Welcome to Miramar College
San Diego Miramar College, long known for our student centered campus climate and emphasis on quality in teaching and service, is in an exciting period of expansion. This Fall, you will find three new buildings on campus which will radically increase our ability to provide courses in science, technology, advanced transportation technology, and computer instruction. In the next few years, you will also see a physical education facility, a large and impressive library/LRC, and several additional classroom buildings -- as well as some long-needed renovations of our older campus buildings.

Miramar College offers a wide variety of occupational programs. Additionally, we are positioned to ease the path to transfer if your goal is a bachelor's degree or higher. A visit to our Counseling Department is always a good first step, so we can help you achieve your transfer and career goals efficiently. Once you've enrolled at Miramar College, we guarantee that our outstanding faculty and caring staff will be there to help you succeed.

Sincerely,
Ron Manzoni, Interim President

Board of Trustees

Marty Block
President

Wm H. Schwandt
Executive Vice President

Richard S. Grosch
Vice President Strategic Planning

Maria Nieto Senour
Vice President Legislative Issues

Peter Zschiesche
Vice President Community & Economic Development

Student Members 2004-2005
Ryan Schneeberger City College
Crystal Varaksin Mesa College
Hanz Biltz Miramar College
District Administration

Constance M. Carroll
Chancellor

Otto Lee
Interim Assistant Chancellor, Instructional Services, Planning & Technology

Wayne Murphy
Assistant Chancellor, Human Resources and Administrative Services

Lynn Ceresino Neault
Assistant Chancellor, Student Services

Damon Schamu
Assistant Chancellor, Facilities Services

John Schlegel
Assistant Chancellor, Business Services

Joaquin Hernandez
District Affirmative Action Officer

San Diego Miramar College
Administrative and Supervisory Personnel

Interim President. ............... Ron Manzoni
Vice President, Instruction .......... Pamela Deegan
Vice President, Student Services .... Robert Garber
Business Manager. ............... Peggy Manges
Dean, Arts & Humanities .......... Robert Henderson
Dean, Public Service .............. James Palmer
Dean, Business, Math & Science .. Mary Benard
Associate Dean, Advanced Technology
Transportation Center ............ Gregory Newhouse
Dean, School of Technical Careers
& Workforce Initiatives ........... Vacant
Dean, Student Affairs &
Matriculation .................... Julianna Barnes
Dean, Online Library & Technology . Dr. Judith Baker
Admissions & Records Officer .... Dana Andras
Counseling Department Chair .... Rick Cassar
CalWORKS ..................... Joan Thompson
DSPS Coordinator ............... Kathleen Doorly
EOPS Coordinator ............... Joan Thompson
Financial Aid Officer ............. Judy Permetti
Information Officer ............ Sandi Trevisan
The PLACe Director ............. Diana Fink
Transfer Center Coordinator .... Joseph Hankinson
Job Placement Officer .......... Joseph Hankinson
TRIO Director .................. Alejandro Cuatok
Tittle III Program Director ....... Lisa Brewster
San Diego Community College District Board of Trustees (from left, back row) Rich Grosch, Marty Block, and Maria Nieto Senour. (front row) Peter Zschiesche, Chancellor Constance M. Carroll, and Bill Schwandt.
# Table of Contents

**Welcome to Miramar College** .............................................. 1  
- President’s Message ....................................................... 2  
- Board of Trustees .......................................................... 2  
- District Administration .................................................... 3  
- San Diego Miramar College Administrative and Supervisory Personnel .................................................... 3  

**Academic Calendar 2004-2005** ........................................ 7  
- Fall Semester 2004 .......................................................... 7  
- Spring Semester 2005 ....................................................... 7  
- Summer Session 2005 ....................................................... 8  

**General Information** ..................................................... 9  
- History .............................................................................. 10  
- Statement of Philosophy ................................................... 10  
- Mission Statement ............................................................ 10  
- Accreditation ...................................................................... 11  

**Admissions and Registration** .......................................... 13  
- The College Matriculation Program ................................ 14  
- Registration ....................................................................... 16  
- Prerequisites, Corequisites, and Limitations on Registration .......................................................... 19  
- Residency ........................................................................... 19  
- International Students ....................................................... 20  
- (F-1 Visa Students) ............................................................. 20  
- Fees .................................................................................. 22  

**Student Services** ............................................................. 25  
- Services for Students ........................................................ 26  
- Counseling Services .......................................................... 27  
- Career and Transfer Services .......................................... 27  
- Disabled Students Programs and Services (DSPS) .......... 27  
- CalWORKs/TANF Training, Education and Service Program ....................................................... 28  
- Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE) ....................................................... 28  
- Financial Aid ...................................................................... 29  
- Student Employment .......................................................... 32  
- Gift Certificate Program ..................................................... 32  
- Veterans and Service Members ......................................... 32  
- Learning Resources ............................................................. 33  
- Independent Learning Center (ILC) ................................... 33  
- Tutoring - The PLACe .......................................................... 34  

**SDCCD Online** ................................................................. 34  
**Child Development Center** ............................................. 34  
**TRIO Student Support Services** ....................................... 34  
**Student Health Services** .................................................. 35  
**Campus Life** ................................................................. 35  
**Support Services** ............................................................ 37  

**Academic Information and Regulations** .......................... 39  
- Academic Information ....................................................... 40  
- Grading System .................................................................. 41  
- Standards of Academic Progress .................................... 43  
- Academic Regulations ...................................................... 44  
- Faculty Rights and Responsibilities ................................ 54  
- Student Rights, Responsibilities and Privacy of Student Records ...................................................... 55  
- Review of Student Records ............................................... 57  

**Academic Requirements** ................................................ 59  
- The Associate Degree ....................................................... 60  
- Associate Degree Requirements ..................................... 60  
- Graduation ......................................................................... 69  

**Transfer Guide** ............................................................... 73  
- How to Use this Guide ...................................................... 74  
- Transfer Services ............................................................... 74  
- Educational Options in California ................................... 75  
- Educational Options Available at San Diego Miramar College ...................................................... 76  
- Public Four-year Institutions in California ....................... 77  
- Information about Colleges and Universities, Fees and Tuition ...................................................... 78  
- General Transfer Information .......................................... 79  
- University of California (UC) ............................................. 81  
- California State University (CSU) .................................... 84  
- California Articulation Number ....................................... 87  
- General Education and Certification ............................... 89  
- CSU General Education Breadth ..................................... 90  
- Common Questions about IGETC .................................... 105  
- IGETC Advisement for UC-Bound Transfers ..................... 106  
- TAG/UCSD Core Curriculum .......................................... 107  
- Transfer Pattern - Other ................................................... 109  
- Filing Periods for College Applications ........................... 110  
- Filing Periods for Financial Aid and Scholarships ............ 110  
- Transfer Guarantee Programs .......................................... 111
Requirements for Transfer Students . . . . 112
Associate in Arts Degree: Transfer Studies
with Preparation for the Major . . . . . . 112

Degree Curricula
and Certificate Programs . . . . . . . . . . 119
Administration of Justice . . . . . . . . . . . . 120
Aeronautical and Aviation Technology . . 126
Anthropology . . . . . . . . . . . . . . . . . . . . 131
Art-Fine Art . . . . . . . . . . . . . . . . . . . . 132
Automotive Technology . . . . . . . . . . . . 134
Biology . . . . . . . . . . . . . . . . . . . . . . . . 135
Business Administration . . . . . . . . . . 137
Business Management . . . . . . . . . . . . 138
Chemistry . . . . . . . . . . . . . . . . . . . . . . 140
Child Development . . . . . . . . . . . . . . 141
Computer Business Technology . . . . . 145
Computer and Information Sciences . . . 147
Diesel Technology . . . . . . . . . . . . . . . 149
English . . . . . . . . . . . . . . . . . . . . . . . . 152
Fire Protection Technology . . . . . . . . 154
Geography . . . . . . . . . . . . . . . . . . . . . 161
History . . . . . . . . . . . . . . . . . . . . . . . . 161
Humanities . . . . . . . . . . . . . . . . . . . . . 162
Legal Assistant . . . . . . . . . . . . . . . . . . 162
Liberal Arts . . . . . . . . . . . . . . . . . . . . 163
Mathematics . . . . . . . . . . . . . . . . . . . . 165
Music . . . . . . . . . . . . . . . . . . . . . . . . . 166
Physical Education . . . . . . . . . . . . . . 167
Political Science . . . . . . . . . . . . . . . . . 168
Pre-Engineering . . . . . . . . . . . . . . . . . 168
Psychology . . . . . . . . . . . . . . . . . . . . . 169
Selected Studies . . . . . . . . . . . . . . . . . 170
Sociology . . . . . . . . . . . . . . . . . . . . . . 171
Spanish . . . . . . . . . . . . . . . . . . . . . . . . 171
Speech Communications . . . . . . . . . . . 172
Apprenticeship . . . . . . . . . . . . . . . . . . 173
Course Descriptions . . . . . . . . . . . . . 175
San Diego Miramar College Faculty . . . 293
San Diego Miramar College Classified
Employees . . . . . . . . . . . . . . . . . . . . . 299
Index . . . . . . . . . . . . . . . . . . . . . . . . . . 303
Map of Campus . . . . . . . . . . . . . . . . . . 311
Notes . . . . . . . . . . . . . . . . . . . . . . . . . . 313
**Academic Calendar 2004-2005**

---

### Fall Semester 2004

16-WEEK SEMESTER: Fall Classes August 30, 2004 - December 18, 2004

**SPECIAL DATES**

- **June 18, 2004** . . . . . . . . . . . . . . . . . Final day to file an application for admission for the Fall semester and receive an appointment to register by telephone or online. Applications filed after this date will be assigned a registration appointment in the Admissions Office.

- **August 29, 2004** . . . . . . . . . . . . . . . . . RESIDENCE DETERMINATION DATE (APPLIES TO ALL SESSIONS)

- **September 6, 2004** . . . . . . . . . . . . . . . Holiday - Labor Day**

- **October 22, 2004** . . . . . . . . . . . . . . . Last day to file a petition for graduation for an Associate Degree or Certificate of Achievement for June or Summer 2005 graduation in order to receive an evaluation prior to beginning of Spring semester.

- **November 12, 2004** . . . . . . . . . . . . . . . Holiday - Veterans Day**

- **November 25 & 26, 2004** . . . . . . . . . Holiday - Thanksgiving**

- **December 20, 2004 - January 28, 2005** . . Winter Recess

---

### Spring Semester 2005

16-WEEK SEMESTER: Spring Classes January 31, 2005 - May 28, 2005

**SPECIAL DATES**

- **Date to be determined** . . . . . . . . . . . . . . . Final day to file an application for admission for Spring semester and receive an appointment to register by telephone or online. Applications filed after this date will be assigned a registration appointment in the Admissions Office.

- **January 30, 2005** . . . . . . . . . . . . . . . . . RESIDENCE DETERMINATION DATE (APPLIES TO ALL SESSIONS)

- **February 18, 2005** . . . . . . . . . . . . . . . Holiday - Lincoln's Day**

- **February 21, 2005** . . . . . . . . . . . . . . . Holiday - Washington's Day**

- **February 28, 2005** . . . . . . . . . . . . . . . Last day to file a petition for graduation for an Associate Degree or Certificate of Achievement for June or Summer 2005 completion.

- **March 21 - 26, 2005** . . . . . . . . . . . . . . . Spring Recess

**No Saturday or Sunday classes after a Friday holiday. No Sunday classes before a Monday holiday.**

**Note:** Holidays apply to all sessions.
Summer Session 2005

Summer Classes June 13, 2005 - August 6, 2005

SPECIAL DATES

June 12, 2005 . . . . . . . . . . . . . . . . . . .RESIDENCE DETERMINATION DATE (APPLIES TO ALL SESSIONS)
June 17, 2005 . . . . . . . . . . . . . . . . . . .Last day to file a petition for graduation for an Associate Degree or Certificate of Achievement for Completion in Summer 2005.
July 4, 2005 . . . . . . . . . . . . . . . . . . .Holiday - Independence Day**

** No Saturday or Sunday classes after a Friday holiday. No Sunday classes before a Monday holiday.
General Information
History

San Diego City College, San Diego Mesa College and San Diego Miramar College are public, two-year community colleges administered by the San Diego Community College District. Also under the auspices of this district are the Continuing Education division with six major centers throughout San Diego, and the Educational Cultural Complex which offers both college and continuing education courses. These educational programs carry out the charge made by the voters of San Diego in 1972, that the San Diego Community College District provide education for all high school graduates and adults 18 years of age and older in the District. This charge includes providing adult basic education through sophomore-level college degree programs, with both academic and vocational curricula.

Community college education in San Diego can be traced to 1914 when the Board of Education of the San Diego City Schools authorized post-secondary classes for the youth of San Diego. Classes opened that Fall at San Diego High School with four faculty members and 35 students.

This was the beginning of City College which is now in its 83rd year. For twenty-five years the Junior College program was located at San Diego State University. In 1938, the San Diego Vocational Junior College was established to offer training in technical-vocational skills to post-high school students. The following year the San Diego Evening Junior college was set up to provide college classes in the evening for adults unable to attend day classes.

In 1964, San Diego Mesa College was opened to 1,800 students. Five years later, in 1969, San Diego Miramar College opened on 140 acres in what was then undeveloped land north of the Miramar Naval Air Station, now known as Mira Mesa. Unlike City and Mesa colleges which offered a range of general education classes, Miramar College began by concentrating on law enforcement and fire science training. It has since broadened its curriculum to include the general education college courses needed by students in the rapidly growing northern area of the city.

In November 1972, the voters approved separating the San Diego Community College District from the San Diego Unified School District. The first election of community college district trustees was held in November 1973. Nineteen seventy-six brought the opening of a unique district campus, the Educational Cultural Complex, dedicated to offering both college and continuing education classes to the multicultural population surrounding its Ocean View Boulevard site. In 1979-80 the administration of the Evening College program was merged with those of the day college programs at San Diego City, San Diego Mesa and San Diego Miramar Colleges.

With both college and continuing education programs, the San Diego district is the second largest community college district in California and offers a choice of educational programs unparalleled in the region.

Statement of Philosophy

The general education program at the colleges in the San Diego Community College District is designed to broaden students’ knowledge and their understanding of methods of gaining knowledge in a variety of disciplines and to develop students’ abilities in critical thinking, in oral and written communication, and in mathematics.

The awarding of an Associate Degree symbolizes an attempt on the part of the college to lead students through patterns of learning experiences designed to develop an awareness of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, students should possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Mission Statement

Our mission is to prepare students to succeed in a world of dynamic change by providing an environment which values excellence in teaching, learning, innovation and partnerships in a setting that celebrates diversity.

Values

We at Miramar College value . . .

• Student access, learning and success
• Preparing students for degrees, jobs, careers and transfer
• The ability to recognize and respond to opportunities
• A collegiate college community with mutual
Vision

- Student learning and success will be the focus of all we do.
- Miramar College will develop as a college that identifies student access, learning and success as the touchstone to guide planning, set priorities and measure effectiveness.

Goals

1) Focus efforts on student learning.
2) Deliver instruction and services in formats and at sites that best meet student needs.
3) Provide a campus, programs and co-curricular activities at Miramar College that fully meet the comprehensive needs of college students.
4) Initiate and strengthen beneficial partnerships with business and industry, schools and community.
5) Enhance Miramar College’s visibility, attractiveness and reputation for quality.

Accreditation

San Diego Miramar College is approved by the California State Department of Education and is accredited by the Western Association of Schools and Colleges. The college is approved by the office of Private Postsecondary Education for the training of veterans as well as by the U.S. Department of State and the U.S. Immigration Service for international student education. Courses parallel university level work are accepted by the University of California, the California State Universities, and by other universities and colleges.

Persons interested in the institution’s accreditation and program approvals may gain an opportunity to review documents describing these activities from the President’s Office. These documents will be available for such review at any mutually convenient time during regular business hours, and an appropriate interpretation of their contents will be provided if requested.

Disclaimer

The San Diego Community College District is governed by its Board of Trustees. No oral or written representation by any employee of the College is binding on the San Diego Community College District without the express approval of the Board of Trustees.
Admissions and Registration
The College Matriculation Program

Steps to Student Success
The college matriculation program is designed to help students succeed in their academic program. To “matriculate” means to enroll and to commit oneself to an educational goal. The matriculation process requires a commitment on the part of the college as well as the student.

The steps in the matriculation process are:

- Admission
- Assessment
- Orientation
- Educational planning with a counselor
- Follow-up of student progress

The matriculation program has been designed especially for students who intend to earn a certificate or degree at the college or to transfer to a four-year college or university. However, the services are available to all students admitted to the college.

All students are encouraged to participate in the various components of the matriculation program.

Students who meet the following criteria are exempt from the matriculation process:

1) Admission:
   - No exemptions

2) Assessment:
   - Students with the following educational goals: preparation for a new career, advancement in their current job/career, maintenance of a certificate or license, educational development, or completion of credits for high school diploma
   - Students enrolled in an apprenticeship program
   - Students who have an associate degree or higher
   - Students concurrently enrolled at a four-year college or university
   - Students who have taken the placement tests within the last three years

3) Orientation:
   - Students with the following educational goals: preparation for a new career, advancement in their current job/career, maintenance of a certificate or license, educational development, or completion of credits for high school diploma
   - Students enrolled in an apprenticeship program
   - Students who have an associate degree or higher
   - Students concurrently enrolled at a four-year college or university

4) Counseling/Advising:
   - Students with the following educational goals: preparation for a new career, advancement in their current job/career, maintenance of a certificate or license, educational development, or completion of credits for high school diploma
   - Students enrolled in an apprenticeship program
   - Students who have an associate degree or higher
   - Students concurrently enrolled at a four-year college or university
   - Students who have taken the placement tests in the last three years.

5) Follow-up:
   - No exemptions

Admission
Admission is open to anyone who meets one of the following criteria:

- Persons who possess a high school diploma or California high school proficiency exam certification or GED with an average score of 45 or higher.
- Persons 18 years of age or older or emancipated minors who do not possess a high school diploma or equivalent may be admitted by the college under provisional admission status.
• High school students requesting concurrent enrollment may be admitted as "special part-time" students subject to the following criteria:

a. Students must have completed the 10th grade.

b. A student may take a maximum of two courses not to exceed 8 units per semester or session. This maximum includes classes at City, Mesa, Miramar Colleges and ECC (excludes High School Honors classes).

c. High school students must satisfy prerequisites and eligibility requirements for each course.

d. Students must maintain a 2.0 grade point average each semester in all college work.

e. If the number of units of W, I and NC exceed 40%, in any semester or session, the student will be academically disqualified. Students whose grade point average falls below a 2.0, or who do not complete 60% of all units attempted, will not be permitted to re-enroll without approval from a college counselor.

f. Enrollment in Physical Education classes will not be permitted.

g. The course is advanced scholastic or technical.

h. The course is not available at the school of attendance.

i. Students will be given college credit for all courses. Grades will be part of the student's permanent college record.

• Persons who are under 18 years of age who do not have a high school diploma and are not enrolled in a high school may be admitted as a special full-time student pursuant to Education Code §48800.5 subject to approval of the high school governing board and the college President where the student is planning to attend. Special full-time students will be admitted under provisional admission status.

• Persons who do not meet one of the admission criteria stated above will not be admitted under any circumstances.

Apply Online
Applications for admission to San Diego City, Mesa and Miramar Colleges are available on the Internet. Students access the online application at http://studentweb.sdccd.net.

Important Reminder
Every male citizen of the U. S. and male immigrant residing in the U. S., ages 18 through 25, must register with the Selective Service.

Assessment
Students will be given an assessment appointment at the time of application. For more information about assessment, call (858) 536-7379 or (619) 388-7379.

Assessment is commonly used by community colleges to assist students in selecting courses best suited to their abilities and educational goals.

Assessment includes testing as well as other measures and is intended to assist students in meeting course prerequisites.

Students may meet course prerequisites based on other factors such as past educational achievements in mathematics or English or course completion.

Testing accommodations are available to students with disabilities. Contact Disabled Students Programs and Services (858) 536-7212 or (619) 388-7312.

Orientation
Matriculating students who have been admitted to the college are expected to attend an orientation session before registering for classes at the college. The orientation program provides important information to students about the programs and services available at the college as well as strategies for student success.

New students are encouraged to attend an online orientation session by logging on to the Miramar College homepage at www.miramar.sdccd.net and then clicking on “Virtual Orientation” under the Student Services tab. After completing this orientation, students are invited to attend a STEP (Success Through Educational Planning) session with a counselor to develop a plan for their first semester in College. This important session will provide an interpretation of assessment results and recommended course placement and strategies for success. This is the first step in developing a Student Education Plan.
Educational Planning
The Student Education Plan (SEP) is an important tool to assist students in successfully attaining their goals without wasted time and effort. Counseling and career planning services are available to help students make wise choices concerning the programs and courses available.

The Student Education Plan is an agreement which contains the official requirements for graduation and/or transfer. All transcripts of prior college work must be on file and evaluated by the Evaluations Office before an official education plan can be prepared. See the Graduation section on page 69 for graduation filing requirements.

A SEP typically lays out a program of study for a four or six semester period. These plans allow students to determine how long it will take to complete a program of study and to be sure that all program requirements can be met within a particular period of time. Education plans may be changed. The student should review plans periodically with a counselor. They are revised as a student’s goals or objectives change.

Assessment of interests and aptitudes is also available to those students who want more information or assistance in order to choose the “right” programs or courses.

Course Numbering System
The course numbering system has meaning with regard to level and transfer. See the description below:

- **1-49** Basic Skills or college preparatory courses. Credit does not apply toward an associate degree or transfer to a four-year college or university.
- **50-99** Course credit applies toward the associate degree but does not transfer to a four-year college or university.
- **100-299** Course credit applies toward the associate degree and credit is intended for transfer to a four-year college or university. (Some courses may be identified as associate degree.) Final decision in regard to transferability rests with the receiving institution.
- **300-399** Apprenticeship and in-service courses that may also count toward the associate degree, but credit may transfer.

Apprenticeship 345, 349, 349-D, DSPS 065, Field Experience/Internship 275, Independent Study 290, Individualized Instruction 296, Special Topics 23, 63, 265, Tutoring 044, and Work Experience courses 270, 272, 274, have Districtwide designated numbers.

Follow-Up Services
Follow-up services are available to all students as part of the college’s commitment to student success. These services include a periodic review of student progress and education plans to assist students in reaching their educational goal. Students who need additional support services will be referred to those services.

Registration
With the exception of Special-Admit High School students, all students receive an appointment to register by telephone using ClassTalk or online using Reg-e. Special-Admit High School students must enroll in person at the time of their registration appointment.

By using the combined schedule of classes and ClassTalk or Reg-e, a student can enroll in any available course offered at City, Mesa, or Miramar Colleges. The class schedule is also available on the web at: http://studentweb.sdccd.net

ClassTalk and Reg-e are easy to use. Written instructions for using ClassTalk may be found in the combined schedule of classes and in the Admissions Office. Instructions for using Reg-e are on the registration site.

The following information and services are available through ClassTalk and Reg-e:

- registration
- a record of the student’s class schedule, fees, and payment deadlines
- cancellation of registration
- adding and dropping classes
- academic deadlines and calendar
- grade information
- academic history
- purchase of parking permits
- purchase of an Associated Students college membership

Online Registration (Reg-e)
Students can register for classes using Reg-e, the San Diego Community College District’s online registration system. Students can visit the Student Web Services
at: http://studentweb.sdccd.net and click on the Reg-e icon. Full instructions will lead students through the process.

Class Schedules on Internet
Up-to-date class schedule information and course descriptions for each campus is available on the Internet at http://studentweb.sdccd.net. This web site displays new classes, cancellations, and changes after the printed schedule has been distributed. A search engine allows students to search for classes by academic subject, by time and day, or by key words.

Wait List
Students who attempt to register in a class that is closed may select the option to have his/her name placed on a Wait List.

IMPORTANT NOTE: Wait Listing is not a guaranteed priority for enrollment.
Criteria:
- Students may place their name on only one Wait List for a specific subject and course number.
- Students must meet course prerequisites to be placed on the Wait List.
- Students who are on a Wait List and later enroll in another section of the same subject and course number will be automatically removed from the Wait List.
- Students will be told their priority number on the Wait List.
- Students can check their priority number on ClassTalk and Reg-e.
- Students have the option to remove themselves from the Wait List at any time.
- Wait List capability is available through both telephone and online registration.
- There is a limit to the number of students allowed on each Wait List.
- Waitlisted students will be given first priority to add their waitlisted class if a space becomes available.
- The college will attempt to notify students that a space is available via e-mail and telephone according to their priority number; however, it is the students’ responsibility to check the status of their waitlisted classes on ClassTalk and/or Reg-e weekly.

- Upon notification, students will be given five (5) business days, including the day of notification, to add the waitlisted class. (An add code is not required.)
- If students do not add their waitlisted class within the 5-day period, they will be removed from the wait list and lose their priority.
- It is the Student’s responsibility to check their e-mail, Reg-e, and/or ClassTalk weekly for the status of their waitlisted class(es).
- Students remaining on the wait list after classes begin, MUST attend the first class meeting (and be on time) to have their Wait List priority considered.

Note: Students enrolled in SDCCD Online courses must contact the instructor on the first day of class via e-mail if they wish to have their Wait List priority considered.

Adding Classes
Students may add classes by telephone or online until the deadline date published in the schedule of classes. Students will not be allowed to add classes beyond the published deadline.

To add a class once the semester has begun, students must obtain an add code from the instructor, then must process and pay for the added class through ClassTalk or Reg-e. A student may also pay at the Accounting Office.

Students are not officially enrolled until the add code is processed through ClassTalk or Reg-e and fees are paid in full. Add codes for Special-Admit part-time high school and Joint Diploma students must be processed in person in the college Admissions Office prior to the add deadline.

If an instructor finds that a student has given his or her add code to another student, the instructor should administratively drop the student who was not issued the add code.

Dropping Classes
Students may drop or withdraw from classes by telephone or online until the deadline dates published in the schedule of classes. Deadline dates not published in the schedule of classes are available in the Admissions Office or online at http://studentweb.sdccd.net.

It is the student's responsibility to drop classes. If a student remains on the class roster beyond the
withdrawal deadline, the student must receive a letter grade even though he or she has stopped attending class.

*NOTE: The "withdrawal" deadline for the 16 week primary session is the Friday of the 10th week of instruction. Consult the class schedule or studentweb.sdccd.net for published dates.

Administrative Drop
Registration may be administratively canceled for the following reasons:
1) Failure to pay all mandatory fees in accordance with the fee payment schedule;
2) Using an add code issued to another student;
3) Failure to meet the terms and conditions of a fee deferment;
4) Failure to meet academic or progress standards;
5) Denial of a “Petition to Challenge A Prerequisite.”

Exclusion from Classes
A student may be excluded from class or the college whenever the student:
1) Exhibits behavior which interferes with the educational process. An instructor may remove a student from two class sessions for disruptive behavior. (Refer to Policy 3100: Student Rights, Responsibilities and Administrative Due Process); or
2) Is found to have a communicable disease which requires isolation pursuant to a directive from the County Department of Public Health.

Children in Classrooms
No children are allowed in any classroom, or to be left unattended on the campus.

Study Load Limit
The maximum study load for a semester is 20 academic units exclusive of physical education activity units and/or 25 units including physical education. In special circumstances, in which a student has an exceptional record of academic achievement, the Counseling Department may consider a request to increase this limit.

Students are reminded that each unit of credit is calculated to involve a total of at least three hours of classroom and outside time per week. Thus, a 20-unit study load represents a 60-hour work load each week. Students working full-time are advised NOT to attempt a full-time college program.

Twelve units of credit is considered a minimum full-time program during a semester; nine units is three-quarter time, and six units, half-time.

The maximum study load for Summer session is 12 academic units excluding physical education and/or 15 units including physical education.

Priority System
Consistent with state law and the goal of providing a fair and equitable registration system for all students, the San Diego Community College District has established the following priority system for assigning registration appointments for Fall and Spring semesters:
1) EOPS and DSPS students
2) Continuing students
3) New matriculating students
4) New students
5) Students possessing a baccalaureate or higher degree who are not matriculating

Within each group, students are prioritized according to cumulative units, including transfer units and work in progress. New students are assigned an appointment on a first come, first served basis. The priority is as follows:
1) 50.0-69.9 units
2) 70.0-89.9 units
3) 49.9-0 units
4) More than 90 (in ascending order)

The priority system for the Summer session is:
1) EOPS and DSPS
2) Currently enrolled student
3) Previously enrolled students
4) New students

Change of Name, Mailing Address, or Email Address
All students must report immediately any change of address to the college Admissions Office or online. Failure to provide this information will result in delays in registration, and other important information sent by the college. Name changes must be supported with
legal documentation and a picture ID and reported in person at the Admissions Office.

Prerequisites, Corequisites, and Limitations on Registration

PLAN AHEAD! All prerequisites, corequisites, and limitations on enrollment stated in the course descriptions listed in this catalog will be strictly enforced at the time of registration. Students who do not meet the requisite requirements according to college records will not be permitted to register for the course. Students who believe they have met the prerequisite at another institution are strongly advised to have all transcripts of prior college work evaluated and on file well in advance of registration to minimize registration delays.

Note: Unofficial transcripts are accepted for prerequisite clearance.

Students should plan their schedules early and see a counselor for assistance.

PREREQUISITES are courses that must be completed with a “C” or better prior to registration in a specific course.

COREQUISITES are courses that are required to be taken the same semester as another course.

LIMITATIONS ON ENROLLMENT are other restrictions that are stated in the course description such as “not open to students with credit in...”

Challenge Procedures

Students who believe they have sufficient grounds may challenge a prerequisite, corequisite, or limitation on enrollment in a specific course (the student does not receive units for a challenged class). A student may obtain a Petition to Challenge in the Admissions Office and a copy of Procedures 5500.2. The completed petition must be filed in the Admissions Office no later than ten working days prior to the published add deadline for the course being challenged. Students who challenge a prerequisite or corequisite after the start of the semester must obtain an add code issued by the instructor prior to completing the petition. Contact the Admissions Office for additional information. For credit by examination, please refer to page 50.

Residency

Residency is determined when a student applies for admission to the college. The following paragraphs summarize the rules and regulations related to student residency for tuition purposes. Details are found in the CA Education Code Section 68000, Title 5, Sections 54000-54072.

Residency Status

Every person who is married or is 18 or older and under no legal restriction may establish residence. Certain minors may also establish residence.

- A California “resident” is a person who has resided in the state for more than one year prior to the residence determination date and shows “intent” to make the state of California their permanent residence.
- An undocumented student is precluded from establishing residency. Restrictions also apply to some visas; please see the Admissions Office C-303.
- The residence determination date is the day immediately preceding the first day of classes for each semester.

Factors Considered to Determine Residency

No one factor decides residency. The following factors are called “indices of intent.” They, along with a person’s presence in California, are among the factors considered in determining California residency:

- Filing California state income taxes as a resident
- Possessing a California driver’s license and a vehicle registered in California
- Owning residential property in California for personal use
- Voting in California
- Being licensed to practice a profession in California
- Having an active checking and/or savings account in a California bank
- Showing California on military records (Leave and Earnings Statement)
• Possessing a marriage license or a divorce decree issued in California
• Having paid nonresident tuition in another state

Exception to Residency Requirements
Several exceptions to the residency rules apply. They include, but are not limited to, the following:
• Active duty military personnel stationed in California
• Dependents of active duty military personnel stationed in California
• Certain minors who remained in California when their parents moved
• Self-supporting minors
• Full-time employees of the college or a state agency or a child or spouse of the full-time employee

Nonresident Students
A student’s residency status is determined at the time of application. Nonresident students must pay nonresident tuition in addition to the enrollment fee and other fees for credit classes. Tuition must be paid in full at the time of registration.

Assembly Bill (AB) 540
Assembly Bill 540 exempts undocumented nonresident students, who meet the following criteria, from paying nonresident tuition:
• have attended high school in California for three or more years;
• have received a high school diploma or equivalent;
• have registered as an entering student at, or concurrent enrollment at an accredited institution of higher education in California.
• are in the process of obtaining legal status.

This provision applies to students attending community college after January 1, 2002. For additional information contact the college Admissions Office.

Incorrect Classification
A student incorrectly classified as a California resident is subject to reclassification as a nonresident and payment of all nonresident tuition. If incorrect classification results from false or misleading facts, a student may be excluded from classes or the college upon notification.

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 the Admissions Office.

Tuition 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 a previous semester.

Appeals
To appeal a residency determination decision, a student may file a Residency Determination Appeal form with the college Admissions Supervisor.

Limitation of Residency Rules
Students are cautioned that this summary of rules regarding residency determination is by no means a complete explanation of their meaning or content.

For further information, contact the Residency Clerk in the Admissions Office. In addition, changes may have been made in the statutes and in the regulations since this catalog was published.

False Information
Providing false information necessary for establishing residency will result in disciplinary action up to and including dismissal from the college.

Contact the Admissions Office for more details.

International Students (F-1 Visa Students)
San Diego Miramar College will accept a limited number of nonimmigrant F-1 visa students. Acceptance into a program at the college is necessary before Bureau of Citizenship and Immigration Service (formerly INS) Form I-20 (certificate of eligibility) is issued by the college Admissions Office. The decision to grant an acceptance will be based on all evidence received prior to the deadlines. Students may contact the International Student Admissions Office at the
following address to request forms or information:

International Student Admissions Office
San Diego Miramar College
10440 Black Mountain Road
San Diego, CA 92126
www.miramarcollege.net

General Information

1) An international student must register for and maintain a minimum of 12 units each semester while at Miramar College. Part-time F-1 status will not be approved. The registration status and academic performance of all international students will be monitored by the college.

2) A recent photograph must be submitted with an application (passport size is acceptable).

3) Prospective international students are advised that they must comply with all requirements of the Bureau of Citizenship and Immigration Service (formerly INS) and of San Diego Miramar College to be admitted as international students.

4) A transfer student from another accredited United States college or university must:
   a. Follow set transfer procedures of the Bureau of Citizenship and Immigration Service (formerly INS); and
   b. Have pursued a full-time course of study with a minimum GPA of 2.0 at the college the student was last authorized to attend (an official transcript must be filed).

Admission Requirements

Application Fee: All international students are required to pay a $100 non-refundable application fee. Upon admission to the college, the fee will be applied toward the first semester nonresident tuition. The fee is valid for up to one year from the date processed.

Admission for Fall Semester: Students must complete all admissions requirements no later than May 1 to be admitted for the Fall semester. Since the processing of an application normally requires a minimum of three to five months, students are strongly encouraged to file an application by March 1 of the current year. Students who meet the May 1 deadline will be notified as soon as possible of their admission status.

Admission for Spring Semester: Students must complete all admissions requirements no later than October 1 to be admitted for the Spring semester.

Students who meet the October 1 deadline will be notified as soon as possible of their admission status.

Academic Achievement

1) An international student must have graduated from high school (or its equivalent) with a GPA of 2.0 “C” or better.

2) Students who have obtained a GED (General Education Development) must have attained a minimum score of 45.

3) Transcripts of all previous secondary and college/university education must be submitted, including an English translation of the transcript, before an application will be considered.

English Proficiency Requirements

To be considered for admission, you must be able to speak, read, write and understand English at a level that will allow you to successfully complete college work. To verify your English level, you must pass the TOEFL (Test of English as a Foreign Language) with a minimum score of 500 on the written test, or 173 on the computerized test.

TOEFL information, registration forms and score reports are available from TOEFL, P.O. Box 6154, Princeton, NJ 08541-6154, USA. Web site/email address: www.ets.org/cbt/index.html

Telephone number: (609) 771-7100
FAX number: (609) 771-7500

Students may request that the TOEFL office send the test scores directly to San Diego Miramar College. Our school code number is 4728. Scores must be received by the application deadline.

The TOEFL requirement will be waived if you have completed a transfer level college English composition course at an accredited United States institution with a grade of C or better, if you come from a country where English is the primary language in its educational system, or completion of ESL assessment and placement at a level of English 40 or higher.

Financial Resources

1) Each international student must submit verification of sufficient financial resources. The verification must indicate the ability of the student to finance each year’s education and living expenses to the satisfaction of the International Student Advisor (normally $16,000 a year for two semesters).
2) An international student attending the college must pay all mandatory fees, including nonresident tuition, enrollment fees, and health services fees.

3) Financial aid is not available to F-1 visa international students.

4) An international student may not accept off-campus employment while attending college unless approval is granted by the Bureau of Citizenship and Immigration Service (formerly INS).

Health Clearance

1) Students must be in good health and free of communicable diseases. The “Report of Health Examination” form or a medical examination report by a physician must be submitted prior to admission. The medical examination must certify immunization against polio, diphtheria, measles, rubella, and tetanus, and must provide tuberculosis clearance.

2) Each student must present and maintain satisfactory evidence of an active medical insurance policy while in attendance.

Housing

The college is located near public transportation and housing. There are no housing facilities on campus and the college does not assist with housing. However, there is affordable housing within walking distance of the college. Students are welcome to stay in the residence halls at Alliant University (AIU). Contact the AIU Office of Housing and Residence Life at (858) 635-4592 or on the internet at: www.aiu.edu/sandiego.

Visa Students (other than F-1)

All other visa categories or immigrant classifications, must see the Admissions Office.

Students who are residing in the United States on other than F-1 student visas must comply with all restrictions on total units enrolled as specified by the Bureau of Citizenship and Immigration Service (formerly INS).

Fees

Community College Enrollment Fee

The enrollment fee is assessed of all students, including nonresidents. The fee is currently $18.00 per unit. Note that an increase in fees for fall 2004 is currently under consideration by the State Legislature.

- Waiver of the enrollment fee is available to students who petition and qualify as recipients of benefits under the Temporary Assistance to Needy Families (TANF) program, the Supplemental Security Income/State Supplementary (SSI) program, or the General Assistance program.

- Indentured apprentices are exempt from enrollment fees for apprenticeship program classes only.

- Financial Aid may be available to students who qualify.

- Certain exemptions apply to “special part-time high school students” participating in special programs. Contact the Admissions Office for more information.

Health Services Fee

Pursuant to Education Code section 76355, all students are assessed a mandatory fee for health services and accident insurance, whether or not they choose to use the health services. For more information, refer to the Health Services section or contact the Health Services Office on campus. The health services fee for 2004-2005 is $13.00 per semester ($10.00 for summer session). The following students are exempt from the health services fee:

1) Students attending under an approved apprenticeship program.

2) Students who, at the time of enrollment, are recipients of benefits under the Temporary Assistance to Needy Families program, the Supplemental Security Income/State Supplementary Program, or the General Assistance program.

3) Students exempt from payment of the enrollment fee.

4) Students enrolled exclusively in off-campus classes are not eligible for Student Health Services. These students pay only the accident insurance portion of the fee, which is currently $2.50.

5) Students who depend exclusively on prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. These students may petition to have the fee waived.
6) Students enrolled exclusively in the Miramar Public Safety Training Institute in the status of an employee of a municipality. For more information, contact the Admissions Office (858) 536-7844 or (619) 388-7844.

Nonresident Tuition
In addition to the enrollment fee and health fee, tuition is charged to students who are not legal residents of California for tuition purposes. The 2004-2005 non-resident tuition fee is $160.00 per unit.

Liability Insurance
Students enrolled in occupational courses that require direct clinical practice must pay a fee for liability insurance. Liability insurance fee is automatically assessed at the time of registration. The current fee is $7.00 per semester.

Additional Fees
Parking
Automobile Permits per semester (hanger included) $30.00
Automobile - Carpool Permits per semester (Mesa only) $30.00
Motorcycle Permits per semester $15.00
Transcript of Record $5.00 (after two have been issued free of charge)
Loss or damage of equipment and books cost
A.S. College Membership (per academic year) $8.00
Credit by Examination $18.00/unit
Student Representation Fee $1.00 (Mesa and Miramar classes only)

Note: Students receiving public assistance, or who are determined eligible for financial aid, may purchase a single car permit for $20.

All fees are subject to change.

Students are expected to buy all books and supplies needed for their courses. Certain occupational programs may require additional expenditures for tools, uniforms, and/or liability insurance.

Student Representation Fee: All students attending a Mesa or Miramar College class are required to pay a $1.00 student representation fee. This fee is expended by the college solely for the purpose of student advocacy efforts to Federal, State and local governments. Students have the right to refuse to pay the fee for religious, moral, political or financial reasons.

Note: A $10.00 fee will be assessed for any returned checks. The Bookstore fee for returned checks is $25.00.

Refunds
1) Fees will be refunded to students who reduce their program in accordance with the following schedule:
   - Classes 1 week or shorter in duration, see Admissions
   - Short-Term Sessions (less than 16 weeks) - Monday of second week
   - Primary Session (16 weeks or more) - Monday of third week

2) Students who are administratively dropped when a Petition to Challenge is denied will receive a full refund of the class(es) petitioned.

3) Students who are academically disqualified and administratively dropped will receive a full refund. No refund is given for classes dropped after deadline.

Students with a valid address on file, and who do not have an outstanding financial obligation to the district, will receive a refund in the mail or credit to their credit card. Refunds will be automatically sent to students after the add/drop deadline. For payments by check, there is a five week waiting period for checks to clear the bank before refunds will be processed.

Note: Students who drop all classes and wish to receive a refund must also submit their parking permit before the refund will be granted. If the permit is not returned within the two-week period, the student will not receive a refund for the permit.
Student Services
We, the Student Services Division, believe that students are the reason for our existence. We are dedicated to offering equitable and courteous services to our Miramar College community. We are committed to the development and empowerment of our students to their full potential.

## Services for Students

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>C303</td>
<td>(619) 388-7326</td>
</tr>
<tr>
<td>Admissions</td>
<td>C303</td>
<td>(619) 388-7844</td>
</tr>
<tr>
<td>(General Inquiries, Applications/Enrollment) Adds/Drops/Student Petitions</td>
<td>C303</td>
<td>(858) 536-7844</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7844</td>
</tr>
<tr>
<td>ClassTalk</td>
<td>C303</td>
<td>(858) 536-7844</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 624-2100</td>
</tr>
<tr>
<td>ClassTalk Help Line</td>
<td></td>
<td>(858) 536-4300</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7300</td>
</tr>
<tr>
<td>ClassTalk tty#</td>
<td></td>
<td>(619) 624-2121</td>
</tr>
<tr>
<td>Gradesline</td>
<td></td>
<td>(619) 624-2200</td>
</tr>
<tr>
<td>Enrollment Verifications</td>
<td>C303</td>
<td>(858) 536-7844</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://studentweb.sdccd.net">http://studentweb.sdccd.net</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7844</td>
</tr>
<tr>
<td>Reg-e</td>
<td></td>
<td>(858) 536-7844</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7844</td>
</tr>
<tr>
<td>Residency</td>
<td>C303</td>
<td>(858) 536-7848</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7848</td>
</tr>
<tr>
<td>Special Programs</td>
<td>C303</td>
<td>(858) 536-7844</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7844</td>
</tr>
<tr>
<td>Student Records</td>
<td>C303</td>
<td>(858) 536-7844</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7844</td>
</tr>
<tr>
<td>Assessment</td>
<td>B203</td>
<td>(858) 536-7379</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7379</td>
</tr>
<tr>
<td>Associated Students</td>
<td>S101B</td>
<td>(858) 536-7877</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7877</td>
</tr>
<tr>
<td>Bookstore</td>
<td>D301</td>
<td>(858) 536-7866</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7866</td>
</tr>
<tr>
<td>Career Transfer Center</td>
<td>B203</td>
<td>(858) 536-7380</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7380</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>F200</td>
<td>(858) 536-7851</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7851</td>
</tr>
<tr>
<td>College Police</td>
<td>B102</td>
<td>(858) 536-7353</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7353</td>
</tr>
<tr>
<td>Counseling Department</td>
<td>C302</td>
<td>(858) 536-7840</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7840</td>
</tr>
<tr>
<td>V. P., Student Services</td>
<td>A105</td>
<td>(858) 536-7810</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7810</td>
</tr>
<tr>
<td>Disabled Student Services</td>
<td>C304</td>
<td>(858) 536-7212</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7312</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(858) 536-4301</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7301</td>
</tr>
<tr>
<td>EOPS</td>
<td>C301</td>
<td>(858) 536-7869</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7869</td>
</tr>
<tr>
<td>Evaluations</td>
<td>C304</td>
<td>(858) 536-7371</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7371</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>B205</td>
<td>(858) 536-7864</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7864</td>
</tr>
<tr>
<td>Health Services</td>
<td>S103</td>
<td>(858) 536-7881</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7881</td>
</tr>
<tr>
<td>High Tech Center</td>
<td>D104</td>
<td>(858) 536-4303</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7303</td>
</tr>
<tr>
<td>International Student Information</td>
<td>C302</td>
<td>(858) 536-7840</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7840</td>
</tr>
<tr>
<td>Job Placement</td>
<td>B203</td>
<td>(858) 536-7235</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7335</td>
</tr>
<tr>
<td>Journalism (The Sage)</td>
<td></td>
<td>(858) 536-7872</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7872</td>
</tr>
<tr>
<td>Library</td>
<td>C400</td>
<td>(858) 536-7310</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7310</td>
</tr>
<tr>
<td>Matriculation Office</td>
<td>S101</td>
<td>(858) 536-4313</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7313</td>
</tr>
<tr>
<td>Records Office</td>
<td>C303</td>
<td>(858) 536-7844</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7844</td>
</tr>
<tr>
<td>SDCCD Online at Miramar</td>
<td>T300</td>
<td>(858) 536-7330</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7330</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>S101</td>
<td>(858) 536-4313</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7313</td>
</tr>
<tr>
<td>TRIO</td>
<td>B203</td>
<td>(858) 536-7862</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7862</td>
</tr>
<tr>
<td>Tutoring (The PLACe)</td>
<td>D106</td>
<td>(858) 536-7862</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7862</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>B205</td>
<td>(858) 536-7862</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(619) 388-7862</td>
</tr>
</tbody>
</table>

The college maintains a comprehensive program to assist students in achieving their goals. The services provided are detailed on the following pages.
Counseling Services

The mission of the San Diego Miramar College Counseling Department is to provide comprehensive programs and services that empower students to identify and achieve educational, career, and personal goals to meet life’s opportunities and challenges.

Academic, career, and personal counseling are provided in the Counseling Department in C-302. Services include academic skills assessment and development of a Student Educational Plan (SEP), which outlines what courses are needed for graduation and provides a checklist for requirements completed and remaining. Students should have official transcripts from other colleges attended on file and evaluated before seeking to obtain an official SEP. Students are advised to review the catalog and schedule of classes for program and general information prior to meeting with a counselor. The Counseling Department offers college success and career planning courses through Personal Growth listed in the schedule of classes.

The Counseling Office is open Monday to Thursday from 8:00 a.m. to 7:30 p.m. and on Friday from 9:00 a.m. to 2:00 p.m. For more information, please stop by or call (619) 388-7840 or (858) 536-7840.

Career and Transfer Services

Located in B-203, Career/Transfer Center offers a number of resources to assist students in college, career and transfer planning. Career resources consist of career information, newsletters, occupational and interest inventories, and resource directories. Computerized career assessments, including the MBTI and Eureka are also available for student use. Transfer resources available consist of college catalogs, internet access to college information, transfer requirement handouts, articulation agreements and education planning guides. Representatives from four-year universities are regularly scheduled. In addition, a variety of workshops are scheduled on a regular basis to address the topics of career, transfer and employment. For more information, please stop by, call (858) 536-7380 or (619) 388-7380, or visit our web site at: www.miramar.sdccd.net/depts/ctc.

English for Speakers of Other Languages (ESOL)

The English as a Second Language Program is designed to prepare students to read, write, speak and listen at a level that enables them to succeed in college courses. The program consists of four levels and the student is assigned a level based on the result of his/her placement test. Students interested in enrolling in ESOL courses should schedule an assessment test for placement into the appropriate skill level.

For more information on the English as a Second Language Program, students should contact the college Counseling Office.

Disabled Students Programs and Services (DSPS)

Miramar College provides programs and services for students with disabilities in compliance with State and Federal legislation including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Student participation in the program is voluntary.
Eligible students who have a verifiable disability qualify for support services through the Disabled Students Programs and Services (DSPS) department. The programs and services are designed to support students in the achievement of their academic and vocational goals. Specialized classes for students with disabilities are available to support the college academic and vocational programs through the DSPS, High Tech Center, and Personal Growth. Services provided include priority enrollment, readers, interpreters for deaf students, note takers and/or note taking materials, use of special equipment and adaptive devices, and specialized counseling and referral. Liaison with community agencies is also an important component of the program.

Academic accommodation such as the use of tape recorders or braille in the classroom and the modification of test-taking procedures may be arranged. The campus is physically accessible.

Anyone interested in applying for services or obtaining further information may contact the Disabled Students Programs and Services Department in C-304 by calling (858) 536-7212 or (619) 388-7312; tty (619) 388-7301, or email miradsps@sdccd.net.

CalWORKs/TANF Training, Education and Service Program

The CalWORKs program offers support services to students who receive TANF/CalWORKS funding. Specialized services have been designed to support students in their education, career and personal goals while meeting their Welfare-to-Work requirements. Services include academic/vocational counseling, job placement, career transition counseling, workshops, child care, work study placements and verification of Welfare-to-Work hours. Post employment services are also available to former CalWORKs participants who return to school to upgrade skills or complete their education. For additional information, contact the CalWORKs Program Office at (619) 388-7378 or (858) 536-7378, or stop by C301.

Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE)

What is EOPS?
EOPS is a state-funded student support services program. Its purpose is to provide enhanced recruitment, retention, and transition services to eligible students. The services offered are “above and beyond” those offered by the college’s Student Services division. The primary services include assistance in the following areas: priority enrollment, book service program, counseling/advisement, preparation for transition to four-year schools, the workplace, and financial assistance. For detailed information on all services offered and application procedures, please contact the EOPS Office in C301, or call (858) 536-7869 or (619) 388-7869, or email eopscare@sdccd.net.

EOPS students who are single parents, have a child under 14 years of age, and are a member of a household that receives public assistance, are encouraged to apply for the program’s Cooperative Agencies Resources for Education (CARE) component. CARE provides additional support services, including grant funds, to address those needs that are unique to single parents.

You may be eligible for EOPS if you are enrolled full-time (at least 12 units). At least 9 of these units must be taken at Miramar College and your financial aid must be at Miramar. In addition you must meet all of the following criteria:

1) You are a resident of the state of California, as determined by the Admissions Office.
2) You are (or plan to be) a full-time student.
3) You qualify to receive a Board of Governors Waiver A or B.
4) You have not completed 70 (or more) units of degree-applicable college course work. This includes courses taken at other colleges.
5) You are determined to be educationally disadvantaged by meeting any one of the following criteria:
a. You do not qualify to enroll for the minimum level English or mathematics courses required for your degree objective.
b. You have not fulfilled the requirements for a high school diploma or General Educational Development (GED).
c. Upon graduation from high school your high school grade point average (GPA) is 2.5 or less on a 4.0 scale.
d. You have been enrolled in a Math or English course, or program that is considered to be developmental or remedial.
e. You have been enrolled in an English as a Second Language (ESL) class or program.
f. In the judgment of the EOPS director, using state guidelines, you are determined to be educationally challenged.

How To Apply
Students interested in applying for the EOPS program must complete an EOPS application and the Free Application for Federal Student Aid (FAFSA). These applications are available in the EOPS Office in C301 and Financial Aid Offices in B305. Students should apply early to ensure that they receive consideration for all services. It is recommended that students complete the FAFSA by the priority filing date published by the Financial Aid Office.

Financial Aid
The Financial Aid Office is committed to assisting students who might otherwise be unable to continue their education because of financial disadvantage.

Financial aid funds are administered in accordance with a nationally established policy of financial assistance for education. The basis of this policy is the belief that students and their parents have the primary responsibility for meeting educational costs. The amount of the contribution expected from students and their parents is determined by careful analysis of family financial strength, taking into consideration taxable and non-taxable income, household size, allowable expenses, indebtedness, and assets. The U.S. Department of Education, in cooperation with educational agencies, has established procedures which are used in making an evaluation of the amount families can be expected to contribute.

Application
Application materials are available in January for the following academic year. The priority filing date for aid is May 31st. Students filing their application by this date will be considered first in the award process. However, applications for financial aid are accepted throughout the school year until June 30, 2005.

Prospective students do not have to be accepted for admission to San Diego Miramar College to apply for financial aid. In fact, students should apply for aid as soon as the applications are available whether or not they have been admitted to the college, since the application process for federal aid can take up to 12 weeks.

All financial aid applicants must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is available and can be filed on the Internet at www.fafsa.ed.gov. Those who wish to file the paper application should mail the completed form directly to the processor according to the instructions.

Academic transcripts from prior colleges attended must be submitted directly to the District Records Office before processing of a financial aid application can be completed.

Eligibility
In order to be eligible to apply for financial aid, a student must be a citizen or permanent resident of the United States or be in the country for other than temporary purpose with the intention of becoming a permanent resident.

Eligible non-citizens may be required to provide proof of permanent residency for Federal Aid. F-1 Visa students are not eligible for financial aid at San Diego Miramar College. For further information regarding other eligible immigration status, contact the Financial Aid Office.

Students who do not have a high school diploma or equivalent are required to demonstrate “Ability to Benefit” from instruction. Information is available in the Financial Aid Office.

Please refer to the Financial Aid Bulletin for additional eligibility requirements.

Awards
Awards take the form of a “package” of financial aid, usually consisting of grant money and work-study, depending on the financial need of the applicant and the availability of funds. Awards may be adjusted at any time upon notice of receipt of resources not
previously reported. Revisions to awards are always possible because personal financial circumstances can be very unpredictable. **If funding is available, aid for valid educational expenses not already covered in the student cost budget may be increased.**

Financial aid checks are usually ready for disbursement approximately four or five weeks after the start of classes. Pell Grant disbursements are based on enrollment levels at the time of payment and will not be adjusted. However, SEOG, Cal Grant and loan payments will be adjusted according to enrollment status. If you withdraw from classes after aid has been disbursed to you, you may be required to repay all or part of this aid. (see “Return of Title IV Funds” on page 30)

An automated system is available in the college bookstores to allow California Resident students, who are enrolled in at least six units, to use a portion of their estimated Pell Grant to purchase books and supplies one week prior, and two weeks after, the start of the semester. Funds will be set aside from each eligible student's Pell Grant and placed in a special account in the bookstore. This account may be used for the purchase of books and supplies until the funds are exhausted. The account is valid at the City, Mesa, and Miramar College and ECC bookstores, regardless of where students are taking classes.

