuses on vocabulary development, identification of main ideas, supporting details, inferences, fact and opinion, patterns of organization, critical thinking skills, writing about reading selections, and application of study skills at the introductory college reading level. [ND]

RDG 158.
COLLEGE READING
3 UNITS
Prerequisite: RDG 56, or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring, Summer
Focuses on critical thinking and the analytical interpretation of the following college discourse modes and genres: narration (fiction and nonfiction), argumentation, persuasion, exposition, and poetry. Integrates the reading of college-level material with writing and critical thinking assignments. [D; CSU]

RDG 295.
SELECTED TOPICS IN READING
1–3 UNITS
Offered: Variable
Permits students to study relevant topics within the field of reading. (May be taken for additional credit with new content.) [D; CSU]

REAL ESTATE COURSES

RE 101.
REAL ESTATE PRINCIPLES
3 UNITS
Grade only
Recommended Preparation: BUS 211 or 212 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Features an introductory course for the consumer or the career-minded individual. Focuses on real property laws pertaining to contracts, deeds, land titles, liens, escrow, leases, financing, land description, and brokerage. [D; CSU]

RE 102.
REAL ESTATE PRACTICE
3 UNITS
Grade only
Prerequisite: RE 101 or equivalent
Recommended Preparation: BUS 211 or 212 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Focuses on practical day-to-day operations in real estate brokerage. Emphasizes listing procedures, comparative market analysis, computer skills, multiple listing service use, Internet research, effective advertising, sales techniques, financing, appraising, property management, leasing, and ethics. [D; CSU] (Note: Real Estate license is accepted in lieu of completion of RE 101.)

RE 103.
REAL ESTATE APPRAISAL
3 UNITS
Grade only
Prerequisite: RE 101 or equivalent
Recommended Preparation: BUS 211 or 212 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Covers the principles and methods of appraisal as they may be used in listing or selling property, including establishing or interpreting appraisal information. [D; CSU]

RE 110.
REAL ESTATE ECONOMICS
3 UNITS
Grade only
Prerequisite: RE 101 or equivalent
Recommended Preparation: BUS 211 or 212 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Covers the principles and methods of appraisal as they may be used in listing or selling property, including establishing or interpreting appraisal information. [D; CSU]

RE 114.
PROPERTY MANAGEMENT
3 UNITS
Prerequisite: RE 101 or equivalent
Lecture 3 hours
Offered: Spring
Introduces the practice of property management, including a study of the physical, social, financial, and legal aspects of operating rental properties. [D; CSU] (Note: Real Estate License is accepted in lieu of completion of RE 101.)
RE 120. ESCROW PRINCIPLES 3 UNITS
Prerequisite: RE 101 or equivalent
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Spring
Covers the principles and practices in handling escrow involving land titles. Studies the forms used in the escrow departments of banks, title insurance companies, lending institutions, and independent escrow firms. Includes sample escrow instructions, grant deeds and notes, and other documents used in escrow. [D; CSU]

RE 290. WORK EXPERIENCE IN REAL ESTATE I 2–4 UNITS
Grade only
Limitation on Enrollment: Declared Real Estate major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Real Estate major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 unit, laboratory 5–15 hours
Offered: Variable
Applies principles and skills acquired in real estate occupational majors to on-the-job assignments. In addition to weekly class activities, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student’s job performance. [D; CSU]

RE 291. WORK EXPERIENCE IN REAL ESTATE II 2–4 UNITS
Grade only
Prerequisite: RE 290 or equivalent
Limitation on Enrollment: Declared Real Estate major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Real Estate major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Applies principles and skills acquired in real estate occupational majors to on-the-job assignments. In addition to weekly class activities, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student’s job performance. [D; CSU]

RE 292. WORK EXPERIENCE IN REAL ESTATE III 2–4 UNITS
Grade only
Prerequisite: RE 291 or equivalent
Limitation on Enrollment: Declared Real Estate major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Real Estate major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Applies principles and skills acquired in real estate occupational majors to on-the-job assignments. In addition to weekly class activities, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student’s job performance. [D; CSU]

RE 293. SELECTED TOPICS IN REAL ESTATE 1–3 UNITS
Offered: Variable
Permits students to study relevant subjects within the field of real estate. The specific objectives, methods of instruction, and units of credit to be determined individually for projects proposed under this course description. [D; *CSU]

* Please refer to the class schedule for specific course description and transferability information.

RE 295. INDEPENDENT STUDY 1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of real estate of particular interest to the student and not included in regular courses of the College. [D; CSU]
RA&T 100.
MUSIC TECHNOLOGY
3 UNITS
Grade only
Lecture 3 hours
Offered: Fall, Spring
Fee: $12.49. Introduces the computer’s role in music, synthesizer parameter definition, sequencers, editors, and notation programs. Provides computer-assisted instruction in music theory. (Same as MUS 100) [D; CSU]

RA&T 105.
ELECTRONIC MUSIC TECHNOLOGY
3 UNITS
Lecture 3 hours
Offered: Fall, Spring
Introduces branches of electronic music and the composers that developed the style. Includes hands-on use of computer-based DAW software (Digital Performer), Musical Instrument Digital Interface (MIDI) sequencing software and hardware synthesizers like the Roland Juno-D, used in contemporary computer-based music production. (Same as MUS 155.) [D; CSU]

RA&T 110.
MUSIC BUSINESS/CAREER OVERVIEW
3 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Explores the business aspects of music, with an emphasis on copyright law, production, contract law, personal management, professional organizations, and other elements of music which account for success in the music industry. (Same as MUS 150.) [D; CSU]

RA&T 120.
RECORDING TECHNIQUES
3 UNITS
Grade only
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring, Summer
Introduces non-linear audio recording with an emphasis on current digital recording techniques, equipment, and practices. Focuses on the physics of sound propagation, psychoacoustics, microphones, mixers, signal processing and historical perspectives on analog audio recording, and multi-track recording and mixing. (Same as TELE/MUS 151.) [D; CSU]

RA&T 121.
AUDIO RECORDING TECHNOLOGY I
2 UNITS
Grade only
Prerequisite: RA&T 120 or equivalent
Lecture 1 hour, laboratory 3 hours
Offered: Fall, Spring
Explores the non-linear and digital recording techniques with an emphasis on the development of advanced recording skills, including digital multi-track recording, large format consoles automated mixing, and digital editing. Includes the practical application of learned skills in diverse recording projects. [D; CSU]

RA&T 122.
AUDIO RECORDING TECHNOLOGY II
4 UNITS
Prerequisite: RA&T 121 or equivalent
Lecture 2 hours, laboratory 6 hours
Offered: Fall
Investigates the artistic and aesthetic differences between mixing the elements of live sound and recorded sound, and how these differences can be enhanced. Enables students to envision recording devices as musical instruments. [D; CSU]

RA&T 123.
AUDIO RECORDING TECHNOLOGY III
4 UNITS
Grade only
Prerequisite: RA&T 122 or equivalent
Lecture 2 hours, laboratory 6 hours
Offered: Spring
Investigates the artistic and aesthetic differences between mixing the elements of live sound and recorded sound, and how these differences can be enhanced. Enables students to envision recording devices as musical instruments, with an emphasis on developing critical and analytical listening skills. [D; CSU]

RA&T 295.
SELECTED TOPICS IN RECORDING ARTS AND TECHNOLOGY
1–3 UNITS
Offered: Variable
Permits students to study relevant topics within the field of Recording Arts and Technology. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

RA&T 299.
INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of Recording Arts and Technology of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

REC 50.
MARINE SAFETY SERVICES LIFEGUARD OPERATIONS
1–3 UNITS
Grade only
Limitation on Enrollment: Must be a certified lifeguard from a contracted agency
Laboratory 3–9 hours
Offered: Fall, Summer
Includes all phases of emergency response, first aid, and basic life support as it applies to open water and advanced rescue. Emphasizes inter-agency operational protocols, physical performance, health and fitness training, and legal aspects of records and reports. [ND]
Sociology Courses

**REC 101. INTRODUCTION TO RECREATION SERVICES AND LEISURE STUDIES 3 UNITS**

- Grade only
- Lecture 3 hours
- Offered: Variable

Provides an introductory survey course for students pursuing a career in recreation services. Covers historical and philosophical foundation of leisure activities, the socio-economic importance of leisure, and the development of recreation in the public, private, and commercial sectors of America. [D; CSU]

**REC 110. RECREATION LEADERSHIP 3 UNITS**

- Grade only
- Lecture 3 hours
- Offered: Variable

Provides principles and practices of effective leadership in recreation and leisure settings with emphasis on program planning, implementation, and evaluation in social recreation activities for the various age groups: preadolescence, adolescence, adults, and seniors. [D; CSU]

**REC 295. SELECTED TOPICS IN RECREATION 1–3 UNITS**

- Offered: Variable

Permits students to study relevant topics within the field of recreation. The specific objectives, methods of instruction, and evaluation to be determined by the students and the instructor throughout the semester. [D; *CSU]

* Please refer to the class schedule for specific course description and transferability information.

**REC 299. INDEPENDENT STUDY 1–3 UNITS**

- Limitation on Enrollment: Eligibility for independent study. See page 47.
- Offered: Variable

Individual study or research in some area of recreation of particular interest to the student and not included in regular courses of the College. [D; CSU]

**SOC 101. INTRODUCTION TO SOCIOLOGY 3 UNITS**

- Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
- Lecture 3 hours
- Offered: Fall, Spring

Examines the central concepts and perspectives of sociology. Includes the basics of sociological theory, socialization, culture, groups and organizations, the mass media, deviance and social control, social stratification, racial and ethnic inequality, family, religion, education, government, the economy, the environment, population, health, social movements, and social change. [D; CSU; UC; C-ID SOC 110]

**SOC 105. MASCULINITY 3 UNITS**

- Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
- Lecture 3 hours
- Offered: Fall, Spring

Introduces the different ways in which masculinity is socially constructed. Emphasizes a critical examination of masculinity intersecting with gender, culture, nationality, socioeconomic class, physicality, race/ethnicity, sexual orientation, and age. Analyzes the socialization of manhood and masculinity in cross-cultural and transnational perspectives. [D; CSU; UC]

**SOC 106. RACE AND ETHNICITY 3 UNITS**

- Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
- Lecture 3 hours
- Offered: Fall, Spring

Introduces the sociological study of race and ethnicity in a global context. Compares theoretical perspectives in examining patterns of interaction among racial and ethnic groups. Analyzes identity and the processes of sociocultural boundary construction and deconstruction. [D; CSU; UC; C-ID SOCI 150]

**SOC 107. SOCIOLOGY OF RELIGION 3 UNITS**

- Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
- Lecture 3 hours
- Offered: Fall, Spring

Introduces an analysis of religion as a dynamic and transnational social phenomenon. Distinguishes the respective subcultures of religious diversity and their prophetic revelations. Contrasts religiousity and its influence on class, ethnic, gender, political, racial, and social locations of identity. [D; CSU; UC]

**SOC 110. CONTEMPORARY SOCIAL PROBLEMS 3 UNITS**

- Recommended Preparation: SOC 101 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
- Lecture 3 hours
- Offered: Fall, Spring

Examines contemporary social problems, with emphasis on overarching causes and consequences. Includes topics such as crime, poverty, inequality, government, politics, the family, education, the environment, and warfare. Evaluates the role of power structures and dominant ideology in the construction of these social problems as well as possible interventions and solutions. [D; CSU; UC; C-ID SOCI 115]

**SOC 115. FILIPINO-AMERICAN CULTURE 3 UNITS**

- Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
- Lecture 3 hours
- Offered: Variable

Emphasizes the roots of Filipino-American culture and its role in American society today. Focuses on the social, political, and economic ideologies, issues, influences, and challenges that affect Filipino-American society. Includes a study of family life, social behavior, language, education, and religion. (Same as ASIA 115.) [D; CSU; UC]
SOC 116. INTRODUCTION TO SOCIAL PSYCHOLOGY
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Examines human behavior and personality development in a social context. Includes an investigation of topics such as, social cognition, self identity, social perception, attitudes, conformity, stereotypes, group dynamics, aggression, and altruism. (Same as PSYC 116.) [D; CSU; UC; C-ID PSY 170]

SOC 135. SOCIOLOGY OF THE FAMILY
3 UNITS
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Examines the changing definition and construct of the family in America with an emphasis on the social, economic, and political influences affecting the images, ideals, and realities of this most central social institution. [D; CSU; UC; C-ID SOCI 130]

SOC 150. MEXICAN AND MEXICAN-AMERICAN CULTURES IN THE UNITED STATES
3 UNITS
Grade only
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Examines the evolution of Mexican and Mexican-American cultural development in the United States. Focuses on the study of the transculturation process between the Mexican-American and mainstream American cultures. Includes a special emphasis on the intellectual foundations of Chicano culture. (Same as MAS 150.) [D; CSU; UC]

SOC 151. INTRODUCTION TO AFRICAN-AMERICAN CULTURE
3 UNITS
Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Variable
Introduces the origins and development of African-American culture in the United States between 1619 and the present. Emphasizes the critical analysis of the historical and sociological aspects of the African-American experience in the arenas of family, education, religion, and the arts. (Same as AFRO 151.) [D; CSU; UC]

SOC 270. STATISTICAL METHODS OF SOCIOLOGY
3 UNITS
Prerequisite: SOC 101 or PSYC 101 or equivalent; MATH 60 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent
Recommended Concurrent Enrollment: PSYC 271 or SOC 271
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall, Spring
Emphasizes statistical methods of behavioral sciences, including sampling, basic research designs, describing distributions through graphs and tables, measures of central tendency, variability, linear correlation and regression, applications of normal probability curve, and test of significance. (Same as PSYC 270.) [D; CSU; UC; C-ID SOCI 125]

SOC 271. DATA ANALYSIS IN PSYCHOLOGY AND SOCIOLOGY
1 UNIT
Corequisite: SOC 270, PSYC 270, or MATH 119 (may be taken previously)
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 1 hour, laboratory 1 hour
Offered: Fall, Spring, Summer
Uses the computer as a tool for calculating statistics and exploring data in Psychology and Sociology. (Same as PSYC 271.) [D; CSU]

SOC 295. SELECTED TOPICS IN SOCIOLOGY
1–3 UNITS
Lecture 1–3 hours
Offered: Variable
A study of relevant topics within the field of sociology. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

SOC 299. INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of sociology of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

SPANISH COURSES

SPAN 101. ELEMENTARY SPANISH I
5 UNITS
Lecture 5 hours
Offered: Fall, Spring, Summer
Focuses on basic beginning interpersonal communication. Covers structures and vocabulary to talk about family, daily activities, obligations, weather, employment, school, and food. Introduces Spanish speakers' worldviews. Designed for students with very little or no knowledge of Spanish. Not intended for students who speak Spanish. This course corresponds to the first two years of high school Spanish. [D; CSU; UC]
### SPAN 101A. INTRODUCTION TO ELEMENTARY SPANISH 3 UNITS

Lecture 3 hours  
Offered: Fall, Spring  
Focuses on basic beginning interpersonal communications. Covers structures and vocabulary to talk about family, school, everyday and weekend activities. Introduces Spanish speakers’ worldviews. Designed for students without prior knowledge of Spanish. This course corresponds to the first two years of high school Spanish. Not intended for students who speak Spanish. Not open to students with credit in SPAN 120 or SPAN 101. [D; CSU; UC]

### SPAN 101B. CONTINUATION OF ELEMENTARY SPANISH 3 UNITS

Prerequisite: SPAN 101A or equivalent  
Lecture 3 hours  
Offered: Fall, Spring  
Continuation of SPAN 101A, equivalent to second half of SPAN 101. Focuses on basic beginning interpersonal communication. Covers structures and vocabulary to talk about work, career plans, food, relationships, going places and the weather. Introduces Spanish speakers’ worldviews. Designed for students with little knowledge of Spanish. This course corresponds to the first two years of high school Spanish. Not intended for students who speak Spanish. Not open to students with credit in SPAN 120 or SPAN 101. [D; CSU; UC]

### SPAN 102. ELEMENTARY SPANISH II 5 UNITS

Prerequisite: SPAN 101 or 101B or equivalent  
Lecture 5 hours  
Offered: Fall, Spring, Summer  
Designed to further enable students to carry out basic interpersonal communication and acquire structures and vocabulary to talk about hobbies, chores and pastimes, vacations, childhood, health, important events, and goals. Study of Spanish speakers’ worldviews. This course corresponds to the third year of high school Spanish. Not intended for students who speak Spanish. [D; CSU; UC; C-ID SPAN 110]