Student will be responsible for paying back the Bookstore Pell grant if student does not attend classes.

Students who elect not to purchase books from the college bookstore, or have any funds remaining on account, will receive the funds in the mail with the remainder of their Pell Grant award according to the Pell Grant payment schedule for the semester.

Students must be making satisfactory academic progress as determined by the Standards of Satisfactory Academic Progress for Financial Aid Recipients. Copies are available in the Financial Aid Office.

**Return of Title IV Funds**

Federal law requires that if a student receives a grant and then drops/withdraws from all his/her classes, he/she could **owe money back** to the Federal Government.

Note that the earlier a student drops/withdraws, the more money he/she will have to pay back.

- If a student receives **LOAN** money and withdraws, he/she must **pay back** the money according to the normal rules of the loan program.
- If a student receives **WORKSTUDY** money and withdraws, he/she **does not owe** anything back and may keep the salary earned but must stop working.

For more detailed information, contact the Financial Aid Office.

**Financial Aid Programs Available**

The following is a basic description of the programs available. Contact the Financial Aid Office for detailed descriptions and eligibility requirements.

**Enrollment Fee Assistance Board of Governors Waiver (BOGW)**

State law requires that students attending the college pay an enrollment fee. Students enrolled in credit classes are currently required to pay $18 per unit.

The college offers the Board of Governors Waiver (BOGW), a State-funded program which will waive the enrollment fee for all eligible applicants. Students who qualify for a BOGW, are also exempt from paying the health fee.

If you are a California resident, you will qualify for a BOGW if any ONE of the following statements applies to your current status:

- You have already qualified for financial aid, such as a Federal Pell Grant or a Cal Grant.
- You have financial need as determined by Federal Methodology Need analysis system.
- You or your family are receiving TANF (Temporary Aid For Needy Families), SSI (Supplemental Security Income), or General Assistance/General Relief at the time of enrollment.
- You have a letter from the department of Veterans’ Affairs certifying that you meet the eligibility requirements of “certain disabled veterans,” or “dependents of certain deceased or disabled veterans.”
- You are a dependent of a deceased or disabled veteran of the California National Guard. You must submit a letter of certification from the California National Guard Adjutant General’s Office.
- You meet the following income standards:
Number in Household (including yourself) | Total Family Income for 2003 (adjusted gross income and/or untaxed income)
--- | ---
1 | $13,470 or less
2 | $18,180 or less
3 | $22,890 or less
4 | $27,600 or less
5 | $32,310 or less
6 | $37,020 or less
7 | $41,730 or less
8 | $46,440 or less
Add $4,710 for each additional family member.

To determine your eligibility for the Board of Governor's Waiver based on the above income standards, you will be considered independent if:

- You do not live with your parents
- You were not claimed as an exemption on any federal income tax filed by your parents in 2003

Federal Pell Grant

The Federal Pell Grant is the largest federal grant program and is the foundation of a student's total “aid package.” Eligibility is determined by the Federal government using a standard formula for all applicants.

Enrollment status will be frozen after the add/drop period and will be the basis for Pell disbursement. Once the Pell Grant award has been processed it will not be adjusted for additional units added during the semester.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a federal grant program designed to assist students who have the greatest demonstrated financial need. Awarding of FSEOG funds is determined by the Financial Aid Office based on available resources.

Cal Grants

The Cal Grant program is administered by the California Student Aid Commission to help low-income students attend college. Students at the college may receive Cal Grant B or C.

- To be eligible for Cal Grant B a student must be a California resident and pursuing an undergraduate academic program of not less than one academic year.
- Cal Grant C is designed for students enrolled in a vocational program who are California residents from low- or middle-income family.
- See the Financial Aid Bulletin for important dates and deadlines.

Federal Work Study

Federal Work Study (FWS) allows students the opportunity to earn part of their financial aid by working in assigned jobs, both on and off campus. The salary received is at least equal to the current minimum wage, but many Federal Work Study jobs pay more than minimum wage. Federal Work Study differs from the other financial aid programs in that a student is allocated a certain amount of money to earn. As work on the job is completed, a time card is submitted for the hours worked just as at a regular job. Once a month the student receives a paycheck for the hours worked. Once the amount allocated in the financial aid package is earned, the job ends.

Federal Direct Loan (Subsidized)

The Federal Direct Loan is a federal loan program that replaced the Federal Family Educational Loan program (FFELP). Instead of borrowing from a bank, students borrow directly from the Federal Government.

A community college student may borrow $2,625 as a first year student and $3,500 as a second year student. A student may not borrow more than a total of $23,000 as an undergraduate student. The interest rate is a variable rate that changes each school year with a cap of 8.25%. Borrowers are required to pay a loan fee which is currently 3%. These fees are deducted from the proceeds of the loan.

To qualify, a student must be enrolled in at least six units and must demonstrate financial need through the Federal Methodology. To apply for a Direct Loan students must first apply for financial aid using the FAFSA. In addition, all applicants must complete the entrance loan counseling over the Internet.

Borrowers may be required to submit a Student Educational Plan (SEP). The actual loan amount for which a student is eligible will be determined by the Financial Aid Office. Students must have financial need to qualify and must repay the loan. Checks will
be disbursed twice per loan period. Checks for first-time borrowers will be disbursed at least 30 days after the start of the semester.

**Federal Direct Loan (Unsubsidized)**

Effective July 1, 1999, City College, Mesa College and Miramar College will no longer participate in the Unsubsidized Federal Direct Loan Program.

**Plus Loan**

Parents of dependent undergraduate students may borrow from the PLUS loan program. The amount borrowed may be up to the cost of attendance minus any financial aid. Checks will be co-payable to the parent and the institution. Parents must begin repayment within 60 days of receiving the loan. The interest rate is a variable rate determined on June 1 for the following award year. Borrower must meet all other financial aid eligibility requirements, including completing the FAFSA.

If you have any questions, please call the Financial Aid Office, at (858) 536-7864 or (619) 388-7864.

**Student Emergency Loans**

Short-term loans for limited amounts of money are available to students in emergency situations. Contact the Financial Aid Office for further information.

**Student Employment**

Services include job listings, resume and cover letter writing assistance, interview preparation, Internet job search, and career advisement. Resources available to students include labor market information, career assessments, occupational data, career books, and internship opportunities. Contact the Employment Center at (858) 536-7235 or (619) 388-7335 for more information regarding these services.

**Gift Certificate Program**

Gift certificates are available in the college bookstore and may be applied towards college fees and the purchase of books and supplies.

---

**Veterans and Service Members**

**Veterans Center Military Service Connected Benefit Programs**

The San Diego Community Colleges have been approved to offer military service connected benefit programs leading to a certificate, an Associate Degree or transfer to a four-year institution. The Veterans Affairs Office staff provides counseling and guidance to veterans and assists them in the selection of educational programs which qualify for veterans benefits. The final responsibility for monitoring the process of qualification for educational benefits resides with the individual. Each veteran must read, understand, and comply with the many rules, regulations, and procedures that influence the benefit process.

Failure to take the proper classes can result in an overpayment and the reduction or termination of benefits.

**Disabled Veterans**

Veterans who qualify for educational benefits as disabled veterans may be entitled to special educational benefits. Veterans should visit the Veterans Administration Regional Office, 8810 Rio San Diego Dr., San Diego, CA 92108, to determine their eligibility for disabled status. Telephone: (800) 827-1000.

**Veteran Dependent Exemption**

The children and spouses of U.S. Veterans with service connected disabilities may be eligible for waiver of college fees and/or for a small monthly payment. For more information see the Veterans Affairs Office.

**Liability**

The veteran assumes full liability for any overpayment of veterans benefits. All persons receiving educational benefits must report to the colleges Veterans Affairs Office after enrollment every semester to continue their benefits. In addition, a Student Education Plan (SEP) must be on file by the end of the first semester; otherwise, certification of VA benefits will be delayed for the second semester. This plan must be developed and reviewed by a counselor. Veterans with disabilities are encouraged to pursue services offered through Disabled Students Programs and Services.
Number of Units Required
For students enrolled in a degree program, the following number of units are required each semester to qualify for educational and training allowance:

- 12 units or more: full allowance
- 9 - 11.5 units: three-fourths allowance
- 6 - 8.5 units: one-half allowance
- 2 - 5.5 units: one-quarter allowance*

* Chapters 32 and 1606 only.

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

Withdrawal/Change of Classes
Veterans are required to notify the campus Veterans' Affairs Office when they stop attending class, withdraw from the college, or add or drop a class. Such changes should be reported immediately after completing the add/drop procedure through ClassTalk or Reg-e. Failure to comply with this regulation will be grounds for decertification of Veterans' benefits and/or potential overpayment liability.

Veterans Academic Progress
A veteran student on Academic or Lack of Progress probation status is disqualified when his/her cumulative grade point average (GPA) falls below 2.0. The College Veterans Affairs Office is required to notify the Department of Veterans Affairs (DVA) of this status. The DVA will terminate benefits unless it can be shown that the student is pursuing an appropriate objective and has a reasonable chance for success in the chosen program. Please contact the Veterans Affairs Office for more information.

Repeated Classes
Veterans repeating a course in which a grade of “A,” “B,” “C,” “D,” or “CR.” has been given may not receive VA benefits for the repeat. By District policy, the veteran is eligible to repeat courses in which a “D” grade has been received; however, the course may be certified for benefits only if the catalog states that a grade of “C” or better in that course is required to earn a degree or meet a prerequisite.

Work Experience
Veterans may be approved for Work Experience classes only if work experience is required in their major or if they have electives available according to their education plan. Total work experience may not exceed four units per semester or a total of 16 cumulative units.

Transcripts
All official transcripts of prior college work and military schools, including copies of form DD214 or DD295 covering all periods of military service, must be on file in the Records Office by the end of the first semester of attendance at this college. Certification for benefits for the second semester will be withheld if transcripts are not received. Visit Veterans Affairs Office for necessary forms.

Learning Resources
Independent Learning Center (ILC)
Need a computer to do classroom research, to write a term paper, or to access the Internet? Come to Miramar’s Independent Learning Center (ILC) located on the 2nd floor of the I-Building. Since Fall 2000, the ILC has continued to grow in providing Miramar students with the many instructional support services necessary to successfully complete classroom assignments. Along with a friendly, helpful staff, the ILC offers Miramar students access to computers (PCs and Macs), the Internet, printing, photocopying, and supplementary materials provided by various faculty. In addition, self-paced classes are available in Computer Business Technology (CBTE) and Math. The ILC is open Monday-Friday from 8 a.m. to 8 p.m. and Fridays from 8 a.m. to 1 p.m. (Friday hours may vary slightly). Please come by and see what the ILC has to offer you—a Miramar College student.

Library
The Library/Learning Resources Center (LRC), located in building C-400, serves faculty, students, and staff. The LRC staff assists students who need information to complete class assignments or wish to improve their research skills. Faculty members can use library and audio-visual resources for classroom instruction and can house instructional material on reserve in the Library for their students to use. To support instructors’ curriculum, librarians are also available to conduct library orientations for classes. The LRC offers a LIBS101 course in Information Literacy and Library Research Skills (See page 267).

A few of the services the LRC provides include: reference materials and assistance, library orientations, Internet access, a local area network of electronic databases, periodicals, interlibrary loans, quiet study areas, photocopiers, video and slide players, CD listening stations, and a typewriter. The LRC also houses a special law library collection.
For additional information, please call (858) 536-7310 or (619) 388-7310 during our regular working hours:
Monday through Thursday, 8:00 a.m. - 8:30 p.m.
Friday, 8:00 a.m. - 3:30 p.m.;
(Closed Saturday and Sunday)
or log on to the Library web site at:
www.miramarcollege.net/library.asp

Computer Services
The use of District computer equipment is limited to District staff and students.

Tutoring - The PLACe
The Personal Learning Assistance Center (The PLACe) is located in room D-106 and provides students with academic support in a number of areas: math, writing, college reading/study skills as well as Spanish, biology, history, political science, art, music, vocational courses, psychology, sociology.

Students may schedule appointments for tutoring or drop in for assistance where they will be assisted by the first available tutor. Additionally, students may use our computer lab to improve their writing, math and reading skills.

Miramar students may use The PLACe to work on classroom assignments, because of instructor assignments, or because they choose to use the services on their own.

The PLACe is open Monday and Tuesday 8:30 a.m. - 6:30 p.m., Wednesday and Thursday 8:30 a.m. - 6:30 p.m., Friday 8:30 a.m. - 11:30 a.m., Saturday 9:00 a.m. - 12:00 noon. Please call The PLACe at (858) 536-7852 or (619) 388-7852, for a tutoring appointment or for further information stop by D-106 during operating hours.

SDCCD Online
SDCCD Online provides online courses and support for students seeking distance education opportunities. Distance education is a flexible and convenient opportunity for self-motivated students who have computer skills and believe they can communicate effectively through reading and writing. Online courses are developed and taught online by instructors from the three colleges in the San Diego Community College District, as well as the Centers for Education and Technology. Students are expected to login and participate online on a regular basis.

Students can earn a Transfer Studies Associate in Arts Degree by taking online courses offered by SDCCD Online.

The SDCCD Online Office is located on the Miramar College campus in the T-300 Building. For more information, stop by, e-mail inform@sdccdonline.net, call (619) 388-7330, or visit website at http://www.sdccdonline.net.

Child Development Center

The Child Development Center is the Campus Laboratory School providing students with the opportunity to observe and study growth and development patterns in young children. The Center offers an educational program for children two to five years of age. It provides a rich variety of preschool activities which encourage a sense of self-worth and creative expression.

Enrollment in this center is limited to the children of parents attending classes at Miramar College or any college within the San Diego Community College District. Due to limited space, priority is given based on eligibility as defined by the Child Development Division, California State Department of Education.

Parents are required to enroll in a child development lab course each semester their child attends the Center. Specific information will be provided by the Child Development Center faculty.

The Center is located in F-200 and is open 8:00 a.m. - 4:00 p.m. Monday - Thursday and 8:00 a.m. - 1:00 p.m. on Friday. For additional information call (858) 536-7851 or (619) 388-7851.

TRIO Student Support Services
TRIO Student Support Services is a federally funded program designed to support first-generation, low-income and/or disabled students as they pursue their academic or career goals. The intent of the program is to provide a holistic view of student success by providing a wide variety of support services to transfer college students.
The following services are available to all participants in the program:

- Transfer counseling
- Career counseling
- Financial aid counseling
- Tutoring
- College/university visits
- Educational field trips
- Academic supplies (i.e., scantrons, pencils, etc.)
- Student success workshops

Applications are continually being accepted, and interviews are held before the beginning of each semester. Eligible students can stop by D-203, call (619) 388-7488, or visit www.miramar.sdccd.net/depts/TRIOSSS/Trio%20website.html for applications or for additional information.

Student Health Services

The Student Health Services supports the success of students by attending to their physical and emotional well-being through the following services:

- Nursing Assessment & Management
- First Aid/Emergency Care
- General Medical Care
- Health Counseling
- Blood Pressure screening
- Medical Referrals
- Psychological services
- STD information and referral

Nominal Fee Services:

- Physical Exams (including paps)
- Lab Services
- TB testing
- Immunizations and TB testing
- Women's Health and Family Planning
- Acne Management

- Treatments such as nebulizer, wart removal, minor laceration repairs, IV therapy, etc.
- Prescription medications (common antibiotics)

These services are funded by the student health fees and are available only to students enrolled in at least one on-campus class. A nurse is on duty during hours of operation. A medical doctor or nurse practitioner is available by appointment only. Nurse, doctor, and nurse practitioner visits are free. Some medical procedures may also require a fee.

For the protection of college students and personnel, students may be asked to supply health records. In addition, the college may require health consultations and physical examinations when they appear necessary. All students are strongly encouraged to obtain immunizations against communicable diseases as recommended by public health authorities. As always, medical confidentiality binds all verbal and written communication.

S-103 (858) 536-7881 or (619) 388-7881
Monday - Thursday 9:00 a.m. - 6:00 p.m. Friday 9:00 - 1:00 (Fall and Spring semesters) Summer Hours vary. Closed weekends and holidays.

Student Accident Insurance

The Student Accident Insurance Plan provides coverage for on-campus or college-related injuries. This insurance covers most reasonable charges. The student, however, is ultimately responsible for any medical expenses incurred. Evening students taking physical education or designated "hazardous" classes are also covered.

Student Accident Insurance is co-insurance. Students covered by a primary health organization or any other type of medical insurance should first seek treatment and payment from the provider or insurance company. All student claims are made through the Student Health Services office. The student, however, is ultimately responsible for any medical expenses incurred.

Campus Life

Student Activities

The student activities program is designed to be an integral part of the total college experience. It provides an avenue for student involvement and offers an opportunity for students to contribute to the growth of themselves, the College, and the community.
Office of Student Affairs
Located in the S-100 building, the Office of Student Affairs can provide guidance in certifying a club or organization, information on leadership development and scholarship opportunities. It serves as a focal point for service and leadership resources. For more information contact the Office of Student Affairs at (858) 536-4313 or (619) 388-7313.

Student Government
The principles of active student government are well established at San Diego Miramar College. The Associated Student Council (ASC) is the College-recognized student government organization established for the purpose of promoting and representing the best interests of the students and the College. Through involvement in the Associated Student Council (ASC), the opportunity exists for involvement in student government, development in leadership skills, and the planning and development of special programs and services. Student representatives on the ASC reflect the diverse constituencies of the student body and have the opportunity to serve on College and District committees which recommend policies and procedures in matters of student affairs, instruction, and fiscal planning.

Officers of the Associated Student Council are elected at large by the general student body. However, student government is not a closed governing body; ASC meetings are open to ALL interested students.

Current district policy allows the elected Associated Student President to share the responsibility of the Student Trustee. The Student Trustee is a non-voting member of the Board of Trustees of the San Diego Community College District and represents the student voice on the Board.

Any student who participates in student government may not have any Policy 3100 violations of suspension or greater, as stated on their official student record.

For more information contact the ASC Office at (858) 536-7877 or (619) 388-7877 (S-101B).

Associated Students Membership
Support your AS by purchasing a AS membership. The membership entitles you to many special discounts and privileges. The revenues go to support various campus events and activities. Among the benefits:

- AS scholarship opportunities
- A free SDCCD transcript
- Discounts for campus events and activities
- A free student planner
- Discounts from various local merchants

Student Clubs and Organizations
Miramar College supports the idea that student clubs and organizations can enrich student campus life. It is a great way to meet others who are interested in similar types of extracurricular and co-curricular activities. You can join any of the many student clubs or start a new one to meet your needs. The following is a list of clubs and organizations that have been active at Miramar College:

- Black Student Union
- International Club
- Child Development Professionals
- Students in Free Enterprise (SIFE)
- EOPS Student Association
- U.S. Tennis Association
- Filipino-American Student Association (FASA)
- Parent Student Advisory Board
- Science Club
- M.A.G.I.C. Club
- Gay Lesbian Bisexual Transgender Student Union
- Latin American Club
- Miramar Model of the United Nations
- Oasis Christian Club

Phi Theta Kappa (ΦθΚ)
Miramar College International Honors Society
The Miramar Chapter of Phi Theta Kappa is an International Honors Society established for the purpose of recognizing outstanding scholarship and promoting campus activities, community service and maintaining academic ethics among two-year college students.

Membership requirements: Interested students must have completed 12 semester units within three semesters and have a cumulative grade point average of 3.25 or better. Temporary membership is open to recent high school graduates with a grade point average of 3.50.

Faculty Advisor: Professor Carmen Jay, Room C-202B
**Athletics**
The physical education facilities at Miramar College are available to students for informal activities. Full-time Miramar students may also participate on District athletic teams offered throughout San Diego Community College District. Contact the Office of the Vice President of Instruction, if you're interested in learning more about the district teams. Eligibility will be governed by District policy at the time of enrollment.

**Physical Education Classes/Intercollegiate Sports Disclaimer**
Participation in all sports and physical education activities involves certain inherent risks. Risks may include, but are not limited to, neck and spinal injuries that may result in paralysis or brain injury, injury to bones, joints, ligaments, muscles, tendons and other aspects of the muscular skeleton system; and serious injury, or impairment, to other aspects of the body and general health, including death. The San Diego Community College District, its officers, agents and employees are not responsible for the inherent risks associated with participation in physical education classes/intercollegiate sports.

Students are strongly advised to consult a physician prior to participating in any physical education activity.

**Journalism**
The widely recognized College newspaper, “The Sage,” provides students the opportunity for class workshops and actual experience in photograph, writing, editing and producing a newspaper.

**Support Services**

**Student Accident Insurance Claims**
Student accident insurance is co-insurance. Students covered by a primary health organization or any other type of medical insurance should first seek treatment and payment from that provider or insurance company. All student claims are made through the Health Services Office.

**Student Bookstore**
The Miramar College Bookstore located in Room D-301, stocks ALL required and optional textbooks and academic supplies. In addition, the Bookstore also carries a large assortment of school supplies, software, emblematic clothing, gifts, and snacks. Faculty, students, and staff can save 30% - 60% on academically priced software.

**Note:** The bookstore fee for returned checks is $25.00

The Miramar Bookstore buys back textbooks everyday but Fridays. For the best return on your investment, sell your books for cash during finals week.

Hours of operation are extended during the first few weeks of each semester. Regular Semester Hours are as follows: Monday - Thursday 9:00 AM - 7:00 PM
Friday - Closed

City Bookstore Hours: Monday - Thursday 7:45 AM - 7:00 PM, Friday 7:45 AM - 1:00 PM.

Mesa Bookstore Hours: Monday - Thursday 7:45 AM - 7:00 PM, Friday 7:45 AM - 12:00 PM.

**College Dining Facilities**
The Miramar College Cafeteria, located in room D-202, offers a la carte items, meals, snacks and beverages. During the fall and spring semesters, the cafeteria is open Monday through Friday. Regular hours of operation are posted and printed in the schedule of classes.

Food service is provided during the Summer sessions. Outdoor vending machine service is available at the south end of the A-100 building and on the north side of the U-100 building.

**College Police Department**
The College Police Department, with offices located in room B-102, is responsible for providing public safety, law enforcement and crime prevention services. Its mission is to maintain peace and order and a safe learning environment for all members of the campus community. It is also responsible for administering the campus parking program, lost and found and building security program.

Emergency services are provided 24 hours a day. Police business offices are open as follows:

Miramar College (B-102) (858) 536-7353 (619) 388-7353
8:00 a.m. - 7:00 p.m. Monday - Thursday Closed Friday
Police Escort and Related Services
The college police are available to provide escort service, 7:00 am to 10:00 pm, Monday - Friday. Students who wish to use these services, should go to the College Police Office at the following locations for assistance:

City College .......................... T-211
Mesa College ........................... J-202
Miramar College ......................... B-102

Escorts and police services at other campuses available anytime by calling College Police Dispatch at (619) 388-6405 or (858) 536-7886.

Parking
Student parking permits are available for purchase during registration through ClassTalk, Reg-e, or at the campus accounting office. Permits paid for before classes begin are generally mailed and those purchased after classes begin must be picked up. Listen and/or read instructions carefully to determine your method of delivery. You do not need a permit in student lots for the first two weeks of each sixteen-week semester. Check in College Police for parking permits not received before the grace period ends. Parking permits are not required in student lots from 12noon - 6p.m. daily or on Saturdays, Sunday or College Holidays including winter break and spring break. Students may not utilize staff/faculty parking areas unless they are the owner of a valid state issued disabled placard. Owners of valid disabled placards may also park at meters without paying and are not required to buy a parking permit.

There are visitor parking meters at each campus. Student may not utilize meters that are posted for visitor use only. All meters require deposit of coins. Permits are not valid at meters. Mesa and Miramar colleges have pay & display machines for visitor and student use. Pay & display permits are only valid in student parking lots.

For additional information on parking visit your campus police office or call parking services at (619) 388-6415.

Vehicle Immobilization/Booting/Towing/Hold
Vehicles that accumulate five (5) or more unpaid parking citations are subject to immobilization (booting) of their vehicle and/or impound (towing) at owners expense. In addition a hold may be placed on the vehicle registration. If a vehicle accumulates $100 or more in outstanding fines a hold may be placed on student records/grades.

Emergency Calls
The college will not interrupt classroom instruction to deliver messages, except in extreme emergencies. All calls/inquiries should be referred to the College Police Dispatch at (619) 388-6405 or (858) 536-7886.
Academic Information and Regulations
Academic Information

Honors
The Honors Program is open to any student who meets appropriate general and departmental criteria. Honors classes are designed to provide strongly-motivated students with a more in-depth or cross-disciplinary curriculum and a highly interactive classroom experience. Typical assignments emphasize critical thinking, extensive reading, writing and student presentations and critiques. Activities may also include opportunity for individual research projects, close interaction with faculty and participation in community and cultural events. The Honors Program can be found in all disciplines (vocational, liberal arts, fine arts, sciences, business, etc.). For specific criteria and other information, please consult the schedule of classes or contact your campus Honors Coordinator Carmen Jay, at (619) 388-7894, or via email at cjay@sdccd.net.

Dean's List
A Dean's Honor List is compiled at the close of each academic year (fall and spring). To be eligible for the Dean's Honor List, a student must complete 12 units or more that academic year and have earned a grade point average of 3.5 or better.

Phi Theta Kappa International Honor Society (ΦθΚ)
Beta Iota Lambda Chapter of Phi Theta Kappa
Beta Iota Lambda is the Miramar College chapter of the international honor society, Phi Theta Kappa, the largest and one of the most prestigious honor societies in higher education. PTK focuses on the four Hallmarks of Scholarship, Leadership, Service, and Fellowship.

Membership requirements: To be eligible, you must have completed 12 units of coursework leading to an associate degree program and you must have a grade point average of 3.25. Provisional membership is available for part-time students and for recent high school graduates.

Applications and further information are available in room C-202B, by phone (619) 388-7532, or by email at cjay@sdccd.net.

Class Attendance
Enrollment in college assumes maturity, seriousness of purpose, and self-discipline. Every student is expected to attend each meeting of all classes for which he/she is registered, to arrive on time, and to stay for the full class period. The college recognizes that absences occur as a result of circumstances beyond a student's control as well as from a student's failure to accept responsibility for attending class regularly. It is with the intent of providing for the orderly management of the colleges that the Board of Trustees established the following rules:

1) Attendance shall be taken and recorded at each regularly scheduled class meeting.

2) Instructors may excuse absences when the absence results from illness, accident, religious observances, holidays, other circumstances beyond the student's control, or participation in authorized professional or college activities.

3) Instructors shall determine what work should be made up.

4) Any student absent from the first meeting of a class may be dropped by the instructor.

5) All rosters shall be cleared of inactive enrollment as of the census date. Inactive enrollment results when students do not attend the first class meeting, or when students have accumulated unexcused absences in excess of 12% of the total class hours.

6) Any student accumulating absences that exceed 6% of the total hours a class is scheduled to meet during its full term may be dropped by the instructor.

Note: It is the student's responsibility to drop by the withdrawal date or a letter grade will be assigned.

7) FOR VETERANS ONLY: To satisfy Veterans reporting requirements, the interval between the last date attended and the date dropped (the date the drop is processed) shall not exceed 22 calendar days.

8) Tardiness and leaving class early may be treated in the same manner as are absences.
9) All drops (administrative, instructor, or student initiated) shall be recorded on the student’s record in the same manner.

10) Final grades may be affected by attendance to the extent that the instructor has included attendance in the “method by which the final grade is determined” and has provided this information to the students in the course syllabus.

**Grading System**

**Unit of Credit:** A unit of credit represents one hour of lecture or recitation and two hours of preparation per week, or three hours of laboratory per week for one semester.

**Academic Grades**

<table>
<thead>
<tr>
<th>Grades</th>
<th>Standing</th>
<th>Grade Points per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing - less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>Units earned not counted in GPA</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td>Units not counted in GPA</td>
</tr>
</tbody>
</table>

The grade point average (GPA) is determined by dividing the total grade points earned by the total grade point units completed as listed in the chart above.

**Administrative symbols:** CR/NC - Credit/No Credit; I - Incomplete; IP - In Progress; RD - Report Delayed; W - Withdrawal. Administrative symbols are not used in the computation of GPA. See below for further explanation.

**Credit/No Credit (CR/NC)** is a non punitive grading system where such units earned will be counted in satisfaction of curricular requirements but will be disregarded in determining a student's grade point average. For more specific information, refer to the discussion of the Credit/No Credit Policy on page 43.

**Incomplete:** A symbol of “I,” Incomplete, may be assigned by an instructor when a student has been unable to complete academic work for unforeseeable, emergency and justifiable reasons at the end of a term. A copy of the “Assignment of Incomplete” form will be mailed to the student and the original retained in the Admissions Office. A final grade will be assigned when the work stipulated has been completed and evaluated by the instructor or when the time limit for completion of the work has passed. An “I” must be made up no later than one year following the end of the term in which it was assigned. In the event of unusual, verifiable circumstances beyond the student’s control, a petition may be filed in the Office of the Vice President, Student Services for extension of the one-year time limit. **Course repetition is not permitted to remove an Incomplete.**

**Withdrawal:** An official withdrawal from classes may be requested by the student or initiated on his/her behalf by the instructor or Vice President, Student Services.

The following conditions apply to official withdrawal:

1) No record of the class will be entered on the student’s permanent record if the official withdrawal is made by the deadline to drop without a “W” being recorded as published in the schedule of classes.

2) If the withdrawal is made after the deadline for withdrawing without a “W” and prior to the deadline for withdrawal published in the schedule of classes for that session, a “W” will be recorded on the student's permanent record. No exceptions to this policy will be made. Petitions will not be accepted for exception to policy.

3) A student attending a session after the deadline for withdrawal will not be eligible to receive a “W” and must be assigned an academic grade or an administrative symbol by the instructor. Exceptions to this policy will be made only upon verification of extreme circumstances beyond the control of the student. Petitions requesting exception must be filed in the Admissions Office.

4) Withdrawal (W) symbols will be used in the calculation of lack of progress probation and disqualification status.

5) Students on active duty or reserve duty may petition for a “military” withdrawal. This withdrawal is not calculated in the determination of academic progress and is noted on the student’s academic record.

**In Progress:** A symbol of “IP,” In Progress, will be assigned when a class extends beyond the normal end of a semester or Summer session, that is, when the class “carries over” from one term to the next. The appropriate grade, however, shall be assigned and appear on a student's record for the term during which
the course is completed. The “IP” will remain on the academic record. The “IP” shall not be used in the calculation of a student’s grade point average.

Grade Dispute

Note to the student: By law, the instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain circumstances authorized by the California Education Code, Section 76224 (a).

Section 76224 (a)

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

When a student believes that the District grading policy has not been followed, the student should discuss this concern with the appropriate course instructor.

Following are the procedures to be used when a grade dispute is contemplated. The formal written dispute must be filed with the appropriate administrator within one (1) year after the availability of grades for the semester during which the student was enrolled in the given course.

Grade Dispute Procedure

Stage 1

Before filing a grade dispute, an attempt must be made to resolve the problem. The student is expected to contact his/her instructor directly to discuss their differences when grades are available to the student. At this stage, most differences will be resolved. The pertinent issues should be well defined so that they may be discussed as objectively as possible.

If the problem cannot be resolved at this level, then the student may progress to Stage 2 after informing the instructor that he/she plans to file a grade dispute. If a faculty member involved in a grade dispute cannot be located (after a 30 day search) or is deceased, a discipline expert and the appropriate chair will represent the absent faculty member.

Stage 2

Within five (5) school days of informing the instructor that the student plans to file a dispute, the student shall submit a written request for a meeting with the instructor’s school administrator to resolve the grade dispute. The written request must include, in detail, the disputant’s basis for initiating the dispute and any documentation, witness identification, or other evidence of support.

The administrator will inform the appropriate department chair who will then schedule a meeting within five (5) school days to meet with the faculty member and the student, (although the meeting may be scheduled for a date after this date). The intent of the meeting is to attempt to informally resolve the issue and gather as many facts as possible. If resolution does not occur, the department chair will inform the appropriate administrator within five (5) school days.

Stage 3

Once the administrator is informed of the lack of informal resolution, the administrator has five (5) school days to establish a meeting consisting of the Appeal Review Panel, the instructor and the student. The Appeal Review Panel consists of the administrator or designee, the appropriate Department Chair, and one to three faculty members appointed by the Academic Senate. This meeting shall take place within three (3) weeks of the submission of the grade dispute. At this time, the panel will determine if the student has produced compelling evidence that mistake, bad faith, fraud, or incompetency has occurred. Any such meeting regarding a grade dispute will be closed to all observers and advocates. The only exception to this time line can occur when the district distribution of grades occurs over winter or summer breaks and the faculty member is not available. The clock will stop and restart as soon as either: 1. the faculty member becomes available, or 2. a new semester begins.

If the panel determines there was not adequate proof provided by the student to determine that a grade was assigned due to mistake, bad faith, incompetency, or fraud, the grade dispute is dismissed and the grade dispute process ends. Within five (5) school days, the decision of the panel will be communicated in writing by the school administrator with copies to the following:

1. Student involved.
2. Faculty member involved.
3. Department Chair involved.
4. Vice President of Instruction or designee.

If the panel feels that there is merit to the student's
complaint (based upon mistake, bad faith, incompetency, or fraud), the matter is referred to a second panel comprised of a faculty discipline expert, the Department Chair or designee, the School Dean, one Academic Senate representative, and the Vice President of Instruction for evaluation of process and recommendation. This panel is convened by the Vice President of Instruction in consultation with the Academic Senate. If a grade change is contemplated, a recommendation is made to the president.

DOCUMENTATION STATEMENT

If the action to be taken is to change a grade due to a finding of fraud or bad faith or incompetency or more than one of the above, the new grade shall be the final grade.

DEFINITION OF TERMS

**Fraud**: A deliberate misrepresentation of the truth or a fact used to take money, rights, or other privilege or property away from a person or persons may be found to be fraud.

**Bad Faith**: Bad faith may be found in an instance of an intent to deceive, in an act of dishonesty.

**Incompetency**: Incompetency may be found in a lack of ability, qualification, fitness, or performance.

**Credit/No Credit Grading Policy**

Consistent with District policy, a student in good standing may elect to be graded on a Credit/No Credit basis in a course. A grade of “Credit” (CR) shall be awarded only for work which otherwise would have received a grade of “C” or better. Work that would have received a “D” or “F” will be graded “No Credit” (NC). The units earned will be counted in satisfaction of program requirements, but will be disregarded in determining a student’s grade point average.

**IMPORTANT**: Students who plan to transfer to a four-year institution should review the Credit/No Credit acceptance policy of the transfer institution prior to petitioning for this grading option. Restrictions in the San Diego Community College District also apply.

**Limitations:**

1) No course required in the student’s major may be taken for Credit/No Credit. Some departments may limit this option further.

2) No more than 12 units of a student’s coursework completed in the San Diego Community College District may be graded on a Credit/No Credit basis.

Courses offered only on a Credit/No Credit basis are excluded from this limit.

**Conditions:**

1) Students who wish to be graded on a Credit/No Credit basis must submit a petition to the Admissions Office or change their grading option through Reg-e by the deadline date listed in the appropriate schedule of classes. Deadline information can also be found at http://studentsweb.sdccd.net. **No exceptions to the deadline will be made.**

2) An evaluation on a Credit/No Credit basis may not later be changed to a letter grade nor may the reverse occur. **No exceptions to this condition will be made. Petitions will not be accepted for exception to policy.**

There are courses in which Credit/No Credit grades are used exclusively; these are designated in the catalog course description by the statement “Credit/No Credit Only.” In addition, there are courses which cannot be taken on a Credit/No Credit basis; these are designated in the course description by the statement “Letter Grade Only.”

**Standards of Academic Progress**

Students are in good academic standing when they have a 2.0 grade point average or higher and have completed at least 60% of units they have attempted. There are two kinds of probation and disqualification, one based upon GPA (Academic Performance) and the other based upon the number of units completed (Progress Performance).

Certain programs may have more stringent standards for academic progress. Consult the program director for more information.

Students enrolled in the core curriculum of medically-related programs will be governed by the probation and disqualification policies as outlined in the program policy manuals that reflect the tenets of safe medical practice and respond to program accreditation guidelines.

**Academic Probation**

Students whose grade point average falls below a 2.0 after completion of 12 units in the San Diego Community College District will be placed on academic...
probation and remain there until their overall GPA reaches or exceeds 2.0.

**Academic Disqualification**

A student on academic probation status is disqualified when his/her non-cumulative GPA falls below 2.0 in a subsequent semester. An enrollment hold will be placed on the student’s record. Students who are disqualified after registering for the subsequent semester will be administratively dropped from all classes.

**Lack of Progress Probation***

A student who has attempted a total of 12 or more units as shown by the official academic record, shall be placed on lack of progress probation when the percentage of all (cumulative) units for which entries of “W,” “I,” and “NC” are recorded reaches or exceeds 40%.

**Lack of Progress Disqualification**

A student who has been placed on lack of progress probation shall be disqualified and an enrollment hold placed on the student’s record when the percentage of units for which entries of “W,” “I,” and “NC” are recorded in a subsequent semester (not cumulative), reaches or exceeds 40%. Students who are disqualified after registering for the subsequent semester will be administratively dropped from all classes.

* EXCEPTIONS:

Provisional, Joint Diploma and Special Admit High School students who do not maintain good academic standing will be automatically disqualified. **PROBATIONARY STATUS WILL NOT APPLY!**

- **If Disqualified:**
  - Special Admit High School students will not be readmitted until they reach 18 or graduate from high school.
  - Joint Diploma students must see a JD counselor for readmission.

**Readmission after Disqualification**

*Note: Disqualification status is determined based upon Progress Performance, Academic Performance, or a combination of both.*

- **First Disqualification**

  Students who wish to be considered for readmission after the first disqualification will be required to meet with a counselor and develop a Student Success Plan prior to being readmitted. Students who are disqualified after registering for the next semester will be administratively dropped from all classes.

- **Second Disqualification**

  Students who are disqualified a second time will be required to sit out for one semester. Students who are disqualified after registering for the next semester will be administratively dropped from all classes.

- **Third Disqualification**

  Students who are disqualified a third time (and each disqualification thereafter) will be required to sit out for one year. Students who are disqualified after registering for the next semester will be administratively dropped from all classes.

**Academic Regulations**

**Honest Academic Conduct**

Honesty and integrity are integral components of the academic process. Students are expected to be honest and ethical at all times in their pursuit of academic goals in accordance with Policy 3100, Student Rights, responsibilities and Administrative Due Process. Procedure 3100.3 describes the Academic and Administrative Sanctions for Students who are found to be cheating. A copy of Procedure 3100.3 can be obtained in the Office of the Vice President of Student Services.

**Course Repetition Policy**

No course in which a “C” or better grade has been earned may be repeated. Students who believe that they have a compelling reason for an exception to policy may file a petition with the Vice President, Student Services. Petitions are available in the Evaluations or Counseling Office.

Additional repetitions of a course to accommodate a student’s disability-related needs may be permitted. For students with disabilities, course repetition is determined on an individual student basis. Contact a DSPS counselor or DSPS instructor for more information.
Academic Renewal by Course Repetition

Each course in which an unsatisfactory grade (“D,” “F,” or “NC”) has been earned may be repeated one time only. The course being repeated must be the same as the original course, not its equivalent. Only the newly-earned units and grades will be used in computing the grade point average.

Academic Renewal Without Course Repetition

A student with a record of substandard academic performance that is not reflective of present demonstrated ability, may petition to have the substandard grades disregarded in computation of his/her grade point average.

1) To be eligible a student must:
   a. be enrolled in an accredited college/university and working toward a degree or certificate of achievement.
   b. have transcripts from all institutions attended officially on file.
   c. successfully complete, in an accredited college or university, 12 units with a grade point average of at least 2.0 subsequent to the work to be disregarded. All courses taken during the semester/session in which the student reaches or exceeds the 12 unit minimum will be used in computing the 2.0 grade point average.
   d. have one year elapsed since the semester/session to be disregarded was completed.

2) Students with degrees or certificates: Semester/session(s) including courses that were used to fulfill requirements of a degree or certificate are not eligible for academic renewal.

3) A maximum of 24 units or two semesters or summer sessions, may be disregarded, whichever is greater. For purposes of academic renewal for summer session work, a summer session will be defined as all courses which commence after the termination of the Spring semester and end prior to the commencement of the Fall semester. Intersession work will be included in Spring semesters. Short-term or carry-over classes will be considered to be part of the semester or session in which credit is awarded or a grade is posted to the student’s permanent record.

4) For any semester/session in which course work is to be disregarded, all courses in that semester/session will be disregarded including satisfactory grades.

5) No courses taken during the disregarded semesters or session(s), even if satisfactory, may be applied toward degree or certificate requirements.

6) Work taken at another institution may be forgiven in our computations for purposes of graduation from one of the District colleges under the regulations stated above.

7) Similar actions by other accredited institutions will be honored under the District policy. Similar actions by another institution will also be counted as part of the maximum of 24 units or two semesters/sessions maximum to be disregarded.

8) The permanent academic record will be annotated in such a manner that the record of all work remains legible, ensuring a true and complete academic record.

9) Recalculation of the grade point average may be used toward qualification for graduation with honors.

10) Academic standing for the semester/session(s) will not be adjusted.

11) Once the petition is approved the action is not reversible.

NOTE: Transcripts from all institutions attended must be officially on file.

Transcripts of Record

A student may obtain an official college transcript of record by filing a request in person at the Admissions Office or by mail at the Office of the Registrar, San Diego Community College District, Administrative Office 3375 Camino del Rio South, San Diego, CA 92108. Payment of fees must be made prior to processing a request for transcripts. The following policy has been adopted by the San Diego Community College District Board of Trustees regarding the issuance of transcripts of record:

1) The first two transcripts in your lifetime will be issued without charge.

2) There will be a charge of $5.00 for each additional transcript.

3) All transcript requests are processed within 10 working days except “RUSH” orders.

4) A $5.00 special handling fee will be charged for all “RUSH” order transcript requests. The special han-
duling fee will be charged per request.

All official copies of the student's permanent record are in the Office of the Registrar. The Office of the Registrar will certify only to the accuracy of the records prepared by and issued directly from that office to another institution.

Transcripts of Prior Academic Credit

Students with credit from other colleges and universities must file official transcripts at the time of application for admission.

- Official transcripts are those sent directly from one institution to another.
- Transcripts will only be accepted for one year after issuance.
- Transcripts brought in by students may be accepted for unofficial purposes such as prerequisite clearance.
- Transcripts are required even if prior credits do not appear relevant or if units were taken years ago.
- Students receiving financial aid or veterans benefits must have transcripts on file within one semester.
- Certain programs require transcripts before admission to the program.
- Official transcripts from other institutions become the property of the college and will not be duplicated or returned.
- Official transcripts should be sent to the following address:
  San Diego Community College District
  3375 Camino del Rio South, Rm. 100
  San Diego, CA 92108-3883

Please note: Foreign transcripts are not evaluated by the college. This service is available through outside companies for a fee. Contact the college Evaluation Office for additional information.

Transferability of Credits

Credits from other accredited institutions may be accepted for transfer credit after evaluation by District and college evaluators.

Academic Credit for Nontraditional Education

Academic credit may also be available to currently enrolled SDCCD students for skills or knowledge not obtained by formal scholastic experience or for prior course work with content determined equivalent to district courses.

Credit is available through the following:

- Advanced Placement Examinations (AP).
- College-Level Examination Program (CLEP).
- Defense Activity for Non-Traditional Education Support (DANTES).
- International Baccalaureate (IB).

A maximum of 30 cumulative units may be granted for acceptable scores on any combination of Advanced Placement (AP), College Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES), or International Baccalaureate (IB) examinations. All official transcripts must be on file, and copies of test scores must be submitted to the college Evaluations Office to receive credit.

To obtain credit, the student must be currently enrolled and working toward an associate degree or certificate of achievement. Credit granted cannot be used to meet the district in-residence requirements nor will such credit be included in the student's current study load.

Limitations on credit by standardized examination:

- Tests cannot be used to meet the American Institutions nor laboratory requirements. The English composition requirement can be met by the AP and IB exams.
- Credit will not be granted for equivalent courses completed.
- Grades are not assigned, nor is the credit used in calculating grade point average.
- Departmental approval is required to satisfy requirements in the student's major.
- Credit granted by SDCCD does not necessarily transfer to other institutions. Transferability of credit is determined by the receiving college or university.

The tables below indicate the score necessary, the credit allowed, and the area(s) satisfied for each of the examinations accepted for credit.
## College Level Examination Program (CLEP)

<table>
<thead>
<tr>
<th>CLEP Examination</th>
<th>Required Score</th>
<th>Number of Credits Granted</th>
<th>Credit Granted for District</th>
<th>Credit Granted for CSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting, Principles of</td>
<td>50</td>
<td>4</td>
<td>Elective Credit</td>
<td></td>
</tr>
<tr>
<td>Algebra</td>
<td>50</td>
<td>5</td>
<td>Math Comp &amp; Area A2</td>
<td></td>
</tr>
<tr>
<td>Algebra – Trigonometry</td>
<td>50</td>
<td>3</td>
<td>Math Comp &amp; Area A2</td>
<td>Area B4</td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
<td>Area D</td>
<td></td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>6</td>
<td>Area C</td>
<td></td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>50</td>
<td>6</td>
<td>Area C</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>3</td>
<td>Area B</td>
<td></td>
</tr>
<tr>
<td>Business Law, Introductory</td>
<td>50</td>
<td>3</td>
<td>Elective Credit</td>
<td></td>
</tr>
<tr>
<td>Calculus with Elementary Functions</td>
<td>50</td>
<td>5</td>
<td>Math Comp and Area A2</td>
<td>Area B4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>50</td>
<td>3</td>
<td>Area B</td>
<td>Area B1</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>3</td>
<td>Math Comp and Area A2</td>
<td>Area B4</td>
</tr>
<tr>
<td>Composition, Freshman</td>
<td>50</td>
<td>3</td>
<td>Elective Credit</td>
<td></td>
</tr>
<tr>
<td>Educational Psychology, Introduction to</td>
<td>50</td>
<td>3</td>
<td>Area D</td>
<td></td>
</tr>
<tr>
<td>English Composition (with or without Essay)</td>
<td>50</td>
<td>3</td>
<td>Elective Credit</td>
<td></td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>6</td>
<td>Area C</td>
<td></td>
</tr>
<tr>
<td>French – Level I</td>
<td>50</td>
<td>5</td>
<td>Area C</td>
<td></td>
</tr>
<tr>
<td>French – Level II</td>
<td>52</td>
<td>10</td>
<td>Area C</td>
<td></td>
</tr>
<tr>
<td>German – Level I</td>
<td>50</td>
<td>5</td>
<td>Area C</td>
<td>Area C2</td>
</tr>
<tr>
<td>German – Level II</td>
<td>63</td>
<td>10</td>
<td>Area C</td>
<td></td>
</tr>
<tr>
<td>History of the U.S.: 1865 to the Present</td>
<td>50</td>
<td>3</td>
<td>Area D</td>
<td></td>
</tr>
<tr>
<td>History of the U.S.: Early Colonizations to 1877</td>
<td>50</td>
<td>3</td>
<td>Area D</td>
<td></td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>3</td>
<td>Area D</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>3</td>
<td>Area C</td>
<td></td>
</tr>
<tr>
<td>Information Systems and Computer Applications</td>
<td>50</td>
<td>3</td>
<td>Area A2</td>
<td></td>
</tr>
<tr>
<td>Macroeconomics, Principles of</td>
<td>50</td>
<td>3</td>
<td>Area D</td>
<td></td>
</tr>
<tr>
<td>Management, Principles of</td>
<td>50</td>
<td>3</td>
<td>Elective Credit</td>
<td></td>
</tr>
<tr>
<td>Marketing, Principles of</td>
<td>50</td>
<td>3</td>
<td>Elective Credit</td>
<td></td>
</tr>
<tr>
<td>Microeconomics, Principles of</td>
<td>50</td>
<td>3</td>
<td>Elective Credit</td>
<td></td>
</tr>
<tr>
<td>Natural Science</td>
<td>50</td>
<td>3</td>
<td>Area B</td>
<td></td>
</tr>
<tr>
<td>Psychology, Introductory</td>
<td>50</td>
<td>3</td>
<td>Area D</td>
<td></td>
</tr>
<tr>
<td>Social Sciences and History</td>
<td>50</td>
<td>3</td>
<td>Area D</td>
<td></td>
</tr>
<tr>
<td>Sociology, Introductory</td>
<td>50</td>
<td>3</td>
<td>Area D</td>
<td></td>
</tr>
<tr>
<td>Spanish – Level I</td>
<td>50</td>
<td>5</td>
<td>Area C</td>
<td></td>
</tr>
<tr>
<td>Spanish – Level II</td>
<td>54</td>
<td>10</td>
<td>Area C</td>
<td></td>
</tr>
<tr>
<td>Trigonometry</td>
<td>50</td>
<td>3</td>
<td>Math Comp and Area A2</td>
<td></td>
</tr>
<tr>
<td>Western Civilization I: Ancient Near East to 1648</td>
<td>50</td>
<td>3</td>
<td>Area C or D</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>AP Exam Score</td>
<td>SDCCD Course Equivalents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------</td>
<td>--------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Art History</strong></td>
<td>3, 4, 5</td>
<td>Art 110 or 111 &amp; Area C (6 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Art Studio - Drawing</strong></td>
<td>3, 4, 5</td>
<td>Art 150a, 155a (6 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Biology</strong></td>
<td>3, 4, 5</td>
<td>Area B (3 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Chemistry</strong></td>
<td>3, 4, 5</td>
<td>Area B1 &amp; B3 (6 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Classics - Latin Literature</strong></td>
<td>3, 4, 5</td>
<td>Area C (6 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Classics - Vergil</strong></td>
<td>3, 4, 5</td>
<td>Area C (6 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Computer Science - A</strong></td>
<td>3, 4, 5</td>
<td>Area A2 &amp; Math Competency (6 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Computer Science - AB</strong></td>
<td>3, 4, 5</td>
<td>Area A2 &amp; Math Competency (6 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Economics - Macro</strong></td>
<td>3, 4, 5</td>
<td>Economics 120 (3 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Economics - Micro</strong></td>
<td>3, 4, 5</td>
<td>Economics 121 (3 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>English Composition Literature</strong></td>
<td>3, 4, 5</td>
<td>Area C1 (3 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>French Language</strong></td>
<td>3, 4, 5</td>
<td>Area C (6 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>German Language</strong></td>
<td>3, 4, 5</td>
<td>Area C (6 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Government - Comparative</strong></td>
<td>3, 4, 5</td>
<td>Political Science 103 (3 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Government - U.S.</strong></td>
<td>3, 4, 5</td>
<td>Political Science 101 (3 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>History - European</strong></td>
<td>3, 4, 5</td>
<td>Area C2 or Area D6 (3 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>History - U.S.</strong></td>
<td>3, 4, 5</td>
<td>History 109 and Elective (6 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Math - AB</strong></td>
<td>3, 4, 5</td>
<td>Area A2 &amp; Math Competency (3 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Music Theory</strong></td>
<td>3, 4, 5</td>
<td>Elective (3 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Physics B</strong></td>
<td>3, 4, 5</td>
<td>Area B1 &amp; B3 (3 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Physics C - Mechanics</strong></td>
<td>3, 4, 5</td>
<td>Area 5-Phys. Sci. (3 units, No Lab)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Physics C - Electricity and Magnetism</strong></td>
<td>3, 4, 5</td>
<td>Area 5-Phys. Sci. (3 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Psychology</strong></td>
<td>3, 4, 5</td>
<td>Psychology 101 (3 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spanish Language</strong></td>
<td>3, 4, 5</td>
<td>Area C (6 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Statistics</strong></td>
<td>3, 4, 5</td>
<td>Math 119 (3 units)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To request an official AP transcript, write to:
College Board / SAT Program, Princeton, NJ 08541
To request an official CLEP transcript, write to:
Educational Testing Service, P. O. Box 6604, Princeton, NJ 08541

CLEP Tests can **NOT** be used to clear IGETC certification nor some degree requirements. See a counselor.

---

**DANTES Subject Standardized Test (DANTES/DSST)**

<table>
<thead>
<tr>
<th>DANTES Examination</th>
<th>Required Score</th>
<th>Number of Credits Granted</th>
<th>Credit Granted for District</th>
<th>Credit Granted for CSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamental College Algebra</td>
<td>50</td>
<td>3</td>
<td>Math Comp &amp; Area A2</td>
<td>No Credit</td>
</tr>
<tr>
<td>Principles of Statistics</td>
<td>50</td>
<td>3</td>
<td>Math Comp &amp; Area A2</td>
<td>No Credit</td>
</tr>
<tr>
<td>Art of the Western World</td>
<td>50</td>
<td>3</td>
<td>Area C</td>
<td>No Credit</td>
</tr>
<tr>
<td>Contemporary Western Europe: 1946-1990</td>
<td>50</td>
<td>3</td>
<td>Area C</td>
<td>No Credit</td>
</tr>
<tr>
<td>An Introduction to the Modern Middle East</td>
<td>50</td>
<td>3</td>
<td>Area D</td>
<td>No Credit</td>
</tr>
<tr>
<td>Human / Cultural Geography</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>No Credit</td>
</tr>
<tr>
<td>A History of the Vietnam War</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>No Credit</td>
</tr>
<tr>
<td>Foundations of Education</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>No Credit</td>
</tr>
<tr>
<td>Lifespan Developmental Psychology</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>No Credit</td>
</tr>
<tr>
<td>General Anthropology</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>No Credit</td>
</tr>
<tr>
<td>Introduction To Law Enforcement</td>
<td>50</td>
<td>3</td>
<td>Area D</td>
<td>No Credit</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>No Credit</td>
</tr>
<tr>
<td>Fundamentals of Counseling</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>No Credit</td>
</tr>
<tr>
<td>Principles of Financial Accounting</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>No Credit</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>No Credit</td>
</tr>
<tr>
<td>Organizational Behavior</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>No Credit</td>
</tr>
<tr>
<td>Principles of Supervision</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>No Credit</td>
</tr>
<tr>
<td>Introduction to Computing</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>No Credit</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>50</td>
<td>3</td>
<td>Area D</td>
<td>No Credit</td>
</tr>
<tr>
<td>Personal Financial</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>No Credit</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>50</td>
<td>3</td>
<td>Math Comp &amp; Area A2</td>
<td>No Credit</td>
</tr>
<tr>
<td>Astronomy</td>
<td>50</td>
<td>3</td>
<td>Area B</td>
<td>No Credit</td>
</tr>
<tr>
<td>Here’s to Your Health</td>
<td>50</td>
<td>3</td>
<td>Health Education</td>
<td>No Credit</td>
</tr>
<tr>
<td>Environment and Humanity: the Race to Save the Planet</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>No Credit</td>
</tr>
<tr>
<td>Principles of Physical Science I</td>
<td>50</td>
<td>3</td>
<td>Area B</td>
<td>No Credit</td>
</tr>
<tr>
<td>Physical Geography</td>
<td>50</td>
<td>3</td>
<td>Area B</td>
<td>No Credit</td>
</tr>
<tr>
<td>Technical Writing</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>No Credit</td>
</tr>
<tr>
<td>Ethics in America</td>
<td>50</td>
<td>3</td>
<td>Elective</td>
<td>No Credit</td>
</tr>
<tr>
<td>Introduction to World Religions</td>
<td>50</td>
<td>3</td>
<td>Area C</td>
<td>No Credit</td>
</tr>
<tr>
<td>Principles of Public Speaking</td>
<td>50</td>
<td>3</td>
<td>Area A2</td>
<td>No Credit</td>
</tr>
</tbody>
</table>

To request an official DANTES transcript, write to:
The Chauncey Group International, Attn: DSST Program, P. O. Box 6604, Princeton, NJ 08541-6604
DANTES test can not be used to clear IGETC certification nor some degree requirements. See a counselor.

**International Baccalaureate Credit (IB)**

<table>
<thead>
<tr>
<th>EXAMINATION</th>
<th>SCORE</th>
<th>UNITS</th>
<th>SDCCD EQUIVALENT*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>4-7</td>
<td>4</td>
<td>Area B</td>
</tr>
<tr>
<td>English A1</td>
<td>4-7</td>
<td>6</td>
<td>Area A1 and English competency 3 units and Area C - 3 units</td>
</tr>
<tr>
<td>French</td>
<td>4-7</td>
<td>5</td>
<td>Area C</td>
</tr>
<tr>
<td>Geography</td>
<td>4-7</td>
<td>6</td>
<td>Area B - 3 units and Area D - 3 units</td>
</tr>
<tr>
<td>History of the Americas</td>
<td>4-7</td>
<td>6</td>
<td>Area D</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6-7</td>
<td>6</td>
<td>Area A2 &amp; Competency</td>
</tr>
<tr>
<td>Psychology</td>
<td>5-7</td>
<td>3</td>
<td>Area D</td>
</tr>
<tr>
<td>Spanish A2 or Spanish B</td>
<td>4-7</td>
<td>6</td>
<td>Area C - 3 units and elective</td>
</tr>
</tbody>
</table>

*Credit may not be earned at SDCCD for courses which duplicate credit already allowed through other means such as AP or credit-by-exam.

*IB tests can not be used to clear CSU, IGETC certification, nor some degree requirements.

**Credit by Examination designed and approved by individual disciplines**

The term “examination” means any written, oral or performance standards determined by the individual departments. Forms are available in the Evaluations Office.

**Credit for non-college credit vocational courses**

Students who complete non-college credit articulated courses (SDUSD/SDCCD) that are equivalent in subject matter, content, educational objectives, length of course, and performance standards and pass a college faculty approved examination for the course offered by the college may have these courses converted to college credit. Additional information is available in the Evaluations Office.

**Credit is also available for the following military experiences:**

A minimum of six months continuous active military service is required. At the time a student petitions for an associate degree evaluation, a military transcript should be submitted. Acceptable forms include:

- DD-214
- DD-295
- NAV/PERS 1070/604
- AARTS Transcript
- DD-2586
- SMART Transcript

Four units of credit to fulfill the Health Education and Physical Education requirements will be granted.

- **Credit for Military School(s)** A student may receive additional credits for completed military schools if the student needs the units to complete the major or general education requirements or the general elective credits needed to complete the 60 units to graduate.

The college is guided by the associate degree/baccalaureate credit recommendations of schools contained in “A Guide to the Evaluation of Educational Experiences in the Armed Services,” published by the American Council on Education.
More specific information may be obtained in the Evaluations Office.

- **Service Members Opportunity College and SOCON/SOCMAR**

  The San Diego Community Colleges have been designated as members of the Service Members Opportunity College (SOC). As members, these colleges provide educational assistance to active duty service members and agree to accept credit for military service schools as recommended by the American Council on Education. In addition, these institutions recognize other non-traditional sources for credit such as DANTES and CLEP examinations. The San Diego Community Colleges are also committed to military personnel who may choose to participate in the SOCON/SOCMAR (Service Members Opportunity College/Navy/Marine Corp.) Program Network. SOCON/SOCMAR was established to better serve highly mobile service members and their families. The San Diego Community Colleges are members of the Interdisciplinary Studies and Criminal Justice SOCNAV/SOCMAR Networks. For more information on these programs, contact the Military Education counselors at the following locations:

  - ASW (619) 230-2331
  - Naval Station 32nd St. (619) 233-5617
  - MCAS (858) 536-7805
  - Marine Corps Recruit Depot (MCRD) (619) 295-9974
  - Sub Base (619) 553-7195

- **U.S. Air Force and U.S. Army ROTC Programs**

  Under the provisions of a special agreement with the United States Army, the United States Air Force, San Diego State University (SDSU), and this institution, students may participate in the Army or Air Force Reserve Officers Training Program (ROTC). San Diego Community College District students may enroll and attend ROTC classes at SDSU by contacting the Air Force ROTC at the Aerospace Studies Department (619) 594-5545 or the Army ROTC at the Military Science Department (619) 594-4943. The credits earned in these classes may be transferred as electives to meet the degree requirements of Miramar College.

  **Note:** Although University of California, San Diego (UCSD) does not have an ROTC program, students may, however, with the permission of their college, enroll in ROTC courses at another institution in conjunction with completing their degree programs at UCSD.

### Responsibility for Meeting Requirements

Each student must assume responsibility for compliance with the regulations of the college set forth in this catalog; for satisfying prerequisites for any course; and for selecting courses which will facilitate attainment of educational objectives.

The College does not assume responsibility for misinterpretation of policies and procedures as presented in this catalog. Counselors and advisors are available to assist in planning students' programs. Any questions or doubts concerning this catalog material should be referred to the Office of the Vice President, Student Services.

### Petition for Exceptions

Petitions for exceptions to graduation requirements, substitution of course requirements, or waiver of requirements are filed with the Evaluations Office. All petitions are acted upon by the appropriate college committees/offices.

### Statement of Open Courses

It is the policy of the San Diego Community College District that, unless specifically exempted by statute, every course, section, or class offered by the District and reported for state aid shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets course prerequisites.

### Academic Accommodation

The District is committed to the fundamental principles of nondiscrimination and accommodation in academic programs and to all provisions of Sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. District Policy 3105 provides for academic adjustments for students with disabilities.

Students with verified disabilities who may require academic adjustments or auxiliary aids are strongly recommended to contact the Disabled Students Programs and Services (DSPS) Department, C-304, and complete orientation procedures well before classes begin. Contact DSPS early to ensure the timely processing of services. Students are encouraged to identify themselves to the appropriate instructors to discuss the details and time lines necessary to provide appropriate accommodations. Students enrolled in online courses are encouraged to contact the DSPS Office to request accommodation.
Responsibility for Maintaining Accurate Registration
It is the student’s obligation to add, drop, or withdraw from classes before the deadlines stated in the schedule of classes. This applies even if the student has never attended class. Any student who anticipates difficulty in paying fees should check with the Financial Aid Office about eligibility and sources of assistance. Registration will be canceled for nonpayment of fees.

Debt Owed to the College
California Education Code Section 72237 and Title 5 Section 54640 state that grades, transcripts, diplomas, and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation. Any item(s) withheld shall be released when the student satisfactorily meets the financial obligation. A service fee may be charged for all delinquent loans; any service fee would be determined by the total cost required to collect the delinquent loans.

Audit Policy
Auditing courses is not permitted under any circumstance. Students must be officially enrolled in all classes which they attend.

Student Right to Know
The Higher Education Act mandates that institutions of higher education disclose the completion of graduation rates of full-time degree-, certificate-, or transfer-seeking freshman students. The completion and transfer-out rates for full-time students seeking an Associate Degree, Certificate of Achievement, or transfer are:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Completion Rates</th>
<th>Transfer-Out Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>18.2%</td>
<td>22.9%</td>
</tr>
<tr>
<td>Mesa</td>
<td>29.1%</td>
<td>33.8%</td>
</tr>
<tr>
<td>Miramar</td>
<td>30.0%</td>
<td>38.3%</td>
</tr>
</tbody>
</table>

Nondiscrimination Policy
The San Diego Community College District has a policy which prohibits discrimination in accordance with State and Federal laws. Students wishing to file complaints based upon discrimination should contact the campus Affirmative Action Officer in room C-302 or phone (619) 388-7840. Appeals may be made to the District Affirmative Action Officer at the District Administrative Office, 3375 Camino del Rio South, San Diego, CA 92108. Students who want to file a grievance under Section 504 of the 1973 Federal Rehabilitation Act should contact Disabled Student Programs and Services in room C-301 or call (619) 388-7312. Students who want to file a grievance under the Americans with Disabilities Act (ADA) should contact the Affirmative Action Officer Palisa Williams Rushin.

Free Speech
Free speech areas have been designated on the college campuses to maximize the opportunity for free discussion and expression, while minimizing the potential for disruption of classroom and college activities.

Information concerning free speech areas is available in the office of the Vice President of Student Services, or the Dean of Student Affairs office on campus.

Gender Equity
The Gender Equity Coordinator facilitates the development or updating of the campus Gender Equity Plan in cooperation with committees that are responsible for equity concerns. For more information, contact the Dean of Business, Math & Sciences at (619) 388-7813, Room T-200.

Title IX Prohibiting Sex Discrimination in Education
San Diego Miramar College is committed to support all regulations under Title IX. “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

For further directions or inquiries, please contact the Title IX Coordinator at (619) 388-7313, Room S-101. Additional information may be obtained from the Office for Civil Rights, San Francisco, CA.

Policy Prohibiting Sexual Harassment
It is the policy of the San Diego Community College District to provide an educational environment that is free of sexual advances, requests for sexual favors, and other verbal or physical conduct or communications that constitute sexual harassment as defined and prohibited by federal and state statutes. Anyone with questions about this policy or anyone who wishes to file a complaint should contact the College Affirmative Action Officer or the District Affirmative Action Officer. The Vice President, Student Services is also available to
provide assistance in matters of alleged sexual harassment. Procedures for filing a formal complaint of sexual harassment are described in District Procedure 4105.2. Copies of this procedure may be obtained from the Office of the Vice President, Student Services.

Drug and Alcohol Use
The San Diego Community College District is committed to providing a drug-free environment. Any type of drug use, including alcohol, is dangerous and potentially life threatening. Drugs and alcohol adversely affect the body, mind, and behavior. The effects vary from person to person and from usage to usage. Even low doses of drugs and alcohol can impair judgment and coordination. If you use drugs or alcohol, you risk overdose, accidents, dependence, ill health, as well as legal, financial, and personal problems. The federal laws against drugs are divided into two categories: possession and distribution. The penalties are severe depending upon the type of drug, quantity of the drug, and any prior offenses. Possession will earn up to one year in prison and a $5,000 fine. Distribution will earn up to life in prison and an $8 million fine. State laws vary and may be more severe. District Policy 3100-Code of Conduct states that use, possession, or distribution of narcotics or other controlled substances is prohibited while on the college premises or at college sponsored events. A student may be suspended or expelled for violation of this policy. A complete list of legal sanctions is available in the Vice President, Student Services Office. The colleges provide information on drug and alcohol treatment and prevention through seminars, courses, and the Student Health Services. Contact Student Health Services or the Vice President, Student Services Office for additional information.

Smoking Regulation
This procedure is applicable to all District facilities. It implements the Board policy of consonance with the City of San Diego's ordinance regulating smoking in public facilities.

The success of this program is dependent upon the voluntary cooperation of the smoking and nonsmoking public. The District recognized the fact that individual health can be impaired both by the direct and by the secondary effects of smoking. The District, therefore, discourages the practices of smoking, but provides for opportunities for those who smoke as long as there is no impact upon the rights and health of non-smokers. It is not the intent that the program be a prohibition of smoking, rather it is intended to recognize the individual right of the smoking/nonsmoking public.

All campuses of the San Diego Community College District operate in compliance with AB 846. As required by this law, City College, Mesa College, Miramar College, and the Centers for Education and Technology will not permit smoking within 20 feet of main entrances to buildings, exits, or any operable windows. In addition, smoking is prohibited inside all public buildings. The colleges and centers will enforce the new ordinance at all times. Additional information is available in the College Police office on each campus.

- The posting of no smoking signs without the corresponding designation of smoking permitted areas is not in consonance with the intent of the procedure.
- Smoking is not permitted in District facilities which are open to the public and used as: Classrooms, Meeting Rooms, Theatres, Restrooms, Libraries, Cafeterias, Bookstores, Service Lines, Elevators, Faculty Offices.
- Smoking is not permitted in vehicles used for transportation of students.
- Site presidents/provost/facility managers may designate facilities or areas in addition to those listed above as NO SMOKING facilities or areas.
- Each site determines areas for smoking and areas for nonsmoking in accordance with the SDCCD procedure and San Diego Municipal Code.
- Signs indicating SMOKING PERMITTED and NO SMOKING should be posted conspicuously in each area.
- Site presidents/provost/facility managers may designate areas within NO SMOKING areas where smoking is permitted, under the general guidance of San Diego Municipal Code.

For complete Smoking Policy, please reference SDCCD Procedure 0505.2.

Crime Awareness and Campus Security
The San Diego Community College District Annual Security Report, titled "Safe and Sound, a guide to safety and security in the San Diego Community College District", includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the San Diego Community College District; and on public property within, or immediately adjacent to and accessible from, the
campus. The report also includes institutional policies concerning campus security, such as policies on drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain a copy of this report by contacting any campus admissions office, Vice President of Student Services office or college police business office. At anytime you may view a full copy by accessing the following website: http://www.sdccd.net/police/statistics.html

Pursuant to State and Federal Law information concerning registered sex offenders enrolled or employed by the college may be obtained through the College Police Office.

Elder and Dependent Adult Abuse
An elder is defined as a resident of the State of California which is 65 years of age or older; or a dependent adult, defined as a resident of the State of California between the ages of 18 and 64 years, who has a physical or mental limitation that restrict his or her ability to carry out normal activities or to protect his/her rights.

Secondary educational institutions serving dependent adults are designated as mandated reporters with an individual, personal responsibility to comply with the reporting requirements.

Any mandated reporter, who, in his or her professional capacity, or within the scope of his or her employment, has observed or had knowledge of an incident that reasonably appears to be physical abuse, abandonment, isolation, financial abuse, or neglect, or is told by an elder or dependent adult that he or she has experienced behavior constituting physical abuse, abandonment, isolation, financial abuse, or neglect, or reasonably suspects abuse shall report the known or suspected instance of abuse immediately to the Site Compliance Officer.

The Site Compliance Officer will be responsible for notifying Health and Human Services and completing the Department's report form, "Suspected Dependent Adult/Elder Abuse, SOC 33341" within two working days.

Copyright Responsibility
Any duplication request of copyrighted materials for use in the college's instructional programs must be accompanied with written permission from the copyright owner. Any duplication of copyrighted materials by student, staff, or faculty is to be for the sole purpose of private scholarly study. Since the liability for infringement of statutory or common-law copyright occurs during misuse of duplicated materials, the duplicated copies cannot be sold nor distributed. A designated portion of the duplicated copy cannot be included in another's work without the written permission of the copyright owner. All copyright responsibility is assumed by the individual requesting the duplication. San Diego Miramar College, its agents, representatives, and employees are held harmless against all claims, suits, damage costs, and expenses of charges of statutory or common-law infringement resulting from the College's efforts to provide services, materials, and equipment to the requestor.

Faculty Rights and Responsibilities
Community college faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. Faculty members demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for private advantage and acknowledge significant assistance from them. They protect the academic freedom of students.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty members show due respect for the
opinions of others. Faculty members acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of their institutions, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decisions upon the program of the institution and give due notice of their intentions.

As members of their community, faculty members have the rights and obligations of all citizens. Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject areas, to their students, to their profession, and to their institutions. When they speak or act as private persons they avoid creating the impression that they speak or act for their colleges or universities. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Student Rights, Responsibilities and Privacy of Student Records

Student Rights and Responsibilities

District policy 3100 enumerates the rights and responsibilities of all San Diego Community College District students.

1.0 Student Rights

All students shall have the right to a campus learning environment free from interference or disruption. The District shall ensure, to the best of their ability, to afford students the rights contained herein.

1.1 Students shall have the right to impartial objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress including the method by which the final grade is determined.

1.2 Students shall have the right to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and wearing of buttons, badges, or other insignia, so long as the expression is not obscene, libelous or slanderous according to current legal standards, and so long as the expression does not incite students so as to create a clear and present danger of (a) the commission of unlawful acts on community college premises, (b) the violation of lawful community college regulations, or (c) the substantial disruption of the orderly operation of the community college. The District reserves the right to regulate the time, place and manner of all student activities. (Education Code Section 76120).

1.3 Students shall have the right to be free from acts or threats of intimidation, harassment, or physical aggression.

1.4 Students shall have the right to be free from the imposition of disciplinary sanctions without proper regard for due process.

1.5 Students shall have the right to take reasoned exception to the data or views offered in any course of study without disrupting the instructional environment and to reserve judgment about matters of opinion. However, this does not preclude learning the content of any course for which they are enrolled.

1.6 Students shall have the right to participate in the formation of policy affecting them in accordance with established procedures for Shared Governance.

1.7 Students shall have the right to petition to organize interest groups and/or join
student associations pursuant to Manual 3200.

1.8 Students shall have the right to invite guest speakers to make presentations on campus in accordance with campus guidelines and District policies and procedures.

1.9 Students shall have the right to develop student publications in accordance with standards established by current District policies and procedures.

1.10 Students with verified disabilities shall have the right to receive appropriate academic adjustments and auxiliary aids as specified in the Americans with Disabilities Act and Section 504 of the Federal Rehabilitation Act of 1973.

2.0 Student Responsibilities

Student behavior must remain in accordance with specific academic and behavior requirements as specified in District policy and which may be outlined by the course syllabus.

2.1 Students shall be responsible for defining and making progress toward their educational goal.

2.2 Students are responsible for reading and adhering to the policies and procedures as outlined in catalogs, schedules, course syllabi and other official printed materials.

2.3 Students with verified disabilities who believe they need academic adjustments or auxiliary aids are encouraged to identify themselves to their instructors to discuss the details and time lines necessary to provide appropriate accommodation. Students are responsible for providing written verification of their disability to the instructor upon request.

2.4 Students may elect to consult directly with a Disabled Students Programs and Services (DSPS) Counselor Specialist regarding any accommodation. These students will be required to meet time lines and procedural requirements established by the DSPS Office.

3.0 Code of Conduct

Students are subject to adhering to the policies and procedures of the San Diego Community College District, as well as all federal, state, and local laws. Students are subject to charges of misconduct concerning, but not limited to, the following acts when committed on District-owned or controlled property or at District-sponsored activities.

3.1 The taking of and passing off as one's own the work or ideas of another: plagiarism and academic cheating.

3.2 Falsification, alteration or misuse of campus/District documents, and records.

3.3 Act or threat of damage to or theft of property belonging to or located on District-controlled property or facilities.

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

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

3.6 Disorderly, lewd, indecent or obscene conduct or expression or habitual profanity or vulgarity; any expression which is obscene, libelous or slanderous according to current legal standards or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the community college. (Ed. Code 76120)

3.7 Assault, or battery upon a student or district personnel on district premises or at any time or place while under the authority of District personnel.

3.8 Participation in hazing (California Education Code Sections 32050 through 32052).

3.9 Possession of weapons, explosives, unlicensed dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the
California Penal Code or other applicable laws.

3.10 Participating in activities which are in violation of federal, state, or local laws or ordinances while on district premises or at district-sponsored or supervised activities.

3.11 Failure to comply with directions of staff members of the district who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of district personnel providing, such conduct is related to district activities or college/center attendance.

3.12 Smoking on District premises, or in vehicles provided by the district used for transporting students, except as permitted by applicable ordinances, laws, college guidelines and District procedure 0505.2.

3.13 Use, possession, distribution, or sale of alcoholic beverages on campus except as permitted by law.

3.14 Use, possession, distribution, manufacture or sale of narcotics or other hallucinogenic drugs or substances or inhaling or breathing the fumes of, or ingesting, any poison classified as such by the California Business and Professions Code Section 4160, Schedule “D,” except as provided by law, is prohibited when on district premises.

3.15 Violation of Policies & Procedures for Student Organizations as enumerated in Manual 3200.

Student Grievance Procedure

The purpose of this procedure is to provide a prompt and equitable means for resolving student grievance. The procedures enumerated in Student Grievance Procedures 3100.1 shall be available to any student who believes a district decision or action has adversely affected his/her rights as a student as specified in Student Rights and Responsibilities, Policy 3100, Section 1 through 10. Note that grades are not grievable under this policy.

Review of Student Records

Pursuant to the “Family Rights and Privacy Act of 1974” (Public Law 93-380) and the California Education Code, a student may request to inspect all official school records, files, and related data that are classified as Student Records. The records will be available for review at a mutually convenient time during regular working hours. Contact the Vice President, Student Services. If information in the file is inaccurate, misleading, or inappropriate, a student may request removal of the information or include a statement disputing the material that is challenged.

The law provides that no individual, agency or organization shall have access to a student’s records without the written consent of the student, with the exception of the following:

1) School officials within the district with “legitimate educational interest” such as the following:
   a. Instructional staff, when such information will assist in determining or improving the academic competence of students under their jurisdiction.
   b. Counseling staff, when such information will assist the student in achieving his/her personal, academic, or vocational goals.
   c. Classified staff who are involved in the creation, analysis, distribution, correction, compilation, or processing of student records.
   d. Management or supervisory staff, when such information is directly related to the successful completion of management or supervisory duties, as prescribed by the Board of Trustees.
   e. The Board of Trustees, in appropriate disciplinary cases.

2) Specified federal and state educational officials such as officials in the State Chancellor’s Office.

3) State and local officials to the extent that such information is required to be reported pursuant to state law adopted prior to November 19, 1974.

4) Schools or colleges of intended enrollment provided that the student has been notified and given the opportunity to challenge the content.

5) Organizations conducting studies for the district.

6) Persons in connection with an emergency.
7) Agencies in connection with financial aid.
8) Court officials pursuant to a court order or subpoena provided the college makes a reasonable effort to notify the student in advance of such compliance.

Student records will normally include documents filed for admission to the college, grade reports, permanent records of academic work completed, transcripts received from other schools and colleges attended, test scores, counseling information, correspondence, and petitions. These documents will normally include but not be limited to a student’s name, address, telephone number, birth date, residence classification, sex, past and current enrollment, academic and attendance status, educational benefits, ethnic background, high school graduation, college major, and identification number.

Information which cannot be classified as a student record includes: (a) information provided by parents in connection with financial aid, (b) confidential letters of recommendation on file prior to January 1, 1975, (c) information maintained by a district official or employee which remains in his/her sole possession, (d) information about student maintained by a physician, psychiatrist, psychologist or other professional acting in his/her professional capacity for the college, (e) information about student maintained by the college law enforcement unit, (f) information about student maintained in the normal course of business pertaining to the student’s employment, if the student is employed by the college.

The information listed below is considered “Directory Information” and may be released as specified unless the student notifies the official responsible for student records within two weeks after the beginning of the semester or session that such personally identifiable information is not to be released.

1) Information related to officially recognized activities and sports which appears in programs and campus/district newspapers is released to the news media.

2) Information pertaining to graduation which appears on commencement programs and campus/district newspapers or is released to the news media.

3) Information pertaining to the receipt of awards which appears in campus/district newspapers or is released to the news media.

When releasing the above categories of information, the following items of information may be included: student’s name, date and place of birth, address, telephone number, major field of study, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent public or private school attended by the student. No other categories of information may be released nor may the information be released to other recipients without the written authorization of the student concerned.

The college will maintain a log which lists all persons, agencies, or organizations requesting or receiving information from a student’s record at the college Admissions/Records Office. Such log will also indicate why such information is requested.

Information about students may be requested by officials in charge of recruitment for the National Guard and each active reserve component of the armed forces. Such information shall be released subject to the following conditions:

- The requesting agency shall reimburse the District for the cost of developing and furnishing the information.
- The agreement shall acknowledge the confidentiality of the information and prohibit its release to a third party.
- After public notice, the student named has informed the district in writing that the information may be released.

In the event you feel that Miramar College has not complied with the provisions of the privacy act as specified herein or in the statutes, you may file a complaint with the United States Department of Education.
The Associate Degree

60 Units Required for the Associate Degree

On the recommendation of the faculty, the college awards the Associate in Arts degree, the Associate in Science degree, or the Certificate of Achievement to students who complete the requirements specified.

Associate Degree Requirements

The Associate in Science degree is awarded in engineering, physical and biological sciences, and occupational curricula. The Associate in Arts degree is awarded in the social sciences, humanities, the arts, and similar disciplines.

An associate degree is awarded by the San Diego Community College District colleges in recognition of completion of a minimum of 60 units which include completion of:

- **Major Requirements**
- **District Requirements**
- **General Education Requirements**

Students should plan programs with long range goals in mind. Students who plan to transfer to a four-year institution should review the Transfer Requirements section of this catalog.

A minimum of 12 semester units must be completed in residence as an officially enrolled student in the San Diego Community College District.

Grade Point Average (GPA) and Minimum Grade Requirements

Students must obtain a grade point average of at least 2.0 (a “C” average) in all courses completed upon which the degree is based.

Students enrolled in occupational and health occupation programs must earn a grade of “C” or better in courses required for the major.

Major Requirements

Eighteen semester units or more are required for a major. Refer to the Degree Curricula and Certificate Programs section of this catalog for specific requirements for each major. Only one course in a student’s major discipline may be used to meet the San Diego Community College District general education requirements.

District Requirements

1. **Competence in Reading and Written Expression**

   Complete one course with a grade of “C” or better from General Education Requirements Area A.1 Language and Rationality, English Composition.

   **Note:** The course selected to meet this requirement may also be used to meet the general education requirement for English Composition.

2. **Competence in Mathematics**

   Competence is demonstrated by:

   a. Obtaining a skill level of M40 on the mathematics assessment test

   b. Completing one of the following courses with a grade of “C” or better:

      - BIOL 200 Biological Statistics (City, Mesa)
      - BUSE 101 Business Mathematics
      - MATH 91 Algebra for Math Placement (City)
      - MATH 95 Elementary Algebra and Geometry
      - MATH 181 Mecomtronics College Algebra and Trigonometry I (City)
      - MATH 182 Mecomtronics College Algebra and Trigonometry II (City)
      - MATH 183 Mecomtronics Calculus I (City)
Completing, with a grade of “C” or better, any other Mathematics course for which one of the above listed courses is a prerequisite.

Note: The course selected to meet these requirements may also be used to meet the general education requirement for Communications and Analytical Thinking.

3. American Institutions/California Government

Students must complete six units in American Institutions/California Government. This requirement is met by completing one of the following six-unit sequences or six-unit combinations:

Note: Effective Fall 2004, Political Science 102 will no longer clear the SDCCD American Institutions requirement without completion of a companion course. See a counselor for more information.

Six-Unit Sequences

^ BLAS 140A History of the U.S., Black Perspective and
^ BLAS 140B History of the U.S., Black Perspective OR
^ CHIC 141A U.S. History from a Chicano Perspective (City, Mesa) and
^ CHIC 141B U.S. History from a Chicano Perspective (City, Mesa) OR
^ HIST 109 History of the United States I and
^ HIST 110 History of the United States II OR
^ HIST 115A History of the Americas I (City, Mesa) and
^ HIST 115B History of the Americas II (City, Mesa) OR
^ HIST 141 Women in United States History I (Mesa) and
^ HIST 142 Women in United States History II (Mesa) OR
^ HIST 150 Native Americans in U.S. History (Mesa, Miramar) and
^ HIST 151 Native Americans in U.S. History (Mesa, Miramar)

Six-Unit Combination

^ BLAS 140A History of the U.S., Black Perspective or
^ CHIC 141A U.S. History from a Chicano Perspective (City, Mesa) or
^ HIST 109 History of the United States I or
^ HIST 115A History of the Americas I (City, Mesa) or
^ HIST 141 Women in United States History I (Mesa) or
^ HIST 150 Native Americans in U.S. History (Mesa, Miramar) AND

^ BLAS 140B History of the U.S., Black Perspective or
^ CHIC 141B U.S. History from a Chicano Perspective (City, Mesa) or
^ HIST 110 History of the United States II or
^ HIST 115B History of the Americas II (City, Mesa) or
^ HIST 123 U. S. History from the Asian Pacific American Perspective (Mesa) or
^ HIST 142 Women in United States History II (Mesa) or
^ HIST 151 Native Americans in U.S. History (Mesa, Miramar) or
^ POLI 102 The American Political System

Note: The courses selected to meet this requirement may also be used to meet the general education requirement for Social and Behavioral Sciences. If a Black Studies or Chicano Studies course is selected, it may also be used to fulfill the multicultural studies requirement. If a six-unit sequence or combo is selected to fulfill the American Institutions requirement, only three units may be used for general education credit.

Students who have completed the American Institutions requirement except for the California
government portion must complete one of the following three-unit courses:

^ BLAS 140B  History of U.S., Black Perspective
^ CHIC 141B  U.S. History from a Chicano Perspective (City, Mesa)
HIST 110  History of the United States II
^ HIST 115B  History of the Americas II (City, Mesa)
^ HIST 123  U. S. History from the Asian Pacific American Perspective (Mesa)
HIST 142  Women in United States History II (Mesa)
^ HIST 151  Native Americans in U.S. History (Mesa, Miramar)
HIST 175  California History (Mesa)
POLI 102  The American Political System

**NOTE:** Courses designated with a carat (^) may also be used to fulfill the District Multicultural studies requirement.

4. Health Education

This requirement is met by completing Health Education 101: Health and Lifestyle, three units.

*Note: This requirement is waived for students who earn degrees in Nursing Education. U.S. Veterans and active duty U.S. military personnel may be granted two units of college credit to fulfill the Health Education Requirement if service has been continuous for at least six months. Copies of form DD-214 or DD-295 or SMART covering all periods of military service must be on file in the Veterans Office.*

5. Physical Education

Students must complete two activity courses in Physical Education. Physical Education courses numbered below 240 are acceptable, except for Physical Education 150. Students with physical conditions which prevent participation in regular physical education activity classes must file a physician's statement with the Evaluations Office, room C-301. Adapted Physical Education classes are available. A Physician's medical release form is required.

*Note: U.S. Veterans and active duty U.S. military personnel may be granted two units of college credit to fulfill the Physical Education requirement if service has been continuous for at least six months. Copies of form DD-214 or DD-295 or SMART covering all periods of military service must be on file in the Veterans Office.*

6. Multicultural Studies

Students may satisfy the District multicultural studies graduation requirement by satisfactorily completing a course related to the culture of one or more of the ethnic groups which are represented in American society. The course shall include a focus on the role of men and women in the origin, development, and current status of these cultures.

*Note: Each student seeking the Associate Degree must complete a three-unit multicultural studies course selected from the general education courses marked with a caret (^) indicating that it meets the Multicultural Requirement. The three units may be applied to the 18 units required in general education.*

This requirement is met by completing one of the following courses (these courses are also on the District General Education list):

^ ADJU 106  Diversity and Community Relations (MiraMar)
^ ANTH 103  Introduction to Cultural Anthropology
^ ANTH 200  Introduction to North American Indians (Mesa)
^ ANTH 210  Introduction to California Indians (City, Mesa)
^ ARTF 113  African, Oceanic, Native American Art (Mesa)
^ ARTF 115  African Art (City, Mesa)
^ ARTF 120  Native American Indian Art (Mesa)
^ ARTF 130  Survey of Pre-Columbian Art (Mesa)
^ BLAS 104  Black Psychology (City, Mesa)
^ BLAS 110  Afro-American Art (City, Mesa)
^ BLAS 115  Sociology from a Black Perspective (City)
^ BLAS 116  Contemporary Social Problems from a Black Perspective (City, Mesa)
^ BLAS 120  Black Music (City, Mesa)
^ BLAS 125  Dynamics of the Black Community (Mesa)
^ BLAS 130  The Black Family (City, Mesa)
^ BLAS 135  Introduction to Black Politics (City)
^ BLAS 140A  History of the U.S., Black Perspective
^ BLAS 140B  History of the U.S., Black Perspective
^ BLAS 145A  Introduction to African History (City, Mesa)
^ BLAS 145B  Introduction to African History (City)
^ BLAS 150  Black Women in Literature and the Media (City, Mesa)
^ BLAS 155  Afro-American Literature (City, Mesa)
^ CHIC 110A  Introduction to Chicano Studies (City, Mesa)
General Education Outcomes Defined

General Education courses should contribute to the broad education of career technical and transfer students in the areas of critical thinking, writing, and oral communication skills, understanding of and the ability to use quantitative analysis, and awareness of the arts and humanities; and of the physical, social and behavioral sciences as they affect one’s interaction with the diverse local and global communities. General Education Requirements Title 5: Section 55806

a. **Natural Sciences.** Courses in the natural sciences are those that examine the physical universe, its life forms, and its natural phenomena. To satisfy the General Education Requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.

b. **Social and Behavioral Sciences.** Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. Category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.

c. **Humanities.** Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves, help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

d. **Language and Rationality.** Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

1) **English Composition.** Courses fulfilling the written composition requirement shall be designed to include
both expository and argumentative writing.

2) Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

Ethnic Studies will be offered in at least one of the required areas.

General Education Requirements

<table>
<thead>
<tr>
<th>A. Language and Rationality:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A minimum of three semester units, or four quarter units, must be completed. Choose one course from the following:</td>
</tr>
</tbody>
</table>

1. English Composition
   - BUSE 119 Business Communications
   - ENGL 101 Reading and Composition
   - ENGL 105 Composition and Literature
   - ENGL 205 Critical Thinking and Intermediate Composition
   - TEHW 101 Introduction to Technical Writing (City)

A minimum of three semester units, or four quarter units, must be completed. Choose one course from the following.

Note: Courses designated with a caret (^) may also be used to fulfill the District multicultural studies requirement. Courses designated with an asterisk (*) fulfill more than one general education requirement, but may not be counted more than once for this purpose.

The State of California requires the completion of a minimum of 18 units of general education. One course must be selected from each of the following areas: English Composition; Communication/Analytical Thinking; the Sciences (Life or Physical, not both); Humanities; Social Sciences; and a sixth course chosen from any area.

Only one course in a student's major discipline may be used to meet the San Diego Community College District General Education requirements.

2. Communication and Analytical Thinking

   - BIOL 200 Biological Statistics (City, Mesa)
   - BLAS 106 Black Oral Expression and Interpretation (Mesa)
   - BUSE 101 Business Mathematics
   - CISC 150 Introduction to Computer and Information Sciences (City, Mesa)
   - CISC 181 Principles of Information Systems
   - MATH 91 Algebra for Math Placement (City, Miramar)
   - MATH 95 Elementary Algebra and Geometry
   - MATH 96 Intermediate Algebra with Geometry
   - MATH 104 Trigonometry
   - MATH 107 Introduction to Scientific Programming
   - MATH 107L Introduction to Scientific Programming Lab
   - MATH 116 College and Matrix Algebra
   - MATH 118 A Survey of Modern Mathematics (City, Mesa)
   - MATH 119 Elementary Statistics
   - MATH 121 Basic Techniques of Applied Calculus I
   - MATH 122 Basic Techniques of Calculus II
   - MATH 141 Precalculus
   - MATH 150 Calculus with Analytic Geometry I
   - MATH 151 Calculus with Analytic Geometry II
   - MATH 181 Meccantronics College Algebra and Trigonometry I (City)
   - MATH 182 Meccantronics College Algebra and Trigonometry II (City)
   - MATH 183 Meccantronics Calculus I (City)
   - MATH 184 Meccantronics Calculus II (City)
   - MATH 210A Concepts of Elementary School Mathematics I
   - MATH 210B Concepts of Elementary School Mathematics II
   - MATH 237 Machine and Assembly Language (City, Mesa)
   - MATH 245 Discrete Mathematics
   - MATH 252 Calculus with Analytic Geometry III
   - MATH 254 Introduction to Linear Algebra
   - MATH 255 Differential Equations
**B. Natural Sciences:**

A minimum of three semester units, or four quarter units, must be completed. Choose one course from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 100</td>
<td>Logic and Critical Thinking</td>
</tr>
<tr>
<td>PHIL 101</td>
<td>Symbolic Logic</td>
</tr>
<tr>
<td>PHIL 205</td>
<td>Critical Thinking and Writing in Philosophy</td>
</tr>
<tr>
<td>PSYC 258</td>
<td>Behavioral Science Statistics</td>
</tr>
<tr>
<td>SPEE 99</td>
<td>Voice and Diction for Non-Native Speakers of English</td>
</tr>
<tr>
<td>SPEE 101</td>
<td>Voice and Articulation</td>
</tr>
<tr>
<td>SPEE 103</td>
<td>Oral Communication</td>
</tr>
<tr>
<td>SPEE 135</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>SPEE 160</td>
<td>Argumentation</td>
</tr>
<tr>
<td>SPEE 170</td>
<td>Small Group Communication</td>
</tr>
<tr>
<td>SPEE 180</td>
<td>Intercultural Communication</td>
</tr>
</tbody>
</table>

^ SPEE 180: Intercultural Communication

---

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 102</td>
<td>Introduction to Physical Anthropology</td>
</tr>
<tr>
<td>ANTH 104</td>
<td>Laboratory in Physical Anthropology (Mesa)</td>
</tr>
<tr>
<td>BIOL 100</td>
<td>Natural History - Environmental Biology (Lecture/Laboratory) (Mesa, Miramar)</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Issues in Environmental Biology (Lecture/Laboratory) (City)</td>
</tr>
<tr>
<td>BIOL 105</td>
<td>Principles of Biology (Mira)</td>
</tr>
<tr>
<td>BIOL 106</td>
<td>Principles of Biology (Laboratory) (Mira)</td>
</tr>
<tr>
<td>BIOL 107</td>
<td>General Biology (Lecture/Laboratory) (City, Mesa)</td>
</tr>
<tr>
<td>BIOL 110</td>
<td>Introduction to Oceanography (City, Mesa)</td>
</tr>
<tr>
<td>BIOL 115</td>
<td>Marine Biology (Laboratory)</td>
</tr>
<tr>
<td>BIOL 120</td>
<td>The Environment of Man (Mesa)</td>
</tr>
<tr>
<td>BIOL 130</td>
<td>Human Heredity</td>
</tr>
<tr>
<td>BIOL 131</td>
<td>Introduction to Biotechnology (Miramar)</td>
</tr>
<tr>
<td>BIOL 160</td>
<td>Elements of Human Anatomy &amp; Physiology (Lecture/Lab) (Mesa, Miramar)</td>
</tr>
<tr>
<td>BIOL 180</td>
<td>Plants and People (City, Mesa)</td>
</tr>
<tr>
<td>BIOL 205</td>
<td>General Microbiology</td>
</tr>
<tr>
<td>BIOL 210A</td>
<td>Introduction to the Biological Sciences I (Lecture/Lab)</td>
</tr>
<tr>
<td>BIOL 210B</td>
<td>Introduction to the Biological Sciences II (Lecture/Lab)</td>
</tr>
<tr>
<td>BIOL 215</td>
<td>Introduction to Zoology</td>
</tr>
<tr>
<td>BIOL 230</td>
<td>Human Anatomy</td>
</tr>
</tbody>
</table>

^ BIOL 230: Human Anatomy

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 235</td>
<td>Human Physiology</td>
</tr>
<tr>
<td>BIOL 250</td>
<td>Introduction to Botany (Mesa, Miramar)</td>
</tr>
<tr>
<td>BIOL 285</td>
<td>Tropical Biology Field Experience (Miramar)</td>
</tr>
<tr>
<td>MEDA 105</td>
<td>Human Anatomy and Assisting Physiology (Mesa)</td>
</tr>
<tr>
<td>NLTE 105</td>
<td>Principles of Plant Growth (Mesa)</td>
</tr>
<tr>
<td>NUTR 150</td>
<td>Nutrition (Mesa, Miramar)</td>
</tr>
<tr>
<td>PSYC 260</td>
<td>Introduction to Physiological Psychology</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 101</td>
<td>Descriptive Astronomy</td>
</tr>
<tr>
<td>ASTR 109</td>
<td>Practice in Observing (Laboratory) (City, Mesa)</td>
</tr>
<tr>
<td>ASTR 111</td>
<td>Astronomy Laboratory (Laboratory) (Mesa, Miramar)</td>
</tr>
<tr>
<td>CHEM 100</td>
<td>Fundamentals of Chemistry</td>
</tr>
<tr>
<td>CHEM 100L</td>
<td>Fundamentals of Chemistry (Laboratory)</td>
</tr>
<tr>
<td>CHEM 130</td>
<td>Introduction to Organic &amp; Biological Chemistry</td>
</tr>
<tr>
<td>CHEM 130L</td>
<td>Introduction to Organic &amp; Biological Chemistry (Laboratory)</td>
</tr>
<tr>
<td>CHEM 152</td>
<td>Introduction to General Chemistry</td>
</tr>
<tr>
<td>CHEM 152L</td>
<td>Introduction to General Chemistry Laboratory</td>
</tr>
<tr>
<td>CHEM 200</td>
<td>General Chemistry I (Lecture)</td>
</tr>
<tr>
<td>CHEM 200L</td>
<td>General Chemistry I (Laboratory)</td>
</tr>
<tr>
<td>CHEM 201</td>
<td>General Chemistry II (Lecture)</td>
</tr>
<tr>
<td>CHEM 201L</td>
<td>General Chemistry II (Laboratory)</td>
</tr>
<tr>
<td>GEOG 101</td>
<td>Physical Geography</td>
</tr>
<tr>
<td>GEOG 101L</td>
<td>Physical Geography (Laboratory)</td>
</tr>
<tr>
<td>GEOG 103</td>
<td>Introduction to Meteorology (Mesa)</td>
</tr>
<tr>
<td>GEOL 100</td>
<td>General Geology</td>
</tr>
<tr>
<td>GEOL 101</td>
<td>General Geology (Laboratory)</td>
</tr>
<tr>
<td>PHYN 100</td>
<td>Survey of Physical Science (Lecture)</td>
</tr>
<tr>
<td>PHYN 101</td>
<td>Survey of Physical Science (Laboratory)</td>
</tr>
<tr>
<td>PHYN 120</td>
<td>Physical Oceanography (Miramar)</td>
</tr>
<tr>
<td>PHYS 100</td>
<td>Introductory Physics (Lecture/Laboratory) (Mesa)</td>
</tr>
<tr>
<td>PHYS 120A</td>
<td>General Physics I (City)</td>
</tr>
<tr>
<td>PHYS 120B</td>
<td>General Physics II (City)</td>
</tr>
<tr>
<td>PHYS 121A</td>
<td>General Physics Lab-A (City)</td>
</tr>
<tr>
<td>PHYS 121B</td>
<td>General Physics Lab-B (City)</td>
</tr>
<tr>
<td>PHYS 124A</td>
<td>General Physics</td>
</tr>
<tr>
<td>PHYS 124B</td>
<td>General Physics</td>
</tr>
</tbody>
</table>
Note: Courses designated with a caret (^) may also be used to fulfill the District multicultural studies requirement. Courses designated with an asterisk (*) fulfill more than one general education requirement, but may not be counted more than once for this purpose.

### C. Humanities:

A minimum of three semester units, or four quarter units, must be completed. Choose one course from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 195A</td>
<td>Mechanics</td>
</tr>
<tr>
<td>PHYS 195B</td>
<td>Electricity &amp; Magnetism (City, Mesa)</td>
</tr>
<tr>
<td>PHYS 195C</td>
<td>Waves, Light and Modern Physics (City, Mesa)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMSL 100</td>
<td>American Sign Language I (AMSL 115 as of Fall 2004) (City, Mesa)</td>
</tr>
<tr>
<td>AMSL 101</td>
<td>American Sign Language II (AMSL 116 as of Fall 2004) (City, Mesa)</td>
</tr>
<tr>
<td>ARAB 101</td>
<td>First Course in Arabic (City)</td>
</tr>
<tr>
<td>ARAB 102</td>
<td>Second Course in Arabic (City)</td>
</tr>
<tr>
<td>ARTF 100</td>
<td>Art Orientation</td>
</tr>
<tr>
<td>ARTF 109</td>
<td>Nineteenth and Twentieth Century Art</td>
</tr>
<tr>
<td>ARTF 110</td>
<td>Art History: Prehistoric to Gothic</td>
</tr>
<tr>
<td>ARTF 111</td>
<td>Art History: Renaissance to Modern</td>
</tr>
<tr>
<td>ARTF 113</td>
<td>African, Oceanic, Native American Art (Mesa)</td>
</tr>
<tr>
<td>ARTF 115</td>
<td>African Art (City, Mesa)</td>
</tr>
<tr>
<td>ARTF 120</td>
<td>Native American Indian Art (Mesa)</td>
</tr>
<tr>
<td>ARTF 130</td>
<td>Survey of Pre-Columbian Art (Mesa)</td>
</tr>
<tr>
<td>BLAS 110</td>
<td>Afro-American Art (City, Mesa)</td>
</tr>
<tr>
<td>BLAS 111</td>
<td>African Art History (Mesa)</td>
</tr>
<tr>
<td>BLAS 120</td>
<td>Black Music (City, Mesa)</td>
</tr>
<tr>
<td>BLAS 150</td>
<td>Black Women in Literature and the Media (City, Mesa)</td>
</tr>
<tr>
<td>BLAS 155</td>
<td>Afro-American Literature (City, Mesa)</td>
</tr>
<tr>
<td>CHIC 130</td>
<td>Mexican Literature in Translation (City)</td>
</tr>
<tr>
<td>CHIC 135</td>
<td>Chicano Literature (City, Mesa)</td>
</tr>
<tr>
<td>CHIC 138</td>
<td>Literature of La Raza in Latin America in Translation (City, Mesa)</td>
</tr>
<tr>
<td>CHIC 190</td>
<td>Chicano Images in Film (Mesa)</td>
</tr>
<tr>
<td>CHIC 203</td>
<td>Introductory Spanish for Spanish Speakers (City)</td>
</tr>
<tr>
<td>CHIC 204</td>
<td>Intermediate Spanish for Spanish Speakers (City)</td>
</tr>
<tr>
<td>CHIC 210</td>
<td>Chicano Culture (City, Mesa)</td>
</tr>
<tr>
<td>CHIN 101</td>
<td>First Course in Mandarin Chinese (Mesa)</td>
</tr>
<tr>
<td>CHIN 102</td>
<td>Second Course in Mandarin Chinese (Mesa)</td>
</tr>
<tr>
<td>CHIN 201</td>
<td>Third Course in Mandarin Chinese (Mesa)</td>
</tr>
<tr>
<td>DRAM 105</td>
<td>Introduction to Dramatic Arts</td>
</tr>
<tr>
<td>DRAM 136</td>
<td>History of Canonized Theatre - Ancient Greece to the Restoration (City)</td>
</tr>
<tr>
<td>DRAM 137</td>
<td>History of Canonized Western Theatre - Restoration to the Present (City)</td>
</tr>
<tr>
<td>DRAM 150</td>
<td>Cinema as Art and Communication I (Mesa)</td>
</tr>
<tr>
<td>DRAM 151</td>
<td>Cinema as Art and Communication II (Mesa)</td>
</tr>
<tr>
<td>ENGL 207</td>
<td>The Art of the Sentence (Mesa)</td>
</tr>
<tr>
<td>ENGL 208</td>
<td>Introduction to Literature</td>
</tr>
<tr>
<td>ENGL 209</td>
<td>Literary Approaches to Film</td>
</tr>
<tr>
<td>ENGL 210</td>
<td>American Literature I</td>
</tr>
<tr>
<td>ENGL 211</td>
<td>American Literature II</td>
</tr>
<tr>
<td>ENGL 215</td>
<td>English Literature I: 800-1799</td>
</tr>
<tr>
<td>ENGL 216</td>
<td>English Literature II: 1800-Present</td>
</tr>
<tr>
<td>ENGL 220</td>
<td>Masterpieces of World Literature I: 1500 BCE - 1600 CE</td>
</tr>
<tr>
<td>ENGL 221</td>
<td>Masterpieces of World Literature II: 1600 - Present</td>
</tr>
<tr>
<td>ENGL 230</td>
<td>Asian American Literature (Mesa)</td>
</tr>
<tr>
<td>ENGL 237</td>
<td>Women in Literature (City, Miramar)</td>
</tr>
<tr>
<td>ENGL 238</td>
<td>Evaluating Children's Literature (City, Mesa)</td>
</tr>
<tr>
<td>FREN 101</td>
<td>First Course in French (City, Mesa)</td>
</tr>
<tr>
<td>FREN 102</td>
<td>Second Course in French (City, Mesa)</td>
</tr>
<tr>
<td>FREN 201</td>
<td>Third Course in French (City, Mesa)</td>
</tr>
<tr>
<td>FREN 202</td>
<td>Fourth Course in French (City, Mesa)</td>
</tr>
<tr>
<td>GERM 101</td>
<td>First Course in German (City, Mesa)</td>
</tr>
<tr>
<td>GERM 102</td>
<td>Second Course in German (City, Mesa)</td>
</tr>
<tr>
<td>GERM 201</td>
<td>Third Course in German (City, Mesa)</td>
</tr>
<tr>
<td>HIST 100</td>
<td>World History I (City, Mesa)</td>
</tr>
<tr>
<td>HIST 101</td>
<td>World History II (City, Mesa)</td>
</tr>
<tr>
<td>HIST 105</td>
<td>Introduction to Western Civilization I</td>
</tr>
<tr>
<td>HIST 106</td>
<td>Introduction to Western Civilization II</td>
</tr>
<tr>
<td>HIST 120</td>
<td>Introduction to Asian Civilizations</td>
</tr>
<tr>
<td>HIST 121</td>
<td>Asian Civilizations in Modern Times</td>
</tr>
<tr>
<td>HIST 123</td>
<td>U. S. History from the Asian Pacific American Perspective (Mesa)</td>
</tr>
<tr>
<td>HIST 125</td>
<td>History/England and the Commonwealth I (Mesa)</td>
</tr>
<tr>
<td>HIST 126</td>
<td>History/England and the Commonwealth II (Mesa)</td>
</tr>
<tr>
<td>HUMA 101</td>
<td>Introduction of Humanities I</td>
</tr>
<tr>
<td>HUMA 102</td>
<td>Introduction to Humanities II</td>
</tr>
<tr>
<td>HUMA 106</td>
<td>World Religions (City, Mesa)</td>
</tr>
<tr>
<td>HUMA 201</td>
<td>Mythology</td>
</tr>
<tr>
<td>HUMA 202</td>
<td>Mythology: Hero’s Journey (City, Mesa)</td>
</tr>
<tr>
<td>ITAL 101</td>
<td>First Course in Italian (City, Mesa)</td>
</tr>
<tr>
<td>ITAL 102</td>
<td>Second Course in Italian (City, Mesa)</td>
</tr>
<tr>
<td>ITAL 201</td>
<td>Third Course in Italian (City, Mesa)</td>
</tr>
<tr>
<td>JAPN 101</td>
<td>First Course in Japanese (Mesa, Miramar)</td>
</tr>
</tbody>
</table>
D. Social and Behavioral Sciences:
A minimum of three semester units, or four quarter units, must be completed. Choose one course from the following:

Note: Courses designated with a caret (^) may also be used to fulfill the District multicultural studies requirement. Courses designated with an asterisk (*) satisfy more than one general education requirement, but may not be counted more than once for this purpose.

ADJU 101 Introduction to Administration of Justice (Miramar)
ADJU 106 Diversity and Community Relations (Miramar)
AMSL 104 Introduction to Deaf Culture (Mesa)
ANTH 103 Introduction to Cultural Anthropology
ANTH 107 Introduction to Archaeology
ANTH 200 Introduction to North American Indians (Mesa)
ANTH 210 Introduction to California Indians (City, Mesa)
ANTH 215 Cultures of Latin America (City, Mesa)
BLAS 104 Black Psychology (City, Mesa)
BLAS 115 Sociology from a Black Perspective (City)
BLAS 116 Contemporary Social Problems from a Black Perspective (City, Mesa)
BLAS 125 Dynamics of the Black Community (City, Mesa)
BLAS 130 The Black Family (City, Mesa)
BLAS 135 Introduction to Black Politics (City)
BLAS 140A History of the U.S., Black Perspectives
BLAS 140B History of the U.S., Black Perspectives
BLAS 145A Introduction to African History (City, Mesa)
BLAS 145B Introduction to African History (City)
BUSE 100 Introduction to Business
BUSE 140 Business Law and the Legal Environment
CHIC 110A Introduction to Chicano Studies (City, Mesa)
CHIC 110B Introduction to Chicano Studies (City, Mesa)
CHIC 141A U.S. History from a Chicano Perspective (City, Mesa)
Certificate of Achievement

Programs in which a Certificate of Achievement may be awarded are described in the Degree Curricula and Certificate Programs section of this catalog. Certificate programs are designed for students with specific personal or occupational goals. To qualify for the Certificate of Achievement, students must satisfy the following requirements:

1) meet all standards for admission to the desired certificate program;
2) earn a grade of “C” or higher in each course;
3) complete a minimum of three courses in residence.

Certificate of Completion

Programs in which a Certificate of Completion may be awarded are described in the Degree Curricula and Certificate Programs section of this catalog. A Certificate of Completion recognizes the attainment of knowledge and/or skill through the successful completion of two or more courses as specified by a department. Certificates of Completion are designed to prepare students for employment, job enhancement and/or job advancement. To qualify for the Certificate of Completion, students must satisfy the following requirements:

1) Achieve a grade of “C” or better in each of the required courses.
2) Complete all required course work in the San Diego Community College District.
3) Course substitutions or course equivalencies from other colleges may not be used to satisfy Certificate of Completion requirements.

For additional information, contact the campus Evaluations Office or subject-area department.
Graduation

Petition for Graduation
Graduation is not automatic upon completion of requirements. A student who expects to receive the Associate Degree or the Certificate of Achievement must file a Petition for Graduation in the Evaluations Office. See class schedule for important deadline dates for filing a Petition for Graduation.