### SPAN 201. INTERMEDIATE SPANISH I 5 UNITS

Prerequisite: SPAN 102 or equivalent  
Lecture 5 hours  
Offered: Fall, Spring  
Provides extensive review of all first-year structures. Focuses on interpersonal communication for intermediate students. Covers grammatical structures and vocabulary necessary to discuss personal relations, family, travel, health, environment, media, art, and culture. Introduces readings reflecting Spanish speakers’ worldviews. This course corresponds to the fourth year of high school Spanish. [D; CSU; UC; C-ID SPAN 200]

### SPAN 202. INTERMEDIATE SPANISH II 5 UNITS

Prerequisite: SPAN 201 or equivalent  
Lecture 5 hours  
Offered: Fall, Spring  
Continuation of SPAN 201. Focuses on student’s ability to communicate at an intermediate high level, on topics including careers, history, civilization, environment, literature, art, values, and politics in Spanish-speaking countries. Includes further study of complex grammatical structures and literary selections. This course corresponds to the fourth year of high school Spanish. [D; CSU; UC; C-ID SPAN 210]

### SPAN 215. SPANISH FOR BILINGUALS I 5 UNITS

Prerequisite: Spanish native speaker proficiency, or the equivalent intermediate level as assessed by the instructor.  
Lecture 5 hours  
Offered: Variable  
Provides bilingual students the opportunity to improve their reading, writing, and formal speaking skills. Emphasizes Hispanic culture and literature and focuses on the professional use of Spanish in the work world. Not intended for students with a high school diploma from a Spanish-speaking country. [D; CSU; UC; C-ID SPAN 230]

### SPAN 216. SPANISH FOR BILINGUALS II 5 UNITS

Prerequisite: SPAN 215 or equivalent  
Lecture 5 hours  
Offered: Variable  
Provides continuation of SPAN 215. Offers bilingual students the opportunity to acquire advanced writing, reading, and grammar skills. Focuses on real-life tasks reflecting the use of formal Spanish in the global community and the job market. Emphasizes formal oral and written Spanish, and a greater appreciation of Hispanic culture and literature. [D; CSU; UC; C-ID SPAN 230]

### SPAN 221. INTRODUCTION TO LITERATURE FOR BILINGUALS 5 UNITS

Prerequisite: SPAN 216 or equivalent  
Lecture 5 hours  
Offered: Fall, Spring  
Provides second year of study for bilingual students of Spanish. Includes introductory study of Latin American and Peninsular literature to the intermediate native speaker. Emphasizes reading, writing, and analysis of fiction, drama, and poetry, and the use of current technology to research class topics. [D; CSU; UC]

### SPAN 225. INTERMEDIATE CONVERSATION AND WRITING ON SPANISH CULTURE 3 UNITS

Prerequisite: SPAN 202 or equivalent  
Lecture 3 hours  
Offered: Variable  
Provides class discussions conducted in Spanish for the intermediate student. Emphasizes the spoken language with some writing practice and the development of practical vocabulary and useful phrases. Includes conversations at the intermediate level that will center around social, cultural, and historical issues dealing with Spain. [D; CSU; UC]
SPAN 226.
INTERMEDIATE CONVERSATION AND WRITING ON LATIN AMERICAN CULTURE 3 UNITS
Prerequisite: SPAN 202 or equivalent
Lecture 3 hours
Offered: Variable
Provides class discussions conducted in Spanish for the intermediate student. Emphasizes on the spoken language with some writing practice and the development of practical vocabulary and useful phrases. Includes conversations at the intermediate level that will center around social, cultural, and historical issues dealing with the Latin American experience. [D; CSU; UC]

SPAN 295.
SELECTED TOPICS IN SPANISH 1-3 UNITS
Offered: Variable
Relevant subjects within the field of Spanish. The specific objectives, methods of instruction, and units of credit to be determined individually for projects proposed under this course description. [D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

SPAN 299.
INDEPENDENT STUDY 1-3 UNITS
Limitation on Enrollment: Eligibility for independent study. See page 47.
Offered: Variable
Individual study or research in some area of Spanish of particular interest to the student and not included in regular courses of the College. [D; CSU; **UC]
** UC Limitation: credit for variable topics courses is given only after a review of the scope and content of the courses by the enrolling UC campus.

SES 101.
INTRODUCTION TO SUSTAINABLE ENERGY STUDIES 3 UNITS
Grade only
Recommended Preparation: MATH 35, BUS 211 or the equivalent skill level as determined by the Southwestern College Mathematics and English Assessments or equivalent
Lecture 3 hours
Offered: Fall
Studies the growth of the human population and its effects on energy and climate demands with an emphasis on landscaping and the built environment. (Same as LNT 101.) [D; CSU]

SES 105.
CALIFORNIA GREEN CODE AND SUSTAINABLE TECHNOLOGIES 3 UNITS
Grade only
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours
Offered: Fall
Emphasizes the proper interpretation of the CAL-Green Building Code and green building technologies. Provides inspectors, designers, and contractors with the latest code requirements and national standards to promote sustainable communities. Includes site planning and development, energy conservation, storm water pollution prevention, and basic sustainability concepts. (Same as CI 105.) [D; CSU]

SES 110.
INTRODUCTION TO BUILDING SCIENCE 3 UNITS
Recommended Preparation: MATH 35, BUS 211 or the equivalent skill level as determined by the Southwestern College Mathematics and English Assessments or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Variable
Studies the relationship between human biology and the environment as applied to building design. Emphasizes sustainable building design, passive energy strategies, and the application of appropriate heating, cooling and ventilation systems. [D; CSU]

SES 120.
THE ENERGY EFFICIENT BUILDING 3 UNITS
Recommended Preparation: MATH 35, BUS 211 or the equivalent skill level as determined by the Southwestern College Mathematics and English Assessments or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Variable
Hands on study of residential and commercial building energy. Includes energy auditing methods of existing homes as they are now constructed. Analyzes residential design and strategies for energy efficiency. Prepares students to take the California H.E.R.S. Level I certification examination. [D; CSU]

SES 201.
BEGINNING BUILDING INFORMATION MODELING 3 UNITS
Recommended Preparation: ARCH 165 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Fall
Introduces Building Information Modeling (BIM), an integrated process built on coordinated information for architectural projects. Improves drawing coordination, enhances accuracy, reduces waste and enables better-informed decisions. Develops skills in the architectural field using Revit Architecture building information modeling software. (Same as ARCH 201.) [D; CSU]

SES 205.
BUILDING ENERGY ANALYSIS USING BIM 3 UNITS
Grade only
Prerequisite: ARCH 201 or SES 201 or equivalent
Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Variable
Utilizes Building Information Modeling (BIM) in conjunction with energy modeling software to allow designers and developers to create more accurate building energy simulations incorporating performance, sustainability, and cost with respect to reduced environmental impact. [D; CSU]
TELE 100. Fundamentals of Film and Video Cameras and Recorders  
2 UNITS  
Grade only  
Lecture 2 hours  
Offered: Variable  
Fee: $20. Fundamental knowledge to operate film and video cameras and associated recorders. Emphasis on equipment descriptions, operational procedures, and practical demonstrations to give the student sound basis for operation of the equipment. [D; CSU]

TELE 101. Fundamentals of Film and Video Editing  
2 UNITS  
Grade only  
Lecture 2 hours  
Offered: Variable  
Fee: $20. Fundamental principles and mechanics of editing film and video with audio and graphics. Emphasis on practical application and operation of equipment. [D; CSU]

TELE 110. Writing for Film and Electronic Media  
3 UNITS  
Grade only  
Prerequisite: ENGL 114 or the equivalent skill level as determined by the Southwestern College English Assessment, or equivalent  
Lecture 3 hours  
Offered: Fall, Spring  
Theory and practice in writing for electronic and film media. Introduction to techniques of narrative and documentary writing and scripting. [D; CSU]

TELE 111. History of Film as Art  
3 UNITS  
Lecture 3 hours  
Offered: Variable  
Provides a survey of cinema with an emphasis on the chronological development of styles and techniques in the medium. Focuses on aesthetic and historical influences on cinema as well as the effects of cinema on society. Discusses the impact of television on film and popular culture. (Same as ART 130.) [D; CSU; UC]

TELE 114. Cinema as a Form of Expression and Communication  
3 UNITS  
Lecture 3 hours  
Offered: Variable  
Introduction to the appreciation of film as a medium of expression and communication. Selected domestic and foreign films (screen, video, television) will be viewed and analyzed for methods, techniques, and objectives creating the films’ messages to increase cinematic literacy and understanding of this uniquely powerful, communication medium. (Same as COMM 185.) [D; CSU; UC]

TELE 115. Acting for Television and Film  
3 UNITS  
Recommended Preparation: TA 110 or equivalent  
Lecture 2 hours, laboratory 3 hours  
Offered: Fall, Spring  
Provides an overview of the techniques of acting on camera. Includes exercises in sense memory and effective memory, action, relaxation, and concentration. Emphasizes improvisational techniques, auditions, and scene performance. (Same as TA 115.) [D; CSU; UC]

TELE 131. Introduction to Video and Film Production  
3 UNITS  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring  
Fee: $45. Basic instruction in camera operation, editing, and sound production techniques. Introduction to significant examples of filmmaking and video as a creative stimulus and a basis for the development of critical judgment. (Same as ART 131.) [D; CSU; UC]

TELE 132. Intermediate Video and Film Production  
3 UNITS  
Prerequisite: TELE/ART 131 or equivalent  
Lecture 2 hours, laboratory 4 hours  
Offered: Fall, Spring  
Fee: $45. Use of film and videotape as a means of creative expression with emphasis on advanced photographic sound recording and editing techniques. Scriptwriting, directing, producing, and acting will be included. (Same as ART 132.) [D; CSU; UC]

TELE 150. Introduction to Design and Production  
3 UNITS  
Lecture 2 hours, laboratory 3 hours  
Offered: Fall, Spring  
Introduces theatre staging including: the fundamentals of set design and graphics; theory and practice of construction; painting; and scene shifting. Includes practical assignments in technical and managerial phases of college productions. (Same as TA 150.) [D; CSU; UC]

TELE 151. Recording Techniques  
3 UNITS  
Lecture 2 hours, laboratory 3 hours  
Offered: Fall, Spring  
Introduces non-linear audio recording with an emphasis on current digital recording techniques, equipment, and practices. Focuses on the physics of sound propagation, psychoacoustics, microphones, mixers, signal processing and historical perspectives on analog audio recording, and multi-track recording and mixing. (Same as RA&T 120 and MUS 151.) [D; CSU]

TELE 163. Video Post-Production and Special Effects  
3 UNITS  
Grade only  
Recommended Preparation: TELE/ART 131 or equivalent  
Lecture 2 hours, laboratory 4 hours  
Offered: Variable  
Fee: $20. Instruction about how minds process images is provided while using post-production software to enhance and complete videos for output to digital videotape or to DVDs and CD-ROMs. Correct video imperfections, add animated titles, create a soundtrack, learn keying techniques for multi-layered compositions, and more. [D; CSU]
TELE 180. INTRODUCTION TO ELECTRONIC MEDIA
3 UNITS
Lecture 3 hours
Offered: Fall, Spring
Survey of the world of broadcasting including basic concepts of the nature of radio energy, broadcast channels, storage, distribution and delivery systems. Survey of the origins, growth, business practices, social control, and effects of broadcasting in the United States. Introduction to non-commercial and non-broadcast systems. (Same as COMM 180.) [D; CSU]

TELE 183. VIDEO STUDIO PRODUCTION
3 UNITS
Grade only
Recommended Preparation: TELE/ART 131 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Variable
Fee: $14. Introduction to video programming and production. Theory and practice of camera, lighting, audio, recording, editing and special effects techniques. Practical experience in the use of control room, studio, and auxiliary equipment in the production of programs. [D; CSU]

TELE 208. SCRIPTWRITING FOR THE STAGE AND FILM
3 UNITS
Lecture 3 hours
Offered: Fall, Spring
Provides students the forum to create characters, dialogue, conflict, and plots for scripts. Covers formatting for the stage and for film. Includes script production. (Same as TA 109) [D; CSU]

TELE 233. FILM PRODUCTION
3 UNITS
Grade only
Recommended Preparation: TELE/ART 131 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Variable
Fee: $50. Covers the techniques used in film, including pre-production, production, and post-production utilizing computer-based and nonlinear editing. [D; CSU]

TELE 234. DOCUMENTARY VIDEO PRODUCTION
3 UNITS
Recommended Preparation: TELE/ART 131 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Variable
Fee: $45. Emphasis on the theory, history, technical, and aesthetic characteristics of nonfiction (documentary) field production. Content includes documentary pre-production (including research and writing), production, and post-production processes. [D; CSU]

TELE 242. TELEVISION AND FILM DIRECTING
3 UNITS
Recommended Preparation: TELE/ART 131 or equivalent
Lecture 2 hours, laboratory 4 hours
Offered: Variable
Development of directing skills in a full range of production types. Emphasis on writing, visualization, production techniques for film style, and multiple camera directing. (Same as TA 242.) [D; CSU; UC]

TELE 290. PROFESSIONAL MEDIA WORK EXPERIENCE I
2–4 UNITS
Prerequisite: TELE 290 or equivalent
Limitation on Enrollment: Declared Telemedia major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Telemedia major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Provides students from any major with experience in the media industries. Applies principles and skills acquired in the major to job assignments. Includes weekly class activities, one unit credit is granted for each 60 hours of volunteer or 75 hours of paid work. The supervisor and the instructor will evaluate each student's performance. [D; CSU]

TELE 291. PROFESSIONAL MEDIA WORK EXPERIENCE II
2–4 UNITS
Prerequisite: TELE 290 or equivalent
Limitation on Enrollment: Declared Telemedia major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Telemedia major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Provides students from any major with experience in the media industries. Applies principles and skills acquired in the major to job assignments. Includes weekly class activities, one unit credit is granted for each 60 hours of volunteer or 75 hours of paid work. The supervisor and the instructor will evaluate each student's performance. [D; CSU]

TELE 292. PROFESSIONAL MEDIA WORK EXPERIENCE III
2–4 UNITS
Prerequisite: TELE 291 or equivalent
Limitation on Enrollment: Declared Telemedia major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Telemedia major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Provides students from any major with experience in the media industries. Applies principles and skills acquired in the major to job assignments. Includes weekly class activities, one unit credit is granted for each 60 hours of volunteer or 75 hours of paid work. The supervisor and the instructor will evaluate each student's performance. [D; CSU]
TELE 293.
PROFESSIONAL MEDIA WORK
EXPERIENCE IV
2–4 UNITS
Prerequisite: TELE 292 or equivalent
Limitation on Enrollment: Declared Telemedia major
Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Telemedia major in order to apply learned theory in a practical hands-on setting through an internship class
Lecture 1 hour, laboratory 5–15 hours
Offered: Variable
Provides students from any major with experience in the media industries. Applies principles and skills acquired in the major to job assignments. Includes weekly class activities, one unit credit is granted for each 60 hours of volunteer or 75 hours of paid work. The supervisor and the instructor will evaluate each student’s performance. [D; CSU]

TELE 295.
SELECTED TOPICS IN TELEMEDIA
1–3 UNITS
Lecture variable, laboratory variable
Offered: Variable
Relevant topics within the field. The specific objectives and methods of instruction to be determined individually for each course offered under this course designation.
[D; *CSU]
* Please refer to the class schedule for specific course description and transferability information.