Official college transcripts from all colleges attended must be on file before submitting the petition.

A petition for an associate degree evaluation should be submitted one year before the student plans to graduate.

An evaluation is a summary of college work completed and of requirements to be completed for the associate degree or the certificate of achievement. Only evaluations completed by one of the College Evaluators are official.

Students who have petitioned for graduation should notify the evaluator immediately of any name or address change.

Students who are working toward a certificate of achievement should file the Petition for Graduation prior to the beginning of the semester in which they plan to complete the requirements of their certificate program.

Catalog Rights
Students who maintain continuous enrollment may choose to graduate under the (City College, Mesa College, and Miramar College) catalog in effect at the time they began their studies in a California Community College, California State University, or University of California campus, or under the catalog in effect at the time of graduation.

Certification of a student’s completion of CSU general education requirements is not a graduation requirement. Therefore, students do not have catalog rights to a certification pattern used by a certifying institution or a CSU campus.

Continuous Enrollment
Continuous enrollment is defined as attendance in one semester or two quarters (excluding summer) within a calendar year in either the CSU, UC, or California Community College System.

Awarding of Degrees or Certificates
The graduation ceremony is held once a year at the end of the spring semester. Students who complete requirements for the Associate Degree or the Certificate of Achievement in the fall or spring semesters and petition by March will be granted the degree in Spring.

Students who complete the requirements during the summer session or petition after the March deadline will be granted the degree in August. Summer candidates for graduation may participate in the graduation ceremony in Spring if the Petition for Graduation is filed by the March deadline.

Graduation with Distinction
Graduation with honors distinction will be based upon all coursework that is applicable to the associate degree or certificate of achievement.

Graduation with Honors is granted to students who achieve an overall 3.5 GPA, High Honors is granted to students who achieve an overall 3.75 GPA, and Highest Honors is granted to students who achieve an overall 4.0 GPA.

Students will be notified that this distinction is pending at the time of the graduation ceremony, when the GPA will be calculated based upon degree or certificate applicable coursework completed through the fall semester of the year of the ceremony. The final distinction will be determined upon completion of all coursework completed through the spring semester for spring graduates or the summer term for summer graduates.

Additional College Degree
A student having received an associate or baccalaureate degree may qualify for an additional Associate in Arts or Associate in Science degree in a new major or concentration.
An additional degree:

1) Permits upgrading or preparation for upgrading current employment.

2) Prepares for employment in an area different from that provided by previous training.

3) Provides general knowledge leading to fulfillment of personal goals.

The following requirements are applicable:

1) The degree to be earned must represent a change in major or concentration from the degree or degrees previously earned.

2) A student must earn a minimum of 18 required semester units in the new major or concentration beyond the minimum 60 units required for the Associate Degree, bringing the total units required for the second degree to a minimum of 78 units, a minimum of 96 units for the third degree, and so on. Twelve (12) semester units of the new major or concentration must be completed in residence.

3) A student must fulfill current catalog associate degree requirements.

4) In order to receive an additional college degree, the student must file a Petition for Graduation in the Evaluations Office. The college evaluator will review all previous college work to determine the student’s eligibility for a second degree.

Transfer Programs
(See “Transfer Guide” on page 73.)

Recognition of High School Courses for College Credit
Students who successfully complete the articulated course/program and demonstrate acquisition of the knowledge, skills, and abilities via an examination administered at end of the course/program may earn college credit equivalent to the course(s) identified in the Articulation Table below. Successful completion is defined as the completion of the course(s)/program and a grade of “B” of better on the final examination administered upon completion. In order to receive the credit for an articulated college course/program, the student must complete a Tech Prep Articulation packet, which includes the college application and the Tech Prep Articulation Certification form, and submit it to the high school instructor. Forms will be processed annually each July. Seniors earning college credit may request a copy of their SDCCD transcript after July 31st. Other high school students earning Tech Prep articulated credit may request a copy of their SDCCD transcript the following Fall semester. If you have any questions, please contact the Associate Dean of Tech Prep at (619) 388-6572.

TECH PREP ARTICULATED COURSES

<table>
<thead>
<tr>
<th>HIGH SCHOOL COURSE(S)/PROGRAM</th>
<th>HIGH SCHOOL SITE(S)</th>
<th>MIRAMAR COURSE(S)</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ROP</strong> Computerized Accounting (1 year)</td>
<td>Crawford</td>
<td>ACCT 150</td>
<td>up to 5</td>
</tr>
<tr>
<td><strong>ROP</strong> Automotive Engine Performance 1-4</td>
<td>Clairemont, Kearny, Madison</td>
<td>AUTO 53</td>
<td>3</td>
</tr>
<tr>
<td>Transportation Technology 1-2, 3-4 AND <strong>ROP</strong> Auto Quick Service (2 years)</td>
<td>Clairemont, Crawford, La Jolla, Madison, Mira Mesa, Morse, Patrick Henry, Point Loma, San Diego and Serra</td>
<td>AUTO 52</td>
<td>3</td>
</tr>
<tr>
<td><strong>Air Force ROTC, Aerospace</strong> 1-3 (2 years)</td>
<td>Scripps Ranch</td>
<td>AVIA 105</td>
<td>3</td>
</tr>
<tr>
<td><strong>Air Force ROTC, Aerospace</strong> 4 (1 year)</td>
<td>Scripps Ranch</td>
<td>AVIA 140</td>
<td>3</td>
</tr>
</tbody>
</table>
### TECH PREP ARTICULATED COURSES

<table>
<thead>
<tr>
<th><strong>HIGH SCHOOL COURSE(S)/PROGRAM</strong></th>
<th><strong>HIGH SCHOOL SITE(S)</strong></th>
<th><strong>MIRAMAR COURSE(S)</strong></th>
<th><strong>UNITS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ROP Business &amp; Computer Applications (2 years)</strong></td>
<td>Clairemont, Crawford, Gompers Secondary, Hoover, Kearny, Madison, Mira Mesa, Mission Bay, Morse, San Diego, Point Loma, Scripps Ranch, Serra, University City and City Heights Community Technology Center</td>
<td>CBTE 103, CBTE 120, CBTE 122, CBTE 126, CBTE 140, CBTE 151, CBTE 180, CBTE 210, CBTE 211 (city), CISC 128 (city)</td>
<td>up to 24</td>
</tr>
<tr>
<td><strong>ROP Computerized Graphic Design</strong></td>
<td>Crawford, High Tech High, Morse, Patrick Henry, Point Loma, S.C.P.A, Scripps Ranch and Serra</td>
<td>CBTE 162, CBTE 170, CISC 114 (city)</td>
<td>(city)</td>
</tr>
<tr>
<td><strong>ROP Biotechnology 1 &amp; 2 (1 year)</strong></td>
<td>Chula Vista and Sweetwater Union High School District</td>
<td>BIOL 131</td>
<td>4</td>
</tr>
<tr>
<td><strong>ROP Developmental Psychology of Children 1-4 (2 years)</strong></td>
<td>Clairemont, Hoover, Mira Mesa, Morse, Patrick Henry, San Diego, Scripps Ranch and University City</td>
<td>CHIL 160, CHIL 161, CHIL 270</td>
<td>up to 6</td>
</tr>
<tr>
<td><strong>ROP Introduction to Teaching and Learning (1 year)</strong></td>
<td>Clairemont, Hoover, Madison, Mira Mesa, Morse, Patrick Henry, Point Loma, San Diego, Scripps Ranch and University City</td>
<td>CHIL 270</td>
<td>up to 4</td>
</tr>
<tr>
<td><strong>ROP Fire Science</strong></td>
<td>Grossmont Union High School District/El Cajon Valley H.S.</td>
<td>FIPT 100A</td>
<td>3.5</td>
</tr>
<tr>
<td><strong>ROP Emergency Medical Care</strong></td>
<td>Grossmont Union High School District/El Cajon Valley H.S.</td>
<td>FIPT 309A</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>Website Design (1 year)</strong></td>
<td>Mission Bay</td>
<td>CBTE 162</td>
<td>2</td>
</tr>
<tr>
<td><strong>Teaching Academy (2 years)</strong></td>
<td>Mira Mesa</td>
<td>EDUC 200</td>
<td>3</td>
</tr>
<tr>
<td><strong>Teaching Academy (2 years)</strong></td>
<td>Patrick Henry</td>
<td>EDUC 200, CHIL 270, SPAN 085 (city)</td>
<td>up to 10</td>
</tr>
</tbody>
</table>
Transfer Guide
How to Use this Guide

This guide has been developed to help students plan an academic program for transfer to a four-year college or university. The Transfer Planning Guide provides information regarding transfer admissions, general education, and major preparation for colleges and universities frequently transferred into by Miramar College students.

This guide is not intended to be a substitute for academic counseling and advisement. Course and program changes may occur throughout the year; students are advised to consult with a Miramar College counselor for current information each semester.

NOTE: College and university requirements are subject to change. This guide is revised each summer by the San Diego Miramar College Transfer Center Coordinator and the campus Articulation Officer. Revisions are made according to the most current articulation agreements and catalogs available at the time of printing. Students should always consult the catalog of the receiving institution for the most up-to-date requirements. The responsibility for academic planning and accurate transfer information rests with you, the student.

Transfer Services

The Transfer Center mission is to help students successfully transfer to four-year colleges or universities. A variety of resources are available, including:

- Academic Counseling and assistance in forming a long-range plan
- Guidance in researching and selecting a transfer institution.
- Individual appointments with representatives from UC, CSU, and independent colleges and universities.
- Transfer application and TAG workshops.
- Transfer Admission Agreements and Guarantees with selected universities.

For additional information regarding specific services, call the San Diego Miramar College Counseling Department. (619) 388-7840.

We’re on the web at http://www.miramarcollege.net/depts/ctc/index.html

Miramar College extends its gratitude to the Rancho Santiago Community College District for their generosity in sharing many of the materials that comprise this section.
Educational Options in California

VOCATIONAL CERTIFICATE
Major courses only - Number of units required varies. A series of special major courses, all related to a particular occupational skill. Offered by community colleges and private educational organizations. Can be helpful in obtaining or upgrading employment.

ASSOCIATE DEGREE
You receive an associate of arts (AA) or an associate of science (AS) degree upon completion of courses in a particular major PLUS General Education courses, District requirements, and often electives; 60 units required. Normally requires two years or four semesters of full-time study. Offered by community colleges and some four-year colleges.

BACHELOR'S (OR BACCALAUREATE) DEGREE
Major courses PLUS General Education and often a minor or electives. 120-132 total units required. Usually referred to as BS or BA (Bachelor of Science or Arts) degrees. Normally requires 4 years of fulltime study. You may complete the first two years at a community college and then transfer to a four-year college or university.

MASTER'S DEGREE
Bachelor's degree PLUS graduate level courses in specialized area. Bachelor's degree units (120-132) PLUS 30-60 units. Usually referred to as MA or MS (Master of Arts or Science) degree. Normally requires two additional years of fulltime study AFTER completion of the Bachelor's degree.

DOCTORATE DEGREE
Advanced training beyond the Bachelor's and Master's degree. Units vary, depending on program of study. Usually referred to as Ph.D. or Ed.D. (Doctor of Philosophy or Doctor of Education). Normally requires three to five years of fulltime study AFTER completion of the Masters degree.
Educational Options Available at San Diego Miramar College

**VOCATIONAL CERTIFICATE OF ACHIEVEMENT**
- Completion of two or more courses
- Department award
- Minimum 18 units

**CERTIFICATE OF COMPLETION**
- Completion of two or more courses
- Department award

**TRANSFER PROGRAMS**
- Major courses and lower division prep-to-major, plus
- General education courses, plus
- Elective courses
- 60-70 units minimum

**ASSOCIATE DEGREE**
- Major courses, plus
- General education courses, plus
- District requirements
- 60 units minimum
Public Four-year Institutions in California
# Information about Colleges and Universities, Fees and Tuition

<table>
<thead>
<tr>
<th>THE CALIFORNIA COMMUNITY COLLEGES</th>
<th>THE CALIFORNIA STATE UNIVERSITIES</th>
<th>THE UNIVERSITY OF CALIFORNIA</th>
<th>ASSOCIATION OF INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>(CCC system, 108 colleges)</td>
<td>(CSU system, 23 universities)</td>
<td>(UC SYSTEM, 10 universities)</td>
<td>(76 accredited)</td>
</tr>
</tbody>
</table>

## Admissions Requirements for Freshman

- **State Resident**
  - Upper 331/3% of California high school seniors based on:
    1. High school GPA in grade 10 through 12, excluding E.S./Athletics
    2. SAT or ACT scores
    3. Subject requirement

- **State Resident**
  - Upper 12 1/12% of CA high school seniors based on:
    1. Subject requirement
    2. Scholarship requirement
    3. Examination requirement

- **State Resident**

- **Requirements differ for nonresidents and foreign students.**

Refer to individual college catalog or request booklet on Independent California colleges and universities from:
- **AICCU**
  - 1100 Eleventh Street
  - Suite 10
  - Sacramento, CA 95814
  - Or visit: [www.aiccu.edu](http://www.aiccu.edu)

## Academic Calendar

- **Refer to individual catalog.**
- Usually a semester system with on-going classes
  - 16 on semester system
  - 6 on quarter system
  - 1 on 4-1-4 system
  - 8 on quarter system
  - 2 on semester system (Berkeley & Merced)

## Degrees Granted

- **Associate degree** (also vocational certificates and university transfer courses leading to a BA/BS degree from a four-year college)
- **Bachelor’s and Master’s**
- **Bachelors, Master’s, Doctorate and specialized degrees** (law, medicine, dentistry, etc).
- **Associate, Bachelor’s, Master’s, Doctorates, specialized degrees** (varies from campus to campus).

## Fees and Tuition

At the time of catalog print, CSU and UC were discussing changes in fees.

*Fees do not include books, room and board, transportation, and personal expenses per year.*

- **Residents of California** approximately $339/year*
- **Nonresidents are required to pay out-of-state tuition**
- **Residents of California** approximately $1,841/year*
- **Nonresidents are required to pay out-of-state tuition**
- **Residents of California** approximately $3,900/year*
- **Nonresidents are required to pay out-of-state tuition**
- **See individual school catalog; approximately $4,800 to $25,917 per year**

## Financial Aid

- Financial aid is available to students who demonstrate financial need.
- A limited number of merit scholarships (not based on need) are also available.
San Diego Miramar College provides the opportunity for students to complete the first two years of a four-year college or university program of study. Students enrolled in a transfer program can complete most of the general education and lower division major requirements before transferring. Students who are planning to transfer to a four-year college or university should meet with a counselor in the Counseling Center to develop a Student Educational Plan which will identify the courses needed to transfer.

REQUIREMENTS FOR TRANSFER STUDENTS

1.0 Lower-Division Preparatory Major Courses
An area of specialization is called a major. Courses normally taught in the first or second year of college are described as lower division. Some majors require specific lower-division courses for admission to the major upon transfer. Some majors also require a higher GPA than that designated for general admission to the university. Students planning to transfer should fulfill the lower-division major requirements prescribed by the transfer institution.

2.0 General Education Requirements
(sometimes called GE Breadth Requirements). These are courses required of everyone to obtain a degree, regardless of the major. Each university has different general education course requirements. However Miramar students have a choice of either:

- completing specific requirements for an individual UC or CSU campus, or private college or university or,
- completing the approved lower-division Intersegmental General Education Transfer Curriculum (IGETC) pattern of courses acceptable at all campuses of the UC and CSU, or,
- completing the approved CSU GE Breadth Pattern of lower-division courses acceptable at all campuses of the CSU system. Students are advised to work with a counselor before making a decision, as some universities require specific general education courses for particular majors.

3.0 Electives
These are courses of your choice. A maximum of 70 lower-division transferable units (major, general education, and electives) will apply to the bachelor’s degree at most universities.

4.0 Subject or Grade Deficiencies
Remove any subject or grade deficiencies incurred in high school, if required by the transfer college for admission. Check with a counselor. Any deficiencies can be made up at Miramar.

5.0 Scholarship
Maintain a satisfactory grade point average in college coursework as prescribed by the four-year institution for admission and for your particular major. Generally, transfer courses should be taken for letter grade rather than credit/no credit grades. See a Counselor in the Counseling office if you consider electing to take a class CR/NCR.

While students should generally complete all these requirements during the freshman and sophomore year, they may be completed at either a community college or at a four-year college in most instances. Exception to this will be found in the admission requirements for a particular college or university, and/or a major department.

SELECTING A UNIVERSITY

Many students are undecided about a major when they first enter college. Pick a course in a subject area that interests you and try it out. Consider enrolling in Career Life Planning. Work with a counselor to help discover your interests and abilities and to plan a transfer program.

It is important to begin working on general education requirements since they apply to most majors. Later, when you decide on a major, you will already have some general education classes completed and you can concentrate on your major.

SELECTING A FOUR-YEAR INSTITUTION AND COMPLETING ADMISSION PROCEDURES

Selecting a four-year university or college for transfer that is right for you takes time and advanced planning. It is strongly recommended that students planning to transfer enroll in Personal Growth 127, College Success, during their first semester and work closely with the instructor in exploring and evaluating transfer/career options. Transfer workshops (application and TAG) and university campus tours, as well as
appointments with four-year college representatives are available through the Miramar College Transfer Center.

It is strongly recommended that students access and perhaps purchase a college catalog for the university to which they plan to transfer and to also review application/financial aid deadline dates. University catalogs and admission applications are available in the Miramar College Transfer Center and Counseling Center. Students should also check with a counselor regarding certification of general education transfer coursework and priority and/or assured admission transfer agreements with selected institutions. Certification is a legal agreement between the CSU or UC and the community colleges in California to assure that lower-division general education requirements have been satisfied. Students must request certification in the Counseling Department or the Evaluations Office at Miramar. Certification of a student's completion of GE requirements is not a graduation requirement from Miramar nor is certification an admissions requirement to the receiving institution.

TRANSFERABILITY OF COURSES

Students may transfer a maximum of 70 units to a four-year college or university. Miramar College courses that are numbered 100-299 parallel university courses and are applied toward the associate degree and credit is intended for transfer to a four-year college or university. Final decision in regard to transferability rests with the receiving institution. It is important to work with a counselor to ensure that the courses you take are transferable to the four-year institution you plan to attend, and to also insure that they meet the requirements you are working to fulfill prior to transfer.

GUARANTEED UNIVERSITY ADMISSION

Some universities guarantee transfer admission to San Diego Miramar College students who meet certain criteria. Current programs include:

- Transfer Admission Guarantee (TAG) with University of California, San Diego (UCSD). TAG core GE pattern.
- UniversityLink Program to UCSD. Students from local area high schools sign a contract, complete two years of study at Miramar (60 units), meet minimum GPA requirements (2.8), and are guaranteed admission to UCSD Fall quarter. IGETC or TAG core GE pattern.
- Guaranteed Admission for Transfer Entry (GATE) with UC Santa Cruz. IGETC GE pattern.
- Transfer Admission Agreement (TAA) to UC Davis. Students complete the IGETC GE pattern, prep-to-major requirements, and meet the minimum GPA, and are guaranteed admission to UC Davis. IGETC GE pattern.
- Cooperative Admissions Program (CAP) to UC Berkeley. **Students must have applied while in high school.** The opportunity to participate in this program is extended by UC Berkeley to graduating high school seniors, based upon their initial application to UC Berkeley. IGETC GE pattern.
- Transfer Studies Degree (TSD) to San Diego State University. Students are required to complete a two-year degree in Transfer Studies, meet the GPA and major preparation requirements. CSU-GE breadth or IGETC GE pattern.

Students are encouraged to meet with a counselor in the Counseling Center or the Miramar College Transfer Center to discuss these programs. Consider reviewing additional information available on the Transfer Center website at http://www.miramarcollege.net/depts/ctc/index.html

HONORS PROGRAM AND HONORS COURSES

The Honors Program offers honors sections of transferable general education courses. These classes are further characterized by close interaction with Honors Program faculty, small class size, and special projects and activities. The major benefits for members of the program include:

- Honors transfer agreements with four-year institutions that offer minimally "priority admission", and in some instances guaranteed admission.
- Designation on your transcript of honors courses and accumulation of honors credits to graduate as a President's scholar.
- An enriched environment that allows for student-directed activities and discussions, guest speakers, field trips, and more.
- Smaller classes.
- More competitive for scholarships for both continuing and transferring students.

For more information, contact the Honors Program Coordinator, Carmen Jay, at 619/388-7532 or cjay@sdccd.net.
University of California (UC)

The University of California has ten campuses located throughout the state (review page 77 for map of campus locations). Each campus within the system has its own unique geographic and academic character. The UC offers bachelor’s, master’s and doctoral degrees in a variety of subject areas.

To obtain a baccalaureate degree from the UC system, a student must complete a minimum of 120 semester units (180 quarter units). A maximum of 70 units of transferable credit will be accepted for courses completed at the community college. Prospective students should consult with a Miramar College counselor regarding UC admission requirements. In addition, students should review the website for the UC’s online admission information and application network: http://www.ucop.edu/pathways.

UNIVERSITY OF CALIFORNIA ADMISSIONS REQUIREMENTS FOR TRANSFERS

The University considers you a transfer applicant if you graduated from high school and enrolled in a regular session at another college or university. You can't disregard your college record and apply as a freshman.

There are several ways to meet the University's minimum admission requirements for transfer students, as described below. The path you use depends on the degree to which you satisfied UC's minimum eligibility requirements for freshmen at the time you graduated from high school. In all cases, you must have at least a C (2.0) average in all transferable coursework.

1.0 If you were eligible for admission to the University when you graduated from high school -- meaning you satisfied the Subject, Scholarship and Examination requirements, or were identified by the University during your senior year in high school as eligible under the Eligibility in the Local Context (ELC) program -- you are eligible to transfer if you have a C (2.0) average in your transferable coursework.

2.0 If you met the Scholarship Requirement but did not satisfy the Subject Requirement, you must take transferable college courses in the missing subjects, earning a C or better in each required course, and have an overall C average in all transferable coursework to be eligible to transfer.

3.0 If you were not eligible for admission to the University when you graduated from high school because you did not meet the Scholarship Requirement, you must:

   a. Complete 60 semester units of transferable college credit (90 quarter) with a grade point average of at least 2.4 - non-Residents must have a 2.8 (no more than 14 semester/21 quarter units may be taken Pass/Not Pass), and;

   b. Complete the following course pattern earning a grade of C or better in each course:
      
      • two transferable college courses (3 semester or 4-5 quarter units each) in English composition, and;
      
      • one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning, and;
      
      • four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

Important Note - Unit Limitation - Students who have attended a four-year institution in addition to a California community college may be limited in the number of total units permitted prior to enrollment at UC. Students who have "too many" units may be denied admission. Each campus has its own policy related to this limit.

WHEN TO APPLY?
Berkeley, Fall Semester Nov. 1-30

ALL OTHER CAMPUS:
Fall Quarter November 1 - 30
Winter Quarter July 1 - 31
Spring Quarter October 1-31

Students who apply during these one-month periods are given first consideration for admission. For fall quarter entry, most majors and programs are open to new students. There are fewer openings in the winter and spring terms; some classes are closed winter and spring quarters.
The UC requires you to write a personal statement as part of your application. The personal statement is a very important part of your application for both admission and scholarships and must be submitted with your completed application form.

The purpose of the personal statement is to give you an opportunity to reveal important aspects about yourself such as your background and character that are not addressed or apparent in the application. A well-written personal statement should reveal vitally important information that can make a difference in admission to the university and in awarding of scholarships. Trained professionals who look for personal attributes and achievements to discover and evaluate distinctions among applicants read the personal statement. It helps them gain insight into your level of achievement and character. Along with your academic record, it helps admissions representatives weigh what their campus can offer the applicant with what the applicant can contribute to the enrichment of their campus community.

Recommended personal characteristics include: creativity, intellectual curiosity and achievement, exceptional recognition, ability to overcome or manage unusual circumstances, challenges and hardships, initiative, motivation, leadership, persistence, service to others, special and distinguishing potential, substantial experience with other racial or cultural groups and unusual talent. You should consider describing your values and goals and how they have been demonstrated in your life.

As a transfer student, you should also discuss your interest in your intended major, addressing specific goals. You should describe any related work or volunteer experience and explain the way your interest in the field developed.

The personal statement should focus on relatively recent activities and experiences, although the campus is interested in any special circumstances that may have had a significant impact on you earlier in life. If you choose to write about unusual circumstances or hardship, do so not to catch the attention of admissions staff, but discuss how these situations affected you and what you have achieved as a result. Elaborating on the details and including examples is what makes your essay personalized and effective. If you do not write about your hardship, choose a topic that reveals your character and displays your intellectual vitality/achievements and what you have gained from it.

Personal statements should reveal the individuality and appeal of the applicant. Your approach in expressing yourself may be an important factor, especially when many applicants share the same experiences, such as activities in student government, travel abroad, participation in sports and volunteer experience. What professional readers want to learn about you is how the activity, job, or experience you write about has changed your attitude, solidified a belief, established a goal, sharpened a perception, or heightened an appreciation. They seek to discover a sense of you as a
unique person and the contribution you will make to their campus. The operative concept is what has made you different and unique and individual, and what wonderful things you can bring to the University because of your experiences.

NO MORE THAN TWO PAGES

Use no more than two sheets of 8.5" x 11" white paper for your personal statement.

Use only one side of each sheet. Additional pages will not be accepted. Please type (double of 1.5 space) or use black ink. In the top right corner of each page, print your name, Social Security Number and the words "Personal Statement".
California State University (CSU)

California State University has 23 campuses located throughout the state (review page 77 for map of campus locations). The CSU offers more than 1,600 bachelors and master's degree from the CSU system.

A To obtain a baccalaureate degree from the CSU system, a student must complete a minimum of 120 or more semester units. A maximum of 70 units of transferable credit will be accepted for courses taken at Miramar College.

Prospective CSU transfer students should consult a Miramar counselor regarding CSU admission. In addition, students should check out the website for the entire California State University: http://www.csumentor.edu

California State University (CSU)

CALIFORNIA STATE UNIVERSITY ADMISSIONS REQUIREMENTS FOR TRANSFER

Lower-Division Transfer Requirements

If you have completed fewer than 56 transferable semester (84 quarter units), you will qualify for admission if you have a grade point average of 2.0 (C) or better in all transferable units attempted, are in good standing at the last college or university attended, and meet the admission requirements for first-time freshmen, i.e., you have completed with a grade of C or better each of the courses in the comprehensive pattern of college preparatory subject requirements and have a qualifiedly eligibility index. If you did not complete all the subject requirements in high school, appropriate college courses may be used to make up the missing subjects. Nonresidents must meet the eligibility index for nonresidents. Note: An increasing number of campuses are not accepting lower-division transfer students.

Upper Division Transfer Requirements

If you have completed at least 60* transferable semester (90 quarter units), you will qualify for admission if you have a grade point average of 2.0 (C) or better in all transferable units attempted (non-California residents must have a grade point average of 2.4), and are in good standing at the last college or university attended.

* SDSU and an increasing number of other campuses require 60 transferrable units and preparation for the intended major.

You may become eligible if you have completed at least 30 semester (45 quarter) units of college courses with a grade of C or better in each course to be selected from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 semester (45 quarter) units must include all of the general education requirements in communication in the English language (at least 9 semester or oral communication, and critical thinking) and mathematics (at least 3 semester or 4 quarter units) or, if completing the Intersegmental General Education Transfer Curriculum, English communication (at least 9 semester or 12 quarter units in English composition, oral communication, and critical thinking) and the requirements in mathematics (at least 3 semester or 4 quarter units).

Listed on the next page are timelines for specific coursework to be completed in order to be eligible for CSU admission. Please note that the information there is for admission for the 2002-2003 academic year. The information is subject to change in subsequent years. Thus it is to be used as a guideline only for admission beyond Fall 2002 and Spring 2003.

WHEN TO APPLY?

<table>
<thead>
<tr>
<th>Semester/Quarter</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester/Quarter</td>
<td>Oct 1 - Nov 30</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>June 1 - 30</td>
</tr>
<tr>
<td>Spring Semester/Quarter</td>
<td>August 1-31</td>
</tr>
</tbody>
</table>

Students who apply during these one-month periods are given first consideration for admission. Applications for impacted programs must be filed during the initial filing period. SDSU, beginning academic year 2004-05 will no longer offer a Spring admission cycle.
## TRANSFER TO CSU

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>Fall 2004</th>
<th>Winter 2005</th>
<th>Spring 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bakersfield</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chico</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dominguez Hills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fresno</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fullerton</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hayward</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humboldt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Beach</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Los Angeles</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Dates by which upper division transfer students must complete Area A (English) and B4 (Quantitative Reasoning) prior to Fall 2004 and Winter 2005 and Spring 2005 enrollment.**

For enrollment period **shown in BOLD type**, requirements/eligibility must be completed by end of academic session (shown in REGULAR type). Note that other restrictions listed below sometimes apply.

**60 semester (90 quarter) units must be completed by the end of:**

GE type courses must be completed by the end of:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Fall 2004</th>
<th>Winter 2005</th>
<th>Spring 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fullerton</td>
<td>Summer 2004</td>
<td>Summer 2004</td>
<td>Fall 2004: Will not permit a student to register until Areas A and B4 and 30 units of general education are completed with a grade of C or better. Spring 2005: Grades of C or better must be substantiated in GE Areas A and B4 prior to registration.</td>
</tr>
<tr>
<td>Long Beach</td>
<td>Spring 2004</td>
<td>Spring 2004</td>
<td>Fall 2004: Spring 2004 (no Summer), Spring 2005: Summer 2004 (no Fall)</td>
</tr>
<tr>
<td>Institution</td>
<td>Start Year</td>
<td>End Year</td>
<td>Fall 2004</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------</td>
<td>----------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Sacramento</td>
<td>Summer 2004</td>
<td>Summer 2004</td>
<td>Fall 2004: Spring 2004; (student may register late depending upon the timely receipt of final grade(s).)</td>
</tr>
</tbody>
</table>

*** THESE ABOVE DEADLINES ARE SUBJECT TO CHANGE; CHECK WITH RECEIVING INSTITUTION ***
California Articulation Number

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

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

<table>
<thead>
<tr>
<th>CAN ID</th>
<th>Miramar College Course #</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 2</td>
<td>ADJU 101</td>
</tr>
<tr>
<td>AJ 4</td>
<td>ADJU 102</td>
</tr>
<tr>
<td>ANTH 2</td>
<td>ANTH 102</td>
</tr>
<tr>
<td>ANTH 4</td>
<td>ANTH 103</td>
</tr>
<tr>
<td>ANTH 6</td>
<td>ANTH 107</td>
</tr>
<tr>
<td>ART 2</td>
<td>ARTF 110</td>
</tr>
<tr>
<td>ART 4</td>
<td>ARTF 111</td>
</tr>
<tr>
<td>ART 6</td>
<td>ARTF 195A</td>
</tr>
<tr>
<td>ART 8</td>
<td>ARTF 155A</td>
</tr>
<tr>
<td>ART 10</td>
<td>ARTF 165A</td>
</tr>
<tr>
<td>ART 12</td>
<td>ARTF 175A</td>
</tr>
<tr>
<td>ART 14</td>
<td>ARTF 150A</td>
</tr>
<tr>
<td>ART 16</td>
<td>ARTF 151</td>
</tr>
<tr>
<td>ART 24</td>
<td>ARTF 210A</td>
</tr>
<tr>
<td>ART SEQ A</td>
<td>ARTF 110+111</td>
</tr>
<tr>
<td>BIOL 2</td>
<td>BIOL 105+106</td>
</tr>
<tr>
<td>BIOL 4</td>
<td>BIOL 215</td>
</tr>
<tr>
<td>BIOL 6</td>
<td>BIOL 250</td>
</tr>
<tr>
<td>BIOL 10</td>
<td>BIOL 230</td>
</tr>
<tr>
<td>BIOL 12</td>
<td>BIOL 235</td>
</tr>
<tr>
<td>BIOL 14</td>
<td>BIOL 205</td>
</tr>
<tr>
<td>BIOL SEQ A</td>
<td>BIOL 105+106+215+250</td>
</tr>
<tr>
<td>BUS 2</td>
<td>ACCT 116A</td>
</tr>
<tr>
<td>BUS 4</td>
<td>ACCT 116B</td>
</tr>
<tr>
<td>BUS 8</td>
<td>BUSE 140</td>
</tr>
<tr>
<td>BUS SEQ A</td>
<td>ACCT 116A+116B</td>
</tr>
<tr>
<td>CHEM 2</td>
<td>CHEM 200+200L</td>
</tr>
<tr>
<td>CHEM 4</td>
<td>CHEM 201+201L</td>
</tr>
<tr>
<td>CHEM 6</td>
<td>CHEM 100+100L</td>
</tr>
<tr>
<td>CHEM 8</td>
<td>CHEM 130+130L</td>
</tr>
<tr>
<td>CHEM SEQ A</td>
<td>CHEM 200+200L+201+201L</td>
</tr>
<tr>
<td>CSCI 2</td>
<td>CISC 181</td>
</tr>
<tr>
<td>CSCI 16</td>
<td>CISC 192</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAN ID</th>
<th>Miramar College Course #</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAM 18</td>
<td>DRAM 105</td>
</tr>
<tr>
<td>ECON 2</td>
<td>ECON 120</td>
</tr>
<tr>
<td>ECON 4</td>
<td>ECON 121</td>
</tr>
<tr>
<td>ENGL 2</td>
<td>ENGL 101</td>
</tr>
<tr>
<td>ENGL 4</td>
<td>ENGL 105</td>
</tr>
<tr>
<td>ENGL 6</td>
<td>ENGL 249</td>
</tr>
<tr>
<td>ENGL 8</td>
<td>ENGL 215</td>
</tr>
<tr>
<td>ENGL 10</td>
<td>ENGL 216</td>
</tr>
<tr>
<td>ENGL 14</td>
<td>ENGL 210</td>
</tr>
<tr>
<td>ENGL 16</td>
<td>ENGL 211</td>
</tr>
<tr>
<td>ENGL SEQ A</td>
<td>ENGL 101+105</td>
</tr>
<tr>
<td>ENGL SEQ B</td>
<td>ENGL 215+216</td>
</tr>
<tr>
<td>ENGL SEQ C</td>
<td>ENGL 210+211</td>
</tr>
<tr>
<td>FCS 2</td>
<td>NUTR 150</td>
</tr>
<tr>
<td>FCS 14</td>
<td>CHIL 101</td>
</tr>
<tr>
<td>GEOG 2</td>
<td>GEOG 101</td>
</tr>
<tr>
<td>GEOG 4</td>
<td>GEOG 102</td>
</tr>
<tr>
<td>GEOG 6</td>
<td>GEOG 101+101L</td>
</tr>
<tr>
<td>GEOL 2</td>
<td>GEOL 100+101</td>
</tr>
<tr>
<td>GOVT 2</td>
<td>POLI 102</td>
</tr>
<tr>
<td>HIST 2</td>
<td>HIST 105</td>
</tr>
<tr>
<td>HIST 4</td>
<td>HIST 106</td>
</tr>
<tr>
<td>HIST 8</td>
<td>HIST 109</td>
</tr>
<tr>
<td>HIST 10</td>
<td>HIST 110</td>
</tr>
<tr>
<td>HIST SEQ A</td>
<td>HIST 105+106</td>
</tr>
<tr>
<td>HIST SEQ B</td>
<td>HIST 109+110</td>
</tr>
<tr>
<td>JAPN 2</td>
<td>JAPN 101</td>
</tr>
<tr>
<td>JAPN 4</td>
<td>JAPN 102</td>
</tr>
<tr>
<td>JOUR 4</td>
<td>RTVC 200</td>
</tr>
<tr>
<td>KINE/PE 2</td>
<td>KINE/PE 200</td>
</tr>
<tr>
<td>KINE/PE 4</td>
<td>KINE/PE 241</td>
</tr>
<tr>
<td>MATH 2</td>
<td>MATH 118</td>
</tr>
<tr>
<td>MATH 4</td>
<td>MATH 210A</td>
</tr>
<tr>
<td>MATH 8</td>
<td>MATH 104</td>
</tr>
<tr>
<td>CAN ID</td>
<td>Miramar College Course #</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>MATH 10</td>
<td>MATH 116</td>
</tr>
<tr>
<td>MATH 16</td>
<td>MATH 141</td>
</tr>
<tr>
<td>MATH 18</td>
<td>MATH 150</td>
</tr>
<tr>
<td>MATH 20</td>
<td>MATH 151</td>
</tr>
<tr>
<td>MATH 22</td>
<td>MATH 252</td>
</tr>
<tr>
<td>MATH 24</td>
<td>MATH 255</td>
</tr>
<tr>
<td>MATH 26</td>
<td>MATH 254</td>
</tr>
<tr>
<td>MATH 30</td>
<td>MATH 121</td>
</tr>
<tr>
<td>MATH 32</td>
<td>MATH 122</td>
</tr>
<tr>
<td>MATH SEQ B</td>
<td>MATH 150+151</td>
</tr>
<tr>
<td>MATH SEQ C</td>
<td>MATH 150+151+255</td>
</tr>
<tr>
<td>MATH SEQ D</td>
<td>MATH 121+122</td>
</tr>
<tr>
<td>PHIL 2</td>
<td>PHIL 102A</td>
</tr>
<tr>
<td>PHIL 4</td>
<td>PHIL 102B</td>
</tr>
<tr>
<td>PHIL 6</td>
<td>PHIL 100</td>
</tr>
<tr>
<td>PSY 2</td>
<td>PSYC 101</td>
</tr>
<tr>
<td>PSY 10</td>
<td>PSYC 260</td>
</tr>
<tr>
<td>SOC 2</td>
<td>SOCO 101</td>
</tr>
<tr>
<td>SOC 4</td>
<td>SOCO 110</td>
</tr>
<tr>
<td>SPAN 2</td>
<td>SPAN 101</td>
</tr>
<tr>
<td>SPAN 4</td>
<td>SPAN 102</td>
</tr>
<tr>
<td>SPAN 8</td>
<td>SPAN 201</td>
</tr>
<tr>
<td>SPAN 10</td>
<td>SPAN 202</td>
</tr>
<tr>
<td>SPAN SEQ A</td>
<td>SPAN 101+102</td>
</tr>
<tr>
<td>SPAN SEQ B</td>
<td>SPAN 201+202</td>
</tr>
<tr>
<td>SPCH 4</td>
<td>SPEE 103</td>
</tr>
<tr>
<td>SPCH 6</td>
<td>SPEE 160</td>
</tr>
<tr>
<td>SPCH 8</td>
<td>SPEE 135</td>
</tr>
<tr>
<td>STAT 2</td>
<td>MATH 119</td>
</tr>
</tbody>
</table>

***Be advised that articulation agreements are susceptible to alterations by the college/university***

****Please check with the Counseling Department at Miramar College for updated information each semester****
General Education and Certification

GENERAL EDUCATION REQUIREMENTS OF INDEPENDENT AND OUT-OF-STATE COLLEGES AND UNIVERSITIES

San Diego Miramar College has articulated general education requirements with a number of independent institutions such as Biola University, Occidental College, the University of Southern California, and Pepperdine University. In addition, some independent institutions will accept completion of the California State University General Education Breadth Requirements and/or the Intersegmental General Education Transfer Curriculum (IGETC) in place of their own lower-division general education requirements. Students transferring to independent or out-of-state institutions should obtain a catalog and meet with a counselor in order to determine appropriate general education requirements.

GENERAL EDUCATION REQUIREMENTS FOR UNIVERSITY OF CALIFORNIA

To earn a bachelor’s degree from the University of California, each student must complete a program of general education. To meet the general education requirements of the University, students can complete either the Intersegmental General Education Transfer Curriculum (Transfer Studies, IGETC), or meet individual campus general education requirements. Miramar College strongly recommends that students follow the IGETC rather than the individual campus requirements, as this will provide more flexibility when applying to transfer. However, IGETC should not be used for certain colleges and majors. Please reference “IGETC Advisement for UC-bound Transfers” at http://www.ucop.edu/pathways/infoctr/at/atplan-igetc.html.

Students who began at a UC campus and who intend to transfer back to the same campus cannot use IGETC. In addition, some IGETC limitations apply to students who began at one UC campus and who intend to transfer to a different UC campus (This restriction does not apply to students who have enrolled in UC summer session or extension classes only). Students not advised to use IGETC should follow the GE requirements of the UC campus they are transferring to.

CERTIFICATION OF GENERAL EDUCATION FOR TRANSFER TO UC OR CSU

Upon a student's request, Miramar Evaluators will verify or "certify" the completion of lower-division general education requirements for transfer to the University of California (IGETC) or the California State University (either CSU General Education Breadth Requirements or the IGETC).

Students who transfer without certification will have to meet the general education requirements of the specific UC or CSU campus to which they are transferring. Meeting these requirements may necessitate taking additional lower-division general education courses.

Courses are term specific: Courses used to meet IGETC requirements are term specific. A course used in the certification process must be on the IGETC list for the term in which it is taken.

Students who have taken courses at other colleges may be able to use their coursework in the certification process. Using the IGETC, Miramar will certify ("guarantee") courses taken at other California community colleges in the area designated by the offering college. Courses taken at California four-year colleges or out-of-state two-year or four-year colleges will be certified for IGETC if they are equivalent to courses on the Miramar College IGETC list. Equivalency is determined by Miramar College faculty teaching the course.

Courses from foreign institutions cannot be used in the certification process, except for certification of competence in a language other than English.

Using the CSU General Education Breadth Requirements, Miramar will certify ("guarantee") courses taken at other California community colleges in the areas designated by the offering college. Courses taken at California four-year or out-of-state two- or four-year colleges will be certified for CSU GE Breadth if they are equivalent to courses on the Miramar College CSU GE Breadth list. Consult a Miramar College counselor for additional information.

Upon completion of a GE pattern, students must request certification of coursework in Counseling or Evaluations.
CSU General Education Breadth

Certification of CSU General Education Breadth Requirements
Certification is a legal agreement between CSU and community colleges in California to assure that CSU lower division general education requirements have been satisfied.

It is the policy of the San Diego Community College District to provide certification of general education breadth requirements when such service is specifically requested by the student. The certification form is available in the Counseling Department, room C-302 or the Evaluations Office, room C-304.

Certification is based on coursework which is completed in the San Diego Community College District or from institutions which have filed a list of certifiable courses with the Chancellor's Office, California State University.

Official transcripts from other colleges and universities must be on file before submitting the petition, and will be reviewed for inclusion in the certification process.

Please Note: Coursework completed at a foreign college or university, that is not accredited by one of the U.S. regional accrediting agencies, cannot be used to satisfy requirements for certification.

Certification of General Education courses is generally requested when the CSU GE pattern has been completed. Prior to GE certification, students must complete a minimum of 12 units in residence at the San Diego Community College District colleges, or 3 units of general education transferable course work from the CSU Certification Pattern prior to a review of courses for certification. A minimum of 39 semester units is required for certification.

Students may report any problems encountered with certification of general education for transfer to a counselor. Students will be assisted by the Counseling Department and Evaluations Office to resolve any transfer problems related to certification.

Courses which can be certified as general education for transfer to California State Universities are listed below. These courses are transferable to most four-year institutions and are considered baccalaureate level. There are five major areas of general education.

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

Certification of a student's completion of CSU general education requirements is not a graduation requirement. In addition, students do not have catalog rights to a certification pattern used by a certifying institution or a CSU campus.

(Certification Pattern)
Students are eligible for transfer to the California State Universities and Colleges upon completion of 56 transferable units (60 units recommended for Junior standing) with a grade point average of 2.0 (“C”) or better. A 48-unit GE pattern toward the bachelor's degree must be completed. Of these 48 units, 9 units in upper division must be completed after transfer to CSU. (*).

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

Area A. Communication in the English Language and Critical Thinking:
Minimum 9 semester units (12-15 qtr units). Select one course from each group. (CR/NCR grades are NOT recommended in this area, as many CSU campuses require letter grades of "C" or better for graduation.)

<table>
<thead>
<tr>
<th>A1: Oral Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLAS 106 Black Oral Expression and Interpretation (Mesa)</td>
</tr>
<tr>
<td>SPEE 103 Oral Communication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A2: Written Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 Reading and Composition</td>
</tr>
<tr>
<td>ENGL 105 Composition and Literature</td>
</tr>
</tbody>
</table>

San Diego Miramar College • 2004-2005
<table>
<thead>
<tr>
<th>A3: Critical Thinking</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 205 Critical Thinking and Intermediate Composition</td>
</tr>
<tr>
<td>PHIL 100 Logic and Critical Thinking</td>
</tr>
<tr>
<td>PHIL 103 Historical Introduction to Philosophy (Mesa)</td>
</tr>
<tr>
<td>PHIL 205 Critical Thinking and Writing in Philosophy</td>
</tr>
<tr>
<td>SPEE 160 Argumentation</td>
</tr>
</tbody>
</table>

**Area B. Physical Universe and its Life Forms; Mathematics/Quantitative Reasoning:**

No fewer than nine semester units (12-15 quarter units) including one course in B1, one course in B2, and one course in B4. One of the courses selected to fulfill the requirement for B1 or B2 must include a laboratory component or a separate course must be taken from B3. If a separate laboratory course is taken from B3, it must match one of the two lecture courses taken from B1 or B2.

<table>
<thead>
<tr>
<th>B1: Physical Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>* ASTR 101 Descriptive Astronomy</td>
</tr>
<tr>
<td>* ASTR 111 Astronomy Laboratory (Mesa, Miramar)</td>
</tr>
<tr>
<td>CHEM 100 Fundamentals of Chemistry</td>
</tr>
<tr>
<td>CHEM 130 Introduction to Organic &amp; Biological Chemistry</td>
</tr>
<tr>
<td>CHEM 152 Introduction to General Chemistry</td>
</tr>
<tr>
<td>CHEM 200 General Chemistry I (Lecture)</td>
</tr>
<tr>
<td>CHEM 201 General Chemistry II (Lecture)</td>
</tr>
<tr>
<td>GEOG 101 Physical Geography</td>
</tr>
<tr>
<td>GEOG 103 Introduction to Meteorology (Mesa)</td>
</tr>
<tr>
<td>GEOL 100 General Geology</td>
</tr>
<tr>
<td>PHYN 100 Survey of Physical Science</td>
</tr>
<tr>
<td>PHYN 120 Physical Oceanography (Miramar)</td>
</tr>
<tr>
<td>* PHYS 100 Introductory Physics (Lecture/Laboratory) (Mesa)</td>
</tr>
<tr>
<td>PHYS 120A General Physics I (City)</td>
</tr>
<tr>
<td>PHYS 120B General Physics II (City)</td>
</tr>
<tr>
<td>* PHYS 124A General Physics</td>
</tr>
<tr>
<td>* PHYS 124B General Physics</td>
</tr>
<tr>
<td>* PHYS 195A Mechanics (Lecture &amp; Laboratory)</td>
</tr>
<tr>
<td>* PHYS 195B Electricity &amp; Magnetism (Lecture/Laboratory) (City, Mesa)</td>
</tr>
<tr>
<td>* PHYS 195C Waves, Light and Modern Physics (Lecture/Laboratory) (City, Mesa)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B2: Life Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 102 Introduction to Physical Anthropology</td>
</tr>
<tr>
<td>* BIOL 100 Natural History-Environmental Biology (Lecture/Laboratory) (Mesa, Miramar)</td>
</tr>
<tr>
<td>* BIOL 101 Issues in Environmental Biology (Lecture/Laboratory) (City)</td>
</tr>
<tr>
<td>BIOL 105 Principles of Biology (Miramar)</td>
</tr>
<tr>
<td>* BIOL 107 General Biology (Lecture/Laboratory) (City, Mesa)</td>
</tr>
<tr>
<td>BIOL 110 Introduction to Oceanography (City, Mesa)</td>
</tr>
<tr>
<td>BIOL 115 Marine Biology (Lecture/Laboratory)</td>
</tr>
<tr>
<td>BIOL 130 Human Heredity</td>
</tr>
<tr>
<td>* BIOL 131 Introduction to Biotechnology (Miramar)</td>
</tr>
<tr>
<td>* BIOL 160 Elements of Human Anatomy &amp; Physiology (Lecture/Laboratory) (Mesa, Miramar)</td>
</tr>
<tr>
<td>BIOL 180 Plants and People (City, Mesa)</td>
</tr>
<tr>
<td>* BIOL 205 General Microbiology (Lecture/Laboratory)</td>
</tr>
<tr>
<td>* BIOL 210A Introduction to the Biological Sciences I (Lecture/Laboratory)</td>
</tr>
<tr>
<td>* BIOL 210B Introduction to the Biological Sciences II (Lecture/Laboratory)</td>
</tr>
<tr>
<td>* BIOL 215 Introduction to Zoology (Lecture/Laboratory)</td>
</tr>
<tr>
<td>* BIOL 230 Human Anatomy (Lecture/Laboratory)</td>
</tr>
<tr>
<td>* BIOL 235 Human Physiology (Lecture/Laboratory)</td>
</tr>
<tr>
<td>* BIOL 250 Introduction to Botany (Lecture/Laboratory) (Mesa, Miramar)</td>
</tr>
<tr>
<td>PSYC 260 Introduction to Physiological Psychology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B3: Laboratory Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 104 Laboratory in Physical Anthropology (Mesa)</td>
</tr>
<tr>
<td>ASTR 109 Practices in Observing (Laboratory) (City, Mesa)</td>
</tr>
<tr>
<td>* ASTR 101 Descriptive Astronomy</td>
</tr>
<tr>
<td>* ASTR 111 Astronomy Laboratory (Laboratory) (Mesa, Miramar)</td>
</tr>
<tr>
<td>* BIOL 100 Natural History-Environmental Biology (Lecture/Laboratory) (Mesa, Miramar)</td>
</tr>
<tr>
<td>* BIOL 101 Issues in Environmental Biology (Lecture/Laboratory) (City)</td>
</tr>
<tr>
<td>BIOL 106 Principles of Biology (Laboratory) (Miramar)</td>
</tr>
<tr>
<td>* BIOL 107 General Biology (Lecture/Laboratory) (City, Mesa)</td>
</tr>
</tbody>
</table>
* BIOL 115  Marine Biology (Lecture/Laboratory)

* BIOL 131  Introduction to Biotechnology (Miramar)

* BIOL 160  Elements of Human Anatomy & Physiology (Lecture/Laboratory) (Mesa, Miramar)

* BIOL 205  General Microbiology (Lecture/Laboratory)

* BIOL 210A  Introduction to the Biological Sciences I (Lecture/Laboratory)

* BIOL 210B  Introduction to the Biological Sciences II (Lecture/Laboratory)

* BIOL 215  Introduction to Zoology (Lecture/Laboratory)

* BIOL 230  Human Anatomy (Lecture/Laboratory)

* BIOL 235  Human Physiology (Lecture/Laboratory)

* BIOL 250  Introduction to Botany (Lecture/Laboratory) (Mesa, Miramar)

CHEM 100L  Fundamentals of Chemistry (Laboratory)

CHEM 130L  Introduction to Organic & Biological Chemistry (Laboratory)

CHEM 152L  Introduction to General Chemistry Laboratory

CHEM 200L  General Chemistry I (Laboratory)

CHEM 201L  General Chemistry II (Laboratory)

GEOG 101L  Physical Geography (Laboratory)

GEOL 101  Geology (Laboratory)

PHYN 101  Survey of Physical Science (Laboratory)

* PHYS 100  Introductory Physics (Lecture/Laboratory) (Mesa)

PHYS 121A  General Physics Lab-A (City)

PHYS 121B  General Physics Lab-B (City)

* PHYS 124A  General Physics

* PHYS 124B  General Physics

* PHYS 195A  Mechanics (Lecture/Laboratory)

* PHYS 195B  Electricity & Magnetism (Lecture/Laboratory) (City, Mesa)

* PHYS 195C  Waves, Light and Modern Physics (Lecture/Laboratory) (City, Mesa)

MATH 104  Trigonometry

MATH 107  Introduction to Scientific Programming

MATH 107L  Introduction to Scientific Programming Lab

MATH 116  College & Matrix Algebra

MATH 118  A Survey of Modern Mathematics (City, Mesa)

MATH 119  Elementary Statistics

MATH 120  Precalculus

MATH 150  Calculus with Analytic Geometry I

MATH 151  Calculus with Analytic Geometry II

MATH 181  Mecomtronics College Algebra and Trigonometry I (City)

MATH 182  Mecomtronics College Algebra and Trigonometry II (City)

MATH 183  Mecomtronics Calculus I (City)

MATH 184  Mecomtronics Calculus II (City)

MATH 210A  Concepts of Elementary School Mathematics I

MATH 210B  Concepts of Elementary School Mathematics II

MATH 245  Discrete Mathematics

MATH 252  Calculus with Analytic Geometry III

MATH 254  Introduction to Linear Algebra

MATH 255  Differential Equations

PHIL 101  Symbolic Logic

PSYC 258  Behavioral Science Statistics

## AREA C. Arts, Literature, Philosophy and Foreign Languages:

No fewer than nine semester units (12-15 quarter units), including one course in C1, one course in C2, and a third course from either C1 or C2.