THEATRE ARTS COURSES

TA 100.
SURVEY OF DRAMA
3 UNITS
Lecture 3 hours
Offered: Variable
Covers the dramatic literature and performance of Classical, Medieval, Renaissance, Restoration, Romantic, Realistic, and Modern plays from diverse cultures around the world. [D; CSU; UC]

TA 101.
INTRODUCTION TO THE THEATRE
3 UNITS
Lecture 3 hours
Offered: Fall, Spring
Focuses on the appreciation of the theatre event through history. Emphasizes the ingredients of the theatre event: audience, venue, text, design, and performance. Requires attendance at selected theatrical events. Applies as a non-technical course for the general student. [D; CSU; UC]

TA 109.
SCRIPTWRITING FOR THE STAGE AND FILM
3 UNITS
Lecture 3 hours
Offered: Fall, Spring
Provides students the forum to create characters, dialogue, conflict, and plots for scripts. Covers formatting for the stage and for film. Includes script production. (Formerly TA 108) (Same as TELE 208) [D; CSU]

TA 110.
ACTING I
3 UNITS
Prerequisite: TA 110 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring
Focuses on fundamental principles of acting and the development of physical and vocal self-expression in everyday communication. Emphasizes the skills necessary to create character roles. [D; CSU; UC; C-ID THTR 151]

TA 111.
ACTING II
3 UNITS
Prerequisite: TA 110 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Spring
Covers principles of scene study and the development of physical and vocal character portrayal on an advanced level. Emphasizes contemporary scene techniques. [D; CSU; UC]

TA 115.
ACTING FOR TELEVISION AND FILM
3 UNITS
Recommended Preparation: TA 110 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring
Provides an overview of the techniques of acting on camera. Includes exercises in sense memory and effective memory, action, relaxation, and concentration. Emphasizes improvisational techniques, auditions, and scene performance. (Same as TELE 115.) [D; CSU; UC]

TA 135.
IMPROVISATION
3 UNITS
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring
Focuses on the development of creative imagination, confidence, critical thinking, and spontaneity. [D; CSU]

TA 136.
IMPROVISATION: INTERMEDIATE
3 UNITS
Prerequisite: TA 135 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring
Focuses on developing the skills of spontaneity, characterization, and narrative. Introduces the skills of ‘long form’ improvisation. [D; CSU]

TA 137.
IMPROVISATION: INTERMEDIATE–ADVANCED
3 UNITS
Prerequisite: TA 136 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring
Focuses on developing the skills of spontaneity, characterization, and narrative. Introduces the skills of ‘long form’ improvisation. [D; CSU]
TA 138. 
IMPROVISATION: ADVANCED
3 UNITS
Prerequisite: TA 137 or equivalent
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring
Focuses on personal exploration and the
application of improv skills in creating ethical,
moral and philosophical structures for believable
fictional characters in fictional worlds. [D; CSU]

TA 141.
PERFORMANCE STUDIO I
1–2 UNITS
Recommended Preparation: TA 110
Laboratory 4–6 hours
Offered: Fall, Spring, Summer
Covers skills necessary to analyze a script,
rehearse, and perform ensemble stage
productions for the introductory level student.
Requires attendance at rehearsals and performances. [D; CSU]

TA 142.
PERFORMANCE STUDIO II
1–2 UNITS
Prerequisite: TA 141 or equivalent
Laboratory 4–6 hours
Offered: Fall, Spring, Summer
Covers skills necessary to analyze a script,
rehearse, and perform ensemble stage
productions for the beginning level student.
Requires attendance at rehearsals and performances. [D; CSU]

TA 143.
PERFORMANCE STUDIO III
1–2 UNITS
Prerequisite: TA 142 or equivalent
Laboratory 4–6 hours
Offered: Fall, Spring, Summer
Covers skills necessary to analyze a script,
rehearse, and perform ensemble stage
productions for the intermediate level student.
Requires attendance at rehearsals and performances. [D; CSU]

TA 144.
PERFORMANCE STUDIO IV
1–2 UNITS
Prerequisite: TA 143 or equivalent
Laboratory 4–6 hours
Offered: Fall, Spring, Summer
Covers skills necessary to analyze a script,
rehearse, and perform ensemble stage
productions for the advanced level student.
Requires attendance at rehearsals and performances. [D; CSU]

TA 150.
INTRODUCTION TO DESIGN AND
PRODUCTION
3 UNITS
Lecture 2 hours, laboratory 3 hours
Offered: Fall, Spring
Introduces theatre staging including: the
fundamentals of set design and graphics;
type and practice of construction; painting;
and scene shifting. Includes practical assignments in technical and managerial
phases of college productions (Same as
TELE 150). [D; CSU; UC]

TA 152.
LIGHTING TECHNIQUES
3 UNITS
Lecture 2 hours, laboratory 3 hours
Offered: Spring
Covers theory and practice of lighting techniques
for stage, television, and video. Addresses
fundamentals of design, equipment setup, and
operation. Provides practical experience as a
lighting crew member of Southwestern College
productions. [D; CSU; UC; C-ID THTR 173]

TA 160.
THEATRE WORKSHOP—TECHNICAL
CREWS I
1.5 UNITS
Laboratory 5 hours
Offered: Fall, Spring
Provides training and experience in lighting,
construction, painting, sound, makeup, publicity,
and box office for College productions. [D; CSU;
UC; C-ID THTR 192]

TA 161.
THEATRE WORKSHOP—TECHNICAL
CREWS II
1.5 UNITS
Prerequisite: TA 160 or equivalent
Laboratory 5 hours
Offered: Fall, Spring
Provides advanced training and experience in
lighting, construction, painting, sound, publicity,
and box office for College productions. [D; CSU;
UC; C-ID THTR 192]

TA 162.
THEATRE WORKSHOP—MANAGEMENT
AND SUPERVISION I
1.5 UNITS
Prerequisite: TA 161 or equivalent
Laboratory 5 hours
Offered: Fall, Spring
Covers managing and staffing technical crews
in lighting, construction, front-of-house, and
running College productions. [D; CSU]

TA 163.
THEATRE WORKSHOP—MANAGEMENT
AND SUPERVISION II
1.5 UNITS
Prerequisite: TA 162 or equivalent
Laboratory 5 hours
Offered: Fall, Spring
Covers supervision of technical crews in building
and running College productions. [D; CSU]

TA 165.
STAGECRAFT
3 UNITS
Lecture 2 hours, laboratory 3 hours
Offered: Fall
Provides practical experience in the technical
aspects of drama productions. Emphasizes tool
safety, set construction and building techniques,
scenery painting, box office, and running crews.
Participation in SWC theatre events as a crew
member or technician is required. [D; CSU; UC;
C-ID THTR 171]

TA 211.
AUDITION TECHNIQUES
2 UNITS
Prerequisite: TA 110 or equivalent
Lecture 1 hour, laboratory 3 hours
Offered: Fall
Prepares for college, community, and
professional theater auditions. [D; CSU]

TA 295.
SELECTED TOPICS IN THEATRE
1–3 UNITS
Offered: Variable
Permits students of theatre to study relevant
subjects within the field of theatre arts. The
specific objectives, methods of instruction, and
units of credit to be determined individually
for projects proposed under this course
description. [D; *CSU]

* Please refer to the class schedule for
specific course description and transferability
information.

TA 299.
INDEPENDENT STUDY
1–3 UNITS
Limitation on Enrollment: Eligibility for
independent study. See page 47.
Offered: Variable
Individual study or research in an area of theatre
arts of particular interest to the advanced
student and not included in the regular courses of the College. [D; CSU; **UC]

** UC Limitation: credit for variable topics
courses is given only after a review of the scope
and content of the courses by the enrolling UC campus
## TRAVEL AND TOURISM COURSES

### T&T 145. GROUP TOURS AND TOUR GUIDING 3 UNITS

Recommended Preparation: BUS 210 or the equivalent skill level as determined by the Southwestern College English Assessment or equivalent.

Recommended Concurrent Enrollment: T&T 138 or HTM 150

Lecture 3 hours

Offered: Variable

Introduces the study of tour guiding with an emphasis on the importance of destination knowledge and leadership skills. Explores the development of the tour from targeting the potential group to creating the contract. [D]

### T&T 138. TOURISM AND TRAVEL AGENCY OPERATIONS 3 UNITS

Recommended Preparation: BUS 210 or equivalent

Lecture 3 hours

Offered: Variable

Introduces students to the extensive world of travel. Includes the concept of travel agency operations as it relates to the tourism industry. Emphasizes the role of the travel agent, travel and tourism standards, and career opportunities. [D; CSU]

### T&T 160. TRAVEL DESTINATIONS—WESTERN HEMISPHERE 3 UNITS

Lecture 3 hours

Offered: Variable

Explores the Western Hemisphere from the travel industry point of view. Includes North America, Mexico, Central America, the Caribbean, and South America—all the major destinations and their points of cultural and historical interest, air carriers, tours, and tour companies. [D; CSU]

### T&T 162. TRAVEL DESTINATIONS—EUROPE, AFRICA, AND THE MIDDLE EAST 3 UNITS

Lecture 3 hours

Offered: Variable

Presents a study of European, African, and Middle Eastern destinations. Focuses on appeal for the traveler and activities offered. Covers major tour operators, including Britrail and Eurail, serving these destinations. [D; CSU]

### T&T 164. TRAVEL DESTINATIONS—SOUTH PACIFIC, ASIA, ORIENT 3 UNITS

Lecture 3 hours

Offered: Variable

Explores the countries of Asia, the South Pacific, and the Orient. Discusses all the major destinations and their points of interest, the air carriers, tours, and tour companies. [D; CSU]

### T&T 258. WORLDWIDE CRUISE TRAVEL 3 UNITS

Lecture 3 hours

Offered: Variable

Introduces the student to the modes of travel by ship along with the study of the major cruise lines. Emphasizes the use of cruise reference guides, ports of call, and the differences worldwide among cruise lines, river cruises, and barge travel. [D; CSU]

### T&T 260. BASIC COMPUTER APPLICATIONS IN TRAVEL AND TOURISM 2 UNITS

Recommended Preparation: T&T 138 or equivalent

Lecture 1 hour, laboratory 3 hours

Offered: Variable

Introduces students to major travel industry reservation and itinerary creation tools. Provides students with hands-on use of an airline computer system database (GDS). Focuses on building, modifying, pricing, and ticketing a basic passenger name record (PNR). Introduces students to non-GDS tools such as travel agent, consumer airline, hotel, car, tour, and cruise official sites. [D; CSU]

### T&T 290. COOPERATIVE WORK EXPERIENCE TRAVEL AND TOURISM I 2–4 UNITS

Grade only

Limitation on Enrollment: Declared Travel and Tourism major. Students must complete no fewer than seven units, including work experience, during each semester in order to receive credit.

Lecture 1 hour, laboratory 5–15 hours

Offered: Variable

Work experience in travel agency operations and tourism occupations coordinated with classroom discussion. Designed to assist students in successfully completing minimum entrance requirements for full- or part-time employment in travel-related jobs. [D; CSU]

### T&T 291. COOPERATIVE WORK EXPERIENCE TRAVEL AND TOURISM II 2–4 UNITS

Grade only

Prerequisite: T&T 290 or equivalent

Limitation on Enrollment: Declared Travel and Tourism major. Students must complete no fewer than seven units, including work experience, during each semester in order to receive credit.

Lecture 1 hour, laboratory 5–15 hours

Offered: Variable

Work experience in travel agency operations and tourism occupations coordinated with classroom discussion. Designed to assist students in successfully completing minimum entrance requirements for full- or part-time employment in travel-related jobs. [D; CSU]

### T&T 292. COOPERATIVE WORK EXPERIENCE TRAVEL AND TOURISM III 2–4 UNITS

Grade only

Prerequisite: T&T 291 or equivalent

Limitation on Enrollment: Declared Travel and Tourism major. Students must complete no fewer than seven units, including work experience, during each semester in order to receive credit.

Lecture 1 hour, laboratory 5–15 hours

Offered: Variable

Work experience in travel agency operations and tourism occupations coordinated with classroom discussion. Designed to assist students in successfully completing minimum entrance requirements for full- or part-time employment in travel-related jobs. [D; CSU]
T&T 293.  
COOPERATIVE WORK EXPERIENCE  
TRAVEL AND TOURISM IV  
2-4 UNITS

Grade only  
Prerequisite: T&T 292 or equivalent  
Limitation on Enrollment: Declared Travel and Tourism major. Students must complete no fewer than seven units, including work experience, during each semester in order to receive credit  
Lecture 1 hour, laboratory 5–15 hours  
Offered: Variable  
Work experience in travel agency operations and tourism occupations coordinated with classroom discussion. Designed to assist students in successfully completing minimum entrance requirements for full- or part-time employment in travel-related jobs. [D; CSU]

T&T 295.  
SELECTED TOPICS IN TRAVEL AND TOURISM  
1-3 UNITS

Offered: Variable  
Permits students to study relevant subjects within the field of travel and tourism. The specific objective, methods of instruction, and units of credit to be determined individually for courses proposed under this description. [D; *CSU]  
* Please refer to the class schedule for specific course description and transferability information.

T&T 299.  
INDEPENDENT STUDY  
1-3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 47.  
Offered: Variable  
Individual study or research in some area of travel and tourism of particular interest to the student and not included in regular courses of the College. [D; CSU]
NONCREDIT COURSES

Noncredit courses are courses that meet community needs in ten instructional areas: parenting, basic skills, English as a Second Language (ESL), citizenship for immigrants, courses for the disabled, vocational courses, courses for older adults, home economics, health and safety, and workforce preparation [California Education Code, Section 84757(a) and 84760.5, and Title 5, Section 58160.] Noncredit courses are open to the public, are tuition-free, and are not offered for college credit. The College receives apportionment for noncredit courses at approximately half the rate for credit courses. Credit and noncredit courses are approved by the College’s Curriculum Committee (See Section 4.D.1 for a more detailed explanation).

Noncredit courses are tuition free and are subsidized by state funds. These courses require all students to complete the Noncredit Application. Most noncredit classes do allow on-site registration on a space-available basis. Course numbers for noncredit classes start with “NC.” Students seeking to enroll in a noncredit class must complete a Noncredit Application if they have not taken a noncredit course within the last semester.

NONCREDIT REGISTRATION IS ALSO AVAILABLE THROUGH WEBADVISOR

If you are currently attending Southwestern College or have attended a credit or noncredit class within the last semester, you may register by WebAdvisor. To register, you must have your student identification number or your social security number, and the course and section number. This option is only available up to the Friday before the semester begins. Class adds starting with the first day of classes require a completed Noncredit Application or class add form.

SOUTHWESTERN COLLEGE CONTINUING EDUCATION
900 Otay Lakes Road, Building 660
Chula Vista, CA 91910-7299
619-482-6376
Office Hours: M–F, 8 a.m.–4:30 p.m.

REGISTRATION DETAILS

CLASS CANCELLATION: Courses are subject to cancellation due to low enrollment or other unexpected circumstances. If the College has advance notice that a class will be cancelled, you will be contacted by mail or by phone. Please be sure to provide complete phone contact information on your application.

MATERIAL FEE: A material fee may be required in a few noncredit classes. Cash, check, and credit card payments are accepted.

CLASS DATE OR LOCATION CHANGE: Class dates or locations may be subject to change. Students will be notified of any date or location changes prior to the class either by mail or by phone.

CERTIFICATES OF COMPLETION

ENTRY LEVEL ESL
Completion of the three sequenced ESL noncredit courses will give students the skills necessary to be ready for more advanced ESL training, entry into career technical certificate programs, or immediate entry-level English skills for employment.

NC 108  Introduction to Academic ESL I
NC 109  Introduction to Academic ESL II
NC 110  Introduction to Academic ESL III
### MARINE SAFETY SERVICE–BASIC
Prepares students for entry-level jobs such as pool lifeguards and also provides preparation toward employment in open water rescue and aquatic park positions.

- **NC 15**  First Aid for Public Safety Personnel—Title 22
- **NC 70**  Lifeguard Training
- **NC 106**  Ocean Lifeguarding for Recreation Assistants
- **NC 1007**  CPR for the Professional Rescuer
- **NC 1010**  Automated External Defibrillation (AED)
- **NC 1014**  Oxygen Administration for the Professional Rescuer

### MARINE SAFETY SERVICE–ADVANCED
Provides advanced training towards employment as a lifeguard, open water, and swift water rescuer and aquatic park rescuer.

**Note:** The Marine Safety Service Basic Certificate courses are required to complete this certificate.

- **NC 1063**  Emergency Medical Technician for Marine
- **NC 1066**  Careers in Marine Safety Service
- **NC 1081**  First Responder Swift Water Rescue Training I
- **NC 1082**  Fire - Marine Safety Service Automated External Defibrillator/Esophageal-Tracheal Airway Training
- **NC 1093**  Fundamentals of Instructor Training for Recreation Assistants

### QUALITY HOME CARE PROVIDER
Home care providers play a key role in delivering critical in-home supportive services to people with physical, psychological, or emotional challenges. This sixty-hour certificate is designed to develop and enhance home care provider’s skills and knowledge; provides the foundation to prepare for further training in related health careers.

- **NC 10**  Budget and Home Energy Management
- **NC 33**  Nutrition and Health Issues—Older Adults
- **NC 40**  Basic First Aid and Adult CPR
- **NC 1050**  Community Resources for Older Adults
- **NC 2003**  Home Care Client Excellence
- **NC 2004**  Careers in Healthcare

### RECREATION ASSISTANT IN A MARINE ENVIRONMENT–BASIC

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>NC 13</strong></td>
<td>Teambuilding Training through Sand Castle Construction for Group Leaders</td>
</tr>
<tr>
<td><strong>NC 15</strong></td>
<td>First Aid for Public Safety Personnel - Title 22</td>
</tr>
<tr>
<td><strong>NC 70</strong></td>
<td>Lifeguard Training</td>
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<tr>
<td><strong>NC 1007</strong></td>
<td>CPR for the Professional Rescuer</td>
</tr>
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<td><strong>NC 1014</strong></td>
<td>Oxygen Administration for the Professional Rescuer</td>
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<tr>
<td><strong>NC 1046</strong></td>
<td>Basic Boating and Water Safety</td>
</tr>
<tr>
<td><strong>NC 1052</strong></td>
<td>Basic Water Rescue</td>
</tr>
<tr>
<td><strong>NC 1064</strong></td>
<td>Boating Safety Paddle Sports Leader Training</td>
</tr>
</tbody>
</table>

### RECREATION ASSISTANT IN A MARINE ENVIRONMENT–ADVANCED

- **NC 1000**  Canoe Trip Leader Training
- **NC 1083**  Leadership Training in Marine Aquatic Activities
- **NC 1093**  Fundamentals of Instructor Training for Recreation Assistants
- **NC 1098**  Lifeguard Training Instructor

### RECREATIONAL ASSISTANT

- **NC 40**  Basic First Aid and Adult CPR
- **NC 1007**  CPR for the Professional Rescuer
- **NC 1046**  Basic Boating and Water Safety
- **NC 1064**  Boating Safety Paddle Sports Leader Training
- **NC 1083**  Leadership Training in Marine Aquatic Activities
- **NC 1085**  Fundamentals of Instructional Evaluation and Training

### TAX PREPARATION
Completion of this two-course sixty-hour certification in tax preparations will make the student eligible to become a registered tax preparer in the State of California.

- **NC 113**  Tax Preparation/Income Tax I
- **NC 114**  Tax Preparation/Income Tax II
NONCREDIT COURSES

NC 3. SUPERVISED TUTORING 0 UNITS
Variable hours
Provides learning assistance in most academic subjects through supervised one-to-one, small group, and online tutoring by trained tutors. Includes academic support outside of class time to achieve specific course objectives, and to improve learning and study skills that assist students in becoming independent learners. Content varies according to the course for which tutoring is needed. Open entry/open exit. May be repeated. [ND]

NC 19. COLLEGE READINESS 0 UNITS
Lecture 4 hours
Description & Scope: Provides students with an overview of campus resources and academic strategies needed to succeed in college, including identification of supportive services, introduction to study skills, financial aid, budgeting, time management, and learning enhancement strategies. [ND]

NC 47. TUTOR TRAINING—LEVEL I 0 UNITS
Lecture 36 hours
Introduces effective tutoring principles and strategies. Includes guidelines for tutoring: how to plan, conduct, and evaluate productive tutoring sessions; components of effective intercultural tutoring; and strategies to facilitate student independence in learning. Two on-campus meetings. [ND]

NC 56. CAREER PLANNING ASSESSMENT 0 UNITS
Lecture 18 hours
Utilizes a variety of assessment instruments and techniques to assess and identify interests, values, skills, aptitudes, learning styles, personality type, and goals as they relate to careers and the world of work. [ND]

NC 118. PREPARATION FOR ACADEMIC STUDENT SUCCESS (PASS) 0 UNITS
Lecture 24 hours
Provides a preparatory course for academic skills testing programs such as TEAS (Test of Essential Academic Skills). Emphasizes reading, English comprehension, mathematics, basic science, and technical reasoning. Intended to improve the student’s ability to be successful with standardized testing of basic academic skills. [ND]

NC 133. HIGH SCHOOL EQUivalency Exam Preparation 0 UNITS
Lecture 16 hours
Provides students with an introduction to the two current California approved exams for High School Equivalency: HiSET and GED. Introduces students to the reasons for taking the exams, topics of the exams, protocols for taking the exams, and general strategies for taking the exams. Designed as a precursor for participation in courses which specifically prepare the student for the content area exams of the HiSET and GED. [ND]

NC 134. HIGH SCHOOL EQUivalency LANGUAGE ARTS READING PREPARATION 0 UNITS
Lecture 80 hours
Provides students with the necessary skills and practice to pass either the Language Arts, Reading HiSET exam, or reading comprehension portion of the GED Reasoning Through Language Arts exam. Exposes students to basic reading comprehension skills, such as word attack, literal and interpretive comprehension, and to different fiction and nonfiction genres. [ND]

NC 135. HIGH SCHOOL EQUivalency EXAM PREPARATION, WRITING 0 UNITS
Lecture 80 hours
Provides students with the necessary skills and practice to pass the writing portions of the GED Reasoning Through Language Arts, GED Social Studies, and HiSET Writing exams. Exposes students to the two components of the GED Reasoning Through Language Arts and HiSET Writing exams, editing, and essay writing (or as described by the GED, extended essay). Prepares students to respond to the shorter, extended response prompt on the GED Social Studies exam as well. [ND]

NC 136. HIGH SCHOOL EQUivalency EXAM PREPARATION, MATH 0 UNITS
Lecture 80 hours
Provides students with the necessary skills and practice to pass the math exams of either the HiSET or GED. Exposes students to the topics that make up the exams, such as numbers and operations on numbers, measurement/geometry, data analysis/probability/statistics, and algebraic concepts. Emphasizes an understanding of mathematical concepts and procedures, analyzing and interpreting information, and synthesizing data and solving problems. [ND]

NC 137. HIGH SCHOOL EQUivalency EXAM PREPARATION, SOCIAL STUDIES 0 UNITS
Lecture 80 hours
Provides students with the necessary skills and practice to pass either the GED or HiSET Social Studies exams. Introduces students to the requisite reading comprehension skills and to the main content area topics covered by the social studies high school equivalency exams. [ND]
NC 138. HIGH SCHOOL EQUIVALENCY EXAM PREPARATION, SCIENCE 0 UNITS
Lecture 80 hours
Provides students with the necessary skills and practice to pass either the GED or HiSET Science exams. Introduces students to the requisite reading comprehension skills, and reviews the main content area topics covered by the science high school equivalency exams. [ND]

NC 149. READING/WRITING—THINKING (LEVEL 1) 0 UNITS
Lecture 54 hours
Focuses on acquiring basic reading and writing skills through a thinking-centered approach. Uses effective strategies in an integrated format to enhance reading and writing at a basic level: reading comprehension; vocabulary development; sentence construction; editing for word choice, grammar, and punctuation errors; discussion; and technical skills. [ND]

NC 150. READING/WRITING—THINKING (LEVEL 2) 0 UNITS
Prerequisite: NC 149 or equivalent
Lecture 54 hours
Focuses on reading and writing as an integrated process through a thinking-centered approach. Uses effective strategies within an integrated reading and writing approach to improve: reading comprehension; vocabulary development; sentence and paragraph structure; writing about reading; basic research skills; discussion; study skills; and technical skills. [ND]

NC 151. MATH LEVEL 1 0 UNITS
Lecture 18 hours
Provides students the knowledge they need/require to get into the next level of math and computer science using Microsoft Office. Includes the basic mathematical operations, order of operations, and problem-solving skills. [ND]

NC 152. MATH LEVEL 2 0 UNITS
Lecture 18 hours
Provides students with the necessary knowledge and skill in Microsoft Office that is required to be successful in a computer science class and work experience class. Includes topics such as exponent properties, geometry, algebraic expressions and equations, and problem solving skills. [ND]

NC 153. MATH LEVEL 3 0 UNITS
Lecture 18 hours
Provides a review to students who wish to refresh their trigonometry skills. Includes topics such as trigonometric functions; radian measure of angles; graphs of sine, cosine, and tangent; trigonometric equations and inverse trigonometric equations; and law of sines and cosines. Consists of personalized computer-assisted instruction to refresh those concepts identified as needed for each student. [ND]

ESL

NC 58. VESL—BASIC SKILLS FOR OCCUPATIONS 0 UNITS
Lecture 60 hours, laboratory 60 hours
Designed to develop language and other basic skills required for participants to enter an initial job search or to begin training in one of several “fast track” occupational training programs offered at the college. [ND]

NC 108. INTRODUCTION TO ACADEMIC ESL I 0 UNITS
Lecture 24 hours
Introduces the first in a series of three courses designed to prepare non-native English speakers for the ESL certificate program. Utilizes the corpus of 500–600 words. Focuses on fluency in conversation, reading and writing, and vocabulary development. [ND]

NC 109. INTRODUCTION TO ACADEMIC ESL II 0 UNITS
Lecture 24 hours
Second in a series of three courses designed to prepare non-native English speakers for the ESL certificate program. Utilizes the corpus of 600–1000 words. Focuses on fluency in conversation, reading and writing, and vocabulary development. [ND]

NC 110. INTRODUCTION TO ACADEMIC ESL III 0 UNITS
Lecture 24 hours
Third in a series of three courses designed to prepare non-native English speakers for the ESL certificate program. Utilizes the corpus of 1000–1500 words. Focuses on fluency in conversation, reading and writing, and vocabulary development. [ND]
NC 119. HOSPITALITY WORKPLACE COMMUNICATION I 0 UNITS

Lecture 30 hours
Provides English as a second language for beginning and intermediate students in the hospitality industry to improve communication skills. Emphasizes communication with guests and customers, supervisors, co-workers, and other employees. Improves listening, speaking, grammar, vocabulary, and non-verbal communication skills. [ND]

NC 120. HOSPITALITY WORKPLACE COMMUNICATION II 0 UNITS

Lecture 30 hours
Provides English as a second language for intermediate and advanced students in the hospitality industry to help improve communication skills. Emphasizes advanced listening, speaking, reading and writing skills to communicate with guests, customers, supervisors, co-workers, and other employees. [ND]

NC 121. HOSPITALITY WORKPLACE HEALTH AND SAFETY I 0 UNITS

Lecture 30 hours
Provides English as a second language for beginning and intermediate students in the hospitality industry. Emphasizes the fundamentals of health and safety. Improves listening, speaking, grammar, vocabulary, and non-verbal communication skills. [ND]

NC 122. HOSPITALITY WORKPLACE HEALTH AND SAFETY II 0 UNITS

Lecture 30 hours
Provides English as a second language for intermediate and advanced students in the hospitality industry. Emphasizes the fundamentals of health and safety. Improves listening, speaking, reading, writing, grammar, vocabulary, and non-verbal communication skills. [ND]

NC 123. HOSPITALITY WORKPLACE CULTURE I 0 UNITS

Lecture 30 hours
Provides English as a second language for beginning and intermediate students in the hospitality industry. Emphasizes the fundamentals of thriving in the workplace. Designed to improve listening, speaking, grammar, vocabulary, and non-verbal communication skills. [ND]

NC 124. HOSPITALITY WORKPLACE CULTURE II 0 UNITS

Lecture 30 hours
Provides English as a second language for intermediate and advanced students in the hospitality industry. Emphasizes the fundamentals of thriving in the workplace. Improves listening, speaking, reading, writing, grammar, vocabulary, and non-verbal communication skills. [ND]

NC 125. HEALTHCARE: WORKPLACE COMMUNICATION I 0 UNITS

Lecture 30 hours
Provides beginning and intermediate English as a second language for students in the healthcare industry. Emphasizes communication skills with guests, patients, supervisors, co-workers, and other employees. [ND]

NC 126. HEALTHCARE: WORKPLACE COMMUNICATION II 0 UNITS

Lecture 30 hours
Provides intermediate and advanced English as a second language for students in the healthcare industry. Emphasizes communication skills to survive and thrive in the healthcare workplace environment. [ND]

NC 127. HEALTHCARE: HEALTH AND SAFETY I 0 UNITS

Lecture 30 hours
Provides beginning and intermediate English as a second language for students in the healthcare industry. Enhances the understanding of health and safety procedures and policies in the healthcare workplace. [ND]

NC 128. HEALTHCARE: HEALTH AND SAFETY II 0 UNITS

Lecture 30 hours
Provides intermediate and advanced English as a second language for students in the healthcare industry. Enhances the understanding of health and safety procedures and policies in the healthcare workplace. [ND]

NC 129. HEALTHCARE: WORKPLACE CULTURE I 0 UNITS

Lecture 30 hours
Provides beginning and intermediate English as a second language for students in the healthcare industry. Enhances communication skills to survive and thrive in the healthcare workplace environment. [ND]

NC 130. HEALTHCARE: WORKPLACE CULTURE II 0 UNITS

Lecture 30 hours
Provides intermediate and advanced English as a second language for students in the healthcare industry. Enhances communication skills to survive and thrive in the healthcare workplace environment. [ND]

FAMILY AND CONSUMER SCIENCES

NC 10. BUDGET AND HOME ENERGY MANAGEMENT 0 UNITS

Lecture 5.5 hours
Designed for individuals who would like to take control of their finances, and minimize debt and maximize savings and investments. Covers financial goal setting, money management, spending plan, expense recordkeeping, identity theft, credit and credit repair, ways to earn extra income, energy management, energy conservation, meter reading, and available community resources. [ND]
NC 1091.  
MONEY SAVING RESOURCES AVAILABLE ON THE INTERNET  
0 UNITS  
Lecture 2 hours, laboratory 1 hour  
With the cost of living continuously rising, the Internet provides some welcome resources in helping not only to make ends meet, but to provide a bit of cushioning. Covers an overview of some of these resources including, coupon clipping sites, free sites, frugal living resources, and where to find them on the Internet. [ND]

HEALTH & SAFETY

NC 16.  
HEALING TOUCH INTRODUCTION  
0 UNITS  
Lecture 18 hours  
Introduces adult students to a study of complimentary healing called Healing Touch. Focuses on energy theory, principles and practice of energy-based interventions. Includes application of techniques to a variety of situations, ranging from self-care to professional use in healthcare, wellness, stress reduction, nursing, and hospice care. [ND]

NC 29.  
HEALING TOUCH LEVEL II  
0 UNITS  
Prerequisite: NC 16 or equivalent  
Lecture 17 hours  
Covers complementary healing that uses energy-based interventions. Focuses on application of back techniques and expanded healing touch sequences will be included. Emphasizes developing healing sequences for specific needs. [ND]

NC 1020.  
INTRODUCTION TO SELF-DEFENSE TECHNIQUES GEARED TOWARD WOMEN  
0 UNITS  
Lecture 10 hours, laboratory 8 hours  
Designed to train and prepare women for social or professional physical harassment, unexpected sexual attacks, and other types of assaults. Covers prevention techniques, pressure point control tactics, and physical assault countermeasures. [ND]

NC 1040.  
SELF-AWARENESS SAFETY PREPARATION  
0 UNITS  
Lecture 2 hours, laboratory 16 hours  
Reviews dangerous environments which could negatively affect personal safety. Covers the basic elements of self-defense, escapes, recognizing threatening situations, and diffusion techniques. Increases student’s self-perceptions of self-awareness. [ND]

NC 1061.  
NAUTILUS STRENGTH TRAINING INSTRUCTOR CERTIFICATION  
0 UNITS  
Lecture 10 hours, laboratory 10 hours  
Provides complete scientific and applied principles to prepare the participant to teach individuals how to use Nautilus equipment (the Nitro and 2ST lines) effectively, as well as promote member retention and motivation which results in a lifelong fitness routine. [ND]

NC 1081.  
FIRST RESPONDER SWIFT WATER RESCUE TRAINING I  
0 UNITS  
Lecture 2 hours, laboratory 2 hours  
Designed for first responder personnel. Covers basic water rescue, victim retrieval, use of rescue equipment and personnel protection protocols. Special emphasis on the hazards of swift water dynamics. [ND]

OLDER ADULTS

NC 1.  
HOME SAFETY FOR OLDER ADULTS  
0 UNITS  
Lecture 6 hours  
Recognizing that most accidents occur in the home, this course provides information, strategies, and techniques to make all areas of your home safer and more secure. Emphasizes the following key topics: safety factors and recommendations, most common home injuries and problems, balance awareness, fall prevention tips, evacuation planning and disaster kits, and basic security measures. (Formerly NC 298D.) [ND]

NC 32.  
TAI CHI  
0 UNITS  
Laboratory 24 hours  
Introduces the Chinese Tai Ji Quan (Tai Chi) traditional exercise for body and mind. Emphasizes muscle tone, flexibility, relaxation and stress reduction, especially for older adults. Consists of slow rhythmic movements and meditation techniques effective for relaxation, decreasing high blood pressure, and promoting overall wellness for all ages. [ND]