### C1: Arts (Art, Dance, Music, Theatre)

ARTF 100  Art Orientation

ARTF 109  Nineteenth and Twentieth Century Art

ARTF 110  Art History: Prehistoric to Gothic

ARTF 111  Art History: Renaissance to Modern

ARTF 113  African, Oceanic, Native American Art (Mesa)

ARTF 115  African Art (City, Mesa)

ARTF 120  Native American Indian Art (Mesa)

BLAS 110  Afro-American Art (City, Mesa)

BLAS 111  African Art History (Mesa)

BLAS 120  Black Music (City, Mesa)

DANC 181  Introduction to Dance (City, Mesa)

DRAM 105  Introduction to Dramatic Arts

DRAM 136  History of Canonized Theatre Ancient Greece to the Restoration (City)

DRAM 137  History of Canonized Western Theatre - Restoration to the Present (City)

DRAM 151  Cinema as Art and Communication II (Mesa)

MUSI 100  Introduction to Music

MUSI 101  Music History I: Middle Ages to Mid 18th Century (Mesa, Miramar)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSI 102</td>
<td>Music History II: Mid 18th to Early 20th Century (Mesa, Miramar)</td>
</tr>
<tr>
<td>MUSI 105</td>
<td>Music of Our Time (Mesa)</td>
</tr>
<tr>
<td>MUSI 109</td>
<td>World Music</td>
</tr>
<tr>
<td>MUSI 111</td>
<td>Jazz-History and Development</td>
</tr>
<tr>
<td>MUSI 125</td>
<td>Music, the Arts and Humanity (Mesa)</td>
</tr>
<tr>
<td>RTVC 160</td>
<td>Introduction to Cinematography (City)</td>
</tr>
<tr>
<td>AMSL 100</td>
<td>American Sign Language I (AMSL 115 as of Fall 2004) (City, Mesa)</td>
</tr>
<tr>
<td>AMSL 101</td>
<td>American Sign Language II (AMSL 116 as of Fall 2004) (City, Mesa)</td>
</tr>
</tbody>
</table>

**Note:** AMSL 100 (115) and AMSL 101 (116) are not certifiable if taken with a foreign language.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARAB 101</td>
<td>First Course in Arabic (City)</td>
</tr>
<tr>
<td>ARAB 102</td>
<td>Second Course in Arabic (City)</td>
</tr>
<tr>
<td>BLAS 150</td>
<td>Black Women in Literature and the Media (City, Mesa)</td>
</tr>
<tr>
<td>BLAS 155</td>
<td>Afro-American Literature (City, Mesa)</td>
</tr>
<tr>
<td>CHIC 130</td>
<td>Mexican Literature in Translation (City)</td>
</tr>
<tr>
<td>CHIC 135</td>
<td>Chicano Literature (City, Mesa)</td>
</tr>
<tr>
<td>CHIC 138</td>
<td>Literature of La Raza in Latin America in Translation (City, Mesa)</td>
</tr>
<tr>
<td>CHIC 203</td>
<td>Introductory Spanish for Spanish Speakers (City)</td>
</tr>
<tr>
<td>CHIC 204</td>
<td>Intermediate Spanish for Spanish Speakers (City)</td>
</tr>
<tr>
<td>CHIC 210</td>
<td>Chicano Culture (City, Mesa)</td>
</tr>
<tr>
<td>CHIN 101</td>
<td>First Course in Mandarin Chinese (Mesa)</td>
</tr>
<tr>
<td>CHIN 102</td>
<td>Second Course in Mandarin Chinese (Mesa)</td>
</tr>
<tr>
<td>CHIN 201</td>
<td>Third Course in Mandarin Chinese (Mesa)</td>
</tr>
<tr>
<td>ENGL 208</td>
<td>Introduction to Literature</td>
</tr>
<tr>
<td>ENGL 209</td>
<td>Literary Approaches to Film</td>
</tr>
<tr>
<td>ENGL 210</td>
<td>American Literature I</td>
</tr>
<tr>
<td>ENGL 211</td>
<td>American Literature II</td>
</tr>
<tr>
<td>ENGL 215</td>
<td>English Literature I: 800-1799</td>
</tr>
<tr>
<td>ENGL 216</td>
<td>English Literature II: 1800-Present</td>
</tr>
<tr>
<td>ENGL 220</td>
<td>Masterpieces of World Literature I: 1500 BCE - 1600 CE</td>
</tr>
<tr>
<td>ENGL 221</td>
<td>Masterpieces of World Literature II: 1600 - Present</td>
</tr>
<tr>
<td>ENGL 230</td>
<td>Asian American Literature (Mesa)</td>
</tr>
<tr>
<td>ENGL 237</td>
<td>Women in Literature (City, Miramar)</td>
</tr>
<tr>
<td>ENGL 238</td>
<td>Evaluating Children's Literature (City, Mesa)</td>
</tr>
<tr>
<td>ENGL 240</td>
<td>Shakespeare (City, Mesa)</td>
</tr>
<tr>
<td>FREN 101</td>
<td>First Course in French (City, Mesa)</td>
</tr>
<tr>
<td>FREN 102</td>
<td>Second Course in French (City, Mesa)</td>
</tr>
<tr>
<td>FREN 201</td>
<td>Third Course in French (City, Mesa)</td>
</tr>
<tr>
<td>FREN 202</td>
<td>Fourth Course in French (City, Mesa)</td>
</tr>
<tr>
<td>GERM 101</td>
<td>First Course in German (City, Mesa)</td>
</tr>
<tr>
<td>GERM 102</td>
<td>Second Course in German (City, Mesa)</td>
</tr>
<tr>
<td>GERM 201</td>
<td>Third Course in German (City, Mesa)</td>
</tr>
<tr>
<td>HIST 100</td>
<td>World History I (City, Mesa)</td>
</tr>
<tr>
<td>HIST 101</td>
<td>World History II (City, Mesa)</td>
</tr>
<tr>
<td>HIST 105</td>
<td>Introduction to Western Civilization I</td>
</tr>
<tr>
<td>HIST 106</td>
<td>Introduction to Western Civilization II</td>
</tr>
<tr>
<td>HIST 120</td>
<td>Introduction to Asian Civilizations</td>
</tr>
<tr>
<td>HIST 121</td>
<td>Asian Civilizations in Modern Times</td>
</tr>
<tr>
<td>HIST 125</td>
<td>History/England and the Commonwealth I (Mesa)</td>
</tr>
<tr>
<td>HIST 126</td>
<td>History/England and the Commonwealth II (Mesa)</td>
</tr>
<tr>
<td>HIST 154</td>
<td>Ancient Egypt (Mesa)</td>
</tr>
<tr>
<td>HUMA 101</td>
<td>Introduction to Humanities I</td>
</tr>
<tr>
<td>HUMA 102</td>
<td>Introduction to Humanities II</td>
</tr>
<tr>
<td>HUMA 103</td>
<td>Introduction to the New Testament (Mesa)</td>
</tr>
<tr>
<td>HUMA 104</td>
<td>Introduction to the Old Testament (Mesa)</td>
</tr>
<tr>
<td>HUMA 106</td>
<td>World Religions (City, Mesa)</td>
</tr>
<tr>
<td>HUMA 201</td>
<td>Mythology</td>
</tr>
<tr>
<td>HUMA 202</td>
<td>Mythology: Hero's Journey (City, Mesa)</td>
</tr>
<tr>
<td>ITAL 101</td>
<td>First Course in Italian (City, Mesa)</td>
</tr>
<tr>
<td>ITAL 102</td>
<td>Second Course in Italian (City, Mesa)</td>
</tr>
<tr>
<td>ITAL 201</td>
<td>Third Course in Italian (City, Mesa)</td>
</tr>
<tr>
<td>JAPN 101</td>
<td>First Course in Japanese (Mesa, Miramar)</td>
</tr>
<tr>
<td>JAPN 102</td>
<td>Second Course in Japanese (Mesa, Miramar)</td>
</tr>
<tr>
<td>JAPN 201</td>
<td>Third Course in Japanese (Mesa)</td>
</tr>
<tr>
<td>JAPN 202</td>
<td>Fourth Course in Japanese (Mesa)</td>
</tr>
<tr>
<td>LATI 101</td>
<td>First Course in Latin (Mesa)</td>
</tr>
<tr>
<td>LATI 102</td>
<td>Second Course in Latin (Mesa)</td>
</tr>
<tr>
<td>LATI 201</td>
<td>Third Course in Latin (Mesa)</td>
</tr>
<tr>
<td>PHIL 102A</td>
<td>Introduction to Philosophy: Reality and Knowledge</td>
</tr>
<tr>
<td>PHIL 102B</td>
<td>Introduction to Philosophy: Values</td>
</tr>
<tr>
<td>PHIL 103</td>
<td>Historical Introduction to Philosophy (Mesa)</td>
</tr>
<tr>
<td>PHIL 104A</td>
<td>History of Western Philosophy (City, Mesa)</td>
</tr>
<tr>
<td>PHIL 104B</td>
<td>History of Western Philosophy (City, Mesa)</td>
</tr>
<tr>
<td>PHIL 105</td>
<td>Contemporary Philosophy (Mesa)</td>
</tr>
<tr>
<td>PHIL 106</td>
<td>Asian Philosophy (City, Mesa)</td>
</tr>
<tr>
<td>PHIL 107</td>
<td>Reflections on Human Nature</td>
</tr>
<tr>
<td>PHIL 108</td>
<td>Perspectives on Human Nature and Society (City, Mesa)</td>
</tr>
<tr>
<td>PHIL 110</td>
<td>Philosophy of Religion (Mesa)</td>
</tr>
</tbody>
</table>
AREA D. Social, Political and Economic Institutions and Behavior;
Historical Background:
No fewer than nine semester units (12-15 quarter units) including three courses from at least two different disciplines. D1 through D0 each represent different disciplines.

**D1: Anthropology and Archaeology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 103</td>
<td>Introduction to Cultural Anthropology</td>
</tr>
<tr>
<td>ANTH 107</td>
<td>Introduction to Archaeology</td>
</tr>
<tr>
<td>* ANTH 200</td>
<td>Introduction to North American Indians (Mesa)</td>
</tr>
<tr>
<td>* ANTH 210</td>
<td>Introduction to California Indians (City, Mesa)</td>
</tr>
<tr>
<td>* ANTH 215</td>
<td>Cultures of Latin America (City, Mesa)</td>
</tr>
</tbody>
</table>

**D2: Economics**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 120</td>
<td>Principles of Economics I</td>
</tr>
<tr>
<td>ECON 121</td>
<td>Principles of Economics II</td>
</tr>
</tbody>
</table>

**D3: Ethnic Studies**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>* ANTH 200</td>
<td>Introduction to North American Indians (Mesa)</td>
</tr>
<tr>
<td>* ANTH 210</td>
<td>Introduction to California Indians (City, Mesa)</td>
</tr>
<tr>
<td>* ANTH 215</td>
<td>Cultures of Latin America (City, Mesa)</td>
</tr>
<tr>
<td>BLAS 100</td>
<td>Introduction to Black Studies (City, Mesa)</td>
</tr>
<tr>
<td>* BLAS 104</td>
<td>Black Psychology (City, Mesa)</td>
</tr>
<tr>
<td>* BLAS 115</td>
<td>Sociology from a Black Perspective (City)</td>
</tr>
<tr>
<td>* BLAS 116</td>
<td>Contemporary Social Problems from a Black Perspective (Mesa)</td>
</tr>
<tr>
<td>* BLAS 125</td>
<td>Dynamics of the Black Community (Mesa)</td>
</tr>
<tr>
<td>* BLAS 130</td>
<td>The Black Family (City, Mesa)</td>
</tr>
<tr>
<td>* BLAS 135</td>
<td>Introduction to Black Politics (City)</td>
</tr>
<tr>
<td>* BLAS 140A</td>
<td>History of the U.S., Black Perspective</td>
</tr>
<tr>
<td>* BLAS 140B</td>
<td>History of the U.S., Black Perspective</td>
</tr>
<tr>
<td>CHIC 110A</td>
<td>Introduction to Chicano Studies (City, Mesa)</td>
</tr>
<tr>
<td>CHIC 110B</td>
<td>Introduction to Chicano Studies (City, Mesa)</td>
</tr>
<tr>
<td>* CHIC 141A</td>
<td>U.S. History from a Chicano Perspective (City, Mesa)</td>
</tr>
<tr>
<td>* CHIC 141B</td>
<td>U.S. History from a Chicano Perspective (City, Mesa)</td>
</tr>
<tr>
<td>* CHIC 170</td>
<td>La Chicana (Mesa)</td>
</tr>
<tr>
<td>CHIC 201</td>
<td>Pre-Columbian Cultures of MesoAmerica (City, Mesa)</td>
</tr>
<tr>
<td>FILI 100</td>
<td>Filipino American Experience (Mesa, Miramar)</td>
</tr>
<tr>
<td>* HIST 113</td>
<td>Race in United States History (Mesa)</td>
</tr>
<tr>
<td>* HIST 123</td>
<td>U. S. History from the Asian Pacific American Perspective (Mesa)</td>
</tr>
<tr>
<td>HIST 150</td>
<td>Native Americans in United States History (Mesa, Miramar)</td>
</tr>
<tr>
<td>HIST 151</td>
<td>Native Americans in United States History (Mesa, Miramar)</td>
</tr>
</tbody>
</table>

**D4: Gender Studies**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>* CHIC 170</td>
<td>La Chicana (Mesa)</td>
</tr>
<tr>
<td>HIST 141</td>
<td>Women in United States History I (Mesa)</td>
</tr>
<tr>
<td>HIST 142</td>
<td>Women in United States History II (Mesa)</td>
</tr>
<tr>
<td>* PSYC 133</td>
<td>Psychology of Women (Mesa, Miramar)</td>
</tr>
</tbody>
</table>
### D5: Geography

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 102</td>
<td>Cultural Geography</td>
</tr>
<tr>
<td>GEOG 104</td>
<td>World Regional Geography (City, Mesa)</td>
</tr>
<tr>
<td>GEOG 154</td>
<td>Introduction to Urban Geography (Mesa)</td>
</tr>
</tbody>
</table>

### D6: History

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>* BLAS 140A</td>
<td>History of the U.S., Black Perspective</td>
</tr>
<tr>
<td>* BLAS 140B</td>
<td>History of the U.S., Black Perspective</td>
</tr>
<tr>
<td>BLAS 145A</td>
<td>Introduction to African History (City, Mesa)</td>
</tr>
<tr>
<td>BLAS 145B</td>
<td>Introduction to African History (City)</td>
</tr>
<tr>
<td>* CHIC 141A</td>
<td>U.S. History from a Chicano Perspective (City, Mesa)</td>
</tr>
<tr>
<td>* CHIC 141B</td>
<td>U.S. History from a Chicano Perspective (City, Mesa)</td>
</tr>
<tr>
<td>CHIC 150</td>
<td>History of Mexico (City, Mesa)</td>
</tr>
<tr>
<td>* HIST 100</td>
<td>World History I (City, Mesa)</td>
</tr>
<tr>
<td>* HIST 101</td>
<td>World History II (City, Mesa)</td>
</tr>
<tr>
<td>HIST 105</td>
<td>Introduction to Western Civilization I</td>
</tr>
<tr>
<td>HIST 106</td>
<td>Introduction to Western Civilization II</td>
</tr>
<tr>
<td>HIST 109</td>
<td>History of the United States I</td>
</tr>
<tr>
<td>HIST 110</td>
<td>History of the United States II</td>
</tr>
<tr>
<td>* HIST 115A</td>
<td>History of the Americas I (City, Mesa)</td>
</tr>
<tr>
<td>* HIST 115B</td>
<td>History of the Americas II (City, Mesa)</td>
</tr>
<tr>
<td>* HIST 123</td>
<td>U.S. History from the Asian Pacific American Perspective (Mesa)</td>
</tr>
<tr>
<td>* HIST 125</td>
<td>History/ of England and the Commonwealth I (Mesa)</td>
</tr>
<tr>
<td>* HIST 126</td>
<td>History/ of England and the Commonwealth II (Mesa)</td>
</tr>
<tr>
<td>HIST 130</td>
<td>The Middle East Today (Mesa)</td>
</tr>
<tr>
<td>HIST 141</td>
<td>Women in United States History I (Mesa)</td>
</tr>
<tr>
<td>HIST 142</td>
<td>Women in United States History II (Mesa)</td>
</tr>
<tr>
<td>* HIST 150</td>
<td>Native Americans in U.S. History (Mesa, Miramar)</td>
</tr>
<tr>
<td>* HIST 151</td>
<td>Native Americans in U.S. History (Mesa, Miramar)</td>
</tr>
<tr>
<td>* HIST 154</td>
<td>Ancient Egypt (Mesa)</td>
</tr>
<tr>
<td>HIST 175</td>
<td>California History (Mesa)</td>
</tr>
</tbody>
</table>

### D8: Political Science, Government, and Legal Institutions

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>* BLAS 135</td>
<td>Introduction to Black Politics (City)</td>
</tr>
<tr>
<td>POLI 101</td>
<td>Introduction to Political Science</td>
</tr>
<tr>
<td>POLI 102</td>
<td>American Political System</td>
</tr>
<tr>
<td>POLI 103</td>
<td>Comparative Politics</td>
</tr>
<tr>
<td>POLI 140</td>
<td>Contemporary International Politics</td>
</tr>
</tbody>
</table>

### D9: Psychology

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>* BLAS 104</td>
<td>Black Psychology (City, Mesa)</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSYC 121</td>
<td>Introduction to Child Psychology (Mesa, Miramar)</td>
</tr>
<tr>
<td>PSYC 123</td>
<td>Adolescent Psychology (Mesa, Miramar)</td>
</tr>
<tr>
<td>* PSYC 133</td>
<td>Psychology of Women (Mesa, Miramar)</td>
</tr>
<tr>
<td>* PSYC 155</td>
<td>Introduction to Personality (City, Mesa)</td>
</tr>
<tr>
<td>PSYC 211</td>
<td>Learning</td>
</tr>
<tr>
<td>* PSYC 230</td>
<td>Psychology of Life span Development      (Mesa, Miramar)</td>
</tr>
</tbody>
</table>

### D0: Sociology and Criminology

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>* BLAS 115</td>
<td>Sociology from a Black Perspective (City)</td>
</tr>
<tr>
<td>* BLAS 116</td>
<td>Contemporary Social Problems from a Black Perspective (City, Mesa)</td>
</tr>
<tr>
<td>* BLAS 125</td>
<td>Dynamics of the Black Community (Mesa)</td>
</tr>
<tr>
<td>* BLAS 130</td>
<td>The Black Family (City, Mesa)</td>
</tr>
<tr>
<td>* HIST 113</td>
<td>Race in United States History (Mesa)</td>
</tr>
<tr>
<td>SOCO 101</td>
<td>Principles Sociology</td>
</tr>
<tr>
<td>SOCO 110</td>
<td>Contemporary Social Problems</td>
</tr>
<tr>
<td>SOCO 125</td>
<td>Sociology of the Family (Mesa)</td>
</tr>
</tbody>
</table>

### AREA E. Lifelong Understanding and Self-development:

No fewer than three semester units (4-5 quarter units).

Note: A DD-214 will not clear this requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 120</td>
<td>The Environment of Man (Mesa)</td>
</tr>
<tr>
<td>BIOL 135</td>
<td>Biology of Human Nutrition (Miramar)</td>
</tr>
<tr>
<td>HEAL 101</td>
<td>Health and Life Style</td>
</tr>
<tr>
<td>NUTR 150</td>
<td>Nutrition (Mesa, Miramar)</td>
</tr>
</tbody>
</table>
### American Institutions/California Government

Students who intend to transfer may complete the American Institutions/California Government requirement with a six-unit course sequence as follows:

*Note: Effective Fall 2004, the California State University (CSU) System will no longer accept Political Science 102 to clear American Institutions without completion of a companion course. See a counselor for more information.*

#### Six-Unit Sequences

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERG 140</td>
<td>Life Skills and Personal Adjustment</td>
</tr>
<tr>
<td>PHYE 103</td>
<td>Aerobic Dance</td>
</tr>
<tr>
<td>PHYE 123</td>
<td>Fitness Activities</td>
</tr>
<tr>
<td>PHYE 132</td>
<td>Individual Conditioning</td>
</tr>
<tr>
<td>PHYE 168</td>
<td>Yoga (Mesa)</td>
</tr>
<tr>
<td>PHYE 182</td>
<td>Adapted Weight Training/Education Physically Limited (City, Mesa)</td>
</tr>
<tr>
<td>PSYC 111</td>
<td>Psychological/Social Aspects of Aging (Mesa)</td>
</tr>
<tr>
<td>PSYC 112</td>
<td>Interpersonal Relations (Mesa)</td>
</tr>
<tr>
<td>PSYC 128</td>
<td>Biofeedback and Stress Management (Mesa)</td>
</tr>
<tr>
<td>PSYC 132</td>
<td>Psychology of Gender Roles (Miramar)</td>
</tr>
<tr>
<td>PSYC 135</td>
<td>Marriage and Family Relationship</td>
</tr>
<tr>
<td>PSYC 137</td>
<td>Human Sexual Behavior</td>
</tr>
<tr>
<td>^ PSYC 155</td>
<td>Introduction to Personality (City, Mesa)</td>
</tr>
<tr>
<td>^ PSYC 230</td>
<td>Psychology of Life span Development (Mesa, Miramar)</td>
</tr>
<tr>
<td>SPEE 180</td>
<td>Intercultural Communication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>^ HIST 141</td>
<td>Women in United States History I (Mesa) and</td>
</tr>
<tr>
<td>^ HIST 142</td>
<td>Women in United States History II (Mesa) OR</td>
</tr>
<tr>
<td>HIST 150</td>
<td>Native Americans in U.S. History (Mesa, Miramar) and</td>
</tr>
<tr>
<td>HIST 151</td>
<td>Native Americans in U.S. History (Mesa, Miramar)</td>
</tr>
</tbody>
</table>

#### Six-Unit Combination

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>^ BLAS 140A</td>
<td>History of the U.S., Black Perspective or</td>
</tr>
<tr>
<td>^ CHIC 141A</td>
<td>U.S. History from a Chicano Perspective (City, Mesa) or</td>
</tr>
<tr>
<td>HIST 109</td>
<td>History of the United States I or</td>
</tr>
<tr>
<td>^ HIST 115A</td>
<td>History of the Americas I (City, Mesa) or</td>
</tr>
<tr>
<td>HIST 141</td>
<td>Women in United States History I (Mesa) or</td>
</tr>
<tr>
<td>^ HIST 150</td>
<td>Native Americans in U.S. History (Mesa, Miramar) AND</td>
</tr>
<tr>
<td>^ BLAS 140B</td>
<td>History of the U.S., Black Perspective or</td>
</tr>
<tr>
<td>^ CHIC 141B</td>
<td>U.S. History from a Chicano Perspective (City, Mesa) or</td>
</tr>
<tr>
<td>HIST 110</td>
<td>History of the United States II or</td>
</tr>
<tr>
<td>^ HIST 115B</td>
<td>History of the Americas II (City, Mesa) or</td>
</tr>
<tr>
<td>^ HIST 123</td>
<td>U.S. History from the Asian Pacific American Perspective (Mesa) or</td>
</tr>
<tr>
<td>HIST 142</td>
<td>Women in United States History II (Mesa) or</td>
</tr>
<tr>
<td>^ HIST 151</td>
<td>Native Americans in U.S. History (Mesa, Miramar) or</td>
</tr>
<tr>
<td>POLI 102</td>
<td>The American Political System</td>
</tr>
</tbody>
</table>

Students who have completed the American Institutions requirement except for the California
government portion must complete one of the following three-unit courses:

- ^ BLAS 140B History of U.S., Black Perspective
- ^ CHIC 141B U.S. History from a Chicano Perspective (City, Mesa)
- HIST 110 History of the United States II
- ^ HIST 115B History of the Americas II (City, Mesa)
- ^ HIST 123 U. S. History from the Asian Pacific American Perspective (Mesa)
- HIST 142 Women in United States History II (Mesa)
- ^ HIST 151 Native Americans in U.S. History (Mesa, Miramar)
- HIST 175 California History (Mesa)
- POLI 102 The American Political System

**NOTE:** Courses designated with a carat (^) may also be used to fulfill the District Multicultural studies requirement.

Upon completion of this pattern of general education requirements students must petition for CSU General Education Certification in the Evaluations Office.

Students who are eligible for CSU Certification may also qualify for a Transfer Studies Degree with preparation in a major, or they may qualify for an Associate Degree in Liberal Arts if they have completed the San Diego Community College District requirements of: American Institutions, Multicultural Studies, Health Education 101, and two Physical Education activity courses. Students who are pursuing an Associate Degree in Transfer Studies are not required to meet the additional SDCCD graduation requirements.

**Intersegmental General Education Transfer Curriculum (IGETC)**

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students may use to fulfill lower-division general education requirements in either the California State University or University of California system. Completion of the IGETC is not a requirement for admission to CSU or UC, nor is it the only way to fulfill lower-division GE requirements. The IGETC is recommended for students who have not made a final decision about transferring to a particular CSU or UC campus. Students may be better served by following the CSU GE requirements or those of the UC campus to which they plan to transfer.

Students pursuing majors which require extensive lower-division major preparation may not find the IGETC option to be advantageous. There are other limitations. All courses used for IGETC must be passed with a minimum grade C (C minus is not acceptable.) A credit or pass is acceptable providing either is equivalent to a grade C or better.

Please make a counseling appointment to determine the most appropriate general education program for you.

**Certification:** All GE requirements must be completed before IGETC can be certified. Certification must take place prior to transfer to UC and/or CSU (note exception below). The Evaluations Office will complete the certification. Petitions are available in the Counseling Department. As a general rule, the IGETC can be certified for California community college transfers who have also completed transfer units at a CSU, UC, or independent college provided that the student has completed most of the transfer units at one or more California community colleges.

**Please Note:** Coursework completed at a foreign college or university, that is not accredited by one of the U.S. regional accrediting agencies, cannot be used to satisfy requirements for certification.

**IGETC Certification after Transfer:** Students who are approaching readiness for transfer, and for "good cause", are unable to obtain a maximum of two IGETC courses, **may be** eligible to complete IGETC after transferring. Students must complete a petition from the Counseling Office, explicitly describe the "good cause" on the form and provide supporting documentation. The petition should be submitted with supporting documentation to the Evaluations Office. Typical situations that constitute "good cause" for not completing a maximum of two IGETC courses are: illness, unavailable or canceled courses, military service and unexpected hardships, such as family or employment problems. Partial certification is allowed **only** in the student's final term before transfer. See the Counseling Office on campus for detailed information.

**Restrictions:** A student who has been registered at a UC campus and wishes to return to the same UC campus is **NOT** eligible for IGETC. This restriction does not apply to students who have taken UC summer session or Extension classes only.

The IGETC may NOT be used for transfer to the following
schools:

- University of California, San Diego - Revelle and Eleanor Roosevelt Colleges.

**The IGETC may NOT be the appropriate option for transfer to the following schools:**

- University of California, Berkeley - Colleges of Business, Chemistry, Environmental Design (Architecture), Engineering, Natural Resources.
- University of California, Davis - College of Engineering
- University of California, Irvine - Schools of Engineering, Biological Sciences, or Physical Sciences
- University of California, Riverside - College of Engineering
- University of California, Santa Barbara - College of Engineering

**The IGETC is NOT recommended for students planning to attend the following schools:**

- University of California, Berkeley - College of Optometry
- University of California, Los Angeles - School of Engineering and Applied Science and School of Nursing
- University of California, Riverside - College of Natural and Agricultural Sciences
- University of California, Santa Barbara - College of Creative Studies

**Advanced Placement Exams** - Acceptable scores of 3, 4, or 5 may be used to satisfy any of the courses in IGETC subject areas. An acceptable score on an English exam may be used to meet the English Composition requirement but may NOT be used to meet the Critical Thinking-English Composition and Oral Communication requirements.

Only one Advance Placement course per area may be used to fulfill IGETC requirements.

@ Students transferring to UC do not have to meet the Oral Communications requirement.

+ Transfer credit may be limited by either UC or CSU, or both. Please consult a counselor for additional information.

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

**AREA 1 - English Communication**

(2-3 courses, 6-9 semester/8-12 quarter units)

**Group A: English Composition (1 course, 3 semester/4-5 quarter units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Reading and Composition</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENGL 105</td>
<td>Composition and Literature</td>
</tr>
</tbody>
</table>
Group B: Critical Thinking - English Composition (1 course, 3 semester/4-5 quarter units). Courses must have English Composition as a prerequisite.

ENGL 205 Critical Thinking and Intermediate Composition
PHIL 205 Critical Thinking and Writing in Philosophy

Group C: Oral Communication (1 course, 3 semester/4-5 quarter units)

@ SPEE 103 Oral Communication
@ SPEE 160 Argumentation

AREA 2 - Mathematical Concepts And Quantitative Reasoning
(1 course, 3 semester/4-5 quarter units) Courses must have Intermediate Algebra as a prerequisite.

+ BIOL 200 Biological Statistics (City, Mesa)
+ MATH 116 College and Matrix Algebra
+ MATH 119 Elementary Statistics
+ MATH 121 Basic Techniques of Applied Calculus I
+ MATH 122 Basic Techniques of Calculus II
+ MATH 141 Precalculus
+ MATH 150 Calculus with Analytic Geometry I
+ MATH 151 Calculus with Analytic Geometry II
MATH 245 Discrete Mathematics
MATH 252 Calculus with Analytic Geometry III
+ MATH 254 Introduction to Linear Algebra
+ MATH 255 Differential Equations
PSYC 258 Behavioral Science Statistics

AREA 3 - Arts and Humanities
(3 courses, 9 semester/12-15 quarter units) At least one course from the Arts and one from the Humanities.

3A: Arts Courses:

ARTF 100 Art Orientation
ARTF 109 Nineteenth and Twentieth Century Art
ARTF 110 Art History: Prehistoric to Gothic
ARTF 111 Art History: Renaissance to Modern
+ ARTF 115 African Art (City, Mesa)
+ ARTF 120 Native American Indian Art (Mesa)
BLAS 110 Afro-American Art (City, Mesa)
+ BLAS 111 African Art History (Mesa)
BLAS 120 Black Music (City, Mesa)
DRAM 105 Introduction to Dramatic Arts
+ DRAM 136 History of Canonized Theatre-Ancient Greece to Restoration (City)
+ DRAM 137 History of Canonized Western Theatre-Restoration to the Present (City)
DRAM 150 Cinema as Art & Communication I (Mesa)
DRAM 151 Cinema as Art & Communication II (Mesa)
MUSI 100 Introduction to Music
MUSI 105 Music of Our Time (Mesa)
MUSI 109 World Music
MUSI 111 Jazz - History & Development
MUSI 125 Music, The Arts, and Humanity (Mesa)

3B: Humanities Courses:

+ BLAS 145A Introduction to African History (City, Mesa)
+ BLAS 145B Introduction to African History (City)
BLAS 150 Black Women in Literature & the Media (City, Mesa)
BLAS 155 Afro-American Literature (City, Mesa)
CHIC 130 Mexican Literature in Translation (City)
CHIC 135 Chicano Literature (City, Mesa)
CHIC 138 Literature of La Raza in Latin America in Translation (City, Mesa)
+ CHIC 210 Chicano Culture (City, Mesa)
CHIN 102 Second Course in Mandarin Chinese (Mesa)
ENGL 208 Introduction to Literature
ENGL 209 Literary Approaches to Film
ENGL 210 American Literature I
ENGL 211 American Literature II
ENGL 215 English Literature I: 800-1799
ENGL 216 English Literature II: 1800-Present
ENGL 220 Masterpieces of World Literature I: 1500 BCE - 1600 CE
ENGL 221 Masterpieces of World Literature II: 1600 - Present
ENGL 230 Asian American Literature (Mesa)
ENGL 237 Women in Literature (City, Miramar)
ENGL 240 Shakespeare (City, Mesa)
HIST 105 Introduction to Western Civilization I
HIST 106 Introduction to Western Civilization II
+ HIST 120 Introduction to Asian Civilizations
+ HIST 121 Asian Civilizations in Modern Times
HIST 125 History of England & the Commonwealth I (Mesa)
HUMA 101 Introduction to the Humanities I
HUMA 102 Introduction to the Humanities II
HUMA 103 Introduction to the New Testament (Mesa)
AREA 4 - Social and Behavioral Sciences

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

4A: Anthropology and Archaeology Courses:

- ANTH 103 Introduction to Cultural Anthropology (Mesa)
- ANTH 107 Introduction to Archaeology
- ANTH 200 Introduction to North American Indians (Mesa)
- ANTH 210 Introduction to California Indians (City, Mesa)
- ANTH 215 Cultures of Latin America (City, Mesa)

4B: Economics Courses:

- ECON 120 Principles of Economics I
- ECON 121 Principles of Economics II

4C: Ethnic Studies Courses:

- BLAS 100 Introduction to Black Studies (City, Mesa)
- BLAS 104 Black Psychology (City, Mesa)
- BLAS 115 Sociology from a Black Perspective (City)
- BLAS 116 Contemporary Social Problems From a Black Perspective (City, Mesa)
- BLAS 130 The Black Family (City, Mesa)
- BLAS 135 Introduction to Black Politics (City)
- BLAS 140A History of the U.S., Black Perspectives
- BLAS 140B History of the U.S., Black Perspectives
- BLAS 145A Introduction to African History (City, Mesa)
- BLAS 145B Introduction to African History (City)
- CHIC 110A Introduction to Chicano Studies (City, Mesa)
- CHIC 110B Introduction to Chicano Studies (City, Mesa)
- CHIC 141A United States History From a Chicano Perspective (City, Mesa)
- CHIC 141B United States History From a Chicano Perspective (City, Mesa)
- CHIC 150 History of Mexico (City, Mesa)
- CHIC 170 La Chicana (Mesa)
- CHIC 201 Pre-Columbian Cultures of MesoAmerica (City, Mesa)
- CHIC 210 Chicano Culture (City, Mesa)
- HIST 150 Native Americans in United States History (Mesa, Miramar)
- HIST 151 Native Americans in United States History (Mesa, Miramar)

4D: Gender Studies:

- HIST 141 Women in United States History I (Mesa)
- HIST 142 Women in United States History II (Mesa)
4E: Geography Courses:
- GEOG 102 Cultural Geography
- GEOG 104 World Regional Geography (City, Mesa)
- GEOG 154 Introduction to Urban Geography (Mesa)

4F: History Courses:
•+ HIST 109 History of the United States I
• HIST 110 History of the United States II
+ HIST 113 Race in United States History (Mesa)
•+ HIST 115A History of the Americas I (City, Mesa)
• HIST 120 Introduction to Asian Civilizations
• HIST 121 Asian Civilizations in Modern Times
• HIST 123 U.S. History from the Asian Pacific American Perspective (Mesa)
HIST 130 The Middle East Today (Mesa)
HIST 141 Women in United States History I (Mesa)
HIST 142 Women in United States History II (Mesa)
•+ HIST 150 Native Americans in United States History (Mesa, Miramar)
•+ HIST 151 Native Americans in United States History (Mesa, Miramar)
HIST 154 Ancient Egypt (Mesa)
HIST 175 California History (Mesa)

4G: Interdisciplinary, Social & Behavioral Sciences:
- CHIL 101 Human Growth and Development
• ENGL 202 Introduction to Linguistics (City, Mesa)

4H: Political Science, Government & Legal Institutions Courses
• POLI 101 Introduction to Political Science
•+ POLI 102 The American Political System
POLI 103 Comparative Politics
POLI 140 Contemporary International Politics

4I: Psychology Courses:
•+ PSYC 101 General Psychology
PSYC 121 Introduction to Child Psychology (Mesa, Miramar)
PSYC 123 Adolescent Psychology (Mesa, Miramar)
PSYC 132 Psychology of Gender Roles (Miramar)
•+ PSYC 155 Introduction to Personality (City, Mesa)
• PSYC 211 Learning
PSYC 230 Psychology of Lifespan Development (Mesa, Miramar)
PSYC 245 Abnormal Psychology (Mesa, Miramar)

4J: Sociology & Criminology Courses:
PHIL 108 Perspectives on Human Nature & Society (City, Mesa)
PHIL 109 Issues in Social Philosophy (Mesa)
+ SOCO 101 Principles of Sociology
SOCO 110 Contemporary Social Problems
SOCO 201 Advanced Principles of Sociology (Mesa)

AREA 5 - Physical and Biological Sciences
(At least 2 courses required, 7-9 semester/9-12 quarter units). One Physical Science course and one Biological Science course; at least one must include a laboratory.

5A: Physical Science Courses:
ASTR 101 Descriptive Astronomy
ASTR 109 (Lab) Practice in Observing (City, Mesa)
+ ASTR 111 Astronomy Laboratory (Mesa, Miramar)
+ CHEM 100 Fundamentals of Chemistry
+ CHEM 100L Fundamentals of Chemistry Laboratory
+ CHEM 130 Introduction to Organic & Biological Chemistry
+ CHEM 130L Introduction to Organic & Biological Chemistry Laboratory
+ CHEM 152 Introduction to General Chemistry
+ CHEM 152L Introduction to General Chemistry Laboratory
CHEM 200 General Chemistry I - Lecture
CHEM 200L General Chemistry I - Laboratory
CHEM 201 General Chemistry II - Lecture
CHEM 201L General Chemistry II - Laboratory
+ CHEM 231 Organic Chemistry I - Lecture
+ CHEM 231L Organic Chemistry I - Laboratory
CHEM 232L Organic Chemistry I - Lab Continued (City, Mesa)
CHEM 233 Organic Chemistry II - Lecture (City, Mesa)
CHEM 233L Organic Chemistry II - Laboratory (City, Mesa)
CHEM 234L Organic Chemistry II Lab continued (City, Mesa)
Students transferring to the University of California are required to demonstrate competence (proficiency) in a language other than English equal to two years of high school study. Competence may be demonstrated through the following mechanisms:

1. Completion of two years of the same foreign language of high school level work with grades of “C” or better;
2. Completion of a course (or courses) at a college or university, with a grade of “C” or better in each course. Usually, one semester of college work in a language other than English is equivalent to two years of high school work;

Any one of the following course(s) completed with a grade of “C” or better, will fulfill the requirement:

- AMSL 100 American Sign Language I (City, Mesa)
- ARAB 101 First Course in Arabic (City)
- CHIN 101 First Course in Mandarin Chinese (Mesa)
- FREN 101 First Course in French (City, Mesa)
- GERM 101 First Course in German (City, Mesa)
- ITAL 101 First Course in Italian (City, Mesa)
- JAPN 101 First Course in Japanese (Mesa, Miramar)
- LATI 101 First Course in Latin (Mesa)
- RUSS 101 First Course in Russian (City, Mesa)
- SPAN 100 First/Second Course in Spanish (Accelerated) (Mesa)
- SPAN 101 First Course in Spanish
- TAGA 101 First Course in Tagalog (Mesa, Miramar)
- VIET 101 First Course in Vietnamese (Mesa)

3. Completion, with grades “C” or better, of two years formal schooling at the sixth grade level or higher at an institution where the language of instruction is not English. Documentation must be presented to substantiate required coursework was completed;
4. 500 or higher in the College Board Achievement tests in languages other than English;
5. 3 or higher in the College Board Advanced Placement Examinations in languages other than English;
6. 5 or higher in the International Baccalaureate Higher Level Examinations in languages other than English;

7. Completion of an achievement test administered by a community college (the San Diego Community College District does not administer this test), university or other college in a language other than English. The test will have to assess the student proficiency at the level equivalent to 2 years of high school language.

*Completion of courses above proficiency level, with grades of C or better, may also be used to meet the requirement. Special Topics and Civilization courses DO NOT meet this requirement. See a counselor.*

**Additional Requirements for CSU Graduation**

*Note: Not required for Certification.*

**American Institutions/California Government**

Students who intend to transfer may complete the American Institutions/California Government requirement as follows:

*Note: Effective Fall 2004, the California State University (CSU) System will no longer accept Political Science 102 to clear American Institutions without completion of a companion course. See a counselor for more information.*

**Six-Unit Sequences:**

- **BLAS 140A** History of the U.S., Black Perspective and
- **BLAS 140B** History of the U.S., Black Perspective or
- **CHIC 141A** U.S. History from a Chicano Perspective (City, Mesa) and
- **CHIC 141B** U.S. History from a Chicano Perspective (City, Mesa) or
- **HIST 109** History of the United States I and
- **HIST 110** History of the United States II or
- **HIST 115A** History of the Americas I (City, Mesa) and
- **HIST 115B** History of the Americas II (City, Mesa) or
- **HIST 141** Women in United States History I (Mesa) and
- **HIST 142** Women in United States History II (Mesa)

*OR*

- **HIST 150** Native Americans in U.S. History (Mesa, Miramar) and
- **HIST 151** Native Americans in U.S. History (Mesa, Miramar)

**Six-Unit Combinations:**

- **BLAS 140A** History of the U.S., Black Perspective or
- **CHIC 141A** U.S. History from a Chicano Perspective (City, Mesa) or
- **HIST 109** History of the United States I or
- **HIST 115A** History of the Americas I (City, Mesa) or
- **HIST 141** Women in United States History I (Mesa) or
- **HIST 150** Native Americans in U.S. History (Mesa, Miramar)

*AND*

- **BLAS 140B** History of the U.S., Black Perspective or
- **CHIC 141B** U.S. History from a Chicano Perspective (City, Mesa) or
- **HIST 110** History of the United States II or
- **HIST 115B** History of the Americas II (City, Mesa) or
- **HIST 123** U. S. History from the Asian Pacific American Perspective (Mesa) or
- **HIST 142** Women in United States History II (Mesa) or
- **HIST 151** Native Americans in U.S. History (Mesa, Miramar) or
- **POLI 102** The American Political System

Students who have completed the American Institutions requirement except for the California government portion must complete one of the following three-unit courses:

- **BLAS 140B** History of U.S., Black Perspective
- **CHIC 141B** U.S. History from a Chicano Perspective (City, Mesa)
- **HIST 110** History of the United States II
American Institutions Courses:
Courses used to satisfy the CSU United States History, Constitution and the UC American History and Institutions requirement may not be counted in the Social and Behavioral Sciences Area 4.

Students who are eligible for IGETC Certification may also be awarded an Associate Degree in Liberal Arts if they have completed the San Diego Community College District requirements of American Institutions, Multicultural Studies, two Physical Education activity courses and Health Education 101.

California Articulation Number (CAN) System
The California Articulation Number (CAN) identifies some of the transferable, lower division, introductory, preparatory courses and sequences commonly taught within each academic discipline on college campuses. The system assures students that CAN courses and sequences on one participating campus will be similar in content to the comparable CAN course and sequence on another participating campus. For example, CAN ECON 4 on one campus can be identified for use “in lieu of” CAN ECON 4 on another participating campus. Each college, however, maintains its own course numbering system and its own requirements.

California Articulation Numbers are listed after each course description in this catalog. Lists of courses and sequences from campuses participating in the CAN system are available in the Counseling Department. See a counselor for assistance. These courses are by no means the only transferable courses offered; other courses that transfer are listed in campus articulation agreements and elsewhere in this catalog.
Common Questions about IGETC

Is it advisable for all transfer students to follow IGETC?

**No.** For some students it may be advantageous to take courses which fulfill the CSU general education certification requirement or to complete the lower-division requirements of their campus of choice. Students pursuing major preparation (e.g., engineering) may find they are not well served by the IGETC option. Students who want to keep their options open before deciding exactly where they want to transfer will probably find the IGETC more useful.

Does completing IGETC ensure admission to any campus?

**No.** Students who complete the IGETC are not guaranteed admission to their campus of choice. However, completing the lower-division bread/general education requirements - whether through the IGETC or the campus-specific requirements may improve a transfer applicant’s chances for admission to a competitive campus and/or program.

Are students who choose the IGETC option required to complete the entire IGETC program prior to transfer?

**Yes.** Students who choose the IGETC option must complete it in its entirety at the community college before they transfer. However, there can be some exceptions made to this rule in cases of hardship. Please see a counselor for guidelines and petition.

Is there a GPA requirement for IGETC coursework?

**Yes.** IGETC courses must be completed with a grade of "C" or better. A grade of "Credit" (for courses taken on a Credit/No-credit basis) will be accepted. Students should note, however, that there are limitations to the number of credits/no credit units that universities accept.

Can Advanced Placement test scores be applied to IGETC?

**Yes.** Students may earn IGETC course credit for acceptable AP scores that the faculty of the community college recognize as being equivalent to the colleges approved IGETC courses. The Miramar College counselors can provide students detailed information.

Are CSU's certification requirements the same as UC's?

**No.** Full certification for CSU must include completion of the Oral Communication requirement, area 1, Group C; UC has no oral communication requirement. CSU also allows transferring students to complete its US History, Constitution, and American Institutions graduation requirement at the community college; this requirement is not a part of the IGETC.

Full certification for UC must include satisfaction of the foreign language proficiency requirement. Consult with a Miramar College counselor for information about fulfilling this requirement.

Are all students eligible for IGETC?

**No.** Students who began at a UC campus and who intend to transfer back to the same campus generally cannot use IGETC - some UC campuses do not allow students who began at another UC campus to use IGETC (this restriction does not apply to students who have enrolled in UC summer session or Extension classes only). Students who began at CSU and are transferring back to CSU must take more than half of their units at a California community college in order to use IGETC.

Are there any exceptions to who will accept the IGETC?

**Yes.** UC Berkeley's School of Business Administration and two colleges—Revelle and Roosevelt—at UC San Diego will not accept IGETC. Students following the IGETC and planning to transfer to UC San Diego will have to be affiliated with Muir, Marshall, or Warren colleges. See IGETC Advisement for UC Bound Transfers on the Internet at: http://www.ucop.edu/pathways/inforctr/At/atplan_igetc.html

Can coursework completed at regionally accredited institutions, including out-of-state and independent colleges, be included among the courses a community college recognizes to certify student completion of IGETC?

**Yes.** A community college can include among the courses it recognizes as meeting IGETC specifications coursework completed at these institutions if the coursework is deemed by the faculty of that California community college to be equivalent to coursework on the approved IGETC course list of that community college.
IGETC Advisement for UC-Bound Transfers

Can a course be used to satisfy more than one subject area?
No

Can a course be used both to satisfy an IGETC requirement and to fulfill a major requirement?
Yes. UC will allow courses to count toward both the IGETC and the majors. CSU campus limitations on the “double-counting” of general education courses toward the major are not changed by the IGETC.

Do students become automatically certified for IGETC when they complete the last of the required courses?
No. Students should go to the Miramar College Counseling office or Evaluations during the semester prior to their last term of attendance and fill out a request for IGETC certification. Consult the class schedule or Counseling for deadline information.

Will the UC system accept all transferable units?
Not necessarily. Some courses, Math 141, for example, are worth 5 units but UC will only accept 4 units. Please consult with a counselor or check with www.assist.org.
TAG/UCSD Core Curriculum

This information is intended to serve as a guideline for advising UC-bound transfers about the IGETC option. Since each student's circumstances differ, a Miramar counselor will help you to evaluate whether using the IGETC makes good sense based on your background and choice of campus and major. The listing below specifies the various majors, by campus, that have substantial lower-division prerequisites that may make the IGETC option inappropriate for transfers to follow.

It is strongly recommended that students review the UC "Answers for Transfers" web site at: http://ucop.edu/pathways

**BERKELEY** - Colleges of Engineering, Environmental Design, Chemistry and Natural Resources, and the Haas School of Business have extensive, prescribed major prerequisites. Moreover, the IGETC requirements generally exceed the college-specific breadth requirements (but do not supersede the major requirements). In general, IGETC is not appropriate preparation for majors in these colleges

**DAVIS** - All majors at Davis honor the IGETC. However, completing the IGETC should take second place to preparing for the major.

**IRVINE** - Students entering any major can use the IGETC, but should consider lower-division degree requirements and major preparation when planning their programs. Students entering majors that require specific or substantial preparation, such as science majors, may use the IGETC but need to give priority to completion of lower-division preparation courses for the major.

**LOS ANGELES** - The Henry Samuel School of Engineering and Applied Science does not accept the IGETC.

**MERCED** - The Division of Engineering and Natural Science does not recommend IGETC.

**RIVERSIDE** - The Marlan and Rosemary Bourns College of Engineering and the College of Natural and Agricultural Sciences do not accept the IGETC, although any courses taken to satisfy the IGETC may be applied toward the college's breadth pattern. UCR's College of Humanities, Arts, and Social Sciences accepts the IGETC.

**SAN DIEGO** - The IGETC is accepted at John Muir, Earl Warren and Thurgood Marshall colleges only. Students completing the IGETC are welcomed at Eleanor Roosevelt and Revelle colleges; however, they must also fulfill the specific general education requirements of those colleges. At UCSD, all majors are available to students in each college, so students who choose the IGETC will not be restricted in their choice of major, unless the major is impacted.

**SANTA BARBARA** - In general, IGETC is not appropriate preparation for transfer into the College of Engineering (and the B.A. Computer Science major in the College of Letters and Science). Engineering majors may use IGETC only to substitute for lower-division breadth/general education requirements. These students will be required to complete at least two upper-division general education courses after transfer.

**University of California, San Diego Transfer Admission Guarantee (UCSD-TAG)**

Students are encouraged to attend a TAG workshop and consult a counselor for specific transfer requirements.

The TAG program guarantees admission to the student's choice of college, i.e., John Muir, Thurgood Marshall, Earl Warren, Revelle, and Eleanor Roosevelt, and to the term of transfer. Under the terms of the agreement, students are required to plan their programs with a counselor at City, Mesa, or Miramar College and comply with all TAG provisions. The following requirements must be satisfied:

1. Earn 60 UC-transferable semester units (or 90 UC-transferable quarter units). At least 28 of the last 36 transferable semester units must be taken at a TAG participating community college.
2. Achieve a UC transferable GPA of 2.8 or better.
3. Satisfy the UCSD core requirements for general education: with a minimum of a “C” grade. Requirements include one year (two-semesters) of a transferable sequence in (a) writing, (b) the humanities, (c) the social sciences, (d) a foreign language, and (e) calculus or a natural science. A list of course sequences for each of the five areas that will satisfy the UCSD general education core requirements follows.
**TAG Core Requirements**

Select a one-year (two-course) sequence from one department in each of the following areas:

The following information is based on 2001-2002 articulation agreements and/or course offerings and is subject to change. Please contact the Counseling Department for updates.

**A. Writing:** ENGL 101 and 205 OR 105 and 205

**B. Humanities:** Choose a two-course sequence from one subject:

1. Art-Fine Art 109 and 111, OR 110 and 111, OR 113 (Mesa) and 115 (City, Mesa)
2. Black Studies 145A (City, Mesa) and 145B (City)
3. Chicano Studies 135 (City, Mesa) and 138 (City, Mesa)
4. Dramatic Arts 136 (City) and 137 (City), OR 150 (Mesa) and 151 (Mesa)
5. English 210 and 211, OR 215 and 216, OR 220 and 221.
6. History 100 (City, Mesa) and 101 (City, Mesa), OR 105 and 106, OR 115A (City, Mesa) and 115B (City, Mesa), OR 120 and 121, OR 125 (Mesa) and 126 (Mesa)
7. Humanities 101 and 102
8. Music 100 and one of the following: 105 (Mesa) or 109, or 111
9. Philosophy 102A and 102B, OR 104A (City, Mesa) and 104B (City, Mesa), OR 103 (Mesa) and 106 (City, Mesa)

**C. Foreign Language:** Complete two-semester in the same language:

1. AMSL 100 (115) (City, Mesa), 101 (116) (City, Mesa), 200 (215) (City, Mesa), 201 (216) (City, Mesa)
2. ARAB 101 (City), 102 (City)
3. CHIN 101 (Mesa), 102 (Mesa), 201 (Mesa)
4. FREN 101 (City, Mesa), 102 (City, Mesa), 201 (City, Mesa), 202* (City, Mesa)
5. GERM 101 (City, Mesa), 102 (City, Mesa), 201 (City, Mesa)
6. ITAL 101 (City, Mesa), 102 (City, Mesa), 201 (City, Mesa)
7. JAPN 101 (Mesa, Miramar), 102 (Mesa, Miramar), 201 (Mesa), 202 (Mesa)
8. LATI 101 (Mesa), 102 (Mesa), 201 (Mesa)
9. RUSS 101 (Mesa), 102 (Mesa)
10. SPAN 100 (Mesa), 101, 102, 199 (Mesa), 201, 202
11. TAGA 101 (Mesa), 102 (Mesa)
12. VIET 101 (Mesa), 102 (Mesa)

*Note: If your national language of instruction is anything other than English, please contact the Admissions Office at UCSD.*

**D. Social Science:** Complete a two-course sequence from one subject:

1. ANTH 102 and 103, OR 102 OR 103 and one of the following: 107 or 200 (Mesa) or 210 (City, Mesa), or 215 (City, Mesa)
2. BLAS 140A and 140B
3. CHIC 110A (City, Mesa) and CHIC 110B (City, Mesa), OR 141A (City, Mesa) and 141B (City, Mesa)
4. ECON 120 and 121
5. HIST 109 and 110, OR 109 and 123 (Mesa) OR 150 (Mesa, Miramar) and 151 (Mesa, Miramar)
6. POLI 101, 102, 103, or 140 (any two)
7. PSYC 101 and one of the following: 121 (Mesa), 123 (Mesa), 155 (City, Mesa), 211, 245 (City, Mesa), or 260
8. SOCIO 101, 110, or 201 (Mesa) (any two)

**E. Calculus or Natural Science:** Complete a two-course sequence from one subject:

1. BIOL 105 (Miramar) and 106 (Miramar), (see Note) OR 107, (City, Mesa) OR 210A, and one of the following: 205, 210B, 215, 230, 235, or 250 (Mesa, Miramar)

*Note: Biology 106 laboratory is required by the San Diego Community College District as a prerequisite to selected 200 level biology courses.*

2. CHEM 200 and 201
3. MATH 121 and 122, OR 150 and 151, OR 151 and 252

*Note: Students who elect to take the Calculus course sequence in Area E must complete an approved Natural Science course within their program to meet district general education graduation requirements for the Transfer Studies AA degree.*

4. PHYS 120A (City) and 120B (City), OR 124A and 124B, OR 195A (City, Mesa) and 195B, (City, Mesa) OR 195C (City, Mesa)
Note: students who select options 1, 2, or 4 above must also satisfy the UC transfer math requirement.

Students who complete TAG core requirements may also qualify for a Transfer Studies Degree with preparation in a major, or they may qualify for an Associate Degree in Liberal Arts if they have completed the San Diego Community College District requirements of: American Institutions, Multicultural Studies, Health Education 101, and two Physical Education activity courses.

Students who are pursuing an Associate Degree in Transfer Studies are not required to meet the additional SDCCD graduation requirements.

Transfer Pattern - Other

College or University-Specific General Education Requirements

This pattern is intended for students who are planning to:

1.0 enter high unit majors such as Engineering, Computer Science, or any of the other sciences

Course preparation for the science and engineering majors generally consists of a high number of units; therefore, it may be more beneficial for these students to follow the general education pattern suggested by the Major department. Students need to check the catalog of the college to which they intend to transfer and consult a Miramar counselor.

2.0 follow the breadth requirements in the catalog of the institution they wish to attend

Some Majors do not accept the IGETC and suggest you follow the general education requirements in their catalog. In addition, an institution's breadth requirements may require fewer units in their own general education pattern than CSU Breadth, IGETC, or TAG. This information can be found in the transfer college's catalog. Students should consult a Miramar Counselor.

3.0 transfer to a private or out-of-state institution

The requirements for these institutions can vary greatly. In some cases, Miramar College has general education breadth agreements with private institutions. Students are advised to check the catalog of the college to which they intend to transfer and consult a Miramar counselor.

In addition to the state-supported colleges and universities in California, there are many outstanding independent institutions in the state. For detailed information about these, students should check out www.aicmentor.org. There are also many colleges, both private and public, located throughout the United States, to which Miramar students can transfer. Each of these institutions has its own unique requirements for admission. In order to determine eligibility, students should obtain a copy of the school catalog and consult with their counselor.