NC 33.  
NUTRITION AND HEALTH ISSUES—OLDER ADULTS  
0 UNITS  
Lecture 12 hours  
Planning and preparation of economical, well-balanced meals for one or two persons. Includes special diet considerations, budgeting and shopping tips, consumer education, and nutrition information. [ND]

NC 34.  
BODY DYNAMICS AND THE AGING PROCESS  
0 UNITS  
Lecture 18 hours, laboratory 18 hours  
Provides instruction and conditioning for the maintenance of physical well-being, particularly for older adults. Focuses on deep breathing, circulation, flexibility, stamina, body awareness, and rhythmic movements. Incorporates adapted techniques suitable for individuals of varied fitness levels and physical ability. [ND]

NC 37.  
PERSONAL DEVELOPMENT FOR OLDER ADULTS  
0 UNITS  
Lecture 36 hours  
Develops and enhances the emotional and psychological well-being in the older adult. Focuses on the following topics: aging in America; developing personal strength; confidence and assertiveness; staying socially engaged; coping with change and loss; adapting to new living situations; anger management; dealing with health concerns and limited independence; and substance abuse and other addictions. (Formerly 296W.) [ND]
NC 38. 
RETIREE LIVING 
0 UNITS 
Lecture 12 hours 
Explores a broad range of important topics for retirees and older adults, including: health maintenance, consumer awareness, physical illness, estate planning, community resources, leisure time activities, and adapting to a new lifestyle. (Formerly 296X) [ND]

NC 77. 
JAZZ ENSEMBLE—BIG BAND 
0 UNITS 
Recommended Preparation: NC 3067 or equivalent 
Lecture 36 hours, laboratory 72 hours 
Introduces the fundamentals of a Big Band Jazz ensemble performance group including history, theory, aesthetics, and contemporary criticism of jazz. Emphasizes performance techniques and stylistic interpretation in basic swing style. Performance required. [ND]

NC 81. 
HAND DRUMMING 
0 UNITS 
Lecture 48 hours, laboratory 48 hours 
Teaches notation, tone production, and rhythmic patterns in a group environment on a variety of drums and percussion instruments. (Formerly NC 295G.) [ND]

NC 82. 
JEWELRY AND METALWORK 
0 UNITS 
Lecture 36 hours, laboratory 72 hours 
Fundamentals of design, construction and fabrication of jewelry and metalwork. (Formerly NC 295H.) [ND]

NC 83. 
BEGINNING CERAMICS 
0 UNITS 
Lecture 72 hours, laboratory 144 hours 
Design and construction of hand-built clay forms using a variety of techniques for older adults. Introduction to use of potter’s wheel. Emphasis on form and its enhancement through surface enrichment of natural clay. (Formerly NC 295J.) [ND]

NC 84. 
PRINTMAKING 
0 UNITS 
Lecture 72 hours, laboratory 144 hours 
Design and production of original prints utilizing a variety of materials and techniques including intaglio, etching, relief printing, calligraphy, embossing, and linocutting. [ND]

NC 85. 
INTRODUCTION TO MARIACHI 
0 UNITS 
Lecture 18 hours, laboratory 90 hours 
Provides the opportunity to perform mariachi music in a beginning-level ensemble. Emphasizes learning to play mariachi instruments (violin, trumpet, guitar, vihuela, guitarrón, flute, voice) in the proper style, reading music, and playing well as part of a group. [ND]

NC 86. 
HANDMADE GREETING CARDS AND STATIONERY 
0 UNITS 
Lecture 8 hours, laboratory 16 hours 
Basic tips and techniques to produce creative greeting cards and stationery. Covers collage and painting skills including the study of design basics and composition. Learn to marbelize paper, create unique rubber stamps and stencils, and Japanese paper folding. Includes a historical overview of American and European greeting cards and stationery. [ND]

NC 87. 
AGING WITH GRACE, POWER, AND A PLAN—A WOMAN’S PERSPECTIVE 
0 UNITS 
Lecture 12 hours 
Designed to enhance a woman’s transition beyond mid-life. Participants will map their own journey, using active exercises to build skills in making choices. [ND]

NC 88. 
WELLNESS FOR OLDER ADULTS 
0 UNITS 
Laboratory 48 hours 
Provides instruction designed to help older adults remain healthy, safe, and independent. Emphasizes the physiological aspects of aging, disease prevention techniques, and how exercise and nutrition play important roles in enhancing physical and emotional health, reducing stress, and reducing the risk for falls and injuries. [ND]

NC 89. 
INTRODUCTION TO MICROSOFT WORD 
0 UNITS 
Lecture 6 hours, laboratory 6 hours 
Provides students with the basic skills that are necessary to create, edit, enhance, and save standard documents using Microsoft Word. [ND]

NC 90. 
INTRODUCTION TO MICROSOFT OUTLOOK 
0 UNITS 
Lecture 1.5 hours, laboratory 1.5 hours 
Introduces the basic concepts of Microsoft Outlook by utilizing various functions and features of email, attachments, online calendar, messaging, and contacts. [ND]
NC 200. INTRODUCTION TO KEYBOARDING 0 UNITS
Lecture 3 hours, laboratory 3 hours
Teaches beginners how to keyboard correctly, accurately, faster, alphabetic keys, punctuation, numbers, and symbols. [ND]

NC 1001. CREATING ART FROM EVERYDAY OBJECTS 0 UNITS
Lecture 6 hours, laboratory 12 hours
Techniques to create gifts and decorations from common objects found around the home. Covers paper collage, basic stenciling, and some rubber stamping. [ND]

NC 1041. IT FIGURES—SENSIBLE MEAL CHOICES FOR OLDER ADULTS 0 UNITS
Lecture 18 hours
Teaches older adults the basics of planning a healthy menu. Students will learn how to eat healthy meals at minimum cost and with very little waste. [ND]

NC 1050. COMMUNITY RESOURCES FOR OLDER ADULTS 0 UNITS
Lecture 8 hours
Brings awareness to the older adult of the many resources and opportunities available in the community. Emphasizes resources for housing, employment, health and wellness, recreation, education, culture, transportation, legal services, social, and volunteer opportunities. (Formerly NC 50P) [ND]

NC 1053. ART THERAPY 0 UNITS
Lecture 12 hours
This course is being updated as part of the regular program review process. This modification proposal includes minor changes that focus on formatting and content requirements that were not in place the last time the course was updated. [ND]

NC 1059. ENJOYING GREAT MUSIC—SYMPHONY 0 UNITS
Lecture 8 hours, laboratory 8 hours
Learn about the great symphonic literature by listening to the works of the masters. Learn the structure and movement of the classical orchestral symphonies. Examine the biographies of the great composers. Learn about the influence of the political and social changes of the eighteenth- to twentieth-centuries on the symphony. [ND]

NC 1060. INTRODUCTION TO OPERA 0 UNITS
Lecture 8 hours, laboratory 8 hours
An overview of the great operatic works of the eighteenth- to twentieth-centuries. Includes the terminology of the opera and a biographical survey of some of the great composers. Learn what social and political events influenced opera. Enjoy listening to selections from European and American opera. [ND]

NC 1084. CALLIGRAPHY FOR OLDER ADULTS 0 UNITS
Lecture 15 hours, laboratory 39 hours
Explores the history, theory, and techniques of calligraphy, which shape letterforms, past, and present. Covers linear forms, broad-pens, Sans Serif, and Serif forms. Learn Roman, formal Roman, Italic, Uncial, Gothic, decorative scripts, brush, and copperplate styles. Tips on business and bookbinding also included. [ND]

NC 1090. JAZZ VOCAL ENSEMBLE 0 UNITS
Lecture 18 hours, laboratory 90 hours
Recommended Preparation: NC 80 or equivalent
Provides older adult students the opportunity to perform in a choral ensemble with aural and score analysis of jazz vocal literature from its traditional roots to the present. Emphasizes historical context, performance practice, style, and interpretation. Public performance required. [ND]

NC 3068. STRING INSTRUMENTS 0 UNITS
Lecture 18 hours, laboratory 90 hours
Provides beginning level group and private instruction for older adults on any of the following string instruments: violin, viola, cello, contrabass. [ND]

NC 3070. MARIACHI GARIBALDI 0 UNITS
Lecture 18 hours, laboratory 90 hours
Recommended Preparation: NC 3067 or NC 3068 or equivalent
Provides the opportunity for older adults to perform professional-level, traditional mariachi music in an intermediate ensemble. Emphasizes authentic mariachi style, excellence in personal and group performance, repertoire building, sight-reading music, playing and transposing songs by ear, memorization techniques, working and performing in a group, stage presence and other aspects of performance, and overall professionalism. [ND]

NC 3071. ORCHESTRA 0 UNITS
Lecture 18 hours, laboratory 90 hours
Recommended Preparation: NC 80 or equivalent
Provides the opportunity for older adults to perform professional-level orchestral literature in a beginning-level symphony orchestra. Explores various styles of orchestral literature including classical, contemporary, popular, and new music compositions. [ND]

NC 3077. GUITAR ENSEMBLE 0 UNITS
Laboratory 108 hours
Provides the opportunity for string, woodwind, brass and percussion instrumentalists to perform in a beginning-level symphony orchestra. Explores various styles of orchestral literature including classical, contemporary, popular, and new music compositions. [ND]
### NON-CREDIT CERTIFICATES AND COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>NC 3078</td>
<td>LATIN JAZZ ENSEMBLE</td>
<td>0 UNITS</td>
<td>Laboratory 108 hours</td>
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<tr>
<td>NC 3079</td>
<td>INTRODUCTION TO IMPROVISATION</td>
<td>0 UNITS</td>
<td>Laboratory 108 hours</td>
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<td>NC 3080</td>
<td>CONCERT BAND</td>
<td>0 UNITS</td>
<td>Recommended Preparation: NC 3067 or equivalent</td>
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<tr>
<td>NC 2001</td>
<td>INTRODUCTION TO EFFECTIVE PARENTING</td>
<td>0 UNITS</td>
<td>Lecture 24 hours</td>
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<tr>
<td>NC 102</td>
<td>OCCUPATIONAL OPPORTUNITIES</td>
<td>0 UNITS</td>
<td>Lecture 48 hours</td>
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<tr>
<td>NC 103</td>
<td>STEPPING STONES TO SUCCESS IN THE WORKPLACE</td>
<td>0 UNITS</td>
<td>Lecture 32 hours</td>
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<td>NC 104</td>
<td>HOW TO SPREAD THE WORD OF THE PROFESSIONAL YOU</td>
<td>0 UNITS</td>
<td>Lecture 48 hours</td>
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<tr>
<td>NC 15</td>
<td>FIRST AID FOR PUBLIC SAFETY PERSONNEL—TITLE 22</td>
<td>0 UNITS</td>
<td>Lecture 12 hours, laboratory 4 hours</td>
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<tr>
<td>NC 17</td>
<td>COMMUNITY EMERGENCY RESPONSE TEAM TRAINING</td>
<td>0 UNITS</td>
<td>Lecture 24 hours</td>
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<tr>
<td>NC 40</td>
<td>BASIC FIRST AID AND ADULT CPR</td>
<td>0 UNITS</td>
<td>Lecture 5 hours, laboratory 3 hours</td>
</tr>
<tr>
<td>NC 70</td>
<td>LIFEGUARD TRAINING</td>
<td>0 UNITS</td>
<td>Lecture 12 hours, laboratory 24 hours</td>
</tr>
</tbody>
</table>
NC 76. INTRODUCTION TO MASTERCAM 0 UNITS
Lecture 10 hours, laboratory 20 hours
Introduces the participant to MasterCam software and its interface with a three-axis milling machine. Covers the creation and conversion of 2- and 3-dimensional geometry using MasterCam, model analysis, tool path definition, and creation of a physical part. Familiarity with CAD software or machining is recommended. [ND]

NC 106. OCEAN LIFEGUARDING FOR RECREATION ASSISTANTS 0 UNITS
Prerequisite: NC 70 or equivalent
Lecture 3 hours, laboratory 5 hours
Provides supplemental training to the student desiring to work as an ocean lifeguard or recreational assistant. Focuses on the skills and knowledge necessary to prevent and respond to emergencies in an ocean, bay, or beach environment. Emphasizes instruction on maintaining a safe aquatic environment, demonstration of manipulative skills, injury prevention, facility surveillance, patron surveillance, and ocean rescue techniques. [ND]

NC 113. TAX PREPARATION/INCOME TAX I 0 UNITS
Lecture 30 hours
Introduces Part I of a 60-hour program that teaches students how to prepare their own state and federal income tax returns and introduces them to the career field of a registered tax preparer in the State of California. Successful completion of Part I and Part II enables a student to receive a certificate of completion. [ND]

NC 114. TAX PREPARATION/INCOME TAX II 0 UNITS
Lecture 30 hours
Introduces Part II of a comprehensive 60-hour program that covers everything students need to know to prepare correct tax returns. Emphasizes how a student will learn a marketable skill that will enable him/her to prepare taxes for other people and earn extra income. Successful completion enables the student to receive a certificate of completion that will make them eligible to become a registered tax preparer in the State of California. [ND]

NC 1002. CUSTOMER SERVICE—CUSTOMER APPRECIATION 0 UNITS
Lecture 6 hours
Explores key skills and attitudes necessary to effectively meet the needs of customers. Introduces concepts and appropriate techniques for dealing with internal and external customers, enhancing customer satisfaction, increasing customer retention, and ensuring positive communication. (Formerly NC 51D.) [ND]

NC 1003. CUSTOMER SERVICE—MASTERING COMMUNICATION 0 UNITS
Lecture 6 hours
Introduces effective and positive communication that is key to customer service success. Focuses on the communication process involving common barriers to effective communication. Covers verbal and nonverbal communication, as well as listening skills. Explores and provides opportunity to practice the techniques of effective communication. (Formerly NC 51E.) [ND]

NC 1010. BEANS, BREAD, AND RICE ON THE PLATE 0 UNITS
Lecture 5 hours
The 21st Century has been called the Pacific Rim. What is defining the emerging Pacific Rim globalization? Is South County a potential hub for fostering closer ties between Japan, Mexico, and the United States? Third of three courses in a diversity management certificate. [ND]

NC 1031. DIVERSITY DOES NOT EQUAL POLITICAL CORRECTNESS 0 UNITS
Lecture 5 hours
Diversity is a dilemma from campus classroom to corporate boardroom. What do “culture wars” and “one America” mean? Can diversity be managed? Is a borderless world order the future? First of three courses in a diversity management certificate. [ND]

NC 1032. SIMPLY RACE AND SEX 0 UNITS
Lecture 5 hours
Latin-Asianization is creating a majority-minority California. What commodities are to be mediated in popular culture? How will “browning” affect public relations, advertising, and marketing? Second of three courses in a diversity management certificate. [ND]

NC 1039. BASIC LIFE SUPPORT (BLS) 0 UNITS
Lecture 12 hours, laboratory 4 hours
Designed to advance the Basic Life Support (BLS) provider to the position of instructor. Teaches the instructor candidate the components and delivery of cognitive and psychomotor skills training used for BLS training. [ND]

NC 1046. BASIC BOATING AND WATER SAFETY 0 UNITS
Lecture 4 hours
Provides the student with a basic understanding of the areas of personal boating safety, boating laws, navigational rules and aids, small vessel operation, boating accident prevention, and water rescue. Leads to certification from the California Department of Boating and Waterways. [ND]

NC 1052. BASIC WATER RESCUE 0 UNITS
Lecture 3 hours, laboratory 1 hour
Provides individuals such as public safety personnel, aquatic fitness instructors, and aquatic therapists with information and skills necessary to recognize, prevent, and respond to aquatic emergencies. Prepares individuals for aquatic emergencies by teaching them to protect themselves when assisting others. Student must be an experienced swimmer. [ND]

NC 1054. FAMILY CHILDCARE BUSINESS I 0 UNITS
Lecture 12 hours
Examines the process of setting up an in-home childcare business. Introduces analysis and implementation of a business plan including enrollment of children, contracts, bookkeeping, and legal considerations. Explores creative ways to use available space and materials for a developmentally appropriate environment. (Formerly NC 50T.) [NC]
NC 1055. FAMILY CHILDCARE BUSINESS II
0 UNITS
Lecture 12 hours
Examines major theories in child development with an emphasis on practical application for the family child care provider. Explores guidance techniques using negotiation, problem solving techniques, and positive reinforcement. (Formerly NC 50U.) [NC]