Miramar College maintains transfer articulation agreements with a number of independent colleges and universities. Students may check with the Miramar Counseling and Transfer Centers for the latest articulation information or refer to those published in this guide.

Although admission requirements vary and are listed in the catalogs of the various universities and colleges, students who transfer to independent colleges and universities are given credit for most, if not all, of their community college work. Virtually all colleges and universities give full credit for general education courses and for most other courses designed by the community college for transfer.
Filing Periods for College Applications

UNIVERSITY OF CALIFORNIA
*Most UC's accept applications for the
Fall quarter only.
UCSD accepts students for admission
Fall quarter only (TAG students accepted)

CALIFORNIA STATE UNIVERSITY
*Most CSU's accept applications for the Fall and Spring semesters only.
SDSU accepts students for admission Fall semester only (effective Fall 2004).

PRIVATE COLLEGES AND UNIVERSITIES
Application filing periods vary by college. Check with each college or university Admissions Office.

Filing Periods for Financial Aid and Scholarships
Financial Aid priority filing period for the Free Application for Federal Student Aid (FAFSA) is January 1 to March 2.

All priority applicants will be considered for: Federal Pell grant, Federal Perkins Loan, Federal Supplemental Grant (SEOG), Federal Work Study, Board of Governors Grant, Cal Grants A, B, and C, and Federal Stafford and PLUS loans.

Applicants processed after the priority deadline will at least be considered for: Federal Pell Grant, Board of Governors Grant, Federal Stafford and PLUS loans, and Cal Grants. Scholarship application deadlines are by scholarship. Be sure to check each scholarship application for the deadline date. Start checking for scholarships at least one year ahead of time to get an idea of what is usually available and deadline dates. Work closely with financial aid office at your transfer university

Consider beginning your scholarship search using "FastWeb". FastWeb allows you to utilize the Internet to help find scholarships. It matches each student's background with eligibility requirements for scholarships from around the country. http://www.fastweb.org
Transfer Guarantee Programs

UCSD TAG -- Guarantees admission to UCSD during the quarter of your choice. You must complete 12 UC-transferable units and have a 2.8 GPA before applying.

UCSD UNIVERSITYLINK -- Guarantees admission to UCSD and provides counseling, workshops, and other activities to help you succeed in school. Open to students who recently graduated from a San Diego County high school.

SDSU TSD -- “Locks in” the SDSU admission requirements in effect at the time the agreement is signed. Apply one or two years before transferring.

ARTICULATION

http://www.assist.org

CALIFORNIA STATE UNIVERSITIES (CSU)

OVERVIEW: http://www.calstate.edu
ONLINE APPLICATION http://www.csumentor.edu
OPEN/CLOSED STATUS http://calstate.edu/tier3A+R/appstat.html

UNIVERSITY OF CALIFORNIA (UC)

OVERVIEW http://www.ucop.edu
ONLINE APPLICATION http://www.ucop.edu/pathways
TRANSFER RESOURCE http://www.ucop.edu/pathways/infoctr/at/welcome.html

INDEPENDENT COLLEGES AND UNIVERSITIES

http://www.aiccu.edu/
Requirements for Transfer Students

Students wishing to transfer to a four-year university need to fulfill one of the general education patterns listed on the previous pages of the Transfer Planning Guide. In addition, they should complete the courses required as preparation for their intended major and sufficient elective semester units to total 60 transferable units. They should also consult with a counselor to insure they do not have any academic deficiencies from high school that may prevent their admission into the four-year institution.

The following pages present some of the more common Major Preparation courses required by local universities. Most students planning to transfer will also have fulfilled the requirements for an Associate degree in Transfer Studies as well. Completion of this degree is highly recommended because some institutions' policies require an associate degree for transfer students. Completion of this degree, including courses that prepare students for admission to their selected major is required for the San Diego State University Transfer Admission Guarantee (TAG) program. Students wishing to earn a Transfer Studies Degree and transfer to a four-year college or university should complete the core shown below.

**Associate in Arts Degree:**

**Transfer Studies with Preparation for the Major**

Students wishing to earn an Associate Degree and planning to transfer to a four-year college or university should complete the following:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Studies General Education Pattern: (CSU GE, IGETC, TAG, Other)</td>
</tr>
<tr>
<td>See pages: 90 - 107 for details</td>
</tr>
<tr>
<td>Preparation for the Major (select major preparation courses from transfer information listed below)</td>
</tr>
<tr>
<td>Math and English Competency (met in transfer GE)</td>
</tr>
<tr>
<td>General Education associate degree requirements (usually met in transfer GE- courses page: 64)</td>
</tr>
<tr>
<td>Electives</td>
</tr>
</tbody>
</table>

**Total Units Required = 60**
Preparation for the Major:

In order to be admitted to a major at a four-year institution, students must first complete a core of specific courses commonly called Major Preparation. Completion of these courses does not always guarantee admission to the program but greatly improves student’s opportunities.

The preparations for the majors presented on the following pages were prepared for catalog publication deadlines and may not accurately reflect recent changes or total course requirements for particular programs or schools. For complete, current, official articulation information, students are urged to check with Project ASSIST, www.assist.org or contact the Counseling Department or Transfer Center on campus.

Note: Some courses are not currently offered at Miramar, but are offered at City and/or Mesa Colleges. Please see a counselor.

ACCOUNTING

San Diego State University

Business Administration, Accounting, B.S.: Accounting 116A, 116B; Business 140; Computer and Information Sciences 181; Economics 120, 121; Mathematics 119; Mathematics 116 and 121 or 150.

University of San Diego

Bachelor of Accountancy: Accounting 116A and Business 140 and Computer and Information Sciences 181; Economics 120 and 121; Mathematics 150 or 121.

ADMINISTRATION OF JUSTICE

San Diego State University

Criminal Justice, B.S.: Administration of Justice 101; Political Science 102; Sociology 101, 110; Mathematics 119 or Psychology 258.

ANTHROPOLOGY

San Diego State University


University of California, San Diego

Anthropology, B.A.: Anthropology 102, 103; Mathematics 119 or Psychology 258.

ART-FINE ART

California State University, San Marcos


San Diego State University


University of California, San Diego

Visual Arts, Computing and the Arts, B.A.: Music 100; Art-Fine Art 109; Mathematics 121, 122 or 150, 151; Computer and Information Sciences 190.

BIOLOGY

California State University, San Marcos

Biological Sciences, B.S.: Biology 210A, 210B; Chemistry 200, 200L, 201, 201L, Mathematics 150 and 151; Physics 124A, 124B.

San Diego State University

Biology, B.S., Applied Arts and Sciences, General: Biology 200, 210A, 210B or 215 and 250; Chemistry 200, 200L, 201, 201L, 231, 231L; Mathematics 121, 122 or 150; Physics 120A, 120B, 121A, 121B or Physics 124A, 124B.

Biology, B.S., Applied Arts and Sciences, Bioengineering: Biology 210A, 210B or 215 and 250; Chemistry 200, 200L, 201, 201L, 231, 231L or 232 and 232L; Engineering 200, 210, 260; Mathematics 150, 151, 252; Physics 195A, 195B, 195C.

For preparation for transfer into the Generic Nursing Program:

Nursing, B.S.: Must earn a “C” or better in each course except where otherwise specified. English 101 or 105, 205; Biology 105 and 106 or 107; Biology 205 and 230 (must earn a grade of “B” or higher);
Chemistry 130, 130L; Mathematics 119; Psychology 101, Psychology 230 or Child Development 101; Sociology 101, Speech 103. This does not require completion of an associate degree in nursing. Pre-nursing students and registered nurses with an Associate Degree in Nursing who wish to transfer to San Diego State University’s School of Nursing, must earn a grade of “B” or higher in Biology 230 and 235. National League for Nursing examination scores, transfer credits, and demonstration of clinical competency are criteria used to individualize the baccalaureate curriculum for associate degree applicants.

American Institutions 3 units.

University of California, San Diego

Economics Management Science, B.S.: Accounting 116A or 116B; Mathematics 150, 151, 252 and 254; Economics 120 and 121.

University of San Diego

Bachelor of Business Administration, B.A.: Business 140; Accounting 116A and 116B; Computer and Information Sciences 181; Economics 120 and 121; Mathematics 150 or 121.

Chemistry

California State University, San Marcos

Chemistry, B.S.: Mathematics 107, 107L, 150, 151, 252; Chemistry 200, 200L and 201, 201L; Physics 195A, 195B, 195C; Mathematics 121 and 122 or 150, 151, 252.

Bioengineering, B.S. Biotechnology: Mathematics 150, 151, 252, 254, 255; Physics 195A, 195B, 195C; Computer and Information Sciences 192; Biology 210A; Chemistry 200, 200L, 201, 201L.

Business Administration

California State University, San Marcos

Business Administration, B.S.: Accounting 116A, 116B; Economics 120, 121; Mathematics 121; Psychology 101 or Sociology 101. Business 140 recommended.

San Diego State University

Information and Decision Systems, B.S.: Accounting 116A, 116B; Business 119, 140; Computer and Information Sciences 181; Economics 120, 121; Mathematics 116 and 121 or 150; Mathematics 119.

International Business, Latin American Emphasis, B.A.: Accounting 116A, 116B; Economics 120, 121; Business 140; Computer and Information Sciences 181; History 115A, 115B; Mathematics 119; Spanish 202, 210, 211.

Business Administration, Management or Marketing, B.S.: Accounting 116A, 116B; Business 119, 140; Computer and Information Sciences 181; Economics 120, 121; Mathematics 119; Mathematics 116 and 121 or 150.

Child Development

California State University, San Marcos

Human Development, B.A.: Anthropology 103; Psychology 101; Mathematics 119

San Diego State University

Child and Family Development, B.S.: Biology 105 and 106 or 107; Child Development 101*, 141, 151, 160; Psychology 101, 135; any two courses from: Child Development 111, 121, 131; Mathematics
119 or Psychology 258; Psychology 101, 135; Sociology 101.

*acceptable only if Psychology 101 or Sociology 101 taken prior to transfer.

University of California, San Diego

Human Development, B.A.: Mathematics 119 or Psychology 258; Biology 210A, 210B; one formal skills course from: Mathematics 121, 122 or 150, 151, 252 or Philosophy 101; Computer and Information Sciences 192; two courses from: Anthropology 102, 103 or Sociology 101.

COMMUNICATION

California State University, San Marcos

Communication, B.A.: Speech 160; Mathematics 119.

San Diego State University

Communication, Communicative Disorders, B.A.: American Sign Language 100, 101; Psychology 101, 260; Mathematics 119 or Psychology 258.

University of California, San Diego

See a counselor for further information.

COMPUTER AND INFORMATION SCIENCES

California State University, San Marcos


San Diego State University

Business Administration, Information Decision Systems, B.S.: Accounting 116A, 116B; Business 119, 140; Computer and Information Sciences 181; Economics 120, 121; Mathematics 116 and 121 or 150, 119 or Psychology 258 or Biology 200.


University of California, San Diego


CSE, Computer Science, B.S.: Biology 210A or Chemistry 200; Computer and Information Sciences 190; Mathematics 150, 151, 237, 237L, 245, 252, 254, and 255; Physics 195A, 195B, 195C and 196A, 196B, 196C.


Note: Some courses are not currently offered at Miramar, but are offered at City and/or Mesa Colleges. Please see a counselor.

ECONOMICS

San Diego State University

Economics, B.A.: Accounting 116A; Economics 120, 121; Mathematics 120 or 116, and 120 or 150; Computer and Information Sciences 181; Mathematics 119.

University of California, San Diego

Economics, B.A.: Mathematics 121 and 122 or 150, 151 and 252; Economics 120, 121.

ENGINEERING (Pre-Engineering)

San Diego State University

Aerospace Engineering, B.S.: Chemistry 200, 200L; Engineering 200, 210, 250, 260; Mathematics 150, 151, 252, 255; Physics 195A, 195B, 195C and 196A, 196B, 196C.

Civil Engineering, B.S.: Chemistry 200, 200L; Engineering 200, 250; Mathematics 119, 150, 151, 252, 255; Physics 195A, 195B, 196A, 196B.

Electrical Engineering, B.S.: Chemistry 200, 200L; Computer and Information Sciences 192; Engineering 200, 240, 250, 260; Mathematics 150, 151, 252, 255; Physics 195A, 195B, 195C and 196A, 196B, 196C.


University of California, San Diego

UCSD offers engineering degrees in three departments, Applied Mechanics and Engineering Science (AMES); Computer Science and Engineering (CSE); and Engineering and Computer Engineering (ECE). Acceptance in these programs is based on performance in the major preparation core; see a counselor for further information.


MAE, Chemical Engineering, B.S.: Chemistry 200, 200L, 201, 201L, 251; Mathematics 150, 151, 252, 254 and 255; Physics 195A, 195B, 195C, 196A, 196B, 196C; Computer and Information Sciences 192 or Engineering 115. Students may also take Chemistry 231, 231L, 232L at SDCCD.


ECE, Engineering Physics, B.S.: Chemistry 200, 200L; Mathematics 150, 151, 252, 254 and 255; Physics 195A, 195B, 195C, 196A, 196B, 196C; Computer and Information Sciences 190 or 192.

ENGLISH

California State University, San Marcos

Literature and Writing Studies, B.A.: English 101, or 205; Select one course from: English 105, 220, 221.
HISTORY

California State University, San Marcos

History, B.A.: Select two sequential courses from TWO different world areas from: History 105, 106 or 109, 110 or 120, 121 or 150, 151. Select 9 units from the following areas: Literature, Political Science, Economics, Philosophy, Sociology, Anthropology or the Arts. English 101 or 105.

San Diego State University


University of California, San Diego

History, B.A.: History 109 and 110 or History 113 or Black Studies 140A or 140B and Chicano Studies 110B or 141B.

HUMANITIES

San Diego State University

Humanities, B.A.: History 100, 101; Humanities 101; three units from: English 208, 220, 221, Humanities 103, 104, 201, Philosophy 104A, 104B; Humanities 106.

MATHEMATICS

California State University, San Marcos

Mathematics, B.S.: Mathematics 150, 151, 252, 207, 107L; select two courses from the following: Biology 210A, 210B (count as one); Chemistry 200, 200L; Computer and Information Sciences 192 or Mathematics 108, 108L; Physics 195A, 195B, 195C.

San Diego State University


University of California, San Diego


Mathematics/Secondary Education B.A.: Mathematics 150, 151, 252, 254, 255; Engineering 115 or Computer and Information Sciences 192 or 190.

MUSIC

California State University, San Marcos

Visual and Performing Arts’ Music, B.A.: Music 150A, 100; two semesters of Music 190, 201, or 202; two semesters of Music 252 or 253A.

San Diego State University

Theater, General, B.A.: Dramatic Arts 134 or Speech 101; Dramatic Arts 132, or 201 (Mesa), 123 (City), 101 or 130 (Mesa) or 132 (City).

University of California, San Diego

Computing in the Arts, B.A.: Music 100, 150A or 268B; Computer and Information Sciences 190; Mathematics 150, 151 or 121, 122.

PHYSICAL EDUCATION

San Diego State University

Health Science, Emphasis in Community Health Education, B.S.: Biology 205, 230; Chemistry 100, 100L; Health Education 101; Nutrition 150; Psychology 101, 258; Sociology 101; Speech 103.

Kinesiology, Pre-Physical Therapy, Rehabilitative, B.S.: Biology 210A, 205, 230; Chemistry 200, 200L, 201, 201L; Mathematics 119 or Psychology 258; Physics 120A, 121A, 120B, 121B or 124A, 124B; Physical Education 166 or 241, 242; Psychology 101; Sociology 101; Speech 103.
**POLITICAL SCIENCE**

- **California State University, San Marcos**
  
  **Political Science, B.A.**: Political Science 102 and Mathematics 119.

- **San Diego State University**
  
  **Political Science, B.A.**: Political Science 101, 102, 103; Biology 200 or Mathematics 119 or Psychology 258. Third semester foreign language competency required.

- **University of California, San Diego**
  
  **Political Science, B.A.**: Political Science 102, 103, 140.

**PSYCHOLOGY**

- **California State University, San Marcos**
  
  **Psychology, B.A.**: Psychology 101, 258.

- **San Diego State University**
  
  **Psychology, B.A.**: Psychology 101, 211, 230, 258, 260; Biology 107 or Biology 105 and 106. Third semester foreign language competency.

  **Gerontology, B.A.**: Biology 107 or 105, 106; Psychology 101; Psychology 135; Human Services 101, 110.

- **University of California, San Diego**
  
  **Psychology, B.A.**: Three natural science courses from: Biology 210A (or 210A and 210B); Psychology 260; Chemistry 100, 100L or 200, 200L or 201, 201L or 130, 130L or 160; Physics 120A, 121A, 120B, 121B, or 195A, 195B, 195C. Three formal skills courses (at least one must be calculus) from Mathematics 121 and 122, 150, 151, 252 or Philosophy 101; Computer and Information Sciences 190 or 192 or Engineering 115 and Mathematics 119 or Psychology 255 or 258.

  Note: Not all labs will transfer. See a counselor for information.

**SOCIOLOGY**

- **California State University- San Marcos**
  
  **Sociology, B.A.**: Sociology 101; Mathematics 119.

- **San Diego State University**
  
  **Sociology, B.A.**: Sociology 101 and 110; Psychology 258 or Mathematics 119. Third semester foreign language competency required.

- **University of California, San Diego**
  
  **Sociology, B.A.**: Sociology 101, 110 or 201; Psychology 255.

**SPANISH**

- **California State University, San Marcos**
  
  **Spanish, B.A.**: Spanish 101, 102, 201, 202, 210, 211.

- **San Diego State University**
  
  **Spanish, B.A.**: Spanish 101, 102, 201, 202, 210, 211.

**Teacher Education Preparation**

Teacher Education credentialing requirements are currently under review at the State level. Please contact the Counseling Department, Transfer Center, or www.assist.org for current information.
Degree Curricula and Certificate Programs
## Administration of Justice

<table>
<thead>
<tr>
<th>Certificate of Completion:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrections Officer Core Course</td>
<td>16</td>
</tr>
<tr>
<td>Juvenile Counselor</td>
<td>14</td>
</tr>
<tr>
<td>Law Enforcement Specialist</td>
<td></td>
</tr>
<tr>
<td>Master at Arms</td>
<td>10.5</td>
</tr>
<tr>
<td>P.C. 832 Laws of Arrest</td>
<td>2.5</td>
</tr>
<tr>
<td>P.C. 832 Laws of Arrest - Firearms</td>
<td>1</td>
</tr>
<tr>
<td>Probation Officer Basic</td>
<td></td>
</tr>
<tr>
<td>Correction Core Courses</td>
<td>8</td>
</tr>
<tr>
<td>Weapons and Safety Training for Probation Officers</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate of Achievement:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Traffic Accident Investigation Certification</td>
<td>36.5</td>
</tr>
<tr>
<td>Certified Correctional Training for Deputy Sheriffs</td>
<td>31.5</td>
</tr>
<tr>
<td>Contemporary Police Technologies</td>
<td>36.5</td>
</tr>
<tr>
<td>Correctional Technologies</td>
<td>31</td>
</tr>
<tr>
<td>Court Support Services Specialization</td>
<td>24</td>
</tr>
<tr>
<td>Investigations Specialization</td>
<td>27</td>
</tr>
<tr>
<td>Law Enforcement Specialization</td>
<td>30</td>
</tr>
<tr>
<td>Law Enforcement Supervision</td>
<td>30.5</td>
</tr>
<tr>
<td>Law Enforcement Technologies</td>
<td>27.5</td>
</tr>
<tr>
<td>Reserve Peace Officer Technical Skills</td>
<td>41</td>
</tr>
<tr>
<td>Specialized Instructor Training</td>
<td>29</td>
</tr>
<tr>
<td>Technical Achievement for Field Training Officers</td>
<td>32</td>
</tr>
<tr>
<td>Technical Proficiency for Advanced Officers</td>
<td>32.5</td>
</tr>
<tr>
<td>Technical Skills for Corrections Deputies</td>
<td>19.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associate in Science Degree:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contemporary Police Technologies</td>
<td>36.5 *</td>
</tr>
<tr>
<td>Correctional Technologies</td>
<td>34 *</td>
</tr>
<tr>
<td>Court Support Services Specialization</td>
<td>30 *</td>
</tr>
<tr>
<td>Investigations Specialization</td>
<td>33 *</td>
</tr>
<tr>
<td>Law Enforcement Specialization</td>
<td>33 *</td>
</tr>
</tbody>
</table>

*and electives as needed to meet minimum of 60 units required for the degree.
Description
The Administration of Justice program provides professional education and training for students in Law Enforcement, Investigations, Court Support Services, Contemporary Police Technologies, and Correctional Technologies. Specialized seminars and intensified course offerings are designed to meet all current training mandated and prescribed by law. The program offers weekend, morning, afternoon, and night classes to accommodate student needs. Students who meet the academic requirements may obtain an Associate in Science Degree or select from a variety of certificates of completion and certificates of achievement. The program is also designed to enhance general knowledge of the Administration of Justice System for the community at large.

Program Learning Outcomes
The Administration of Justice program offers course work for students seeking employment with local, state, or federal law enforcement agencies, correctional agencies, court services private and industrial security fields. The programs are designed to meet lower division transfer requirements and entry-level job requirements. Students specializing in law enforcement and investigations are taught in accordance with the learning domain areas developed by the Commission on Peace Officer Standards and Training (POST). Short-term course work is available for students needing specialized training as a condition of employment. Public safety personnel currently employed can benefit from specialized course work and continuing educational opportunities for professional advancement.

Faculty Office Telephone
Steve Lickiss A-224C (619) 388-7455

Career Options
The following list is a small sample of the variety of city, county, state and federal career options available for the administration of justice major.

Arson Investigator
Border Patrol officer
Communications Officer
Community Service Officer
Correctional Officer
Court Clerk
Crime Prevention Specialist
Customs Agent
Deputy Sheriff
Evidence Technician

Law Enforcement Master at Arms
Marshal
Parking Enforcement
Parole Officer
Police Officer
Postal Inspector
Private and Industrial Security Officer
Probation Officer

Academic Programs
The associate degree, certificates of completion, and certificates of achievement listed require completion of the courses listed below. Additional general education and graduation requirements for the associate degree are listed in the catalog. The associate degree requires a minimum of 60 units.

Course Requirements for Transfer Students
Students who plan to transfer to a four-year college or university and earn a bachelor’s degree in this discipline need to follow the preparation for the major on page 113 in the Transfer Studies Degree section of the catalog.

Certificate of Completion: Corrections Officer Core Course*

Courses: Units
ADJU 323, S.T.C. Certified Corrections Officer Core Course .................................................. 16
Total Units = 16

Certificate of Completion: Juvenile Counselor*

Courses: Units
ADJU 346, Juvenile Counselor
Basic Core Course .................................................. 10
ADJU 350, Weapons and Safety Training for Probation Officers .................................. 4
Total Units = 14

Certificate of Completion: Law Enforcement Master at Arms*

Provides military personnel with basic law enforcement skills.

Course: Units
ADJU 385, Law Enforcement Specialist/Master at Arms .................................................. 10.5
Total Units = 10.5
### Certificate of Completion: P.C. 832 Laws of Arrest*

<table>
<thead>
<tr>
<th>Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 356A, 832 PC Laws of Arrest</td>
<td>2.5</td>
</tr>
<tr>
<td>Total Units = 2.5</td>
<td></td>
</tr>
</tbody>
</table>

### Certificate of Completion: P.C. 832 Laws of Arrest - Firearms*

<table>
<thead>
<tr>
<th>Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 356B, 832 PC Firearms</td>
<td>1</td>
</tr>
<tr>
<td>Total Units = 1</td>
<td></td>
</tr>
</tbody>
</table>

### Certificate of Completion: Probation Officer Basic Correction Core Courses*

<table>
<thead>
<tr>
<th>Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 328, Correctional Officer</td>
<td>8</td>
</tr>
<tr>
<td>Basic Core Courses</td>
<td></td>
</tr>
<tr>
<td>Total Units = 8</td>
<td></td>
</tr>
</tbody>
</table>

### Certificate of Completion: Weapons and Safety Training for Probation Officers*

<table>
<thead>
<tr>
<th>Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 350, Weapons and Safety Training for Probation Officers</td>
<td>4</td>
</tr>
<tr>
<td>Total Units = 4</td>
<td></td>
</tr>
</tbody>
</table>

*These are department awards in recognition of information on the transcript and does not imply that a graduation requirement has been met.

Certificates of achievement available for the working professional or pre-employment student.

### Certificate of Achievement: Administration of Justice

#### Advanced Traffic Accident Investigation Certification

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 381, P.O.S.T. Certified Regional Academy Module 1</td>
<td>15</td>
</tr>
<tr>
<td>ADJU 382, P.O.S.T. Certified Regional Academy Module 2</td>
<td>5</td>
</tr>
<tr>
<td>ADJU 383, P.O.S.T. Certified Regional Academy Module 3</td>
<td>2.5</td>
</tr>
<tr>
<td>ADJU 384, P.O.S.T. Certified Regional Academy Module 4</td>
<td>5</td>
</tr>
<tr>
<td>ADJU 304, 305, 307, 322, 332</td>
<td>9</td>
</tr>
<tr>
<td>Select nine units from the following:</td>
<td></td>
</tr>
<tr>
<td>ADJU 160, 161, 180, 181, 182, 201</td>
<td>9</td>
</tr>
<tr>
<td>Total Units = 36.5</td>
<td></td>
</tr>
</tbody>
</table>

### Certificate of Achievement: Certified Correctional Training for Deputy Sheriffs

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 381, P.O.S.T. Certified Regional Academy Module 1</td>
<td>15</td>
</tr>
<tr>
<td>ADJU 382, P.O.S.T. Certified Regional Academy Module 2</td>
<td>5</td>
</tr>
<tr>
<td>ADJU 383, P.O.S.T. Certified Regional Academy Module 3</td>
<td>2.5</td>
</tr>
<tr>
<td>ADJU 384, P.O.S.T. Certified Regional Academy Module 4</td>
<td>5</td>
</tr>
<tr>
<td>ADJU 336, Advanced Arrest and Firearms</td>
<td>0.5</td>
</tr>
<tr>
<td>ADJU 339, Inmate Disturbance Training</td>
<td>0.5</td>
</tr>
<tr>
<td>Select three units from the following:</td>
<td></td>
</tr>
<tr>
<td>ADJU 325, 326, 338, 352, 361</td>
<td>3</td>
</tr>
<tr>
<td>Total Units = 31.5</td>
<td></td>
</tr>
</tbody>
</table>

### Certificate of Achievement: Contemporary Police Technologies

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 381, P.O.S.T. Certified Regional Academy Module 1</td>
<td>15</td>
</tr>
<tr>
<td>ADJU 382, P.O.S.T. Certified Regional Academy Module 2</td>
<td>5</td>
</tr>
<tr>
<td>ADJU 383, P.O.S.T. Certified Regional Academy Module 3</td>
<td>2.5</td>
</tr>
<tr>
<td>ADJU 384, P.O.S.T. Certified Regional Academy Module 4</td>
<td>5</td>
</tr>
<tr>
<td>ADJU 160, 161, 180, 181, 182, 201</td>
<td>9</td>
</tr>
<tr>
<td>Select nine units from the following:</td>
<td></td>
</tr>
<tr>
<td>ADJU 101, Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 102, Criminal Law I</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 161, Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 162, Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 167, Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>Total Units = 36.5</td>
<td></td>
</tr>
</tbody>
</table>
Certificate of Achievement: Administration of Justice

Course Support Services Specialization

Courses Required for the Major: Units
ADJU 101, Introduction to Administration of Justice ........................................ 3
ADJU 102, Criminal Law I ................................................................. 3
ADJU 106, Diversity and Community Relations .................. 3
ADJU 157A, Court Support and Administration I ............. 3
ADJU 157B, Court Support and Administration II ............. 3
ADJU 160, Criminal Law II .......................................................... 3
ADJU 201, California Criminal Procedures .......................... 3
ADJU 210, Evidence .................................................................. 3
Total Units = 24

Certificate of Achievement: Administration of Justice

Investigations Specialization

Courses Required for the Major: Units
ADJU 101, Introduction to Administration of Justice 3
ADJU 102, Criminal Law I ................................................................. 3
ADJU 106, Diversity and Community Relations .................. 3
ADJU 160, Criminal Law II .......................................................... 3
ADJU 161, Juvenile Procedures ................................................. 3
ADJU 162, Criminal Investigation .............................................. 3
ADJU 167, Report Writing ........................................................... 3
ADJU 201, California Criminal Procedures .......................... 3
ADJU 210, Evidence .................................................................. 3
Total Units = 27

Certificate of Achievement: Administration of Justice

Law Enforcement Specialization

Courses Required for the Major: Units
ADJU 101, Introduction to Administration of Justice 3
ADJU 102, Criminal Law I ................................................................. 3
ADJU 106, Diversity and Community Relations .................. 3
ADJU 140, Patrol Procedures .......................................................... 3
ADJU 160, Criminal Law II .......................................................... 3
ADJU 161, Juvenile Procedures ................................................. 3
ADJU 162, Criminal Investigation .............................................. 3
ADJU 167, Report Writing ........................................................... 3
ADJU 201, California Criminal Procedures .......................... 3
ADJU 210, Evidence .................................................................. 3
Total Units = 30

Certificate of Achievement: Administration of Justice

Law Enforcement Supervision

Courses Required for the Major: Units
ADJU 381, P.O.S.T. Certified Regional Academy Module 1 .................................. 15
ADJU 382, P.O.S.T. Certified Regional Academy Module 2 .................................. 5
ADJU 383, P.O.S.T. Certified Regional Academy Module 3 .................................. 2.5
ADJU 384, P.O.S.T. Certified Regional Academy Module 4 .................................. 5
Select three units from the following:
ADJU 312, 361 .............................................................................. 3
Total Units = 30.5

Certificate of Achievement: Administration of Justice

Law Enforcement Technologies

Courses Required for the Major: Units
ADJU 381, P.O.S.T. Certified Regional Academy Module 1 .................................. 15
ADJU 382, P.O.S.T. Certified Regional Academy Module 2 .................................. 5
ADJU 383, P.O.S.T. Certified Regional Academy Module 3 .................................. 2.5
ADJU 384, P.O.S.T. Certified Regional Academy Module 4 .................................. 5
Total Units = 27.5

Certificate of Achievement: Administration of Justice

Reserve Peace Officer Technical Skills

Courses Required for the Major: Units
ADJU 371, P.O.S.T. Certified Regular Basic Course Module Format, Level I ................................. 18.5
ADJU 372, P.O.S.T. Certified Regular Basic Course Module Format, Level II .................................. 12
ADJU 373, P.O.S.T. Certified Regular Basic Course Module Format, Level III, P.C. 832 (Part 1) ...... 3.5
ADJU 374, P.O.S.T. Certified Regular Basic Course Module Format, Level III, P.C. 832 (Part 2) ...... 7
Total Units = 41
# Certificate of Achievement: Administration of Justice

## Specialized Instructor Training

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 381, P.O.S.T. Certified Regional</td>
<td>15</td>
</tr>
<tr>
<td>ADJU 382, P.O.S.T. Certified Regional</td>
<td>5</td>
</tr>
<tr>
<td>ADJU 383, P.O.S.T. Certified Regional</td>
<td>2.5</td>
</tr>
<tr>
<td>ADJU 384, P.O.S.T. Certified Regional</td>
<td>5</td>
</tr>
<tr>
<td>ADJU 333, Certified Firearms Instructor Course</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Total Units = 29

## Certificate of Achievement: Administration of Justice

### Technical Achievement for Field Training Officers

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 381, P.O.S.T. Certified Regional</td>
<td>15</td>
</tr>
<tr>
<td>ADJU 382, P.O.S.T. Certified Regional</td>
<td>5</td>
</tr>
<tr>
<td>ADJU 383, P.O.S.T. Certified Regional</td>
<td>2.5</td>
</tr>
<tr>
<td>ADJU 384, P.O.S.T. Certified Regional</td>
<td>5</td>
</tr>
<tr>
<td>ADJU 314, Officer Safety and Field Tactics</td>
<td>1.5</td>
</tr>
<tr>
<td>ADJU 327, Advanced Patrol Strategies</td>
<td>1.5</td>
</tr>
<tr>
<td>ADJU 330, P.O.S.T. Certified Field Training Officer Course</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Total Units = 32

## Certificate of Achievement: Administration of Justice

### Technical Proficiency for Advanced Officers

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 381, P.O.S.T. Certified Regional</td>
<td>15</td>
</tr>
<tr>
<td>ADJU 382, P.O.S.T. Certified Regional</td>
<td>5</td>
</tr>
<tr>
<td>ADJU 383, P.O.S.T. Certified Regional</td>
<td>2.5</td>
</tr>
<tr>
<td>ADJU 384, P.O.S.T. Certified Regional</td>
<td>5</td>
</tr>
<tr>
<td>Select five units from the following:</td>
<td>5</td>
</tr>
<tr>
<td>ADJU 300, 320, 331, 335, 343, 344, 348, 361</td>
<td></td>
</tr>
</tbody>
</table>

Total Units = 32.5

## Certificate of Achievement: Administration of Justice

### Technical Skills for Corrections Deputies

<table>
<thead>
<tr>
<th>Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 323, S.T.C. Certified Corrections Officer Core Course</td>
<td>16</td>
</tr>
<tr>
<td>ADJU 336, S.T.C. Advanced Arrest and Firearms Training</td>
<td>0.5</td>
</tr>
<tr>
<td>Select three units from the following:</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 325, 326, 338, 352</td>
<td></td>
</tr>
</tbody>
</table>

Total Units = 19.5

## Associate in Science Degree: Administration of Justice

### Contemporary Police Technologies

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 381, P.O.S.T. Certified Regional</td>
<td>15</td>
</tr>
<tr>
<td>ADJU 382, P.O.S.T. Certified Regional</td>
<td>5</td>
</tr>
<tr>
<td>ADJU 383, P.O.S.T. Certified Regional</td>
<td>2.5</td>
</tr>
<tr>
<td>ADJU 384, P.O.S.T. Certified Regional</td>
<td>5</td>
</tr>
<tr>
<td>Select nine units from the following:</td>
<td>9</td>
</tr>
<tr>
<td>ADJU 160, 161, 180, 181, 182, 201, 210, 230</td>
<td></td>
</tr>
</tbody>
</table>

Total Units = 36.5

## Associate in Science Degree: Administration of Justice

### Correctional Technologies

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 101, Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 102, Criminal Law I</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 161, Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 162, Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 167, Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 201, California Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 323, S.T.C. Certified Corrections Officer Core Course</td>
<td>16</td>
</tr>
</tbody>
</table>

Total Units = 34
Associate in Science Degree:  
Administration of Justice  

Court Support Services Specialization  

Courses Required for the Major:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 101</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 102</td>
<td>Criminal Law I</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 106</td>
<td>Diversity and Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 157A</td>
<td>Court Support and Administration I</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 157B</td>
<td>Court Support and Administration II</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 201</td>
<td>California Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 210</td>
<td>Evidence</td>
<td>3</td>
</tr>
</tbody>
</table>

Select nine units from the following:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 160</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADJU 161</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADJU 167</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADJU 230</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Units = 30  

Note: Only one Administration of Justice (ADJU) course from the above list may be used to satisfy SDCCD general education requirements.

Investigations Specialization  

Courses Required for the Major:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 101</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 102</td>
<td>Criminal Law I</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 106</td>
<td>Diversity and Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 160</td>
<td>Criminal Law II</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 161</td>
<td>Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 167</td>
<td>Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 201</td>
<td>California Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 210</td>
<td>Evidence</td>
<td>3</td>
</tr>
</tbody>
</table>

Select three units from the following:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 180</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADJU 181</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADJU 182</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADJU 230</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Units = 33  

For graduation requirements see Requirements for the Associate Degree on page 60.

Electives as needed to meet minimum of 60 units required for the degree:  

Aeronautical and Aviation Technology

Program Learning Outcomes

Miramar College maintains a Federal Aviation Administration (FAA), Federal Aviation Regulation (FAR) Part 147 approved Aviation Maintenance Technician School with both an Airframe and Powerplant rating. This program is structured to allow the student to complete a required minimum of 1900 hours of instruction in four semesters. Each student is required to complete the minimum hours of instruction to qualify for these ratings. Students completing the Airframe and/or Powerplant program will be qualified to take the examinations given by the FAA.

To obtain a Mechanic's Certificate with Airframe or Powerplant Ratings, arrangements are made with the local FAA District Office to take the appropriate written examinations.

Additionally, students pursuing an interest in Aviation Maintenance Technology not resulting in an FAA rating may receive a Certificate of Completion or an Associate in Science Degree in Aviation General Studies or Private Pilot Studies.

Credit For Aviation Maintenance Technician - Airframe or Powerplant Rating

Pending Aviation Department review and approval, students who hold a valid FAA Airframe or Powerplant Rating may apply to the Aviation Maintenance Technology Department for a maximum of 35 units. The units granted with a grade of CR will be posted to the student’s transcript upon completion of the remaining Associate in Science Degree requirements.

Credit for Military Schools and Experience

Pending Aviation Department review and approval, students who have completed military technical schools recognized by the FAA may apply to the Aviation Maintenance Technology Department for a maximum of 15 units.

Credit for Work Experience

Students who have valid work experience in the aviation industry may challenge a maximum of 15 units. (See Challenge Procedure.)

Articulation agreements are in effect between Miramar College and San Jose State University, California State University Los Angeles, Embry-Riddle Aeronautical Institute, Southern Illinois University, and Northrup Rice Institute of Aviation and Technology. Check with the counseling department or the Transfer Center for details.

Aviation Maintenance Technology

Certificate of Achievement or Associate in Science Degree: Aviation Maintenance Technology

Airframe & Powerplant

Courses Required for the Major: Units
General Curriculum
AVIM 100, General Aviation Technology Theory ........ 12
AVIM 100S, General Aviation Maintenance Technology Practices ........................................ 4
AVIM 109D, Aircraft Fire Protection and Digital Logic .................................................. 1
AVIM 120, Basic D.C. Electronics Theory ................. 3
AVIM 121A, Basic D.C. Electronics Lab .................. 1.5
Airframe Curriculum
AVIM 103A, Aircraft Wood, Fabric, Finishing and Composite Structures ................................ 3
AVIM 103B, Aircraft Welding and Sheetmetal Structures ................................................. 3
AVIM 104B, Applied Aircraft Welding and Sheetmetal Structures ..................... 1.5
AVIM 103C, Aircraft Hydraulic Systems ..................... 3
AVIM 104C, Applied Aircraft Hydraulic Systems ........ 1
AVIM 103D, Aircraft Landing Gear Systems ............. 3
AVIM 104D, Applied Aircraft Landing Gear Systems ...................................................... 1
AVIM 105A, Aircraft Cabin Atmosphere Control ....... 1.5
AVIM 106A, Aircraft Cabin Atmosphere Control ...... 0.5
AVIM 105B, Aircraft Assembly Rigging and Inspection .................................................. 1.5
AVIM 106B, Applied Aircraft Assembly Rigging and Inspection ........................................ 1
AVIM 109A, Airframe Electrical Systems .................. 3
AVIM 110A, Airframe Electrical Systems Lab .......... 1
Powerplant Curriculum
AVIM 107B, Turbine Engines ................................ 3

SAN DIEGO MIRAMAR COLLEGE • 2004-2005
AVIM 108B, Turbine Engines Laboratory ................ 1
AVIM 109B, Powerplant Ignition Systems ................. 2
AVIM 110B, Applied Powerplant Ignition Systems .......... 0.5
AVIM 109C, Powerplant Electrical Systems ................. 3
AVIM 110C, Powerplant Electrical Systems Laboratory .............. 0.5
AVIM 111C, Reciprocating Engines I ....................... 3
AVIM 112C, Reciprocating Engines I Laboratory .......... 2
AVIM 111D, Reciprocating Engines II ..................... 3
AVIM 112D, Reciprocating Engines II Laboratory .......... 1
AVIM 241, Aircraft Propeller Systems Lecture ............. 3
AVIM 242, Aircraft Propeller Systems Laboratory ......... 1
AVIM 249, Induction and Fuel Metering .................... 3
AVIM 250, Induction and Fuel Metering Lab ............... 1
AVIM 253, Lubricating, Cooling, and Exhaust ............. 3
AVIM 254, Lubricating, Cooling, and Exhaust Lab ....... 1
Total Units = 78

For graduation requirements see Requirements for the Associate Degree on page 60.
Electives as needed to meet minimum of 60 units required for the degree.
Students who intend to transfer to a four-year institution should select courses for their General Education requirements that are on the CSU General Education Breadth List.

Certificate of Achievement or Associate in Science Degree: Aviation Maintenance Technology

Airframe
Qualifies the student for the FAA Airframe exam.

Courses Required for the Major: Units
General Curriculum
AVIM 100, General Aviation Technology Theory .......... 12
AVIM 100S, General Aviation Maintenance Technology Practices ............................................. 4
AVIM 109D, Aircraft Fire Protection and Digital Logic ......................................................... 1
AVIM 120, Basic D.C. Electronics Theory ................ 3
AVIM 121A, Basic D.C. Electronics Lab .................. 1.5
Airframe Curriculum
AVIM 103A, Aircraft Wood, Fabric, Finishing and Composite Structures ......................... 3
AVIM 103B, Aircraft Welding and Sheetmetal Structures ......................................................... 3
AVIM 104B, Applied Aircraft Welding and Sheetmetal Structures ............................................ 1.5
AVIM 103C, Aircraft Hydraulic Systems .................. 3
AVIM 104C, Applied Aircraft Hydraulic Systems .... 1
AVIM 103D, Aircraft Landing Gear Systems .............. 3
AVIM 104D, Applied Aircraft Landing Gear Systems ....................................................... 1
AVIM 105A, Aircraft Cabin Atmosphere Control .......... 1.5
AVIM 106A, Aircraft Cabin Atmosphere Control .......... 0.5
AVIM 105B, Aircraft Assembly Rigging and Inspection ......................................................... 1.5
AVIM 106B, Applied Aircraft Assembly Rigging and Inspection ................................................. 1
AVIM 109A, Airframe Electrical Systems ................. 3
AVIM 110A, Airframe Electrical Systems Lab ............. 1
Total Units = 47

For graduation requirements see Requirements for the Associate Degree on page 60.
Electives as needed to meet minimum of 60 units required for the degree.
Students who intend to transfer to a four-year institution should select courses for their General Education requirements that are on the CSU General Education Breadth List.

Certificate of Achievement or Associate in Science Degree: Aviation Maintenance Technology

Powerplant
Qualifies the student for the FAA Powerplant exam.

Courses Required for the Major:
General Curriculum
AVIM 100, General Aviation Technology Theory .......... 12
AVIM 100S, General Aviation Maintenance Technology Practices ............................................. 4
AVIM 109D, Aircraft Fire Protection and Digital Logic ......................................................... 1
AVIM 120, Basic D.C. Electronics Theory ............... 3
AVIM 121A, Basic D.C. Electronics Lab .................. 1.5
Powerplant Curriculum
AVIM 107B, Turbine Engines ................................ 3
AVIM 108B, Turbine Engines Laboratory ............... 1
AVIM 109B, Powerplant Ignition Systems ................. 2
AVIM 110B, Applied Powerplant Ignition Systems .... 0.5
AVIM 109C, Powerplant Electrical Systems ............... 3
AVIM 110C, Powerplant Electrical Systems Laboratory .............................................. 0.5
AVIM 111C, Reciprocating Engines I ..................... 3
AVIM 112C, Reciprocating Engines I Laboratory .......... 2
AVIM 111D, Reciprocating Engines II ................. 3
AVIM 112D, Reciprocating Engines II Laboratory .... 1
AVIM 241, Aircraft Propeller Systems Lecture ........ 3
AVIM 242, Aircraft Propeller Systems Laboratory .... 1

SAN DIEGO MIRAMAR COLLEGE • 2004-2005
AVIM 249, Induction and Fuel Metering ................. 3  
AVIM 250, Induction and Fuel Metering Lab ............. 1  
AVIM 253, Lubricating, Cooling, and Exhaust.......... 3  
AVIM 254, Lubricating, Cooling, and Exhaust Lab..... 1  

Total Units = 52.5

For graduation requirements see Requirements for the Associate Degree on page 60.

Electives as needed to meet minimum of 60 units required for the degree:

Certificate of Achievement or Associate in Science Degree:  
Aviation Maintenance Technology

Aviation General Studies
Prepares the student for employment in the aviation industry. This program does not meet the FAA minimum requirements for the Airframe or Powerplant rating. This is also an ideal program for students who already have their Mechanic’s Certificate but wish to obtain a Degree.

Select a minimum of 18 units for a certificate, or degree major requirements from the following list of courses. Prerequisites may be waived depending on the student’s background.

Courses Required for the Major: Units
Select a minimum of 18 units from the following list of courses:

General Curriculum
AVIM 100, General Aviation Technology Theory.......12  
AVIM 100S, General Aviation Maintenance Technology Practices

Airframe Curriculum
AVIM 103A, Aircraft Wood, Fabric, Finishing and Composite Structures
AVIM 104A, Applied Aircraft Wood, Fabric Finishing and Composite Structures
AVIM 103B, Aircraft Welding and Sheetmetal Structures
AVIM 104B, Applied Aircraft Welding and Sheetmetal Structures
AVIM 103D, Aircraft Landing Gear Systems
AVIM 104D, Applied Aircraft Landing Gear Systems
AVIM 104C, Applied Aircraft Hydraulic Systems
AVIM 105A, Aircraft Cabin Atmosphere Control
AVIM 106A, Aircraft Cabin Atmosphere Control
AVIM 105B, Aircraft Assembly Rigging and Inspection
AVIM 106B, Applied Aircraft Assembly Rigging and Inspection

AVIM 109A, Airframe Electrical Systems
AVIM 110A, Airframe Electrical Systems Lab

Powerplant Curriculum
AVIM 107B, Turbine Engine
AVIM 108B, Turbine Engine Laboratory
AVIM 109B, Powerplant Ignition Systems
AVIM 110B, Applied Powerplant Ignition Systems
AVIM 109C, Powerplant Electrical Systems
AVIM 110C, Powerplant Electrical Systems Laboratory
AVIM 111C, Reciprocating Engines I
AVIM 112C, Reciprocating Engines I Laboratory
AVIM 111D, Reciprocating Engines II
AVIM 112D, Reciprocating Engines II Laboratory
AVIM 241, Aircraft Propeller Systems Lecture
AVIM 242, Aircraft Propeller Systems Laboratory
AVIM 249, Induction and Fuel Metering
AVIM 250, Induction and Fuel Metering Lab
AVIM 253, Lubricating, Cooling, and Exhaust
AVIM 254, Lubricating, Cooling, and Exhaust Lab

Total Units = 18

For graduation requirements, see Requirements for the Associate Degree on page 60.

Electives as needed to meet minimum of 60 units required for the degree:

Certificate of Achievement or Associate in Science Degree:  
Aviation Maintenance Technology

Private Pilot Studies
Qualifies the student for the FAA Private Pilot exam, with an emphasis on aircraft maintenance as it applies to the pilot.

Courses Required for the Major Units
AVIA 130, Aviation Weather and Physiology ............. 3  
AVIA 140, Private Pilot Aeronautical Instruction ....... 3  
AVIM 100, General Aviation Technology Theory .......12  

Total Units =18

For graduation requirements, see Requirements for the Associate Degree on page 60.

Electives as needed to meet minimum of 60 units required for the degree:

Students who intend to transfer to a four-year institution should select courses for their General Education requirements that are on the CSU General Education Breadth List.

Recommended Electives:
Aviation 105, 200, 210; Aviation Maintenance Technology 075, 100S, 105B, 106B, 111D, 112D.
Aviation Operations

Program Learning Outcomes

Miramar College maintains a Federal Aviation Administration (FAA), Federal Aviation Regulation (FAR), Part 141 approved Pilot Ground School. Students arrange for their own flight instruction. Individuals desiring a career as a pilot may advance from Student Pilot, through the Private, Commercial, and Flight Instructor certificate/ratings to their first pilot employment while earning an Associate's degree in Aviation, and/or Flight Operations. Individuals interested only in recreational flying have high quality ground training at a low cost. Students satisfactorily completing Aviation Operations 130 and 140 will be qualified to take the FAA Private Pilot knowledge examination. Those who have satisfactorily completed Aviation Operations 130 and 210 are qualified to take the Instrument Pilot knowledge exam. Satisfactory completion of Aviation Operations 130 and 200 qualifies individuals to take the Commercial Pilot exam. The fundamentals of Instruction and Certified Flight Instructor knowledge exams may be taken after satisfactory completion of Aviation Operations 260.

The Associate of Science degree in Aviation Management, prepares individuals for careers in aviation ground operations. Students take basic pilot courses to be able to interface with flight personnel, in addition to the aviation management, business and economics courses. Having a Bachelor's degree greatly enhances career opportunities. Most Aviation Management majors will continue their education for a BS in Aviation Management. Many pilots earn a dual degree in Flight Operations and Aviation Management, before continuing their education towards a BS in Aviation Management degree.

Credit For Pilot Certificates

Pending Aviation Department review and approval, students having a pilots certificate may challenge up to two of the following courses: Aviation Operations 140, 200, 210, and 260. See college challenge procedures.

Articulation agreements are in effect between Miramar College and San Jose State University, California State University Los Angeles, Embry-Riddle Aeronautical Institute, and Northrup Rice Institute of Aviation and Technology. Check with the counseling department or the Transfer Center for details.

Certificate of Achievement or Associate in Science Degree: Aviation Operations Management

Prepares students for employment in non-flying positions in the aviation industry.

Courses Required for the Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA 105, Introduction to Aviation and Aerospace</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 120, Aviation Management</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 130, Aviation Weather and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 140, Private Pilot Aeronautical Instruction</td>
<td>3</td>
</tr>
<tr>
<td>BUSE 100, Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSE 119, Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUSE 140, Business Law and the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>ECON 120, Principles of Economics I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units = 24

For graduation requirements, see Requirements for the Associate Degree on page 60.

Electives as needed to meet minimum of 60 units required for the degree:

Certificate of Achievement or Associate in Science Degree: Aviation Operations Pilot

Prepares students for entry level flight positions in the aviation industry.

Courses Required for the Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA 105, Introduction to Aviation and Aerospace</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 130, Aviation Weather and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 140, Private Pilot Aeronautical Instruction</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 200, Commercial Pilot Instruction</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 210, Instrument Rating Instruction</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 260, Flight Instructor, Ground Instruction</td>
<td>3</td>
</tr>
<tr>
<td>Flight Training (see below)</td>
<td>3-12</td>
</tr>
</tbody>
</table>

Total Units = 21-32

Flight Training

Upon successful completion of each academic phase of the ground instruction course and verification of the associated flight phase, units for flight training will be allowed toward the degree for the specialization area as indicated below:

FAA Private Pilot Certificate

(upon completion of Aviation 140)......................... 3

FAA Commercial Pilot Certificate

(upon completion of Aviation 200)......................... 3
Additional Credit for Multi-Engine Rating .................. 1
FAA Instrument Pilot Rating
(upon completion of Aviation 210) ......................... 3
FAA Flight Instructor Certificate
(upon completion of Aviation 260) ......................... 2
The San Diego Community College District accepts no
responsibility or liability for flight training because it
is obtained from private institutions.
For graduation requirements, see Requirements for
the Associate Degree on page 60.
Electives as needed to meet minimum of 60 units
required for the degree:
Recommended Electives: Courses in Mathematics,
Physics, Basic Electronic Theory, Aviation 120, 270,
290, 296. Computer and Information Sciences. Aviation
Maintenance 100.

Certificate of Completion*
Private Pilot Option
Courses: Units
AVIA 130, Aviation Weather and Physiology .......... 3
AVIA 140, Private Pilot Aeronautical Instruction ...... 3
Total Units = 6

Certificate of Completion*
Instrument Pilot Option
Courses: Units
AVIA 130, Aviation Weather and Physiology .......... 3

Certificate of Completion*
Commercial Pilot Option
Courses: Units
AVIA 130, Aviation Weather and Physiology .......... 3
AVIA 200, Commercial Pilot Instruction ................. 3
Total Units = 6

Certificate of Completion*
Flight Instructor Rating Option
Courses: Units
AVIA 260, Flight Instructor, Ground Instruction ...... 3
Total Units = 3

Certificate of Completion*
Aviation Management Option
Courses: Units
AVIA 105, Introduction to Aviation and Aerospace ... 3
AVIA 120, Aviation Management.......................... 3
AVIA 130, Aviation Weather and Physiology .......... 3
AVIA 140, Private Pilot Aeronautical Instruction ...... 3
Total Units = 12

*These are departmental awards in recognition of
information on the transcript and does not imply that a
graduation requirement has been met.
Anthropology is a scientific discipline that studies human societies, both present and past. The discipline is divided into four broad fields. Cultural anthropology deals with cross-cultural studies of learned behavior, such as language, kinship, religion, economics, technology, values, and personality. This field prepares one to work in development, community organizing, policy analysis, and social research. Linguistics is the study of the origin and evolution of languages and how they reflect the behavioral patterns of people. Work in this area focuses on inter-cultural communication. Physical anthropology is concerned with hominid evolution and the biological features of human populations. These people work in the growing sector of health-related occupations and research. Archaeology is involved in the recovery of material remains of past peoples with the objective of reconstructing the past.

Program Learning Outcomes
The curriculum prepares students for advance degrees at baccalaureate colleges and universities. In addition, courses in this curriculum meet the general education requirements for degrees at two and four-year institutions.

Faculty        Office        Telephone
Corrie D. Ort  B-302B       (619) 388-7501

Career Options
Most careers related to this discipline require education beyond the associate degree level. Anthropological skills are important for careers in areas such as: social services, health, community organizing, cultural resource management, urban planning, international economic development, education, social work, and public policy.

Course Requirements for Transfer Students
Students who plan to transfer to a four-year college or university and earn a bachelor’s degree in this discipline need to follow the preparation for the major on page 113 in the Transfer Studies Degree section of the catalog.
Art-Fine Art

Description
This program provides fundamental training in two-dimensional art and design and in three-dimensional art and design which enable students to earn an associate degree while completing lower division preparation for a four-year degree. The curriculum is designed to maximize transferable course units and to provide basic skills required for employment in art-related fields.

Program Learning Outcomes
Within the major, courses are suggested with an emphasis to suit the student’s interests. One of twelve areas of emphasis may be selected: painting, pictorial (drawing), combined drawing/painting, sculpture, craft skills including ceramics, art education, art history, graphic communications, studio arts, or a non-specialized art major.