NC 1056. FAMILY CHILDCARE BUSINESS III
0 UNITS
Lecture 12 hours
Examines major theories in child development with an emphasis on practical application for the family child care provider. Explores guidance techniques using negotiation, problem solving techniques, and positive reinforcement. (Formerly NC 50U.) [NC]

NC 1057. FAMILY CHILDCARE BUSINESS IV
0 UNITS
Lecture 12 hours
Provides information and practice in helping children express feelings of loss, separation, and anxiety. Examines community resources for families and children in crisis as specific resources for providers for program improvement (toy and material lending, provider support groups, field trips, and free/low cost materials). (Formerly NC 50W.) [ND]

NC 1058. FAMILY CHILDCARE BUSINESS V
0 UNITS
Lecture 12 hours
Examines the concept of developmentally appropriate practices as applied to the home learning environment. Analyzes the basic "whole child" approach to developing a curriculum for young children. Explores the role of a caregiver in providing an inclusive and multicultural environment rich in diversity and acceptance of the individual. (Formerly NC 50X.) [ND]

NC 1059. FAMILY CHILDCARE BUSINESS VI
0 UNITS
Lecture 12 hours
Examines the concept of developmentally appropriate practices as applied to the home learning environment. Analyzes the basic "whole child" approach to developing a curriculum for young children. Explores the role of a caregiver in providing an inclusive and multicultural environment rich in diversity and acceptance of the individual. (Formerly NC 50X.) [ND]

NC 1060. FAMILY CHILDCARE BUSINESS VII
0 UNITS
Lecture 12 hours
Examines the concept of developmentally appropriate practices as applied to the home learning environment. Analyzes the basic "whole child" approach to developing a curriculum for young children. Explores the role of a caregiver in providing an inclusive and multicultural environment rich in diversity and acceptance of the individual. (Formerly NC 50X.) [ND]

NC 1061. FAMILY CHILDCARE BUSINESS VIII
0 UNITS
Lecture 12 hours
Examines the concept of developmentally appropriate practices as applied to the home learning environment. Analyzes the basic "whole child" approach to developing a curriculum for young children. Explores the role of a caregiver in providing an inclusive and multicultural environment rich in diversity and acceptance of the individual. (Formerly NC 50X.) [ND]

NC 1062. EMERGENCY RESPONDER REFRESHER FOR MARINE SAFETY PERSONNEL
0 UNITS
Lecture 12 hours, laboratory 4 hours
Refresher course for previously trained marine safety personnel covering emergency care for victims of injury or sudden illness. Includes preventing disease transmission, legal and ethical issues, human body systems, transporting patients, patient assessment, management of bleeding, muscle/bone/spine injuries, behavioral emergencies, childbirth, poisoning, and exposure. [ND]

NC 1063. EMERGENCY MEDICAL TECHNICIAN REFRESHER FOR MARINE SAFETY PERSONNEL
0 UNITS
Lecture 20 hours, laboratory 4 hours
Refresher course for marine safety service personnel covering first aid with emphasis on emergencies involving artificial respiration, cardiopulmonary resuscitation, automated external defibrillation, oxygen therapy, care for fractures, bleeding, poisoning and burns. Additional topics include exposure, drugs, emergency rescues, childbirth and Body Substance Isolation (BSI) procedures. [ND]

NC 1064. BOATING SAFETY PADDLE SPORTS LEADER TRAINING
0 UNITS
Lecture 12 hours, laboratory 12 hours
Designed for those pursuing careers as recreation assistants in aquatic recreation programs. Covers small craft safety, general operations, basic rescue, skill development and instructional methods in teaching kayaking, canoeing, and outrigger canoeing. Successful completion leads to certification in small craft, basic rescue and paddle sports leader. Recommended for American Canoeing Association (ACA) instructor preparation. [ND]

NC 1065. CUSTOMER SERVICE: TEAM BUILDING
0 UNITS
Lecture 6 hours
Explores how working as teams in business can increase productivity, enhance project management, reduce business conflicts, and create superior customer service. Identifies team opportunities that can be applied to your company. Examines the "roles" in a team and how to be both a leader and team player. Provides practice of new skills in typical business scenarios. (Former NC 51V) [ND]

NC 1066. CUSTOMER SERVICE: MANAGING CHANGE
0 UNITS
Lecture 6 hours
Examines how the right attitude has a positive impact on the workplace and our interactions with customers. Reviews how attitudes at work positively and negatively affect customer service, the company image, productivity, employee retention, and company growth. Explores techniques for maintaining a professional attitude. [ND]

NC 1067. CUSTOMER SERVICE: THE RIGHT ATTITUDE
0 UNITS
Lecture 6 hours
Examines how the right attitude has a positive impact on the workplace and our interactions with customers. Reviews how attitudes at work positively and negatively affect customer service, the company image, productivity, employee retention, and company growth. Explores techniques for maintaining a professional attitude. [ND]

NC 1068. CUSTOMER SERVICE: ATTITUDE
0 UNITS
Lecture 6 hours
Examines how the right attitude has a positive impact on the workplace and our interactions with customers. Reviews how attitudes at work positively and negatively affect customer service, the company image, productivity, employee retention, and company growth. Explores techniques for maintaining a professional attitude. [ND]

NC 1069. CUSTOMER SERVICE: DECISION MAKING AND PROBLEM SOLVING
0 UNITS
Lecture 6 hours
Explores the concept of developmentally appropriate practices as applied to the home learning environment. Analyzes the basic "whole child" approach to developing a curriculum for young children. Explores the role of a caregiver in providing an inclusive and multicultural environment rich in diversity and acceptance of the individual. (Formerly NC 50X.) [ND]

NC 1070. CUSTOMER SERVICE: TIME AND STRESS MANAGEMENT
0 UNITS
Lecture 6 hours
Explores how working as teams in business can increase productivity, enhance project management, reduce business conflicts, and create superior customer service. Identifies team opportunities that can be applied to your company. Examines the "roles" in a team and how to be both a leader and team player. Provides practice of new skills in typical business scenarios. (Former NC 51V) [ND]

NC 1071. CUSTOMER SERVICE: THE RIGHT ATTITUDE
0 UNITS
Lecture 6 hours
Examines how the right attitude has a positive impact on the workplace and our interactions with customers. Reviews how attitudes at work positively and negatively affect customer service, the company image, productivity, employee retention, and company growth. Explores techniques for maintaining a professional attitude. [ND]

NC 1072. CUSTOMER SERVICE: TEAM BUILDING
0 UNITS
Lecture 6 hours
Examines how working as teams in business can increase productivity, enhance project management, reduce business conflicts, and create superior customer service. Identifies team opportunities that can be applied to your company. Examines the "roles" in a team and how to be both a leader and team player. Provides practice of new skills in typical business scenarios. (Former NC 51V) [ND]

NC 1073. CUSTOMER SERVICE: MANAGING CHANGE
0 UNITS
Lecture 6 hours
Explores the concept of developmentally appropriate practices as applied to the home learning environment. Analyzes the basic "whole child" approach to developing a curriculum for young children. Explores the role of a caregiver in providing an inclusive and multicultural environment rich in diversity and acceptance of the individual. (Formerly NC 50X.) [ND]

NC 1074. CUSTOMER SERVICE: DECISION MAKING AND PROBLEM SOLVING
0 UNITS
Lecture 6 hours
Explores the concept of developmentally appropriate practices as applied to the home learning environment. Analyzes the basic "whole child" approach to developing a curriculum for young children. Explores the role of a caregiver in providing an inclusive and multicultural environment rich in diversity and acceptance of the individual. (Formerly NC 50X.) [ND]

NC 1075. CUSTOMER SERVICE: TIME AND STRESS MANAGEMENT
0 UNITS
Lecture 6 hours
Explores the concept of developmentally appropriate practices as applied to the home learning environment. Analyzes the basic "whole child" approach to developing a curriculum for young children. Explores the role of a caregiver in providing an inclusive and multicultural environment rich in diversity and acceptance of the individual. (Formerly NC 50X.) [ND]

NC 1076. CUSTOMER SERVICE: THE RIGHT ATTITUDE
0 UNITS
Lecture 6 hours
Explores how working as teams in business can increase productivity, enhance project management, reduce business conflicts, and create superior customer service. Identifies team opportunities that can be applied to your company. Examines the "roles" in a team and how to be both a leader and team player. Provides practice of new skills in typical business scenarios. (Former NC 51V) [ND]

NC 1077. CUSTOMER SERVICE: TEAM BUILDING
0 UNITS
Lecture 6 hours
Examines how working as teams in business can increase productivity, enhance project management, reduce business conflicts, and create superior customer service. Identifies team opportunities that can be applied to your company. Examines the "roles" in a team and how to be both a leader and team player. Provides practice of new skills in typical business scenarios. (Former NC 51V) [ND]

NC 1078. CUSTOMER SERVICE: MANAGING CHANGE
0 UNITS
Lecture 6 hours
Examines how working as teams in business can increase productivity, enhance project management, reduce business conflicts, and create superior customer service. Identifies team opportunities that can be applied to your company. Examines the "roles" in a team and how to be both a leader and team player. Provides practice of new skills in typical business scenarios. (Former NC 51V) [ND]

NC 1079. CUSTOMER SERVICE: DECISION MAKING AND PROBLEM SOLVING
0 UNITS
Lecture 6 hours
Explores the concept of developmentally appropriate practices as applied to the home learning environment. Analyzes the basic "whole child" approach to developing a curriculum for young children. Explores the role of a caregiver in providing an inclusive and multicultural environment rich in diversity and acceptance of the individual. (Formerly NC 50X.) [ND]

NC 1080. CUSTOMER SERVICE: TIME AND STRESS MANAGEMENT
0 UNITS
Lecture 6 hours
Explores how working as teams in business can increase productivity, enhance project management, reduce business conflicts, and create superior customer service. Identifies team opportunities that can be applied to your company. Examines the "roles" in a team and how to be both a leader and team player. Provides practice of new skills in typical business scenarios. (Former NC 51V) [ND]

NC 1081. CUSTOMER SERVICE: THE RIGHT ATTITUDE
0 UNITS
Lecture 6 hours
Explores how working as teams in business can increase productivity, enhance project management, reduce business conflicts, and create superior customer service. Identifies team opportunities that can be applied to your company. Examines the "roles" in a team and how to be both a leader and team player. Provides practice of new skills in typical business scenarios. (Former NC 51V) [ND]
NON-CREDIT CERTIFICATES AND COURSES

NC 1085. FUNDAMENTALS OF INSTRUCTIONAL EVALUATION AND TRAINING 0 UNITS
Lecture 4 hours, laboratory 6 hours
Provides the teaching assistant candidates in marine and public safety service settings with knowledge and training required to communicate, demonstrate, and remediate skills performance in training settings. Core curriculum includes instruction on maintaining a safe, professional learning environment, demonstration and evaluation of manipulative skills, equipment maintenance and inventory control systems, and knowledge of the guidelines of authorizing agencies. [ND]

NC 1089. HUMAN RESOURCES MANAGEMENT SEMINAR 0 UNITS
Lecture 16 hours
Overview of human resource management in the United States, including assessment, information systems, compensation, job analysis and design, training, evaluation, and employee relations. [ND]

NC 1090. HISTORY OF THE INTERNET 0 UNITS
Lecture 6 hours
The Internet has quickly become a common part of modern society. But what exactly is the Internet? How did it start? And how did it become so popular? History of the Internet is a lecture course covering the evolution of the Internet from its beginnings, noting key turning points and milestones that have contributed to its growth. [ND]

NC 1092. INTRODUCTION TO EDUCATIONAL TECHNOLOGY 0 UNITS
Lecture 9 hours, laboratory 3 hours
Introduction to the field of educational technology and the theory and practice of instructional design. Intended for individuals planning on incorporating technology into their classrooms; those interested in pursuing their studies through technological means (i.e. online education); or those simply interested in learning more about the current trends in the educational and training fields. Includes educational games, simulations and virtual reality, as well as the future of the Internet in the everyday classroom. [ND]

NC 1093. FUNDAMENTALS OF INSTRUCTOR TRAINING FOR RECREATION ASSISTANTS 0 UNITS
Lecture 6 hours
Designed for instructors and instructor candidates to learn and update fundamental teaching skills. Focuses on learning theory, characteristics of learners and instructors, and information on how to conduct a course within the guidelines of national certification agencies. Emphasizes paper processing, class planning, evaluating the training process, and representing the standards of the agencies. [ND]

NC 1098. LIFEGUARDING INSTRUCTOR TRAINING 0 UNITS
Limitation on Enrollment: Proof of current American Red Cross certificates for Lifeguarding, First Aid, and CPR/AED; Proof of age of 17 years old on or before the last day of the course
Lecture 26 hours
Explores all vocational recreation leadership requirements to become a certified lifeguard instructor for those pursuing employment in aquatic safety and recreation. Emphasizes the development of instructional materials, methods of presentation, techniques of evaluation, and rescue skill requirements associated with professional lifeguarding in pool and waterpark settings. [ND]

NC 1094. FUNDAMENTALS OF INSTRUCTOR PREPARATION 0 UNITS
Lecture 6 hours
Designed for instructors and instructor candidates to learn and update fundamental teaching skills. Focuses on learning theory, characteristics of learners and instructors, and information on how to conduct a course within the guidelines of national certification agencies. Emphasizes paper processing, class planning, evaluating the training process, and representing the standards of the agencies. [ND]

NC 1095. LIFEGUARDING INSTRUCTOR TRAINING 0 UNITS
Limitation on Enrollment: Proof of current American Red Cross certificates for Lifeguarding, First Aid, and CPR/AED; Proof of age of 17 years old on or before the last day of the course
Lecture 26 hours
Explores all vocational recreation leadership requirements to become a certified lifeguard instructor for those pursuing employment in aquatic safety and recreation. Emphasizes the development of instructional materials, methods of presentation, techniques of evaluation, and rescue skill requirements associated with professional lifeguarding in pool and waterpark settings. [ND]

NC 1096. FUNDAMENTALS OF INSTRUCTOR PREPARATION 0 UNITS
Lecture 6 hours
Designed for instructors and instructor candidates to learn and update fundamental teaching skills. Focuses on learning theory, characteristics of learners and instructors, and information on how to conduct a course within the guidelines of national certification agencies. Emphasizes paper processing, class planning, evaluating the training process, and representing the standards of the agencies. [ND]

NC 24. DEVELOPING HIGH-PERFORMANCE CHARTS IN MICROSOFT EXCEL 0 UNITS
Lecture 6 hours, laboratory 6 hours
Reviews the basics of spreadsheet use: structure, data entry, formulas, and functions. Focuses on how to convert your data into meaningful and high-impact charts. (Formerly known as 296-J.) [ND]

NC 88. CAREER RESEARCH USING THE INTERNET 0 UNITS
Lecture 3 hours
Utilizes the Internet as an important tool in career planning, career research, and job search. Includes specific Internet sites, tips on the use of search engines, creating folders to keep track of useful sites, techniques to conduct career research, and considerations when applying for jobs online are explored. [ND]
NC 89. IDENTIFYING AND SHOWCASING YOUR TRANSFERABLE SKILLS
0 UNITS
Lecture 3 hours
Provides job seekers with information and techniques to identify viable skills from their education, work, and life experiences, and shows them how those skills relate to their current career objectives. Topics include identifying different types of skills, the traits and skills that lead to employment, how to effectively communicate traits and skills to an employer, and identifying alternative ways of showcasing those skills. [ND]

NC 90. RETRAINING READINESS
0 UNITS
Lecture 6 hours
Designed to assist the adult learner who has been away from school to prepare for the demands and expectations of vocational training. Topics include learning styles, time management, managing multiple roles and responsibilities, study and test preparation skills, goal setting, and community resources and services. [ND]

NC 91. COPING WITH JOB/CAREER CHANGE
0 UNITS
Lecture 3 hours
Provides an awareness of the change process, the positive and negative factors affecting responses to change, and the development of effective coping strategies. Explores dealing with personal relationships when everything seems to be changing, and recognizing the opportunities change brings for personal and professional growth. [ND]

NC 92. USING YOUR FOREIGN DEGREE IN THE UNITED STATES
0 UNITS
Lecture 3 hours
Provides graduates of foreign colleges and/or universities with essential information for exploring their options for using their degrees in the United States. Includes the U.S. educational system, processes for transcripts and/or diplomas, state licensing and credentialing considerations, English language proficiency, professional networking, graduate study options, job search and career planning services. [ND]

NC 1005. SELF-PACED CAREER ASSESSMENT
0 UNITS
Lecture 1.5 hours, laboratory 4.5 hours
Assesses career interests, basic skills, and transferable skills for job seekers and individuals considering a career change. Includes a self-paced format utilizing a combination of paper-pencil and online assessment measures. Presents assessment results in a useful format for job search or career planning purposes, with interpretation provided by a career counselor. [ND]

NC 1006. CUSTOMER SERVICE—DEALING WITH DIFFICULT PEOPLE
0 UNITS
Lecture 6 hours
Introduces information and concepts about how conflict inhibits good business. Explores the causes and impact conflict can have on customer service. Reviews strategies and techniques for resolving tough issues and how to turn a difficult customer into a loyal one. (Formerly NC 51F.) [ND]

NC 1007. CPR FOR THE PROFESSIONAL RESCUER
0 UNITS
Lecture 4 hours, laboratory 5 hours
Provides the professional rescuer with the knowledge and skills to provide Basic Life Support (BLS) to a victim in an emergency. Necessary for anyone wishing to become a BLS instructor. Follows the guidelines of both the American Red Cross and the American Heart Association. [ND]

NC 1009. MENTOR AND COACH FOR IMPROVED PERFORMANCE IN THE WORKPLACE
0 UNITS
Lecture 16 hours
In today's workplace, the ability to train and coach others to maximize continuous improvement and on-the-job learning is a necessary skill and resource. Assess others' potential for growth and build strategies to improve performance and production goals. [ND]

NC 1010. AUTOMATED EXTERNAL DEFIBRILLATION
0 UNITS
Lecture 2 hours, laboratory 2 hours
Provides the student with the knowledge and skills necessary to recognize a victim in need of the Automated External Defibrillation (AED) device and to properly use the AED. Enrollment limited to those with a current adult CPR certification. [ND]

NC 1014. OXYGEN ADMINISTRATION FOR THE PROFESSIONAL RESCUER
0 UNITS
Lecture 2 hours, laboratory 1 hour
Provides the student with the knowledge and skills necessary to provide care to victims of respiratory emergencies, by using breathing devices such as suction, oral and airway adjuncts, resuscitation masks, bag-valve masks, and supplemental oxygen. Follows both the American Red Cross and the National Safety Council (Green Cross) guidelines. [ND]
NC 1033. SUCCESS IN NURSING
0 UNITS

Lecture 24 hours

Designed to assist enrolled nursing students to be successful in the VN and ADN programs. Included are test-taking strategies, as well as basic mathematics, reading comprehension, time management, communication, and critical thinking as they apply to the nursing curriculum.
[ND]

NC 1051. INTRODUCTION TO COMPUTERS
0 UNITS

Lecture 3 hours, laboratory 3 hours

Covers basic computer skills such as proper start-up and shutdown procedures; use of mouse and keyboard commands; basic file management; creating, saving, and printing a document using word-processing software; e-mails; and basic Internet searches. (Formerly NC 50.Q) [ND]
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<td>MICHÉLLE SEPULVEDA</td>
<td>Counselor</td>
<td>B.S., San Diego State University</td>
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<td>ROB SHAFFER</td>
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FACULTY, STAFF AND ADMINISTRATORS

ALLAN ACCOMANDO
Mathematics

WILLIAM ALEXANDER
Communication
Appointed 1987–Retired 2009

WAYNE ALLEN
Dean, Student Activities
Appointed 1962–Retired 1977

IRMA ALVAREZ
Office Information Systems
Appointed 1974–Retired 2011

GARY ANDERSON
Spanish
Appointed 1967–Retired 1999*

JERROLD ANDERSON
Communication
Appointed 1967–Retired 1997

LUTHER ARMSTRONG
Engineering
Appointed 1964–Retired 1976

VIRGINIA ARMSTRONG
Family Consumer Studies
Appointed 1971–Retired 1991

JOHNATHAN ATWATER
Biology
Appointed 2005–Retired 2015

PAUL AZEVEDO
Administration of Justice
Appointed 1997–Retired 2015

ROGER BAILEY
Psychology
Appointed 1968–Retired 2005

DONALD BAIRD
English
Appointed 1965–Retired 1992

NOUNA BAKHEIT
Biology
Appointed 1998–Retired 2015

PENÉLOPE BANKS
Philosophy/Humanities
Appointed 1990–Retired 2004*

PETER BAREND
Director of Admissions,
Evening and Extension
Appointed 1970–Retired 1981*

GLADYS BARRETT
Child Development
Appointed 1975–Retired 2003

JERRY BARTOW
Athletics
Appointed 1975–Retired 2001

JON BATES
English
Appointed 1990–Retired 2006*

RAY BENKENDORF
Communication
Appointed 1971–Retired 1999

JOHN BIBBO
Mathematics

JOI BLAKE
Counselor
Appointed 1991–Separated 2006

MAYA BLOCH
Counseling
Appointed 1989–Retired 2015

BARBARA BLOUROCK
Psychology/Communication
Appointed 1976–Retired 1988

JUDITH BORNHOLDT
Staff Development
Appointed 1996–Retired 2006

PAUL AZEVEDO
Administration of Justice
Appointed 1997–Retired 2015

TOM CLARKE
Psychology
Appointed 1971–Retired 2005

RICHARD BRANNEN
Aeronautics
Appointed 1969–Retired 1990*

GLEN BREININGER
Architecture
Appointed 1984–Retired 2011

LINDA BRIDGER
Psychology
Appointed 1987–Retired 2005

TAMARA BRIDGER
Child Development
Appointed 1993–Separated 2008

DAN BRIDGES
Engineering
Appointed 1967–Retired 1990

DIANE BRANMAN
Counselor
Appointed 1972–Retired 2011

RICHARD BROWN
Psychology

JANET BROWN
Nursing
Appointed 1973–Retired 2003

THOMAS BRUN
Health
Appointed 1968–Retired 2002

WESLEY BURNETT
History
Appointed 1965–Retired 1972

CLARENCE BURTON
Counselor
Appointed 1965–Retired 1976*

DENIS CALLAHAN
English
Appointed 2000–Retired 2006*

BARBARA CANADAY
Psychology
Appointed 1974–Retired 2003

OSCAR CAÑEDO
Spanish/English as a Second Language
Appointed 1975–Retired 2003

SUSAN YONKER
English
B.A., M.A., California State University, Fresno

LAUREN ZINOLA
Engineering
B.S., Santa Clara University
M.A., Stanford University

PART TIME FACULTY

The faculty at Southwestern College includes more than 776 part time faculty members who teach on a part-time basis. They are integral to the mission of the College and serve our students and our institution well. Their professionalism and dedication are appreciated by all.

FACULTY EMERITI

CAROLYN BRADY
Athletics
Appointed 1971–Retired 2001

MELANIE BRANCA
Mathematics
Appointed 1981–Retired 2009

DIANE BRANMAN
Counselor
Appointed 1972–Retired 2011

RICHARD BRANNEN
Aeronautics
Appointed 1969–Retired 1990*

COREY BREININGER
Architecture
Appointed 1984–Retired 2011

JANET BROWN
Nursing
Appointed 1973–Retired 2003

THOMAS BRUN
Health
Appointed 1968–Retired 2002

WESLEY BURNETT
History
Appointed 1965–Retired 1972

CLARENCE BURTON
Counselor
Appointed 1965–Retired 1976*

DENIS CALLAHAN
English
Appointed 2000–Retired 2006*

BARBARA CANADAY
Psychology
Appointed 1974–Retired 2003

OSCAR CAÑEDO
Spanish/English as a Second Language
Appointed 1975–Retired 2003
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<td>Administration of Justice</td>
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<td><strong>Fred Carvell</strong></td>
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<td>Carol Haubenstein</td>
<td>Health/Physical Education</td>
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<td>Dale Henderson</td>
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<td>Mary Holmes</td>
<td>Child Development</td>
<td>Appointed 1998–2015</td>
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<td>History</td>
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<td>English</td>
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<td>Marilynne Hudgens</td>
<td>Business</td>
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<td>Anna Ingalls</td>
<td>English/English as a Second Language</td>
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<td>James Jimenez</td>
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<td>Cheryl Johnson</td>
<td>Reading</td>
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<td>Gloria Johnson</td>
<td>Exercise Science/Health</td>
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<td>Walter Justice</td>
<td>Health</td>
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<td>Ursula Kantor</td>
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<td>Patricia Kelly</td>
<td>English as a Second Language</td>
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<td>Dorothy Kirkpatrick</td>
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<td>English</td>
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<td>Randy Krauss</td>
<td>Mathematics</td>
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<td>Gary Larson</td>
<td>Theater</td>
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RONALD LAWSON  
Photography  
Appointed 1955–Retired 2000

JOE LEONARD  
English  
Appointed 1970–Retired 2005

JOSEPH LIERMAN  
Business  
Appointed 1990–Retired 2003

RICHARD LINDER  
Mathematics  
Appointed 1983–Retired 2008

EILEEN LINDSAY  
Counselor  
Appointed 1966–Retired 1991

GEORGE LIVERMORE  
Mathematics  
Appointed 1965–Retired 1975*

NORMA LITTLE  
Reading  
Appointed 1991–Retired 2002

PHILIP LOPEZ  
English  
Appointed 1988–Retired 2012*

VICTORIA LOPEZ  
Paralegal Studies  
Appointed 1999–Retired 2013

WILLIAM LOPEZ  
Physics  
Appointed 1972–Retired 1987*

FERNANDO LOPEZ-LOPEZ  
Astronomy/Physics  
Appointed 1974–Retired 2005*

FREDERICK LOTZE  
Business  
Appointed 1965–Retired 2003

LORRAINE LOWERISON  
Business  
Appointed 1950–Retired 1984

ALANA-PATRIS LOYER  
Communication  
Appointed 1970–Retired 2011

SUSAN LUZZARO  
English  
Appointed 1991–Retired 2003

DONALD LYNN  
Chemistry  
Appointed 1966–Retired 1997

WILLIAM LYNN  
Automotive Technology  
Appointed 1971–Retired 2001

ANDREW MACNEILL  
English as a Second Language  
Appointed 1990–Separated 2013

DONALD MACQUEEN  
Social Sciences  
Appointed 1966–Retired 1983

ROBERT MADDEN  
Business  
Appointed 1966–Retired 1983

WILLIAM MADDOX  
Surgical Technology  
Appointed 2000–Retired 2010

DANIEL MAHONEY  
History  
Appointed 1959–Retired 1991

VINCENT MARTIN  
Business  
Appointed 1969–Retired 1992

JOHN MARTINEZ  
Spanish  
Appointed 1965–Retired 1990

RICHARD MASON  
Exercise Science  
Appointed 1967–Retired 2007

ROBERT MATHENY  
Art  

TIMOTHY MATHIS  
Electronics  
Appointed 1974–Retired 2005

LOIS MARRIOTT  
Assistant Dean, Instructional Resources  
Appointed 1976–Retired 1994

RICHARD MASON  
Health/Exercise Science/Athletics  
Appointed 1967–Retired 2007

JOAL MAYER  
Reading  
Appointed 1988–Retired 2007

JANET MAZZERELLA  
Mathematics  
Appointed 1991–Retired 2015

ROBIN MCCAUBIN  
English as a Second Language  
Appointed 1990–Retired 2007

GLENDA MCGEE  
English  
Appointed 1999–Retired 2013

CHARLOTTE MCGOWAN  
Anthropology  

BERKE MCKELVEY  
Music  
Appointed 1988–Retired 2005

SUZANNE MCKEOWN  
Reading/English as a Second Language  
Appointed 1988–Retired 2003

GEORGE MCMARTIN  
Administration of Justice  
Appointed 1968–Retired 1990*

ROBERT MEARS  
Physical Education  

SHERRY MEDLER  
Biology  
Appointed 1984–Retired 2011

SARA MEGLING  
Journalism  
Appointed 1989–Retired 2003

MARIAN MENZEL  
Geography  
Appointed 1962–Retired 1974

JAMES MERRILL  
Music  
Appointed 1953–Retired 1983

GEORGE MILKE  
Physical Education  
Appointed 1951–Retired 1992

ROBERT MILLS  
Counselor  
Appointed 1963–Retired 1976

LIONEL MORDECAI  
Mathematics  
Appointed 1989–Retired 2001

MEREDITH MORTON  
English  
Appointed 1992–Retired 2010

GARY NEELY  
History  
Appointed 1971–Retired 2005

JOHN NEWHOUSE  
Dean, Academic Information Services  
Appointed 1977–Retired 2002*

LEO NICHOLS  
Counselor  
Appointed 1970–Retired 1994

JUDITH NICOLAIDIS  
Art  
Appointed 1971–Retired 2006

JAMES NOLFI  
English  
Appointed 1955–Retired 1982
VANE OLINGER
Counselor
Appointed 1967–Retired 1979

LEROY OLSON
Biology
Appointed 1972–Retired 2000*

ERNES OROZ
Accounting
Appointed 1975–Retired 1998*

ELIZABETH OTTEN
Dean, Mathematics
Appointed 1962–Retired 1985

JOHANNA PALADINO
English/Communication
Appointed 1964–Retired 1995*

THOMAS PARKER
Health/Physical Education
Appointed 1950–Retired 1982

RACHEL PARSONS
Business
Appointed 1988–Retired 2005

THOMAS PASQUA
Political Science/Journalism
Appointed 1965–Retired 1998*

MARK PENTILESCU
Theater Art
Appointed 2004–Retired 2015

JORGE PEREZ
English as a Second Language
Appointed 1981–Retired 2012

JOSEPH PERRETTA
Automotive Technology
Appointed 1971–Retired 2005

JON PITTMAN
Visual Arts
Appointed 1969–Retired 2002

MICHAEL POMPA
Exercise Science
Appointed 1977–Retired 2009

TERESA Poulos
Dental Hygiene
Appointed 2001–Retired 2013

VERA POWELL MOORING
English/Reading
Appointed 1977–Retired 2003

WAYNE PRESSLER
Librarian
Appointed 1967–Retired 1990

HENRY QUAN
Philosophy
Appointed 1981–Retired 2012

MARY QUIMBY
Business
Appointed 1979–Retired 2000

PAM REIVES
English
Appointed 1991–Retired 2000*

MICHAEL RIDDLE
Biology
Appointed 1975–Retired 2011

RAY RIEGSO
Electronics
Appointed 1971–Retired 1994

JOSEPH RINDONE, JR.
District Superintendent
Appointed 1960–Retired 1967*

RICHARD ROBINETTE
Music
Appointed 1969–Retired 1999

RICHARD ROBINSON
Art
Appointed 1954–Retired 1992

VALERIO RODRIGUEZ
Spanish
Appointed 1968–Retired 1990

THOMAS ROGO
Architecture
Appointed 1984–Retired 2014

CHARLES RUCKER
Administration of Justice
Appointed 1971–Retired 1991*

SHERILYN SALAHUDDIN
Counselor
Appointed 1991–Retired 2015

JAIME SALAZAR
Counselor
Appointed 1980–Retired 2012

ELLABLANCHE SALMI
English

MARY SAMARAS
English as a Second Language
Appointed 1975–Retired 1990

ALVA SANDS
Business
Appointed 1984–Retired 2003

VICTOR SAUCEDO
Music
Appointed 1971–Retired 2003

PERCY SAYERS
Electronics
Appointed 1962–Retired 1983

NORMAN SCHAFFNER
Accounting
Appointed 1959–Retired 1991

ROBERT SCHNEIDER
Telemedia
Appointed 1972–Retired 2005

MICHAEL W. SCHNORR
Art
Appointed 1971–Retired 2011*

CHARLES SCHULTZ
Counselor
Appointed 1948–Retired 1982*

FRED SCHWEND
Computer Information Systems
Appointed 1982–Retired 2002

ED SELBY
Administration of Justice
Appointed 1991–Retired 2009*

NED SEWELL
English
Appointed 1964–Retired 1983

PAULINE SEWELL
Biology/Zoology
Appointed 1961–Retired 1982

MEI-LAN SHAW
Mathematics
Appointed 1969–Retired 2005

JOCelyn SHEPPARD
French
Appointed 1969–Retired 2000*

DIANE SHORT
Mathematics
Appointed 1984–Retired 2005

MARION SHultz
Nursing
Appointed 1968–Retired 1991

MEREDITH SINCLAIR
Landscape and Nursery Technology

AIDA SIRIOS
Health Sciences
Appointed 1972–Retired 1993

ELIZABETH SISCO
Art
Appointed 1988–Retired 2010

DAYTON SMITH
Aeronautics/Appliance Maintenance and Repair
Appointed 1978–Retired 1997