Note: Not all areas of emphasis may be offered at every campus.

Faculty
Dee Dee Coppedge B-403E (619) 388-7514 dcoppedge@sdccd.net
Robert Fritsch B-403F (619) 388-7515 bfritsch@sdccd.net

Career Options
Some careers listed require education beyond the associate degree: art educator, art historian, arts administrator, advertising specialist, ceramist, computer publishing, design consultant, display designer, gallery director, illustrator, muralist, printer, sculptor, and digital graphics specialist.

Academic Programs
The associate degree in Fine Art requires completion of the courses listed below. Additional general education and graduation requirements for the associate degree are listed in the catalog. The associate degree requires a minimum of 60 units.

Note: Not all areas of emphasis may be offered at every campus.

Transfer Information
Course Requirements for Transfer Students
Students who plan to transfer to a four-year college or university and earn a bachelor’s degree in this discipline need to follow the preparation for the major on page 113 in the Transfer Studies Degree section of the catalog.

Certificate of Completion: Craft Skills*

Courses:
- ARTF 170A, Contemporary Crafts I ......................... 3
- ARTF 170B, Contemporary Crafts II ........................ 3
- ARTF 170C, Contemporary Crafts III ........................ 3
- ARTF 290, Independent Study ............................ 1-3

Total Units = 10 - 15

*This is a department award in recognition of information on the transcript and does not imply that a graduation requirement has been met.

Associate in Arts Degree:
Art-Fine Art

Combined Drawing/Painting

Courses Required for the Major:
- ARTF 150A, Design I............................................ 3
- ARTF 150B, Design II .......................................... 3
- ARTF 155A, Freehand Drawing I............................. 3
- ARTF 155B, Freehand Drawing II ........................... 3
- ARTF 165A, Composition Painting I........................ 3
- ARTF 210A, Life Drawing I.................................... 3

Select six-units from:
- ARTF 109, Nineteenth and Twentieth Century Art,
- ARTF 110, Art History: Prehistoric to Gothic, or
- ARTF 111, Art History: Renaissance to Modern........... 6

Select three-units from:
- ARTF 107, Art Since 1960*
- ARTF 151, Three-Dimensional Design
- ARTF 161A, Gallery Exhibition Skills I
- ARTF 175A, Sculpture I
- ARTF 185, Lettering
- ARTF 190A, Black and White Photography*
- ARTF 198A, Introduction to Printmaking I
- ARTF 198B, Introduction to Printmaking II*(Mesa)
- ARTF 198C, Introduction to Printmaking III*(Mesa)
- ARTF 210B, Life Drawing II
- ARTF 210C, Life Drawing III *(City, Mesa)
- PHOT 105, Introduction to Photography*(City) ........ 3

Total Units = 27
Note: Only one ARTF Arts (ARTF) course from the above list may be used to satisfy SDCCD general education requirements.

**Associate in Arts Degree:**
**Art-Fine Art**

**Craft Skills**

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTF 150A, Design I.................. 3</td>
<td></td>
</tr>
<tr>
<td>ARTF 151, Three-Dimensional Design .. 3</td>
<td></td>
</tr>
<tr>
<td>ARTF 155A, Freehand Drawing I........ 3</td>
<td></td>
</tr>
<tr>
<td>ARTF 170A, Contemporary Crafts I....... 3</td>
<td></td>
</tr>
<tr>
<td>ARTF 195A, Ceramics I............... 3</td>
<td></td>
</tr>
</tbody>
</table>

**Select six-units from:**
ARTF 109, Nineteenth and Twentieth Century Art
ARTF 110, Art History: Prehistoric to Gothic, or
ARTF 111, Art History: Renaissance to Modern .......... 6

**Select three-units from:**
ARTF 107, Art Since 1960*
ARTF 155B, Freehand Drawing II
ARTF 161A, Gallery Exhibition Skills I*
ARTF 161B, Gallery Exhibition Skills II*
ARTF 170B, Contemporary Crafts II
ARTF 170C, Contemporary Crafts III
ARTF 175A, Sculpture I
ARTF 177A Contemporary Wood Furniture*
ARTF 177B Contemporary Wood Furniture II*
ARTF 177C Contemporary Wood Furniture III*
ARTF 195B, Ceramics II
ARTF 195C, Ceramics III
ARTF 196, Clay and Glaze Technology*
ARTF 220A, Life Sculpture I*

*Any art history course, or
ARTF 281, Issues in Visual Art (Lab)*
PHOT 105, Introduction to Photography*(City) ........ 3

**Total Units = 24**

Note: Only one Art-Fine Art (ARTF) course from the above list may be used to satisfy SDCCD general education requirements.

**Associate in Arts Degree:**
**Art-Fine Art**

**Studio Arts**

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTF 100, Art Orientation, or</td>
<td></td>
</tr>
<tr>
<td>ARTF 161A Gallery Exhibition Skills I* .......... 3</td>
<td></td>
</tr>
<tr>
<td>ARTF 150A, Design I.................. 3</td>
<td></td>
</tr>
<tr>
<td>ARTF 150B, Design II.................. 3</td>
<td></td>
</tr>
<tr>
<td>ARTF 151 or 161A .................... 3</td>
<td></td>
</tr>
<tr>
<td>ARTF 155A, Freehand Drawing I........ 3</td>
<td></td>
</tr>
<tr>
<td>ARTF 155B, Freehand Drawing II ........ 3</td>
<td></td>
</tr>
<tr>
<td>ARTF 165A, Composition in Painting I........... 3</td>
<td></td>
</tr>
<tr>
<td>ARTF 175A, Sculpture I................. 3</td>
<td></td>
</tr>
<tr>
<td>ARTF 210A, Life Drawing I, or</td>
<td></td>
</tr>
<tr>
<td>ARTF 220A, Life Sculpture I* .......... 3</td>
<td></td>
</tr>
</tbody>
</table>

**Select six-units from:**
ARTF 109, Nineteenth and Twentieth Century Art
ARTF 110, Art History: Prehistoric to Gothic, or
ARTF 111, Art History: Renaissance to Modern .......... 6

*Foreign Language Requirement: three semesters of one foreign language or the successful completion of a proficiency examination is required .......................15

**Total Units = 48**

Note: Only one Art-Fine Art (ARTF) course from the above list may be used to satisfy SDCCD general education requirements.

*Note: Students may not be able to take all courses listed at this campus. You may wish to consult a counselor or department chairperson.
Automotive Technology

Description
The Automotive Technology program provides both classroom theory and extensive hands-on (shop) entry-level employment training and as well as professional upgrading to persons in the automotive industry. The program provides all training required for state licenses as well as for each of the areas tested for National Automotive Service Excellence (ASE) certification. A Certificate Program is offered in Automotive Electrical, Automotive Engines, Automotive Transmission, and Automotive Brakes and Suspension, which consist of required pattern of certificate courses.

Program Learning Outcomes
The program emphasis is on various automotive manufacturer products, with specific training in Toyota, Honda and Daimler Chrysler Motor Service internship training. The program provides opportunity for internship training at Toyota, Honda and Daimler Chrysler automotive dealers, if selected. The student intern would work for a dealership while receiving formal training in the Auto Tech classes and attend classes on their off work schedule. Upon completion, the student will have the opportunity for full-time employment at that dealership. While progressing through the training, students are strongly encouraged to obtain at least two Automotive Service Excellence (ASE) Certifications.

Faculty
Raley Quon
Miramar College, Rm. S-204 (619) 388-7498
Vernal Goodman
Miramar College, Rm. S-204 (619) 388-7499

Academic Programs
The certificates of achievement and associate degree, Automotive, require completion of the courses listed below.

Certificate of Achievement: Automotive Technology

Automotive Brakes and Suspension

Courses Required for the Major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 053, Automotive Introductory &amp; Safety</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 055, Basic Electricity and Electrical Systems Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 062, Electrical Mastery or AUTO 142, Manual Transmissions Drive Lines</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 068, Climate Control Systems</td>
<td>2.5</td>
</tr>
<tr>
<td>AUTO 076, Automotive Brake Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 154, Suspension and Steering Systems</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>20.5</strong></td>
</tr>
</tbody>
</table>

Certificate of Achievement: Automotive Technology

Automotive Electrical

Courses Required for the Major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 053, Automotive Introductory &amp; Safety</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 054, Engine and Related Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 055, Basic Electricity and Electrical Systems Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 062, Electrical Mastery</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 066, Drivability</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 068, Climate Control Systems</td>
<td>2.5</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>17.5</strong></td>
</tr>
</tbody>
</table>

Certificate of Achievement: Automotive Technology

Automotive Engine

Courses Required for the Major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 053, Automotive Introductory &amp; Safety</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 054, Engine and Related Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 055, Basic Electricity and Electrical Systems Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 062, Electrical Mastery</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 068, Climate Control Systems</td>
<td>2.5</td>
</tr>
<tr>
<td>AUTO 154, Suspension and Steering Systems</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>19.5</strong></td>
</tr>
</tbody>
</table>

Careers
Employment may be found as an entry-level automotive technician in an automotive manufacturer dealership, an independent repair garage or automotive franchise such as: Firestone Tire, Sears or Montgomery Ward.
Certificate of Achievement: Automotive Technology

Automotive Transmission

Courses Required for the Major: Units
AUTO 053, Automotive Introductory & Safety ........... 3
AUTO 054, Engine and Related Systems ................ 3
AUTO 055, Basic Electricity and Electrical Systems Fundamentals ................................................. 3
AUTO 074, Automatic Transmissions/Axles .............. 4
AUTO 142, Manual Transmissions Drive Lines ........... 4
AUTO 068, Climate Control Systems or
AUTO 154, Suspension and Steering Systems ........... 2.5-4.0
Total Units = 19.5 - 21

Associate in Science Degree: Automotive Technology

Courses Required for the Major: Units
AUTO 054, Engine and Related Systems .................. 3
AUTO 055, Basic Electricity and Electrical Systems Fundamentals ................................................. 3
AUTO 062, Electrical Mastery ............................... 4
AUTO 064, Advanced Fuel and Emissions Systems ... 2
AUTO 066, Drivability ........................................... 2
AUTO 068, Climate Control Systems ....................... 2.5
AUTO 074, Automatic Transmissions/Axles .............. 4
AUTO 076, Automotive Brake Systems .................... 4
AUTO 142, Manual Transmissions Drive Lines ........... 4
AUTO 154, Suspension and Steering Systems .......... 4
AUTO 195, The Clean Air Car ............................... 5
AUTO 095, Automotive Technology Internship ........... 4
Total Units = 42.5

For graduation requirements see Requirements for the Associate Degree on page 60.

Electives as needed to meet minimum of 60 units required for the degree:
Recommended Electives: Automotive Technology 095, 107, 189, 270, 290.

Courses designed as a bridge from high school courses to college to support this major: Automotive Technology (AUTO) 22, 34, 35, and 37.

Biology

Description
Biology is a natural science that focuses on physical and chemical processes of 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. Scientific processes are emphasized as a means of answering these biological questions. Biologists rely heavily on a chemistry foundation since living organisms are chemical systems.

Program Learning Outcomes
The biology program serves four areas of study. First, it provides a broad background of studies for the biology major preparing for transfer to a four-year institution. Second, the Applied Biology curriculum provides preparation for entry level employment as a biotechnology technician. The biology program also offers support courses in human anatomy, human physiology and general microbiology which may be used to satisfy prerequisites for nursing programs and other allied health fields. Fourth, the biology program provides courses in natural science to fulfill general education requirements.

Faculty
Gin Gee B-301A (619) 388-7489
ggee@sdccd.net
Marie McMahon B-301D (619) 388-7497
mmcmahon@sdccd.net
Kevin Petti B-301A (619) 388-7491
kpetti@sdccd.net
Sandra Slivka B-301
s slidivka@sdccd.net
Dan Trubovitz B-301D (619) 388-7495
dtruboviti@sdccd.net

Career Options
The following list is a sample of the many career options available for the biology major. A few of these require a certificate, some an associate degree, some a baccalaureate degree and some require a graduate level degree:

agricultural consultant, animal health technician, biotechnology technician, dentist, environmental...
consultant, field biologist, forester, horticulturist, 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.

Academic Programs
The associate degrees and the certificates in Biology offered at Miramar College require completion of the courses listed below. Additional general education and graduation requirements for the associate degree are listed in the catalog. The associate degree requires a minimum of 60 units.

Transfer Information
Course Requirements for Transfer Students
Students who plan to transfer to a four-year college or university and earn a bachelor's degree in this discipline need to follow the preparation for the major on page 113 in the Transfer Studies Degree section of the catalog.

Note: Courses designated with * below are not offered currently at Miramar College, but are offered at City and/or Mesa Colleges.

Certificate of Completion:
Applied Biotechnology Track*

Students may take the specific biotechnology courses (Biology 132 and 133 at Miramar College, or Biology 206 at City College) and receive a Certificate of Completion authorized and issued by the academic department. It is not intended to nor will it be recognized as an official state approved program. It is intended to provide students with intensive laboratory skills development experience to meet entry-level employment requirements in the biotechnology industry.

Courses: Units
BIOL 132, Applied Biotechnology I and
BIOL 133, Applied Biotechnology II
or
BIOL 206*, Biotechnology Instrumentation.......... 6-8
Total Units = 6-8

*This is a department award in recognition of information on the transcript and does not imply that a graduation requirement has been met.

Associate in Science Degree:
Biology

Allied Health Track
Consult the Nursing Education faculty (City College) or a counselor to verify current course requirements for associate degree and baccalaureate nursing program preparation.

Courses Required for the Major: Units
BIOL 105, Principles of Biology and
BIOL 106, Principles of Biology
or
*BIOI 107, General Biology-Lecture & Lab .............. 4
BIOL 205, General Microbiology....................... 5
BIOL 230, Human Anatomy.......................... 4
BIOL 235, Human Physiology......................... 4
CHEM 100, Fundamentals of Chemistry and
CHEM 100L, Fundamentals of Chemistry Lab ........ 4
Total Units = 21

Note: Only one Biology (BIOL) course, from the above list may be used to satisfy SDCCD general education requirements.

For graduation requirements see Requirements for the Associate Degree on page 60.

Electives as needed to meet minimum of 60 units required for the degree:
Recommended Electives: Biology 101*, 115, 130, 131, 180, 215, 250; Chemistry 130, 130L.

*Note: Courses designated with * above are not offered currently at Miramar College, but are offered at City and/or Mesa Colleges.

Associate in Science Degree:
Biology

Applied Biology Track

Courses Required for the Major: Units
BIOL 105, Principles of Biology and
BIOL 106, Principles of Biology
or
*BIOI 107, General Biology-Lecture & Lab .............. 4
BIOL 205, General Microbiology....................... 4
BIOL 132, Applied Biotechnology I and
*BIOI 133, Applied Biotechnology II
or
*BIOI 206, Biotechnology Instrumentation......... 6-8
CHEM 200, General Chemistry I Lecture and
CHEM 200L, General Chemistry I Lab .............. 5
CHEM 201, General Chemistry II Lecture and
CHEM 201L, General Chemistry II Lab .............. 5
CISC 181, Principles of Information Systems ............ 4
Total Units = 29-31

Note: Only one Biology (BIOL course, from the above list may be used to satisfy SDCCD general education requirements.

*Students may complete this course requirement by challenge exam or other equivalent proof of computer/software proficiency certified by the CISC department.

For graduation requirements see Requirements for the Associate Degree on page 60.

Electives as needed to meet minimum of 60 units required for the degree:
Recommended Electives: Biol 131, Physics 120A, 120B, 121A, 121B.

**Business Administration**

**Description**
The business program prepares the student for transfer to a four-year college or for a business occupational area of his/her own choice.

**Program Learning Outcomes**
The Business Program offers a certificate of Achievement and an Associate of Science Degree in Business Administration, Business Management, and Business Management: Mortgage Brokerage and Banking.

**Faculty Office Telephone**
Ron Costin I-104A (619) 388-7702
Dorothy Simpson I-102A (619) 388-7697
Octavian Dobre I-102C (619) 388-7692

**Career Options**
Prepares students for initial employment in the mortgage brokerage and banking industry. Flexible course selection makes it possible for a student to advance or start a small business of his own. Further education may be necessary for entry-level management positions.

**Transfer Information**
Course Requirements for Transfer Students
Students who plan to transfer to a four-year college or university and earn a bachelor’s degree in this discipline need to follow the preparation for the major on page 114 in the Transfer Studies Degree section of the catalog.

**Certificate of Achievement:**
Business Administration

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSE 100, Introduction to Business (recommended as a first semester course), or MARK 100, Principles of Marketing ....................... 3</td>
<td></td>
</tr>
<tr>
<td>BUSE 119, Business Communications ........................................... 3</td>
<td></td>
</tr>
<tr>
<td>BUSE 140, Business Law &amp; the Legal Environment .................................. 3</td>
<td></td>
</tr>
<tr>
<td>ACCT 116A, Financial Accounting .................................................. 4</td>
<td></td>
</tr>
<tr>
<td>ACCT 116B, Principles of Accounting-Managerial .................................. 4</td>
<td></td>
</tr>
</tbody>
</table>
CISC 181, Principles of Information Systems........... 4
ECON 120, Principles of Economics I .................... 3
ECON 121, Principles of Economics II ................... 3
MATH 119, Elementary Statistics.......................... 3

Total Units = 30

The Business Administration degree is not intended for transfer.

Associate in Science Degree: Business Administration

Courses Required for the Major: Units
BUSE 100, Introduction to Business (recommended as a first semester course), or
MARK 100, Principles of Marketing........................ 3
BUSE 119, Business Communications...................... 3
BUSE 140, Business Law & the Legal Environment...... 3
ACCT 116A, Financial Accounting.......................... 4
ACCT 116B, Principles of Accounting-Managerial...... 4
CISC 181, Principles of Information Systems............ 4
ECON 120, Principles of Economics I ..................... 3
ECON 121, Principles of Economics II ..................... 3
ENGL 101, Reading and Composition ...................... 3
MATH 119, Elementary Statistics.......................... 3

Total Units = 33

Note: Only one Business (BUSE) course from the above list may be used to satisfy SDCCD general education requirements.

For graduation requirements see Requirements for the Associate Degree on page 60.

Electives as needed to meet minimum of 60 units required for the degree:
Recommended Electives: Business *092, 101, 270; Marketing 100. Electives should be chosen after consultation with a counselor and with reference to programs at a four-year institution to which the student will transfer.

*Business 092 is not offered currently at Miramar College, but is offered at City College.

Certificate of Achievement: Business Management

For graduation requirements see Requirements for the Associate Degree on page 60.

Electives as needed to meet minimum of 60 units required for the degree:
Recommended Electives: Business *092, 101, 270; Marketing 100. Electives should be chosen after consultation with a counselor and with reference to programs at a four-year institution to which the student will transfer.

*Business 092 is not offered currently at Miramar College, but is offered at City College.

Total Units = 33

Associate in Science Degree: Business Management

Courses Required for the Major: Units
BUSE 100, Introduction to Business
(Recommended as a first semester course) ............ 3
BUSE 119, Business Communications.................... 3
BUSE 140, Business Law and the Legal Environment .... 3
ACCT 116A, Financial Accounting........................ 4
CISC 181, Principles of Information Systems.......... 4
ECON 120, Principles of Economics I ................. 3
**Occupational Electives................................. 12

Total Units = 35

Faculty Office Telephone
Ron Costin I-104A (619) 388-7702
Dorothy Simpson I-102A (619) 388-7697
Octavian Dobre I-102C (619) 388-7692
BUSE 140, Business Law and the Legal Environment............................................... 3
BUSE 150, Human Relations in Business ..................... 3
BUSE 201, Business Organization and Management...... 3
ACCT 116A, Financial Accounting........................... 4
CISC 181, Principles of Information Systems.............. 4
ECON 120, Principles of Economics I ....................... 3
ECON 121, Principles of Economics II ....................... 3
Marketing 100, Principles of Marketing.................... 3
**Occupational Electives....................................12

Total Units = 47

Note: Only one Business (BUSE) course from the above list may be used to satisfy SDCCD general education requirements.

For graduation requirements see Requirements for the Associate Degree on page 60.

Electives as needed to meet minimum of 60 units required for the degree:
Recommended Electives: Accounting 116B; Business 143*, 155, 270; CBTE 180; Marketing 105.

*Note: Courses designated with * above are not offered currently at Miramar College, but are offered at City and/or Mesa Colleges.

**These courses should be planned with the assistance of a counselor and must be approved by a department member. Approval forms may be obtained in the counseling office.

Business Management
Mortgage Brokerage and Banking

Description
The Mortgage Brokerage and Banking program prepares students with the knowledge and skills necessary for initial employment in the mortgage brokerage and banking industry and facilitates advanced employment opportunities for persons already employed in the industry.

Program Learning Outcomes
The program course content relates specifically to California regulations with regard to mortgage brokerage and banking and the real estate industry. Individual courses emphasize the knowledge and skills, with specific hands-on training on current industry software; essential for specific employment in loan processing, loan underwriting, and loan closing. The entire program provides overall education and training for entry-level employment into the mortgage brokerage and banking industry with completion of a certificate of achievement and/or Associate in Science Degree. Individual courses may meet continuing education real estate license requirements in the State of California.

Careers
Individual courses in addition to the entire Mortgage Brokerage and Banking program prepares students for careers in loan processing, loan underwriting, loan closing.

Academic Programs

Certificate of Completion: Loan Processor*
The 9 unit Loan Processor certificate prepares the student with the knowledge and skills necessary for employment as a loan processor in the mortgage brokerage and banking industry.

Courses: Units
BANK 102, Mortgage Brokerage and Banking ............ 4
BANK 104, Principles of Loan Processing ................ 5

Total Units = 9

*This is a department award in recognition of information on the transcript and does not imply that a graduation requirement has been met.

Certificate of Completion: Loan Underwriter*
The 9 unit Loan Underwriter certificate prepares the student with the knowledge and skills necessary for employment as a loan underwriter in the mortgage brokerage and banking industry.

Courses: Units
BANK 102, Mortgage Brokerage & Banking .............. 4
BANK 106, Loan Underwriter.................................. 5

Total Units = 9

*This is a department award in recognition of information on the transcript and does not imply that a graduation requirement has been met.

Certificate of Completion: Loan Closer*
The 8 unit Loan Closer certificate prepares the student with the knowledge and skills necessary for employment as a loan closer in the mortgage brokerage and banking industry.

Courses: Units
BANK 102, Mortgage Brokerage and Banking ............ 4
BANK 108, Principles of Loan Closing ..................... 4  
**Total Units - 8**

*This is a department award in recognition of information on the transcript and does not imply that a graduation requirement has been met.

**Certificate of Achievement:**  
**Business Management**  
**Mortgage Brokerage and Banking**

**Courses Required for the Major:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK 102, Mortgage Brokerage and Banking</td>
<td>4</td>
</tr>
<tr>
<td>BANK 104, Principles of Loan Processing</td>
<td>5</td>
</tr>
<tr>
<td>BANK 106, Loan Underwriting</td>
<td>5</td>
</tr>
<tr>
<td>BANK 108, Principles of Loan Closing</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Units = 18**

**Associate in Science Degree:**  
**Business Management**  
**Mortgage Brokerage and Banking**

**Courses Required for the Major:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK 102, Mortgage Brokerage and Banking</td>
<td>4</td>
</tr>
<tr>
<td>BANK 104, Principles of Loan Processing</td>
<td>5</td>
</tr>
<tr>
<td>BANK 106, Loan Underwriting</td>
<td>5</td>
</tr>
<tr>
<td>BANK 108, Principles of Loan Closing</td>
<td>4</td>
</tr>
<tr>
<td>REAL 101, Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>REAL 115, Real Estate Finance I</td>
<td>3</td>
</tr>
<tr>
<td>BUSE 119, Business Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units = 27**

For graduation requirements see **Requirements for the Associate Degree** on page 60.

**Electives as needed to meet minimum of 60 units required for the degree:**

**Recommended Electives:** Business 140, 143*; Computer and Information Science 110; Economics 120; Real Estate 105*; Escrow 101*.

*Note: Courses designated with * above are not offered currently at Miramar College, but are offered at City and/or Mesa Colleges.

---

**Chemistry**

**Description**

The Chemistry Program fosters an understanding of the fundamental principles of chemistry in a variety of applications - medicine, health-care products, energy, food production, body metabolism, structural materials, microelectronics, and the environment. Students learn how chemical knowledge is derived, theorized, and applied in solving problems in everyday life. Students perform experiments in a modern chemistry laboratory under the guidance of experienced faculty.

**Program Learning Outcomes**

The curriculum is designed to meet the needs of students who wish to pursue a major in fields such as: (1) chemistry, biology, marine science, geology, physics, medicine, engineering, or technology; (2) paramedical or allied health science, including nursing, physical therapy, or nutrition; or (3) liberal arts. Courses will also meet general education requirements for both the two and four-year institutions.

**Faculty**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daphne Figueroa</td>
<td>B-301c</td>
<td>(619) 388-7494</td>
</tr>
<tr>
<td>Fred Garces</td>
<td>B-301E</td>
<td>(619) 388-7493</td>
</tr>
</tbody>
</table>

**Career Options**

Most careers in this discipline require education beyond the associate degree level. A baccalaureate degree in chemistry prepares students for careers such as: teaching, research, and advancement into professional graduate programs.

**Transfer Information**

**Course Requirements for Transfer Students**

Students who plan to transfer to a four-year college or university and earn a bachelor's degree in this discipline need to follow the preparation for the major on page 114 in the Transfer Studies Degree section of the catalog.
Child Development

Description
Child Development offers programs for career and transfer students. Certificates of Completion, Certificates of Achievement and Associate Degree programs are available to students interested in a range of child development opportunities and in meeting the requirements for the State of California Child Development Permits and the California State Department of Social Services, Title 22, Community Care Licensing.

Program Learning Outcomes
The Child Development program offers course work, training and supervised practicum experiences to meet state licensing requirements for working in centers, schools, child care homes and service related agencies. The skills and knowledge gained in beginning courses provide the framework and foundation for more specialized courses.

Faculty Office Telephone
Peter Elias Child Dev. Center F-201 (619) 388-7677
Sally Nalven Child Dev. Center F-207 (619) 388-7681

Career Options
The San Diego Community College District offers certificates, degrees and transfer options in the field of Child Development/Early Childhood Education. The Family Child Care Certificate offered at City, Mesa, and Miramar and the Home Day Care Certificate offered at Mesa provides skills and knowledge for child care in family settings. The Family and Child Relations Certificate offered at Miramar prepares students to work with families and their children in educational and service related agencies. The Infant/Toddler Care Certificate of Completion offers skills for working with children aged birth to three years. The School Age Child Care Certificate of Completion offered at City and Mesa provides training for working with school age children. The Assistant Teacher Certificate of Completion prepares an individual to work in public and private child care settings. The Certificate of Achievement options, Associate Teacher, Teacher, and Master Teacher, prepare individuals for higher level instructional positions. The Assistant Teacher, Associate Teacher, Teacher, and Master Teacher certificates meet the requirements for the State of California Child Development Permits. The Child Development Associate in Science Degrees prepare for teacher, master teacher, director, and site supervisory positions.

Transfer Information
Course Requirements for Transfer Students
Students who plan to transfer to a four-year college or university and earn a bachelor’s degree in this discipline need to follow the preparation for the major on page 114 in the Transfer Studies Degree section of the catalog.

Academic Programs

*Certificates of Completion
These are department awards in recognition of information on the transcript and does not imply that a graduation requirement has been met.

Certificate of Completion: Assistant Teacher*
This certificate prepares students to assist in the instruction of children under the supervision of an Associate Teacher or higher. Child Development courses must be completed with a grade of "C" or better.

Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIL 101, Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 180, Nutrition, Health &amp; Safety for Children</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one course from:

<table>
<thead>
<tr>
<th>Course</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIL 111, Curriculum: Music/Motor Skills</td>
<td></td>
</tr>
<tr>
<td>CHIL 121, Curriculum: Art</td>
<td></td>
</tr>
<tr>
<td>CHIL 131, Curriculum: Language/Science</td>
<td></td>
</tr>
<tr>
<td>CHIL 141, The Child, Family and Community</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one course from:

<table>
<thead>
<tr>
<th>Course</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIL 160, Observing and Understanding Children</td>
<td></td>
</tr>
<tr>
<td>CHIL 161, Observations and Issues in Child Development</td>
<td></td>
</tr>
<tr>
<td>CHIL 270, Work Experience</td>
<td></td>
</tr>
<tr>
<td>CHIL 291, or 291A, or 291B, or 291C, or 291D</td>
<td>1-4</td>
</tr>
</tbody>
</table>

Child Development Center Practicum

Total Units = 10-13
Certificate of Completion:
Family and Child Relations*
This certificate prepares students to work with families and their children in educational settings and service related agencies.

Courses: Units
CHIL 101, Human Growth and Development .......... 3
CHIL 141, The Child, Family and Community .......... 3
CHIL 160, Observing and Understanding Children ..... 2
CHIL 161, Observations and Issues in Child
Development ................................................ 2
Select one course from:
CHIL 162, Observing and Guiding Child Behavior
CHIL 165, Children with Special Needs
CHIL 188, Child Abuse .......................................... 3
Total Units = 13

Certificate of Completion:
Family Child Care*
This certificate prepares students with basic training to care for children in a licensed home/family setting. Child Development courses must be completed with a grade of "C" or better.

Courses: Units
CHIL 100, Introduction to Child Development or
CHIL 101, Human Growth and Development .......... 3
CHIL 180, Nutrition, Health & Safety for Children ..... 3
Select one course from:
CHIL 111, Curriculum: Music/Motor Skills
CHIL 121, Curriculum: Art
CHIL 131, Curriculum: Language/Science
CHIL 175, Infant-Toddler Growth and
Development ................................................ 3
Total Units = 9

Certificate of Completion:
Infant/Toddler Care*
This certificate prepares students with basic training to work with children aged birth to three years in licensed home/family care and center programs. Child Development courses must be completed with a grade of "C" or better.

Courses: Units
CHIL 100, Introduction to Child development or
CHIL 101, Human Growth and Development .......... 3
CHIL 175, Infant-Toddler Growth and
Development ................................................ 3
CHIL 176, Principles of Infant/Toddler Caregiving .... 3
Total Units = 9

Certificate of Completion:
Residential Care Workers*
This certificate is designed to meet the State requirements for positions in residential care programs.

Courses: Units
CHIL 101, Human Growth and Development .......... 3
CHIL 141, The Child, Family and Community .......... 3
CHIL 175, Infant-Toddler Growth and
Development ................................................ 3
CHIL 188, Child Abuse .......................................... 3
Total Units = 12

For the Certificates of Completion listed above, one or more of the following courses is recommended to gain experience and credits required for higher level permits:

CHIL 160, Observing and Understanding Children
CHIL 161, Observations and Issues in Child
Development
CHIL 270, Work Experience
CHIL 291, or 291A, or 291B, or 291C, or 291D, Child
Development Center Practicum

Certificate of Achievement:
Child Development
Associate Teacher
This certificate prepares students to provide instruction to children and supervise Assistant Teachers. Child Development courses must be completed with a grade of "C" or better.

Courses Required for the Major: Units
CHIL 101, Human Growth and Development .......... 3
CHIL 141, The Child, Family and Community .......... 3
CHIL 180, Nutrition, Health & Safety for Children ..... 3
Select two courses from:
CHIL 111, Curriculum: Music/Motor Skills
CHIL 121, Curriculum: Art
CHIL 131, Curriculum: Language/Science .............. 3, 3
Select three or more units from:
CHIL 160, Observing and Understanding Children
CHIL 161, Observations and Issues in Child
Development
CHIL 270, Work Experience
CHIL 291, or 291A, or 291B, or 291C, Child
Development Center Practicum ..................... 3-4
Total Units = 18-19
Certificate of Achievement:  
Child Development  
Teacher  
This certificate prepares students to provide instruction to children and supervise Assistant and Associate Teachers. Child Development courses must be completed with a grade of "C" or better.

Courses Required for the Major:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIL 101, Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 111, Curriculum: Music/Motor Skills</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 121, Curriculum: Art</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 131, Curriculum: Language/Science</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 141, The Child, Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 180, Nutrition, Health &amp; Safety for Children</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 151, Program Planning</td>
<td>3</td>
</tr>
</tbody>
</table>

and concurrent enrollment in:  
CHIL 270, Work Experience, or  
CHIL 275, Supervised Field Study  

Select one of the following three options:  
CHIL 160, Observing & Understanding Children and  
CHIL 161, Observation & Issues in Child Development  
or  
CHIL 165, Children with Special Needs or  
CHIL 175, Infant-Toddler Growth and Development  

Total Units = 26-29

Certificate of Achievement:  
Child Development  
Master Teacher  
This certificate prepares students to provide instruction to children and supervised Assistant/Associate Teachers and Teachers. It further prepares the Master Teacher to coordinate curriculum and staff development. Child Development courses must be completed with a grade of "C" or better.

Courses Required for the Major:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIL 101, Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 111, Curriculum: Music/Motor Skills</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 121, Curriculum: Art</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 131, Curriculum: Language/Science</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 141, The Child, Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 180, Nutrition, Health &amp; Safety for Children</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 151, Program Planning</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 215, Adult Supervision &amp; Mentoring in Early Childhood Settings</td>
<td>3</td>
</tr>
</tbody>
</table>

AND  
Select one of the following Specializations for a total of 6 - 7 units:  

Guiding Young Children  
CHIL 160, Observing & Understanding Children  
CHIL 161, Observation & Issues in Child Development  
CHIL 162, Observing and Guiding Child Behavior  
CHIL 165, Children with Special Needs  
CHIL 175, Infant-Toddler Growth and Development  
CHIL 188, Child Abuse  
Special Needs  
CHIL 165, Children with Special Needs  
CHIL 166, Special Needs Curriculum  
Infant/Toddler  
CHIL 175, Infant-Toddler Growth and Development  
CHIL 176, Principles of Infant/Toddler Caregiving  
School Age  
CHIL 152, School-Age Program Planning and  
Select one course from:  
CHIL 185, Computer Usage with Young Children  
MATH 210A, Concepts of Elementary School Mathematics  
MUSI 110, Music for the Elementary School Teachers  
PHYE 240, Physical Education in the Elementary Schools  

Total Units = 35-39

Associate in Science Degree:  
Child Development  
This degree prepares students to provide instruction to children and supervise Assistant and Associate Teachers. Child Development courses must be completed with a grade of "C" or better. Additional general education and graduation requirements are listed in the Academic Requirements section of this
The Associate Degree requires a minimum of 60 units.

### Courses Required for the Major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIL 101</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 111</td>
<td>Curriculum: Music/Motor Skills</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 121</td>
<td>Curriculum: Art</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 131</td>
<td>Curriculum: Language/Science</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 141</td>
<td>The Child, Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 180</td>
<td>Nutrition, Health &amp; Safety for Children</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 151</td>
<td>Program Planning</td>
<td>3</td>
</tr>
</tbody>
</table>

**and concurrent enrollment in:**

- CHIL 270, Work Experience, or
- CHIL 275, Supervised Field Study ....................... 2-4

**Select one of the following three options:**

- CHIL 160, Observing & Understanding Children and
- CHIL 161, Observation & Issues in Child Development
- CHIL 165, Children with Special Needs

**Total Units = 26-29**

### Associate in Science Degree:

**Child Development**

**Site Supervisor**

This degree prepares students to supervise single site programs, provide instruction to children and coordinate curriculum and staff development. Child Development courses must be completed with a grade of "C" or better. Additional general education and graduation requirements are listed in the Academic Requirements section of this catalog. The Associate Degree requires a minimum of 60 units.

### Courses Required for the Major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIL 101</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 111</td>
<td>Curriculum: Music/Motor Skills</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 121</td>
<td>Curriculum: Art</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 131</td>
<td>Curriculum: Language/Science</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 141</td>
<td>The Child, Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHIL 151</td>
<td>Program Planning</td>
<td>3</td>
</tr>
</tbody>
</table>

**and concurrent enrollment in:**

- CHIL 270, Work Experience, or
- CHIL 275, Supervised Field Study ....................... 2-4

**Select one of the following three options:**

- CHIL 160, Observing & Understanding Children and
- CHIL 161, Observation & Issues in Child Development
- CHIL 165, Children with Special Needs

**Total Units = 35-38**


**Courses offered by San Diego Community College District that meet experience requirements for Certificates and Degrees:**

- CHIL 160, Observing & Understanding Children, 2 units (16 days)
- CHIL 161, Observation & Issues in Child Development, 2 units (16 days)
- CHIL 270, Work Experience, 1 unit (16 days)
- CHIL 270, Work Experience, 2 unit (32 days)
- CHIL 270, Work Experience, 3 unit (48 days)
- CHIL 270, Work Experience, 4 unit (64 days)
- CHIL 275, Supervised Field Study, 2 units (32 days)
- CHIL 291, Child Development Practicum, 1 unit (16 days)
- CHIL 291, Child Development Practicum, 2 unit (32 days)
- CHIL 291A, Child Development Practicum, 1 unit (16 days)
- CHIL 291B, Child Development Practicum, 1 unit (16 days)
- CHIL 291C, Child Development Practicum, 1 unit (16 days)
- CHIL 291D, Child Development Practicum, 1 unit (16 days)

**Note:** Some courses are not currently offered at Miramar, but are offered at City and/or Mesa Colleges. Please see a counselor.
Computer Business Technology

Description
The Computer Business Technology program provides theory and hands-on training in major office systems, webpage design, and technology used to enhance productivity and communications. Students are prepared, through extensive coursework, with the necessary skills and knowledge for initial employment in the field of business.

Learning Outcomes
Computer Business Technology offers Certificates of Completion in Administrative Assistant, Website Designer, Typist/Word Processor, and E-Commerce. Certificates of Achievement and Associate Degrees are offered in Microcomputer Applications and Administrative Assistant. This program provides training necessary for successful performance in a variety of business positions. Emphasis is on modern methods and updated software and equipment.

Certificate of Completion: Administrative Assistant*
This certificate prepares students for entry-level positions as administrative assistants.

Courses: Units
CBTE 101, Keyboarding for Computers .................... 1
CBTE 111, Windows 95 or CBTE 112 Windows 98 ...... 1
CBTE 120, Microsoft Word or CBTE 130, Beginning Corel WordPerfect ........................................ 2
CBTE 164, Intro to Microsoft Outlook ..................... 1
CBTE 180, Microsoft Office ................................... 3
CBTE 210, Computers in Business ........................................ 3
Total Units = 11

*This is a department award in recognition of information on the transcript and does not imply that a graduation requirement has been met.

Certificate of Completion: E-Commerce*
This certificate prepares students for employment in a variety of Web Based Occupations that utilize the leading edge technologies of E-Commerce.

Courses: Units
CBTE 173, Introduction to E-Commerce .................... 3
CBTE 151, Introduction to Microsoft Access .............. 1
CBTE 161, Learning the Internet ............................ 1
CBTE 162, Web Page Creation .............................. 2
CBTE 200, Office Telecommunications ..................... 2
CBTE 210, Computer in Business .......................... 3
BUSE 119, Business Communications .................... 3
Total Units = 15

*This is a department award in recognition of information on the transcript and does not imply that a graduation requirement has been met.

Certificate of Completion: Typist/Word Processor*
This certificate prepares students for entry-level positions as typists and word processors in a variety of occupations.

Courses: Units
CBTE 101, Keyboarding for Computers .................... 1
CBTE 102, Keyboarding ....................................... 2
CBTE 111, Windows 95 or CBTE 112 Windows 98 ...... 1
CBTE 120, Microsoft Word or CBTE 130, Beginning Corel WordPerfect ........................................ 2
CBTE 122, Microsoft Word or CBTE 132
Corel WordPerfect ........................................ 3
CBTE 164, Intro to Microsoft Outlook ..................... 1
Total Units = 10

*This is a department award in recognition of information on the transcript and does not imply that a graduation requirement has been met.

Certificate of Completion: Website Designer*
This certificate prepares students for entry-level positions as web page designers.

Courses: Units
CBTE 126, Document Processing ........................... 3
CBTE 151, Intro to Microsoft Access ...................... 1
CBTE 161, Learning the Internet .......................... 1
CBTE 162, Web Page Creation ............................ 2
CBTE 198A or CBTE 198B, Project Lab .................. 0.5
Total Units = 8.5

*This is a department award in recognition of information on the transcript and does not imply that a graduation requirement has been met.
Administrative Assistant
Prepares the student for employment in business or civil service as a general office clerk, clerk-typist, file clerk, receptionist, cashier, word processor, machine transcriptionist, or other positions not requiring stenography.

Certificate of Achievement: Computer Business Technology
Administrative Assistant

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBT 101, or 102, or 103 Keyboarding</td>
<td>1-3</td>
</tr>
<tr>
<td>CBT 111, Windows 95 or CBT 112, Windows 98</td>
<td>1</td>
</tr>
<tr>
<td>CBT 120 or 120A/B, Microsoft Word, or CBT 130 or 130A/B Corel WordPerfect</td>
<td>2</td>
</tr>
<tr>
<td>CBT 122, Microsoft Word or CBT 132 Corel WordPerfect</td>
<td>3</td>
</tr>
<tr>
<td>CBT 140A, Intro to Microsoft Excel</td>
<td>1</td>
</tr>
<tr>
<td>CBT 151, Intro to Microsoft Access</td>
<td>1</td>
</tr>
<tr>
<td>CBT 170, Desktop Publishing</td>
<td>1</td>
</tr>
<tr>
<td>CBT 205, Records Management</td>
<td>2</td>
</tr>
<tr>
<td>CBT 210, Computers in Business, or CBT 211, Automated Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BUSE 101, Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUSE 119, Business Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units = 23-25

Associate in Science Degree: Computer Business Technology
Administrative Assistant

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBT 101, or 102, or 103 Keyboarding</td>
<td>1-3</td>
</tr>
<tr>
<td>CBT 111, Windows 95 or CBT 112, Windows 98</td>
<td>1</td>
</tr>
<tr>
<td>CBT 120 or 120A/B, Microsoft Word, or CBT 130 or 130A/B Corel WordPerfect</td>
<td>2</td>
</tr>
<tr>
<td>CBT 122, Microsoft Word or CBT 132 Corel WordPerfect</td>
<td>3</td>
</tr>
<tr>
<td>CBT 140A, Intro to Microsoft Excel</td>
<td>1</td>
</tr>
<tr>
<td>CBT 151, Intro to Microsoft Access</td>
<td>1</td>
</tr>
<tr>
<td>CBT 161, Learning the Internet</td>
<td>1</td>
</tr>
<tr>
<td>CBT 163, Intro to Microsoft FrontPage</td>
<td>2</td>
</tr>
<tr>
<td>CBT 164, Intro to Microsoft Outlook</td>
<td>1</td>
</tr>
<tr>
<td>CBT 170, Desktop Publishing</td>
<td>2</td>
</tr>
<tr>
<td>CBT 200, Office Telecommunications</td>
<td>2</td>
</tr>
<tr>
<td>BUSE 101, Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CISC 130, Intro to Local Area Networks</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Units = 24-26

Microcomputer Applications
Provides training in major office systems and Technology used to enhance productivity and communications.

Certificate of Achievement: Computer Business Technology
Microcomputer Applications

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBT 101, or 102, or 103 Keyboarding</td>
<td>1-3</td>
</tr>
<tr>
<td>CBT 111, Windows 95 or CBT 112, Windows 98</td>
<td>1</td>
</tr>
<tr>
<td>CBT 120 or 120A/B, Microsoft Word, or CBT 130 or 130A/B Corel WordPerfect</td>
<td>2</td>
</tr>
<tr>
<td>CBT 122, Microsoft Word or CBT 132 Corel WordPerfect</td>
<td>3</td>
</tr>
<tr>
<td>CBT 140A, Intro to Microsoft Excel</td>
<td>1</td>
</tr>
<tr>
<td>CBT 151, Intro to Microsoft Access</td>
<td>1</td>
</tr>
<tr>
<td>CBT 161, Learning the Internet</td>
<td>1</td>
</tr>
<tr>
<td>CBT 163, Intro to Microsoft FrontPage</td>
<td>2</td>
</tr>
<tr>
<td>CBT 164, Intro to Microsoft Outlook</td>
<td>1</td>
</tr>
<tr>
<td>CBT 170, Desktop Publishing</td>
<td>2</td>
</tr>
<tr>
<td>CBT 200, Office Telecommunications</td>
<td>2</td>
</tr>
<tr>
<td>BUSE 101, Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CISC 130, Intro to Local Area Networks</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Units = 25.5-27.5

For graduation requirements see Requirements for the Associate Degree on page 60.
Electives as needed to meet minimum of 60 units required for the degree:
Recommended Electives: CISC 130; CBT 126, 161, 270; BUSE 150.
Computer and Information Sciences

Description
The focus of the Computer and Information Sciences program is on the function and use of the computer. The program includes general study of computer languages as well as utilization and application of computer software.

Program Learning Outcomes
The Computer and Information Sciences program offers: a Certificate of Achievement and an Associate Degree in Computer and Information Sciences; and a Certificate of Achievement an Associate Degree in Computer and Information Sciences with an emphasis in Microcomputer Professional.

Faculty

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ed Brunjes</td>
<td>I-103C</td>
<td>(619) 388-7700</td>
</tr>
<tr>
<td>John Couture</td>
<td>I-103A</td>
<td>(619) 388-7698</td>
</tr>
</tbody>
</table>

Career Options
Upon completion of the Computer and Information Sciences curriculum the student should be qualified for entry-level employment in the area of microcomputer support, or with additional courses should be qualified for employment in entry-level programmer position.

Academic Programs
The certificate of achievement in Computer Information Sciences requires completion of the courses listed below and is meant to prepare students who are planning and preparing for entry-level positions in the Computer Information Sciences Industry.

Transfer Information

Course Requirements for Transfer Students
Students who plan to transfer to a four-year college or university and earn a bachelor’s degree in this discipline need to follow the preparation for the major on page 115 in the Transfer Studies Degree section of the catalog.

For graduation requirements see Requirements for the Associate Degree on page 60.

Electives as needed to meet minimum of 60 units required for the degree:
Recommended Electives: BUSE 150; CBTE 113, 126, 161, 162, 270; CISC 130, 150.

Total Units = 33.5-35.5

CBTE 161, Learning the Internet ......................... 1
CBTE 163, Intro to Microsoft FrontPage .................. 2
CBTE 164, Intro to Microsoft Outlook .................... 1
CBTE 170, Desktop Publishing ............................. 2
CBTE 198A or CBTE 198B, Project Lab ................... 0.5
CBTE 200, Office Telecommunications .................... 2
CBTE 205, Records Management ......................... 3
CBTE 210, Computers in Business or
CBTE 211, Automated Office Procedures ............ 3
BUSE 101, Business Mathematics ....................... 3
BUSE 119, Business Communications .................... 3
CISC 130, Intro to Local Area Networks .............. 1

Total Units = 33.5-35.5
Certificate of Completion
Computer Programming*

This certificate of completion in computer programming requires completion of the courses listed below and is meant to prepare students who are planning on preparing for entry-level positions in computer programming and/or information technology. The certificate of completion also offers students the opportunity to learn or enhance computer programming skills.

Courses:                      Units
CISC 186, Visual Basic Programming ..................... 4
CISC 190, Java Programming ................................. 4
CISC 192, C/C++ Programming ............................... 4
CISC 210, System Analysis and Design .................... 3
Total Units = 15

*This is a departmental award in recognition of information on the transcript and does not imply that a graduation requirement has been met.

Certificate of Achievement:
Computer and Information Sciences

Courses Required for the Major:                      Units
ACCT 116A, Financial Accounting .......................... 4
ACCT 116B, Principles of Accounting-Managerial ....... 4
BUSE 119, Business Communications ...................... 3
BUSE 140, Business Law & the Legal Environment ...... 3
CISC 181, Principles of Information Systems ............ 4
CISC 186, Visual Basic Programming ....................... 4
ECON 120, Principles of Economics I ...................... 3
MATH 119, Elementary Statistics ........................... 3
CISC Elective(s)* .......................................... 3
Total Units = 31

*Choose a minimum of 3 units in CISC. Students should consult with their counselor prior to choosing electives to ensure electives meet program and/or transfer goals.

Note: Only one Computer and Information Sciences (CISC) course from the above list may be used to satisfy SDCCD general education requirements.

Associate in Science Degree:
Computer and Information Sciences

The associate degree in Computer Information Sciences requires completion of the courses listed below and is meant to prepare students in Information Decision Systems.

Courses Required for the Major:                      Units
ACCT 116A, Financial Accounting ......................... 4
ACCT 116B, Principles of Accounting-Managerial ....... 4
BUSE 119, Business Communications ...................... 3
BUSE 140, Business Law & the Legal Environment ...... 3
CISC 181, Principles of Information Systems ............ 4
CISC 186, Visual Basic Programming ....................... 4
ECON 120, Principles of Economics I ...................... 3
MATH 119, Elementary Statistics ........................... 3
CISC Elective(s)* .......................................... 3
Total Units = 31

*Choose a minimum of 3 units in CISC. Students should consult with their counselor prior to choosing electives to ensure electives meet program and/or transfer goals.

Note: Only one Computer and Information Sciences (CISC) course from the above list may be used to satisfy SDCCD general education requirements.

For graduation requirements, see the Requirements for the Associate Degree on page 60.

Electives as needed to meet minimum of 60 units required for the degree:

Note: Some courses are not currently offered at Miramar, but are offered at City and/or Mesa Colleges. Please see a counselor.
Diesel Technology

Description
The diesel technology program provides the student with an opportunity to master the skills and knowledge required for success in servicing and maintaining diesel powered highway trucks, off-road heavy equipment, stationary engines, and marine craft. The two-year curriculum has three tracts which lead to a Certificate of Achievement, and three tracts which lead to an Associate in Science degree. In addition, the diesel program offers the Certificate of Completion in ten specialty areas. These certificates can be applied toward the Certificate of Achievement or the Associate in Science degree.

Program Learning Outcomes
The program is designed to prepare students for entry level employment as service technicians in the diesel powered equipment industry. Shop work is conducted in a manner consistent with industry standards regarding safety and hazardous material handling, shop organization and operation, use of hand and power tools, use of shop equipment, and the use of shop supplies and hardware. Hands-on experience is stressed, however, this is enriched with in-depth classroom instruction concerning theory of operation, service procedures, special tools, and troubleshooting. All classes emphasize critical thinking.

Faculty Office Telephone
Jim Lewis C-122 (619) 388-7526
Dan Willkie C-122 (619) 388-7527

Career Options
Employment may be found as a heavy-duty truck technician, heavy-equipment technician, power generation technician, and marine engine technician. Diesel technicians are employed by truck dealerships, heavy equipment dealerships, engine companies, equipment rental companies, trucking companies, truck leasing companies, bus companies, equipment rental companies, railroad companies, and independent engine and component rebuilding companies. Diesel technicians find employment in local, state, and national government agencies, boatyards and shipyards, construction, mining, agriculture, power generation, oil fields, off-shore drilling, and stand-by emergency power.

Academic Programs
The certificates of completion, certificates of achievement, and associate degrees require completion of the courses listed below.

Certificate of Completion: Truck Drive Axles*

Courses: Units
DIES 100, Introduction to Diesel Technology ........................................ 2
DIES 105, Measuring Tools and Applied Mathematics .......................... 2
DIES 170, Truck Drive Axles and Specifications ................................. 3
Total Units = 7

Certificate of Completion: Truck Transmissions and Clutches*

Courses: Units
DIES 100, Introduction to Diesel Technology .................................. 2
DIES 105, Measuring Tools and Applied Mathematics ....................... 2
DIES 160, H.D. Transmissions ................................................ 3
DIES 165, Truck Automatic Transmissions ............................... 3
DIES 175, Truck Chassis R&R ................................................. 3
Total Units = 13

Certificate of Completion: Steering, Suspension, and Drivelines*

Courses: Units
DIES 100, Introduction to Diesel Technology .................................. 2
DIES 105, Measuring Tools and Applied Mathematics ....................... 2
DIES 180, Steering, Suspension & Driveline Systems ....................... 3
Total Units = 7

Certificate of Completion: Truck Air Brake Systems*

Courses: Units
DIES 100, Introduction to Diesel Technology .................................. 2
DIES 105, Measuring Tools and Applied Mathematics ....................... 2
DIES 155, Air Brake Systems ................................................ 3
Total Units = 7
Certificate of Completion:
**Truck & Equipment Electrical Systems***

Courses: | Units
---|---
DIES 100, Introduction to Diesel Technology | 2
DIES 138, Electrical Systems | 3
DIES 144, Electronics for Diesel Technology | 3

**Total Units = 8**

*These are departmental awards in recognition of information on the transcript and does not imply that a graduation requirement has been met.

Certificate of Completion:
**Diesel Fuel Injection Systems***

Courses: | Units
---|---
DIES 100, Introduction to Diesel Technology | 2
DIES 137, Diesel Fuel Injection Systems | 2
DIES 144, Electronics for Diesel Technology | 3

**Total Units = 7**

Certificate of Achievement:
**Diesel Technology**

**Engine Overhaul, Detroit Diesel**

Courses Required for the Major: | Units
---|---
DIES 100, Introduction to Diesel Technology | 2
DIES 105, Measuring Tools and Applied Mathematics | 2
DIES 121, Diesel Engines A | 7
DIES 123, Diesel Engines C | 2
DIES 135, Applied Failure Analysis | 3
DIES 137, Diesel Fuel Injection Systems | 2

**Total Units = 18**

Certificate of Achievement:
**Diesel Technology**

**Engine Overhaul, Four Stroke Cycle**

Courses Required for the Major: | Units
---|---
DIES 100, Introduction to Diesel Technology | 2
DIES 105, Measuring Tools and Applied Mathematics | 2
DIES 121, Diesel Engines A | 7
DIES 122, Diesel Engines B | 7
DIES 123, Diesel Engines C | 2
DIES 138, Electrical Systems | 3
DIES 144, Electronics for Diesel Technology | 3
DIES 185, H.D. Transmissions | 3
DIES 165**, Truck Automatic Transmissions | 3
DIES 175*, Truck Chassis R&R | 3
DIES 180, Steering, Suspension and Drive line Systems | 3
DIES 185, Power Trans A (HAT) (6 units in place of 160 and 175)
DIES 190, Power Trans B (HAT) (6 units in place of 165 and 200)
DIES 200**, Mobile Hydraulic Systems | 3

**Total Units = 47**

*Students may take DIES 185 (6 units) in place of 160 and 175.
**Students may take DIES 190 (6 units) in place of 165 and 200.