KAREN SMITH
Librarian
Appointed 1984–Retired 2009
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<td>Geography</td>
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<td>EDWARD THORNTON</td>
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<td>Appointed 1956–Retired 1990</td>
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<td>Appointed 2001–Retired 2015</td>
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<td>Political Science</td>
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<td>LE ROY WRIGHT</td>
<td>English</td>
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<td>EILEEN ZAMORA</td>
<td>English</td>
<td>Appointed 1990–Retired 2011</td>
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</table>
# Classified Professionals

- **Katherine Abara**
  - Financial Aid Specialist

- **Veronica Abitia-Rubio**
  - Payroll Technician

- **Claudia Acosta**
  - Lead Food Service Worker

- **Elsa Acosta**
  - Teacher

- **Leonora Afuyog**
  - Clerical Assistant II

- **Annette Aguilar**
  - Clerical Assistant III

- **Rene Aguilar**
  - Clerical Assistant III

- **Miguel Aguilera**
  - Maintenance, Facilities, Health & Safety Coordinator

- **Maribel Aguirre**
  - Student Services Technician

- **Areli Albaran**
  - Senior Financial Aid Specialist

- **Darby Alden**
  - Aquatic Equipment Technician

- **Alma Andrate-Morett**
  - Clerical Assistant II—Evening

- **Richard Allen, Jr.**
  - Custodian

- **Antonio Alvarez**
  - Custodian

- **Maria Isabel Alvarez**
  - Clerical Assistant II

- **Francisco Ambriz**
  - Senior Warehouse Worker

- **Barbara Anderson**
  - Help Desk Support Specialist

- **Elizabeth Anderson**
  - Secretary to the Office of the Superintendent/President

- **Heather Anderson**
  - Instructional Lab Technician

- **Christopher Apelo**
  - Senior Programmer Analyst

- **Laura Arana**
  - Financial Aid Technician

- **Vonnie Arellano**
  - Administrative Secretary I

- **Angela Arietti**
  - Administrative Secretary I

- **Marcelo Arman**
  - Instructional Lab Technician—Microcomputer

- **Steven Ashabraner**
  - Athletic Equipment Technician/Physical Education Attendant

- **Teri Ashabraner**
  - Human Resources Technician—Academic

- **Shelly Askren**
  - Human Resources Position Control Technician

- **Ruby Ayala**
  - Workers Compensation Analyst

- **Peggy Ball**
  - Program Technician

- **Phillip Ballo**
  - Library Assistant—Evening

- **Syvia Banda-Ramirez**
  - Administrative Secretary I

- **Marco Barenco**
  - Campus Police Officer

- **Angelina Barrera**
  - ESL Student Advocate Specialist

- **Efren Barrera**
  - Human Resources Technician

- **Margarita Barrios**
  - Financial Aid Technician

- **Gary Bassham**
  - Senior Gardener

- **Fabiola Beck-Threats**
  - Student Employment Services Specialist

- **Maria Beltran**
  - Education Center Coordinator

- **Marla Bernal**
  - Instructional Lab Technician

- **Johnny Blankenship**
  - PC Systems Technician

- **Patti Blevins**
  - Human Resources Compliance Coordinator

- **Zac Boisoneau**
  - Senior Gardener/Weekend Coordinator

- **Bruce Boman**
  - Lead Gardener

- **Shirley Bouless**
  - Project Clerk

- **William Brooks**
  - Carpenter/Cabinet Maker

- **Gary Brown**
  - Student Services Specialist

- **Gregory Brownstead**
  - Custodian—Evening

- **Keith Bunch**
  - PC Systems Technician

- **Janet Bynum**
  - Administrative Secretary II

- **Veronica Cadena**
  - Administrative Secretary I

- **Rolando Cadua**
  - Custodian

- **Sandra Calderon**
  - Outreach Coordinator

- **Carla Camacho**
  - Administrative Secretary I

- **Mario Campos**
  - Custodian

- **Rosa A. Carabajal**
  - Financial Aid Assistant

- **Shelley Carabajal**
  - Benefits Specialist

- **Matronillo Carbonilla**
  - Custodian

- **Angela Cardenas**
  - Clerical Assistant II

- **Hilda Carey**
  - Senior Account Clerk

- **Stephanie Carrasco**
  - Education Center Technician

- **Cynthia Carreno**
  - Human Resources Technician

- **Torrance Carrington**
  - Campus Police Officer

- **Gabriela Castillo**
  - Dental Hygiene Clinic Facility Coordinator

- **Isai Castillo**
  - Campus Service Officer

- **Ruben C. Castillo**
  - Lead Custodian

- **Virginia Castillo**
  - Education Center Technician

- **Adam Cato**
  - Campus Police Officer
JOSEPH CECEÑA
Custodian–Evening

DEBBIE CERVANTES
Financial Aid Technician

CAROLINA CHAIREZ
Account Clerk

JESSEL CHALOUX
Campus Service Officer

JUAN CHAVEZ
Gardener

ADRIANNE CHUN
Financial Aid Specialist

YOLANDA CISNERO
Payroll Technician

LORRIE CLARKE
Secretary to the Office of the Superintendent/President

PERCIVAL CONCHA
Admissions and Records Technician

KAREN COOK
Administrative Secretary I

VIRIDIANA CORONEL
Clerical Assistant II

MYRNA CORTES
Financial Aid Assistant

CARMEN CORTEZ
Administrative Secretary I

MIREYA CORTEZ
Clerical Assistant II

MYRNA CORTEZ
Financial Aid Assistant

MARGARITA CROFT
Administrative Assistant—Employee Services

RAUL DE ALBA
Inventory Control Technician

JOSEFINA DEALBA
Account Clerk

ROSA DEERTZ
District Buyer

RIZZA DE LA CUADRA
Accountant

BEVERLY DELARA
Student Services Specialist

WILLIAM DENTON
Bookstore Operations Specialist

CATHERINE DIMAPIILIS
Administrative Secretary II

ERICA DISHON
Assistant Coordinator, Civic Leasing Center

DESIREE DOLORES
Project Technician

JENNIFER DONOVAN
Instructional Lab Technician

DOLORES DUENAS
EOPS Technician

ERIK DUKE
Lead Plumber

THOMAS EARLEY
Construction Project Coordinator

RICHARD EBERHEART
Student Activities Coordinator

CORINA ELIZARRAS
Education Center Coordinator

LINDA ESCOBEDO
Clerical Assistant II

ELSIE EQUISIEL
Clerical Assistant II

MARIA EQUISIEL
Clerical Assistant II

GEORGE ESSEX
Instructional Lab Technician

MARTHA ESTRADA
Account Technician

NANCY ETHINGTON
Lead Food Service Worker

ALFREDO FARAH
Human Resources Technician

ALICIA FARIAS-ZAMUDIO
Evaluator

DAVID FELIX
Campus Police Officer

GUILLERMA FEILIZARDO
Clerical Assistant II

PATRICIA FERRAND
Project Procurement Advisor

YLEANNA FIERRO
Student Services Assistant

JEFFREY FISCHER
Instructional Services Technician

ANNA FLORES
Administrative Secretary II

HENRY FLORES
Student Services Specialist

RUEL FLORES
Instructional Assistant I

VERONICA FLORES
Clerical Assistant III

LORI FLOWERS
Evaluator

STEPHANIE FRANCO
Project Clerk—Title V (Puertas al Futuro)

RACHEL FRANCOIS
Clerical Assistant II

CLAUDIA GAITAN
Financial Aid Specialist

RENE GALVAN
Custodian—Evening

EMMYLOU GAMONING
Financial Aid Assistant

CARL GAPUSAN
Senior Account Clerk

IVAN GARCIA
Custodian

JEANETTE GARCIA
Clerical Assistant II

SONIA GARCIA
Teacher

MICHAEL W. GARGANO
PC Systems Technician

ALLAN GARRITT
Network Security Systems Analyst

CLAUDIA GAVALDON
Project Clerk

JESUS A. GAYTAN
Admissions and Records Technician

MICHAEL GEORGE
Instructional Lab Technician

ELSIA C. GERENA
Human Resources Secretary

BENJAMIN GESS
Campus Police Officer

BENITA GHURA
Library Assistant

PATRICIA GIL
Instructional Services Specialist

BIBIANA GLACKMAN
Assessment Technician

CHERA GLEASON
Project Instructional Assistant I
<table>
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<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>RICARDO GODOY</td>
<td>Lead Food Service Worker</td>
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<tr>
<td>IRMA GOMEZ</td>
<td>Clerical Assistant III</td>
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<tr>
<td>RAFAEL GOMEZ</td>
<td>Computer Operator</td>
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<tr>
<td>GABRIEL GONZAGA</td>
<td>Campus Service Officer</td>
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<td>VERONICA HOWARD-BROOKS</td>
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<tr>
<td>TORREY HUBBELL</td>
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<tr>
<td>NICOLE J. HUDSON</td>
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<tr>
<td>ALEJANDRA HURTADO</td>
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<tr>
<td>CARMEN IBARRA</td>
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<tr>
<td>TABITHA IBARRA</td>
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<tr>
<td>ANNETTE IGNACIO</td>
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<td>JOSE ISLAS</td>
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NORA RODRIGUEZ  
Clerical Assistant III

PATRICIA RODRIGUEZ  
Account Clerk

JORGE ROJAS  
Campus Police Officer

BURK ROMERO  
Custodian

RAMSEY ROMERO  
Facilities Maintenance Coordinator

TIMOTHY ROSS  
Tool Room Attendant—Evening

ARMANDO RUELAS  
Senior Gardener

JANELL RUIZ  
Administrative Assistant—Business & Financial Affairs

RHONDA RUIZ  
Communications Clerk

ESTHER SAKHI  
Student Services Assistant

ARICK SANDOVAL  
Instructional Lab Technician

JOSE SANDOVAL  
Instructional Assistant I

LUIS SANDOVAL  
Custodian

SPENCER SCHAER  
Instructional Lab Coordinator

LARRY SCHLOSS  
Programmer Analyst

MARK SCHWEIGERT  
Lead Electrician

CLIFFORD SHARP  
Network Security Systems Analyst

GERALDINE SHAW  
Community Education Liaison

SAMUEL SHUEY  
DBA/Systems Administrator

JAMES R. SIFUENTES  
Campus Service Officer

JAY SILVESTRE  
Nurse Associate

ELIZABETH SISCO  
Administrative Secretary I

PATRICK SMITH  
Central Plant Operator

PAMELA SOLIS  
Head Teacher, Child Development Center

JOSEPH SORIANO  
Instructional Lab Technician

SERGIO SORIANO  
Student Employment Services Specialist

BRIAN SOUSA  
Inventory Control Clerk

ROBERT STRETCH  
Veterans Services Specialist

THAOO STREETER  
Custodian—Evening

STACY STRUBLE  
College Trainer

DAVID STUCKEY  
Payroll Technician

RICARDO SUAREZ  
Campus Police Officer

JULIE SWANSON  
Student Services Technician

WILLIAM SYLVESTER  
Campus Police Officer

PORFIRIA TAJJERON  
Admissions and Records Assistant

VICENTE TAJJERON JR.  
Senior Custodian

SHOUA THAO  
Outreach Technician

BARRY THELE  
Education Center Information Technology Support Coordinator

DENISE THOMAS  
Project Clerk—Safety Program

ALEJANDRA TORRES-LACY  
Education Center Technician

JESSICA URVINA  
Payroll Technician

ELIZABETH VALDEZ  
Administrative Secretary I

MELODY VALENCE  
Student Services Specialist

ROBERT VALERIO  
Disabled Student Services Technician

ROMMEL VAZQUEZ  
Instructional Lab Technician

LUZ VELASCO  
Project Coordinator, COC

JAZMIN VELAZQUEZ  
Education Center Technician

SUZANNA VILLAGRANA  
Admissions and Records Assistant

MARIBEL VIDAL  
Clerical Assistant II

SANTIAGO VILABOY  
Custodian

BLANCA VILLA  
Teacher, Child Development Center

ESTELA VILLEGAS  
Food Service Worker

JOHN VINSON  
Instructional Lab Technician

DAVID WALES  
Senior Research & Planning Analyst

DAVID WALWICK  
Audio Visual Technician

LYNDA WARE  
EOPS Technician

JOSHUA WARREN  
Custodian

JAMES WATSON  
Public Safety Dispatcher

MARY WATTERS  
Vocational Education Specialist

JONATHAN WHITE  
Veterans Resource Center Coordinator

CAROLYN WILEY  
Project Technician

DEBORAH WILLIAMS  
Bookstore Buyer

URSULA MORRIS WILLIAMS  
Coordinator, Civic Center Leasing

TODD WILLIAMSON  
Online Instructional Support Specialist

JEANINE WONG  
Clerical Assistant II

WILLIAM WOODWARD  
Custodian

RAMIRO YEE  
Campus Police Officer

EVELIA ZEPEDA  
Food Service Worker—Evening

EILEEN ZWIECKI  
Administrative Secretary II
# Administrators, Directors, and Supervisors

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<tr>
<th>Name</th>
<th>Title and Details</th>
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<tbody>
<tr>
<td>Jose Aguilera</td>
<td>Supervisor, Grounds and Maintenance</td>
</tr>
<tr>
<td>Cecilia Almaraz</td>
<td>Supervisor, Office Support Services A.S., Southwestern College</td>
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<tr>
<td>Zeidy Barrera</td>
<td>Operations Supervisor, Counseling Center</td>
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<tr>
<td>Patricia Bartow</td>
<td>Director, Child Development Center B.A., M.Ed., National University</td>
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<tr>
<td>Daniel Borges</td>
<td>Chief Information Systems Officer B.S., San Jose State University M.S., Capella University</td>
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<tr>
<td>Michael Cash</td>
<td>Chief of Police B.S., National University</td>
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<tr>
<td>Marvin Castillo</td>
<td>Director, Human Resources B.S., University of San Diego M.A., San Diego State University</td>
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<tr>
<td>Victor Castillo</td>
<td>Director, Center of International Trade Development B.S., Autonomous University of Baja California M.A., University of California, Los Angeles</td>
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<tr>
<td>Guadalupe Corona</td>
<td>Director of Equity, Diversity &amp; Inclusion B.A., San Diego State University M.A., Ed.D., University of San Diego</td>
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<tr>
<td>Silvia Cornejo</td>
<td>Dean, Higher Education Centers at Otay Mesa and San Ysidro B.A., M.A., University of San Diego</td>
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<tr>
<td>Robert P. Deegan</td>
<td>Interim Superintendent/President B.A., M.A., San Francisco State University</td>
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<tr>
<td>Christine Degano</td>
<td>Center Supervisor–Evening, HEC, Otay Mesa B.S., M.A., California State University, San Bernardino</td>
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<td>Leticia Diaz</td>
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<td>Brian Ebalo</td>
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<td>Executive Director, Foundation B.S., University of Phoenix M.A., National University</td>
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<tr>
<td>Rachel Fischer</td>
<td>Director, San Diego Contracting Opportunities Center B.S., Ohio University M.A., Youngstown State University M.Ed., Seattle University</td>
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<tr>
<td>Daniel Fitzgerald</td>
<td>Associate Director, San Diego &amp; Imperial Small Business Development Center B.A., University of Utah M.A., San Diego State University</td>
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<tr>
<td>Maria Flood</td>
<td>Dean, Student Services B.A., San Diego State University M.S., Ph.D., Syracuse University</td>
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<td>Tim Flood</td>
<td>Vice President for Business and Financial Affairs A.A., Grossmont College B.S., M.A., National University</td>
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<tr>
<td>Mary Ganio</td>
<td>Executive Assistant to the Superintendent/President</td>
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<td>Deputy Director, San Diego Contracting Opportunities Center M.B.A., University of Maryland University College</td>
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<td>Carla Holland</td>
<td>Director, San Diego Small Business Development Center B.S., Cleveland State University M.S., University of Phoenix</td>
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<td>Priya Jerome</td>
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<td>Vickie Kimbrough</td>
<td>Director, Dental Hygiene Program A.S., Cerritos College B.S., California State University, Bakersfield M.B.A., University of Phoenix Ph.D., University of Nevada</td>
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<tr>
<td>Jonathan King</td>
<td>Dean, School of Counseling and Student Support Programs B.A., Morehouse College M.A., International University of Japan M.Ed. Harvard University Ph.D., University of Texas at Austin</td>
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<td>Lillian Leopold</td>
<td>Chief Public Information and Government Relations Officer B.A., Marquette University</td>
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