**Certificate of Achievement: Diesel Technology**

**Heavy Equipment Technology (HET) (Day Program)**

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIES 100, Introduction to Diesel Technology</td>
<td>2</td>
</tr>
<tr>
<td>DIES 105, Measuring Tools and Applied Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>DIES 121, Diesel Engines A</td>
<td>7</td>
</tr>
<tr>
<td>DIES 122, Diesel Engines B</td>
<td>7</td>
</tr>
<tr>
<td>DIES 123, Diesel Engines C</td>
<td>2</td>
</tr>
<tr>
<td>DIES 138, Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>DIES 144, Electronics for Diesel Technology</td>
<td>3</td>
</tr>
<tr>
<td>DIES 160*, H.D. Transmissions</td>
<td>3</td>
</tr>
<tr>
<td>DIES 235, Power Trains C (HET) (6 units in place of 160 and 240)</td>
<td></td>
</tr>
<tr>
<td>DIES 245, Power Trains D (HET) (6 units in place of 200 and 230)</td>
<td></td>
</tr>
<tr>
<td>DIES 200**, Mobile Hydraulic Systems</td>
<td>3</td>
</tr>
<tr>
<td>DIES 210, Brakes, Final Drives and Steering Systems</td>
<td>3</td>
</tr>
<tr>
<td>DIES 220, Undercarriage</td>
<td>3</td>
</tr>
<tr>
<td>DIES 230**, Heavy Equipment Transmissions</td>
<td>3</td>
</tr>
<tr>
<td>DIES 240*, Equipment Chassis R&amp;R</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units = 44**

*Students may take DIES 235 (6 units) in place of 160 and 240.

**Certificate of Achievement: Diesel Technology**

**Diesel Equipment Repair Technology (Evening Program)**

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIES 100, Introduction to Diesel Technology</td>
<td>2</td>
</tr>
<tr>
<td>DIES 105, Measuring Tools and Applied Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>DIES 121, Diesel Engines A</td>
<td>7</td>
</tr>
<tr>
<td>DIES 122, Diesel Engines B</td>
<td>7</td>
</tr>
<tr>
<td>DIES 123, Diesel Engines C</td>
<td>2</td>
</tr>
<tr>
<td>DIES 138, Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>DIES 144, Electronics for Diesel Technology</td>
<td>3</td>
</tr>
<tr>
<td>DIES 155, Air Brake Systems</td>
<td>3</td>
</tr>
<tr>
<td>DIES 160*, H.D. Transmissions</td>
<td>3</td>
</tr>
<tr>
<td>DIES 165**, Truck Automatic Transmissions</td>
<td>3</td>
</tr>
<tr>
<td>DIES 170, Truck Drive Axles and Specifications</td>
<td>3</td>
</tr>
<tr>
<td>DIES 175*, Truck Chassis R&amp;R</td>
<td>3</td>
</tr>
<tr>
<td>DIES 180, Steering, Suspension and Driveling Systems</td>
<td></td>
</tr>
<tr>
<td>DIES 200**, Mobile Hydraulic Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units = 47**

*Students may take DIES 185 (6 units) in place of 160 and 175.

**Students may take DIES 190 (6 units) in place of 165 and 200.

**Certificate of Achievement: Diesel Technology**

**Heavy Equipment Technology (HET) (Day Program)**

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIES 100, Introduction to Diesel Technology</td>
<td>2</td>
</tr>
<tr>
<td>DIES 105, Measuring Tools and Applied Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>DIES 121, Diesel Engines A</td>
<td>7</td>
</tr>
<tr>
<td>DIES 122, Diesel Engines B</td>
<td>7</td>
</tr>
<tr>
<td>DIES 123, Diesel Engines C</td>
<td>2</td>
</tr>
<tr>
<td>DIES 138, Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>DIES 144, Electronics for Diesel Technology</td>
<td>3</td>
</tr>
<tr>
<td>DIES 155, Air Brake Systems</td>
<td>3</td>
</tr>
<tr>
<td>DIES 160*, H.D. Transmissions</td>
<td>3</td>
</tr>
<tr>
<td>DIES 200**, Mobile Hydraulic Systems</td>
<td>3</td>
</tr>
<tr>
<td>DIES 210, Brakes, Final Drives and Steering Systems</td>
<td>3</td>
</tr>
<tr>
<td>DIES 220, Undercarriage</td>
<td>3</td>
</tr>
<tr>
<td>DIES 230**, Heavy Equipment Transmissions</td>
<td>3</td>
</tr>
<tr>
<td>DIES 240*, Equipment Chassis R&amp;R</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units = 44**

*Students may take DIES 235 (6 units) in place of 160 and 240.**
**Students may take DIES 245 (6 units) in place of 200 and 230).**

Note: Students in occupational curriculums must obtain a grade of “C” or better in each manipulation skills courses for the major.

For graduation requirements see **Requirements for the Associate Degree** on page 60.

**Electives as needed to meet minimum of 60 units required for the degree:**

**Recommended Electives:** Diesel Technology 90, 100, 105, 121, 122, 123, 125, 125A, 126, 135, 137, 137A, 138, 144, 155, 160, 165, 170, 175, 180, 185, 190, 200, 210, 220, 230, 235, 240, 245, 270; Computer Business Technology 103.

**Engineering**

(See “Pre-Engineering” on page 168.)

---

**English**

**Description**

The English program provides a breadth of coursework that includes the study of the language and investigation of great works of literature, as well as the development of reading and writing expertise. It is devoted to advancing critical thinking and academic skills in the areas of reading, writing, and English for Speakers of Other Languages (ESOL). In reading, classes focus on vocabulary expansion, comprehension, and methods for long term learning. Writing classes cover grammar, composition, creative writing and research. ESOL classes cover academic English, including four levels of instruction in reading, writing, grammar, speaking, and listening. The English program also offers literature classes in British and American Literature, literature and film, women in literature, and world literature.

**Program Learning Outcomes**

The English program serves four areas of study. First, it is designed to prepare students for advanced work in the major, as well as transfer to four-year institutions. For this goal, courses cover the freshmen, and sophomore requirements for English majors, many of the GE requirements, including critical thinking, and preparation for English competency tests. Second, the program supports majors across the entire college curriculum where English is recognized as key to student success and students are advised to have successfully completed English prior to beginning studies in those areas. Third, the program provides the necessary courses for the Associate of Arts Degree. And fourth, the ESOL program provides training in English language development through the academic study of grammar, writing, listening and speaking, reading, and critical thinking, culminating in the award of an advanced ESOL Certificate of Completion.

**Faculty**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Arend</td>
<td>C-202F</td>
<td>(619) 388-7536</td>
</tr>
<tr>
<td>Clara Blenis</td>
<td>C-202C</td>
<td>(619) 388-7533</td>
</tr>
<tr>
<td>Mary Gross</td>
<td>B-302C</td>
<td>(619) 388-7503</td>
</tr>
<tr>
<td>Virginia Guleff</td>
<td>C-202E</td>
<td>(619) 388-7535</td>
</tr>
<tr>
<td>Rich Halliday</td>
<td>B-404I</td>
<td>(619) 388-7517</td>
</tr>
</tbody>
</table>
Career Options
English serves as essential preparation for individuals preparing for careers in teaching, law, medicine, and business. For teachers, English provides training in the very skills - reading, writing and thinking - that every student must use at any level and in every field. For law and medicine, English provides solid preparation for the professional tasks of reading comprehension, recognition and recall of ideas and details, and analysis of cases. For those who seek a career in business, English provides the thinking, writing, and analytical skills private industry is seeking and that small business success depends on. In addition, the field of English serves the “service professions” in government, health, and social work, as well as any field requiring the use of written communications and technical manuals. Lastly, English prepares students for such “words delivery” professions as journalism, writing, publishing, translating, media and broadcasting, theater, and librarianship.

Academic Programs
The associate degree in English requires completion of the courses listed for the degree. Additional general education and graduation requirements for the associate degree are listed in the catalog. The associate degree requires a minimum of 60 units.

Transfer Information
Course Requirements for Transfer Students
Students who plan to transfer to a four-year college or university and earn a bachelor's degree in this discipline need to follow the preparation for the major on page 115 in the Transfer Studies Degree section of the catalog.

Certificate of Completion:
Advanced ESOL*

The English for Speakers of Other Languages Program consists of four levels: L19 is a combined skills class in a lecture/lab format. The L20 and L30 levels are composed of three courses. The grammar-writing component is a six-unit course and the reading and listening/speaking components are three units each. Level 40 is a single course in reading and writing. Students who successfully work through the program and complete ESOL 40 can read and write at an advanced ESOL level.

Students must complete 15 units in ESOL with a grade of “C” or better. ESOL 40 (6 units) is required with at least 9 additional units in ESOL from level 30 courses. Students must complete ESOL 40 with a grade of “C” or better complete at least 9 units from ESOL 30, 31, or 32.

Courses:

<table>
<thead>
<tr>
<th>Units</th>
<th>ESOL 040, Reading &amp; Writing for Non-Native Speakers of English III</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select nine-units from:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESOL 030, Writing for Non-native Speakers of English II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESOL 031, Reading for Non-native Speakers of English II or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESOL 032, Listening and Speaking for Non-Native Speakers of English II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Units = 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*This is a department award in recognition of information on the transcript and does not imply that a graduation requirement has been met.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The English degree is not intended for transfer.

Associate in Arts Degree:
English

Courses Required for the Major:

<table>
<thead>
<tr>
<th>Units</th>
<th>ENGL 101, Reading and Composition or</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENGL 105, Composition and Literature</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*ENGL 205, Critical Thinking and Intermediate Composition</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENGL 215, English Literature I: 800-1799</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENGL 216, English Literature II: 1800-Present</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>**Select three units from:</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENGL 208, Introduction to Literature</td>
<td></td>
</tr>
<tr>
<td>ENGL 220 Masterpieces of World Literature I: 1500 BCE - 1600 CE</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENGL 221 Masterpieces of World Literature II: 1600-Present</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>**Select three units from:</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENGL 210, 211, 245, 247, 249 or 254</td>
<td></td>
</tr>
<tr>
<td>Total Units = 18</td>
<td></td>
</tr>
<tr>
<td>*Meets SDSU/CSU critical thinking requirement.</td>
<td></td>
</tr>
<tr>
<td>**Recommended series for UC transfer.</td>
<td></td>
</tr>
<tr>
<td>Not all courses are offered at each campus.</td>
<td></td>
</tr>
<tr>
<td>For graduation requirements see Requirements for the Associate Degree on page 60.</td>
<td></td>
</tr>
</tbody>
</table>
Electives as needed to meet minimum of 60 units required for the degree:
Recommended Electives: English 202, 209, 238, 240, 245, 247, 249, 253, 254; Humanities 101, 102, 201, 202; Journalism 200, 210A/B/C/D.
Courses designed to support this and other majors:
ESOL 19, 20, 21, 22, 30, 31, 32, 40.
Transferable Units as Prep for the Major at SDSU:
SDSU will accept a total of 12 units of literature and creative writing as preparation for the English Major. This includes any combination of lower division literature courses and up to six units of creative writing courses.
Note: Some courses are not currently offered at Miramar, but are offered at City and/or Mesa Colleges. Please see a counselor.

Description
The Fire Protection Technology department offers programs in a wide range of subject areas related to careers in the fields associated with the technology of fire protection, emergency medical training, rescue, and public safety employment. This program provides theory and training necessary for successful performance in a variety of settings and positions. Emphasis is placed on modern methods of fire prevention, fire suppression, fire service management, and public safety. Public and private fire protection systems, life safety of fire service personnel and civilians, protection of property through the application of code enforcement, and the increasing problems of hazardous materials, emergency medical services, rescue, urban interface, and arson are studied.

Program Learning Outcomes
Program options in the Fire Protection Technology department include Certificates of Completion in Fire Prevention, Fire Investigation, Emergency Medical Technician, Driver/Operator, Fire Safety Education, Fire Officer, Fire Protection, Rescue, Open Water Lifeguard Professional, and Fire Administration. Certificates of Achievement and Associate Degrees are available in Fire Protection, Fire Prevention, Fire Apparatus Driver/Operator, Fire Administration, Rescue, and Open Water Lifeguard Professional. The students are required to complete 30 units of fire protection technology courses for the Associate Degree. Fire Protection Technology 101, 102, 103, 104, and 105 are core courses for the certificate or degree program. It is highly recommended that pre-employment students concentrate on taking 100 level courses. Students may take either EMT course FIPT 130 or EMGM 105. Students planning to complete the California State Board of Fire Services Certification for Fire Officer should take the following courses: Fire Protection Technology 200A, 200B, 201, 202A, 202B, 203A, 204A, 204B, 310A, and 310B.

Faculty
Larry Cooke

Office
479-4

Telephone
(619) 523-2932
Career Options
A number of career options are accessible in the Fire Protection Technology and Public Safety fields. These employment positions are primarily in the public sector. However, the private sector provides employment opportunities that include but are not limited to: Fire insurance inspectors and investigators, Fire protection systems installers, Emergency medical services providers, Hazardous materials mitigation, Lifeguarding, and Fire protection engineering.

Academic Programs
Fire Protection Technology Certificates of Completion, Certificates of Achievement and Associate Degrees require completion of courses listed after each option. Additional general education and graduation requirements for the associate degree are listed in the catalog.

San Diego Fire Department Training Academy
The San Diego City Fire Department trains firefighter recruits in a 14 week, 9 unit, Fire Academy (FIPT 381) that is operated in conjunction with Miramar College. In each Fire Academy, usually 4 to 6 recruits are chosen by a lottery system from a pool of Miramar College Students. These “Open Enrollee” students earn no salary while in the Academy. To be eligible for the Open Enrollee lottery, student entrants must show evidence of having a minimum number of credit units at Miramar College. At present the requirements are as follows:
FIPT 101, Introduction to Fire Protection, 3 units
FIPT 105, Fire Behavior and Combustion, 3 units and;
possession of an Emergency Medical Technician - 1 Certificate, 6 units.
Requirements may change with each series of Academy Classes. Details are available in the Fire Technology Department office.

*This is a department award in recognition of information on the transcript and does not imply that a graduation requirement has been met. Course shall be completed in the San Diego Community College District with no waivers, modifications to course requirements, or determination of equivalencies from other colleges. Students must achieve a grade of “C” or better in each of the required courses.

Certificate of Completion: Driver/Operator*

Courses: Units
FIPT 109, Fire Service Hydraulics ......................... 3
FIPT 111, Fire Apparatus and Equipment ................ 3
FIPT 113, Fire Mechanics ................................... 3
FIPT 210A, Driver Operator-Driving ....................... 2
FIPT 210B, Driver Operator-Pumping ...................... 2

Total Units = 13

Certificate of Completion: Emergency Medical Technician*

Courses: Units
FIPT 130, Emergency Medical Technician-State Fire Marshal, or
EMGM 105, Emergency Medical Technician-National Registry, and .................. 6
EMGM 106, Emergency Medical Technician - Defibrillation/Combitude ................ 0.5

Total Units = 6.5

Certificate of Completion: Fire Administration*

Courses: Units
FIPT 101, Fire Protection Organization ................... 3
FIPT 201, Fire Management I .............................. 2
BUSE 201, Business Organization and Management 3
CISC 181, Principles of Information Systems ............ 4
ENGL 101, Reading and Composition ..................... 3

Total Units = 15

Certificate of Completion: Fire Investigation (Basic)*

Courses: Units
FIPT 104, Building Construction for Fire Protection .. 3
FIPT 105, Fire Behavior and Combustion ............... 3
FIPT 203A, Fire Investigation 1A ......................... 2
FIPT 203B, Fire Investigation 1B ......................... 2
ADJU 162, Criminal Investigation ........................ 3
ADJU 356A, 832 PC Laws of Arrest ....................... 2.5
ADJU 356B, 832 PC Firearms ............................ 1

Total Units = 16.5

Certificate of Completion: Fire Officer (Basic)*

Courses: Units
FIPT 200A, Fire Command 1A .............................. 2
FIPT 200B, Fire Command 1B .............................. 2
FIPT 202A, Fire Prevention 1A ............................. 2
FIPT 202B, Fire Prevention 1B ............................. 2
FIPT 203A, Fire Investigation 1A ....................... 2
FIPT 204A, Instructor Training 1A........................ 2
FIPT 204B, Instructor Training 1B........................ 2
FIPT 201, Fire Management I ............................. 2

**Total Units = 16**

### Certificate of Completion: Fire Officer (Intermediate)*

**Courses:**
- FIPT 106, Truck Company Operations .................... 3
- FIPT 107, Firefighting Tactics and Strategy ............... 3
- FIPT 110, Wildland Fire Control ................................ 3
- FIPT 205, Public Education I .................................. 2
- ENGL 101, Reading and Composition ......................... 3

**Total Units = 14**

### Certificate of Completion: Fire Prevention (Basic)*

**Courses:**
- FIPT 102, Fire Prevention Technology ...................... 3
- FIPT 103, Fire Protection Equipment and Systems ........... 3
- FIPT 104, Building Construction for Fire Protection ........ 3
- FIPT 202A, Fire Prevention 1A ................................. 2
- FIPT 202B, Fire Prevention 1B .................................. 2
- FIPT 202C, Fire Prevention 1C .................................. 2

**Total Units = 15**

### Certificate of Completion: Fire Protection (Basic)*

**Courses:**
- FIPT 101, Fire Protection Organization ..................... 3
- FIPT 102, Fire Prevention Technology ....................... 3
- FIPT 103, Fire Protection Equipment and Systems .......... 3
- FIPT 104, Building Construction for Fire Protection ........ 3
- FIPT 105, Fire Behavior and Combustion ..................... 3

**Total Units = 15**

### Certificate of Completion: Fire Safety Education*

**Courses:**
- FIPT 102, Fire Prevention Technology ...................... 3
- FIPT 204A, Instructor Training 1A.......................... 2
- FIPT 204B, Instructor Training 1B.......................... 2
- FIPT 202A, Fire Prevention 1A .................................. 2
- FIPT 202B, Fire Prevention 1B .................................. 2
- FIPT 202C, Fire Prevention 1C .................................. 2
- FIPT 205, Public Education I .................................. 2

**Total Units = 15**

### Certificate of Completion: Fire Service Manipulative Training *

**Courses:**
- FIPT 100A, Intro to Fire Suppression and Maintenance Manipulation Tasks (Beginning) ........ 3.5
- FIPT 100B, Intro to Fire Suppression and Maintenance Manipulation Tasks (Intermediate) .... 3.5
- FIPT 101, Fire Protection Organization ...................... 3
- FIPT 105, Fire Behavior and Combustion ..................... 3
- ADJU 147, Physical Conditioning .............................. 1

**Total Units = 16**

### Certificate of Completion: Firefighter 1 Basic Academy*

To receive the Firefighter I Basic Academy certificate, the student must complete 15 units from the courses listed below. This can be achieved either by completing the FIPT 380F course for 15 units or by completing FIPT 381F (9 units) and either FIPT 130 or EMGM 105 (each 6 units), for a total of 15 units.

**Courses:**
- FIPT 380F, Basic Fire Academy 1 ........................... 15
  OR
- FIPT 381F, Basic Fire Academy 1 ............................. 9
  AND
- Select one course from the following:
  - FIPT 130, Emergency Medical Technician-State Fire Marshal
  - EMGM 105, Emergency Medical Technician-National Registry

**Total Units = 15**

### Certificate of Completion: Open Water Lifeguard Professional (Level I)*

**Courses:**
- FIPT 160, Introduction to Open Water Lifeguarding ........ 3
- FIPT 309A, Emergency Care for the Sick and Injured ...................... 1.5
- ADJU 361, Current Issues for Advanced Officers ........... 0.5

**Total Units = 5**

### Certificate of Completion: Open Water Lifeguard Professional (Level II)*

**Courses:**
- FIPT 115, Low Angle Rescue .................................. 0.5
- FIPT 163, Personal Watercraft Operations ................. 1.5
FIPT 130, Emergency Medical Technician-State Fire Marshal, or EMGM 105, Emergency Medical Technician-National Registry .......................... 6
FIPT 160, Intro to Open Water Lifeguarding ................. 3
FIPT 311M, Swiftwater Rescue Technician I ................ 1
ADJU 356A, 832 PC Laws of Arrest .......................... 2.5  
**Total Units = 14.5**

### Certificate of Completion:
**Open Water Lifeguard Professional (Level III)**

<table>
<thead>
<tr>
<th>Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIPT 204A, Instructor Training 1A</td>
<td>2</td>
</tr>
<tr>
<td>FIPT 204B, Instructor Training 1B</td>
<td>2</td>
</tr>
<tr>
<td>FIPT 243, Rescue Systems I</td>
<td>1.5</td>
</tr>
<tr>
<td>FIPT 121, Vertical Rescue</td>
<td>2</td>
</tr>
<tr>
<td>FIPT 161, Inflatable Rescue Boat Operations</td>
<td>1.5</td>
</tr>
<tr>
<td>ADJU 102, Criminal Laws I</td>
<td>3</td>
</tr>
<tr>
<td>ADJU 167, Report Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units = 15**

### Certificate of Completion:
**Rescue**

<table>
<thead>
<tr>
<th>Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIPT 115, Low Angle Rescue</td>
<td>0.5</td>
</tr>
<tr>
<td>FIPT 121, Vertical Rescue</td>
<td>2</td>
</tr>
<tr>
<td>FIPT 130, Emergency Medical Technician-State Fire Marshal, or EMGM 105, Emergency Medical Technician-National Registry</td>
<td>6</td>
</tr>
<tr>
<td>FIPT 243, Rescue Systems I</td>
<td>1.5</td>
</tr>
<tr>
<td>FIPT 249, Rescue Systems II</td>
<td>1.5</td>
</tr>
<tr>
<td>FIPT 256, Fire Command 2D</td>
<td>2</td>
</tr>
<tr>
<td>FIPT 308A, Confined Space Operations</td>
<td>1</td>
</tr>
<tr>
<td>FIPT 311M, Swiftwater Rescue Technician I</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Units = 15.5**

### Certificate of Achievement:
**Fire Protection Technology**

#### Fire Administration

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIPT 101, Fire Protection Organization</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 102, Fire Prevention Technology</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 103, Fire Protection Equipment and Systems</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 104, Building Construction for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 105, Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 201, Fire Management I</td>
<td>2</td>
</tr>
<tr>
<td>BUSE 201, Business Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>CISC 181, Principles of Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>ECON 120, Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101, Reading and Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units = 30**

### Certificate of Achievement:
**Fire Apparatus Driver Operator (Basic)**

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIPT 100A, Intro to Fire Suppression and Maintenance Manipulative Tasks (Beginning)</td>
<td>3.5</td>
</tr>
<tr>
<td>FIPT 100B, Intro to Fire Suppression and Maintenance Manipulative Tasks (Intermed)</td>
<td>3.5</td>
</tr>
<tr>
<td>FIPT 101, Fire Protection Organization</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 102, Fire Prevention Technology</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 103, Fire Protection Equipment and Systems</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 104, Building Construction for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 105, Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 109, Fire Service Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 210A, Driver Operator - Driving</td>
<td>2</td>
</tr>
<tr>
<td>FIPT 210B, Driver Operator - Pumping</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Units = 29**

### Certificate of Achievement:
**Fire Prevention Technology**

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIPT 100A, Intro to Fire Suppression and Maintenance Manipulative Tasks (Beginning)</td>
<td>3.5</td>
</tr>
</tbody>
</table>

**Total Units = 28**
**Certificate of Achievement: Fire Protection Technology**

**Fire Protection (Intermediate)**

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101, Reading and Composition</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 101, Fire Protection Organization</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 102, Fire Prevention Technology</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 103, Fire Protection Equipment and Systems</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 104, Building Construction for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 105, Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 202A, Fire Prevention 1A</td>
<td>2</td>
</tr>
<tr>
<td>FIPT 202B, Fire Prevention 1B</td>
<td>2</td>
</tr>
<tr>
<td>FIPT 202C, Fire Prevention 1C</td>
<td>2</td>
</tr>
<tr>
<td>FIPT 203A, Fire Investigation 1A</td>
<td>2</td>
</tr>
<tr>
<td>FIPT 203B, Fire Investigation 1B</td>
<td>2</td>
</tr>
<tr>
<td>ADJU 356A, 832 PC Laws of Arrest</td>
<td>2.5</td>
</tr>
</tbody>
</table>

**Total Units = 28.5**

**Certificate of Achievement: Fire Protection Technology**

**Fire Protection (Basic)**

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIPT 100A, Intro to Fire Suppression and Maintenance Manipulative Tasks (Beginning)</td>
<td>3.5</td>
</tr>
<tr>
<td>FIPT 100B, Intro to Fire Suppression and Maintenance Manipulative Tasks (Intermediate)</td>
<td>3.5</td>
</tr>
<tr>
<td>FIPT 101, Fire Protection Organization</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 102, Fire Prevention Technology</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 103, Fire Protection Equipment and Systems</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 104, Building Construction for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 105, Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 106, Truck Company Operations</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 107, Firefighting Tactics and Strategy</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 110, Wildland Fire Control</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units = 31**

**Certificate of Achievement: Fire Protection Technology**

**Fire Protection (Advanced)**

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIPT 130, Emergency Medical Technician-State Fire Marshal, or EMGM 105, Emergency Medical Technician-National Registry</td>
<td>6</td>
</tr>
<tr>
<td>FIPT 200A, Fire Command 1A</td>
<td>2</td>
</tr>
<tr>
<td>FIPT 200B, Fire Command 1B</td>
<td>2</td>
</tr>
<tr>
<td>FIPT 201, Fire Management I</td>
<td>2</td>
</tr>
<tr>
<td>FIPT 202A, Fire Prevention 1A</td>
<td>2</td>
</tr>
<tr>
<td>FIPT 202B, Fire Prevention 1B</td>
<td>2</td>
</tr>
<tr>
<td>FIPT 203A, Fire Investigation 1A</td>
<td>2</td>
</tr>
<tr>
<td>FIPT 204A, Instructor Training 1A</td>
<td>2</td>
</tr>
<tr>
<td>FIPT 204B, Instructor Training 1B</td>
<td>2</td>
</tr>
<tr>
<td>FIPT 381F, Basic Fire Academy</td>
<td>9</td>
</tr>
</tbody>
</table>

**Total Units = 32**

**Certificate of Achievement: Fire Protection Technology**

**Fire Technology**

<table>
<thead>
<tr>
<th>Courses Required for the Major:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIPT 100A, Intro to Fire Suppression and Maintenance Manipulative Tasks (Beginning)</td>
<td>3.5</td>
</tr>
<tr>
<td>FIPT 101, Fire Protection Organization</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 102, Fire Prevention Technology</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 103, Fire Protection Equipment and Systems</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 104, Building Construction for Fire Protection</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units = 31**
FIPT 105, Fire Behavior and Combustion .............. 3
FIPT 107, Firefighting Tactics and Strategy .......... 3
FIPT 130, Emergency Medical Technician-State Fire Marshal or
EMGM 105, Emergency Medical Technician-
National Registry ........................................ 6

Total Units = 27.5

Certificate of Achievement:
Fire Protection Technology

Open Water Lifeguard Professional

Courses Required for the Major: Units
FIPT 115, Low Angle Rescue ................................ 0.5
FIPT 121, Vertical Rescue .................................... 2
FIPT 130, Emergency Medical Technician-State Fire Marshal, or
EMGM 105, Emergency Medical Technician-
National Registry ........................................ 6
FIPT 160, Introduction to Open Water Lifeguarding .. 3
FIPT 161, Inflatable Rescue Boat Operations ........... 1.5
FIPT 163, Personal Watercraft Operations ............. 1.5
FIPT 204A, Instructor Training 1A.......................... 2
FIPT 204B, Instructor Training 1B.......................... 2
FIPT 243, Rescue Systems I ................................ 1.5
FIPT 308A, Confined Space Operations ................. 1
FIPT 311M, Swiftwater Rescue Technician I ............. 1
ADJU 102, Criminal Law I ................................ 3
ADJU 167, Report Writing .................................. 3
ADJU 361, Current Issues for Advanced Officers ......... 0.5
ADJU 356A, 832 PC Laws of Arrest ....................... 2.5
ADJU 356B, 832 PC Firearms ................................ 1

Total Units = 32

Associate in Science Degree:
Fire Protection Technology

Driver Operator

Courses Required for the Major: Units
FIPT 101, Fire Protection Organization ................ 3
FIPT 102, Fire Prevention Technology ................. 3
FIPT 103, Fire Protection Equipment and Systems .... 3
FIPT 104, Building Construction for Fire Protection .. 3
FIPT 105, Fire Behavior and Combustion ............... 3
FIPT 200A, Fire Command 1A ............................. 2
FIPT 200B, Fire Command 1B ............................. 2
FIPT 201, Fire Management I ............................... 2
FIPT 202A, Fire Prevention 1A ............................. 2

Total Units = 28.5

Recommended Electives: ADJU 147, 356B.

Associate in Science Degree:
Fire Protection Technology

Fire Administration

Courses Required for the Major: Units
FIPT 101, Fire Protection Organization ................. 3
FIPT 102, Fire Prevention Technology ................. 3
FIPT 103, Fire Protection Equipment and Systems .... 3
FIPT 104, Building Construction for Fire Protection .. 3
FIPT 105, Fire Behavior and Combustion ............... 3
FIPT 201, Fire Management I ............................... 2
BUSE 201, Business Organization & Management .... 3
CISC 181, Principles of Information Systems .......... 4
ECON 120, Principles of Economics I ..................... 3
ENGL 101, Reading and Composition ..................... 3

Total Units = 30

Recommended electives: ADJU 147, ECON 121, BUSE 150.

Associate in Science Degree:
Fire Protection Technology

Fire Prevention

Courses Required for the Major: Units
ENGL 101, Reading and Composition ..................... 3
FIPT 101, Fire Protection Organization ................. 3
FIPT 102, Fire Prevention Technology ................. 3
FIPT 103, Fire Protection Equipment and Systems .... 3
FIPT 104, Building Construction for Fire Protection .. 3
FIPT 105, Fire Behavior and Combustion ............... 3
FIPT 202A, Fire Prevention 1A ............................. 2
FIPT 202B, Fire Prevention 1B ............................. 2
FIPT 202C, Fire Prevention 1C ............................. 2
ADJU 356A, 832 PC Laws of Arrest ....................... 2.5

Total Units = 28.5

Recommended Electives: ADJU 147, 356B.

Assist in Science Degree:
Fire Protection Technology

Fire Protection

Courses Required for the Major: Units
FIPT 130, Emergency Medical Technician-State Fire Marshal or
EMGM 105, Emergency Medical Technician--
National Registry ........................................ 6
FIPT 200A, Fire Command 1A ............................. 2
FIPT 200B, Fire Command 1B ............................. 2
FIPT 201, Fire Management I ............................... 2
FIPT 202A, Fire Prevention 1A ............................. 2
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIPT 202B, Fire Prevention 1B</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>FIPT 203A, Fire Investigation 1A</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>FIPT 204A, Instructor Training 1A</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>FIPT 204B, Instructor Training 1B</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>FIPT 381F, Basic Fire Academy</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td><strong>Total Units = 31</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommended Electives:** FIPT 110, 243, 249; ADJU 147.

### Associate in Science Degree: Fire Protection Technology

#### Fire Technology

**Courses Required for the Major:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIPT 100A, Intro to Fire Suppression and Maintenance Manipulative Tasks (Beginning)</td>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td>FIPT 101, Fire Protection Organization</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIPT 102, Fire Prevention Technology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIPT 103, Fire Protection Equipment and Systems</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIPT 104, Building Construction for Fire Protection</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIPT 105, Fire Behavior and Combustion</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIPT 107, Firefighting Tactics and Strategy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIPT 130, Emergency Medical Technician-State Fire Marshal or EMGM 105, Emergency Medical Technician-National Registry</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td><strong>Total Units = 27.5</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommended Electives:** FIPT 106, 109, 110.

### Associate in Science Degree: Fire Protection Technology

#### Open Water Lifeguard Professional

**Courses Required for the Major:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIPT 115, Low Angle Rescue</td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td>FIPT 121, Vertical Rescue</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>FIPT 130, Emergency Medical Technician-State Fire Marshal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMGM 105, Emergency Medical Technician-National Registry</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>FIPT 160, Introduction to Open Water Lifeguarding</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIPT 204A, Instructor Training 1A</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>FIPT 204B, Instructor Training 1B</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>FIPT 311M, Swiftwater Rescue Technician I</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ADJU 102, Criminal Law I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ADJU 167, Report Writing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ADJU 356A, 832 PC Laws of Arrest</td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>ADJU 361, Current Issues for Advanced Officers</td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td><strong>Total Units = 25.5</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommended electives:** FIPT 243, 249, 308A; ADJU 147, 356B.

### Associate in Science Degree: Fire Protection Technology

#### Rescue

**Courses Required for the Major:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIPT 101, Fire Protection Organization</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIPT 102, Fire Prevention Technology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIPT 103, Fire Protection Equipment and Systems</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIPT 104, Building Construction for Fire Protection</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIPT 105, Fire Behavior and Combustion</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIPT 115, Low Angle Rescue</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>FIPT 121, Vertical Rescue</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>FIPT 130, Emergency Medical Technician-State Fire Marshal, or EMGM 105, Emergency Medical Technician--National Registry</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>FIPT 243, Rescue Systems I</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>FIPT 249, Rescue Systems II</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>FIPT 256, Fire Command 2D</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>FIPT 308A, Confined Space Operations</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>FIPT 311M, Swiftwater Rescue Technician</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Total Units = 30.5</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommended electives:** FIPT 106, 107, 110; ADJU 147.
Geography

Description
Geography is a discipline classified as a natural science. It generally involves living and non-living materials and the principles of fundamental relationships and laws governing man in relationship to environment.

Program Learning Outcomes
The curriculum prepares students with basic concepts in geography, which provide the foundation for a degree at a baccalaureate institution. These courses also satisfy general education requirements at both the two and four-year institutions.

Faculty Office Telephone
Thomas Schilz B-302A (619) 388-7500

Career Options
Most careers in this discipline require education beyond the associate degree level. Bachelor degrees in geography prepare students for careers such as: environmental and planning agencies, consulting and cartographic firms, and non-profit organizations.

Transfer Information
Course Requirements for Transfer Students
Students who plan to transfer to a four-year college or university and earn a bachelor’s degree in this discipline need to follow the preparation for the major on page 116 in the Transfer Studies Degree section of the catalog.

History

Description
History is the study of human experience from the dawn of time to the present. It examines people, institutions, ideas, and events of the past and the present. The primary objectives of the History program are: to meet general education requirements for four-year institutions, American Institutions requirements, Social Sciences, and preparation for transfer to a four-year institution.

Program Learning Outcomes
The study of history develops cultural literacy, critical thinking, and other useful skills. The curriculum prepares students who wish to transfer into a baccalaureate degree program at a college or university. In addition, some of these courses fulfill requirements for general education and American Institutions at both the community and four-year colleges.

Faculty Office Telephone
Thomas Schilz B-302A (619) 388-7500

Career Options
Most careers related to this discipline require education beyond the associate degree level. A bachelor’s degree in history is a common preparation for application to law school. With advanced specialized coursework students may enter careers such as: teaching, historical research, or museum work.

Transfer Information
Course Requirements for Transfer Students
Students who plan to transfer to a four-year college or university and earn a bachelor’s degree in this discipline need to follow the preparation for the major on page 117 in the Transfer Studies Degree section of the catalog.
Description
The study of humanities offers students a broad, interdisciplinary understanding of humankind's cultural heritage. This study includes: history, literature, philosophy, religion, and the arts. The goal of this major is to provide an interdisciplinary understanding of ideas and forms of expression that exert a major influence on civilization. The humanities provide a broadly-based education for many careers.

Program Learning Outcomes
The curriculum is intended to prepare students for advanced degrees at a baccalaureate institution. In addition it may also meet requirements for general education at both the two and four-year colleges and universities.

Faculty Office Telephone
Gregory Carrier B-403I (619) 388-7518

Career Options
Most careers related to this discipline require education beyond the associate degree level. Humanities degrees are for students who wish to base their careers on broad knowledge of American and world cultures. This major is applicable to posts in government, business, education, and the arts. Additional specialized training can lead to careers in foreign career service, museum work or teaching.

Transfer Information
Course Requirements for Transfer Students
Students who plan to transfer to a four-year college or university and earn a bachelor’s degree in this discipline need to follow the preparation for the major on page 117 in the Transfer Studies Degree section of the catalog.

Legal Assistant (Paralegal)

Description
The Legal Assistant (Paralegal) program provides professional training focusing on occupational competency. Paralegals perform substantive and procedural legal work as authorized by law, which work, in absence of the paralegal, would be performed by an attorney. Paralegals have knowledge of the law gained through education and work experience which qualifies them to perform legal work. Paralegals adhere to recognized ethical standards and rules of professional responsibility.

Program Learning Outcomes
The Legal Assistant program offers both an Associate in Science Degree and a Certificate of Achievement in compliance with the American Bar Association (ABA) standards.

Faculty Office Telephone
P. Darrel Harrison A224 (619) 388-7892 dharriso@sdccd.net
(Program Director) Rob Dekoven A224 (619) 388-7892 rrd@cwsl.edu
Ron Stormoen A224 (619) 388-7892 stormoen@pacbellnet
Kathlene Somerville A224 (619) 388-7892 somelaw@cts.com

Career Options
The Legal Assistant program prepares students with the basic skills necessary for an entry level position as a paralegal. Paralegals in San Diego work for private law firms, banks, corporations, insurance agencies, legal clinics, courts, government agencies, accounting and engineering firms, title companies, construction companies, and legal aid offices - in fact, almost everywhere law-related work is performed.
Academic Programs
In addition to the general education and graduation requirements listed in this catalog, the Associates in Science degree as a Legal Assistant requires completion of the core courses (15 units), legal specialty courses (9 units) and law related courses (6-10 units).

Legal Assistant Core Curriculum
Courses Required for the Major: Units
LEGL 105, Legal Research ..................................... 3
LEGL 110, Legal Writing & Communications .......... 3
LEGL 115, Civil Litigation I ................................... 3
LEGL 120, Civil Litigation II .................................. 3
Total Units = 12

Associate in Science Degree: Legal Assistant (Paralegal)
Courses Required for the Major: Units
Core Curriculum ..................................................12
Select nine units from the following legal specialty courses:
LEGL 140, 145, 150, 160, 165, 170, 175, 180 .......... 9
Select six to ten units from the following law-related courses:
Administration of Justice 102, 160, 230;
Business 140; Real Estate 105;
Labor Studies 112*;
Computer Business Technology 221, 222;
Accounting 116A, 120 .....................................6-10
Total Units = 28-31

*Offered at City College only.

For graduation requirements see Requirements for the Associate Degree on page 60.

Electives as needed to meet minimum of 60 units required for the degree:
Recommended Elective: Legal Assistant 210, 296.

Certificate of Achievement: Legal Assistant (Paralegal)
This option is only available to students entering the program who have completed all general education core requirements through coursework received by either an Associates in Arts degree or a Bachelor’s degree. The Certificate of Achievement requires completion of the core courses (12 units), legal specialty courses (9 units) and law related courses (6-10 units).

Liberal Arts
Designed for students who wish a broad knowledge of liberal arts. This flexible major can be taken by students who wish to earn a general associate degree. It is also appropriate for transfer students. Those planning to transfer to a four-year institution should consult a counselor.

Caution: Because admission and major preparation requirements vary at each UC, CSU, and private institution, it is strongly advised that students meet with a counselor to determine the specific admissions and major preparation requirements of the selected transfer institution.

Associate in Arts Degree: Liberal Arts
Option I
Courses Required for the Major: Units
The student will select courses that conform to the CSU General Education area requirements. Refer to “Certification of CSU General Education Breadth Requirements” on page 66 of this catalog.
Total Units = 39-40

Associate in Arts Degree: Liberal Arts
Option II
Courses Required for the Major: Units
The student will select the core general education courses that conform to the SDCCD-UCSD Transfer Admission Guarantee (TAG) agreement. Courses taken under this agreement are guaranteed to apply toward the completion of college general education requirements at UCSD.
The core requirements for general education are one year of a transferable sequence in the following areas: (a) writing, (b) the humanities, (c) the social sciences, (d) foreign language, and (e) mathematics or a natural science. For more information, see a counselor.
Total Units = 34-38
Associate in Arts Degree: Liberal Arts
Option III

Courses Required for the Major: Units
The student will select courses that conform to the Intersegmental General Education Transfer Curriculum (IGETC) area requirements. For specific information, see a counselor.

Total Units = 37-40

Transfer Information
Students planning to transfer to a four-year college or university should complete courses required for the university major and the general education pattern required by that transfer institution. See catalog Associate in Arts Degree: Transfer Studies with Preparation for the Major. Additional courses may be required to meet university lower-division requirements. Course requirements at the transfer institution are subject to change and may be verified by a counselor or by consulting the current university catalog. Many Baccalaureate in Arts degrees require third semester competency in a foreign language. Consult the current catalog of the transfer institution and consult with a counselor.

Honors Global Competencies Certificate

Description
The Honors Global Competencies Certificate provides an interdisciplinary and systemic approach in order to prepare students for the highly diverse, technologically-rich, and multilingual global society in which we live. The Certificate offers students the opportunity to gain a global perspective through completion of coursework in intercultural competencies, communication skills, technology skills, and coping skills. This certificate helps students to transfer to four-year institutions in concert with the Honors designation. It prepares students for study and work in the world as a whole in professional fields such as international studies, intercultural studies, language studies, international business, international law, political science, comparative literature, environmental studies, history, technology, social sciences, humanities, teaching, and more.

Program Emphasis
The Honors Global Competencies certificate has an international emphasis.

Career Options
The Honors Global Competencies certificate might lead to careers in the following areas: International relations, international business, politics, international law, technology professions, teaching, translating, travel and tourism, and intercultural communications, among others.

Certificate of Completion: Honors Global Competencies Certificate*
The Honors Global Competencies Certificate offers you the opportunity to gain a global perspective through completion of coursework in intercultural competencies, communication skills, technology skills, and coping skills.

Courses Required for the Major Units
ENGL 205, Critical Thinking and Intermediate Composition................................................. 3
Select 3-5 units from the following introductory or higher level foreign languages:
ARAB 101, First Course in Arabic .............................................................. 5
FREN 101, First Course in French ............................................................... 5
GERM 101, First Course in German .................................................................. 5
ITAL 101, First Course in Italian ..................................................................... 5
JAPN 101, First Course in Japanese ................................................................ 5
RUSS 101, First Course in Russian .................................................................. 5
SPAN 101, First Course in Spanish .................................................................. 5
TAGA 101, First Course in Tagalog ................................................................ 5
VIET 101, First Course in Vietnamese ............................................................ 5
Select 6 units from the following:
ANTH 102, Introduction to Physical Anthropology ................................... 3
ANTH 103, Introduction to Cultural Anthropology .................................. 3
ARTF 110, Art History: Prehistoric to Gothic ............................................ 3
ARTF 111, Art History: Renaissance to Modern .......................................... 3
BIOL 101, Issues in Environmental Biology ............................................. 4
ECON 120, Principles of Economics I ......................................................... 3
ENGL 101, Reading and Composition ......................................................... 3
ENGL 105, Composition and Literature ....................................................... 3
ENGL 220, Masterpieces of World Literature I: 1500 BCE - 1600 CE .......... 3
ENGL 221, Masterpieces of World Literature II: 1600 - Present .................. 3
HUMA 101, Introduction to the Humanities I ............................................. 3
HUMA 102, Introduction to the Humanities II ............................................ 3
HIST 100, World History I ......................................................................... 3
HIST 101, World History II ........................................................................ 3
MUSI 101, Music History I: Middle Ages to Mid 18th Century .................. 3
MUSI 102, Music History II: Mid 18th - Early 20th Century ...................... 3
MUSI 109, World Music ........................................ 3
SPEE 180, Intercultural Communication .................. 3
PHIL 106, Asian Philosophy ................................ 3
PHIL 125, Philosophy of Women in World Cultures ..... 3
POLI 101, Introduction to Political Science .............. 3
POLI 103, Comparative Politics ............................... 3
POLI 140, Contemporary International Politics .......... 3

Select 3 units from the following:
CHIL 101, Human Growth and Development ............. 3
CISC 181, Principles of Information Systems ............. 4
GEOG 102, Cultural Geography ................................ 3
HEAL 101, Health and Life-Style ................................ 3
PSYC 101, General Psychology ................................ 3

Total Units = 15 - 17

This certificate will be offered through the Honors Programs at City, Mesa, and Miramar Colleges. All coursework except for foreign language must be done as an honors class or as an honors contract.

*This is a department award in recognition of information on the transcript and does not imply that a graduation requirement has been met.

Mathematics

Description
Mathematics is the study of numbers, structures, and associated relationships using rigorously defined literal, numerical and operational symbols. Given certain conditions about systems of numbers or other objects, mathematicians derive conclusions based on logical arguments. Basic mathematical skills enable a person to solve numerical problems encountered in daily life, and more advanced skills have numerous applications in the physical, social and life sciences.

Program Learning Outcomes
The mathematics curriculum includes courses that range from basic skills through differential equations. The basic skills and associate degree level courses provide students with the mathematical preparation necessary for study in other disciplines, as well as for degree and transfer requirements. Successful completion of this curriculum a mathematics degree will develop competence in mathematics through differential and integral calculus, providing an adequate background for employment in many technological and scientific areas as well as providing a firm foundation for students planning advanced study in mathematics, engineering, or physical sciences.

Faculty

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Charles</td>
<td>I-102B</td>
<td>(619) 388-7704</td>
</tr>
<tr>
<td>Norris Charles</td>
<td>B-403D</td>
<td>(619) 388-7513</td>
</tr>
<tr>
<td>Yolanda James</td>
<td>I-102B</td>
<td>(619) 388-7690</td>
</tr>
<tr>
<td>Carol Murphy</td>
<td>I-102B</td>
<td>(619) 388-7681</td>
</tr>
<tr>
<td>Ronald Page</td>
<td>I-104C</td>
<td>(619) 388-7705</td>
</tr>
<tr>
<td>Wayne Sherman</td>
<td>I-102A</td>
<td>(619) 388-7689</td>
</tr>
<tr>
<td>Harvey Wilensky</td>
<td>B-403A</td>
<td>(619) 388-7510</td>
</tr>
</tbody>
</table>

Career Options
Most of these occupations require education beyond the associate degree, and some may require a graduate degree. The following list is not intended as a comprehensive list of career options in mathematics: actuary, appraiser, assessor, auditor, biometrician, budget analyst, controller, computer analyst, computer programmer, demographer, econometrician, engineering analyst, epidemiologist, financial analyst,
investment analyst, management scientist, operations researcher, research mathematician, statistician, surveyor, systems analyst, teacher, technical writer, and urban planner.

**Transfer Information**

**Course Requirements for Transfer Students**

Students who plan to transfer to a four-year college or university and earn a bachelor’s degree in this discipline need to follow the preparation for the major on page 117 in the Transfer Studies Degree section of the catalog.

**Description**

Undergraduate major programs are designed to serve as background for professional careers in music, as preparation for graduate studies, or as an area of concentration for a liberal arts education.

**Program Learning Outcomes**

While the music curriculum is small, it offers course work that meets the humanities requirement for general education for both the associate degree and baccalaureate degrees. In addition, students can pursue the development of skills in basic musicianship and electronic music.

**Faculty Office Telephone**

Channing Booth B-402E (619) 388-7511

**Career Options**

Most careers related to this discipline require education beyond the associate degree level. Examples of professional careers in this field are: conducting, performing, teaching, coaching, editing, or arranging.

**Certificate of Completion:**

**Digital Music**

This Certificate of Completion in Digital Music prepares the student for work in the music industry including: music, television, film, radio and internet applications and work environments. Digital Music: technology, engineering, composition and producing skills will be covered in detail.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSI 190, The Electronic Music Studio</td>
<td>3</td>
</tr>
<tr>
<td>MUSI 202, Computer Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSI 201, Recording Arts</td>
<td>3</td>
</tr>
<tr>
<td>MUSI 205A, Projects in Electronic Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSI 205B, Projects in Electronic Music</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units = 15**

*This is a department award in recognition of information on the transcript and does not imply that a graduation requirement has been met.
Transfer Information

Course Requirements for Transfer Students
Students who plan to transfer to a four-year college or university and earn a bachelor’s degree in this discipline need to follow the preparation for the major on page 117 in the Transfer Studies Degree section of the catalog.

Description
Physical Education is a discipline focusing on the relationship between physical activity and physical, mental, emotional, and social health. Physical activity courses teach movement skills, enhance fitness, and engender a lifestyle consistent with optimal wellness.

Program Learning Outcomes
The Department of Physical Education offers an ever-increasing variety of activity courses. Boasting facilities that include a 32-acre complex of fields for softball, soccer, sand volleyball, and tennis, the Department also offers classes in a state of the art three pool aquatic complex. The recent curricular addition of lower division theory courses now allows students to pursue the Transfer Studies degree in Physical Education.

Faculty Office Telephone
Kas Metzler P-101B (619) 388-7714
Kevin Petti B-301 (619) 388-7491

Career Options
Most Physical Education career options require baccalaureate degrees and some may require graduate degrees. Some of the exciting fields open to physical educators include: athletic trainer, physical therapist, health/fitness club manager, physical education instructor, coach, athletic administrator, recreation director, resort activities director, and sports journalist.

Transfer Information

Course Requirements for Transfer Students
Students who plan to transfer to a four-year college or university and earn a bachelor’s degree in this discipline need to follow the preparation for the major on page 117 in the Transfer Studies Degree section of the catalog.
Political Science

Description
The primary objectives of the Political Science program are: to meet general education requirements for four-year institutions, American Institutions requirements, Social Sciences, and preparation for transfer to a four-year institution. The study of political science develops cultural literacy, critical thinking, and other useful skills. Political Science is the study of human behavior as it relates to political situations. It involves the examination of institutions, processes, people, ideas and policies.

Program Learning Outcomes
The curriculum offers four courses in Political Science: Political Science 101, 102, 103, and 104. These courses prepare students for transfer and advanced study at baccalaureate institutions. In addition, courses may fulfill requirements for general education and as well as American Institutions.

Faculty Office Telephone
Steven Coons C-302B (619) 388-7505

Career Options
Career preparation in political science generally requires training beyond the associate and often the bachelor's degree. This field is commonly chosen as preparation for law school. In addition, an advanced degree prepares students for work such as: public administration, city planning, diplomatic corps, legislative aide, lobbyist, political scientist, and teacher.

Course Requirements for Transfer Students
Students who plan to transfer to a four-year college or university and earn a bachelor's degree in this discipline need to follow the preparation for the major on page 118 in the Transfer Studies Degree section of the catalog.

Pre-Engineering

Description
The engineering curriculum gives students both the understanding of fundamental principles of engineering as an applied science and the practical expertise to apply these principles to actual situations. There is a heavy emphasis on basic science, mathematics and engineering science. Engineering is a field that incorporates a variety of disciplines - aerospace, chemical, civil, electrical, industrial manufacturing, material, mechanical, and electronics and computer.

Program Learning Outcomes
The Pre-Engineering curriculum provides the chemistry, mathematics and physics required for pre-engineering majors planning to transfer to four-year engineering programs. Engineering courses required for specific engineering majors may be taken at San Diego City or Mesa College.

Career Options
The transfer studies associate degree in Pre-Engineering provides a solid academic base for transferring into an engineering program, or a number of other science-based programs such as biology, physics, or computer sciences. The bachelor's degree in engineering incorporates a variety of disciplines – aerospace, chemical, civil, electrical, industrial manufacturing, material, mechanical, and electronics and computer.

Faculty Office Telephone
Gina Bochicchio B-301E (619) 388-7496

Transfer Information

Course Requirements for Transfer Students
Students who plan to transfer to a four-year college or university and earn a bachelor's degree in this discipline need to follow the preparation for the major on page 115 in the Transfer Studies Degree section of the catalog.
Psychology

Description
Psychology is a behavioral science that emphasizes the understanding of behavior (feelings, actions, and thoughts) of individuals. It should be noted that psychology typically focuses on the study of humans though psychologists have interests in other species. Psychology as a science is most closely related to the biological sciences, although its application often involves persons and cultural/philosophical beliefs or values. Students who major in psychology are expected to be able to think critically and scientifically about behavior, and be able to apply the principles of psychology to the understanding of behavior.

Program Learning Outcomes
The psychology program has two primary goals. The first is to provide the basic courses that are foundations for further understanding of other courses in psychology and related fields as well as preparation for transfer to other institutions for further study. The second goal is to provide courses that may include additional information regarding psychology that are of general interest to the community and college students or are applications of psychological principles.

Faculty Office Telephone/EMail
Kenneth M. McPherson B-403G (619) 388-7516 kmcpher@sdccd.net
Mary Lee Meiners B-101B (619) 388-7463 mleemein@sdccd.net

Career Options
Most career options directly related to psychology require graduate level degrees. However, there are several applied and paraprofessional occupations that may not require education beyond the associate degree. The following is a sample of the many career options available with additional preparation in this major beyond the associate degree: advertising researcher, school counselor, drug abuse counselor, employment counselor, manager, marriage and family counselor, mental health worker, personnel analyst, probation officer, police officer, psychometrist, and research. An undergraduate degree in psychology may be an important asset to majors in other fields.

Transfer Information
Course Requirements for Transfer Students
Students who plan to transfer to a four-year college or university and earn a bachelor’s degree in this discipline need to follow the preparation for the major on page 118 in the Transfer Studies Degree section of the catalog.
Selected Studies

Designed for students who are interested in a program of studies that will allow them to attain educational or career goals that are not satisfied by associate degrees offered in Degree Curricula and Certificate Programs listed in this catalog.

**Associate in Arts Degree: Selected Studies**

**Courses Required for the Major:**
The student must earn a minimum of 18 required semester units in a single discipline or related disciplines. The approved course of study represents a cohesive and rigorous program of instruction related to a specific goal not met by other Programs of Instruction as found in this catalog. The student and a counselor will develop a Selected Studies program to be submitted to an academic standards committee for review and approval. The student is encouraged to meet with the counselor early in his or her educational career to review the student’s statement of justification for the Associate in Arts Degree: Selected Studies and to develop an education plan.

Only one course from the approved pattern for the Selected Studies major may be used to satisfy SDCCD general education requirements. Students must fulfill additional requirements for the Associate Degree as listed in this catalog.

For graduation requirements see **Requirements for the Associate Degree** on page 60.

**Electives as needed to meet minimum of 60 units required for the degree:**
**Recommended Electives:** Electives are particularly important in this program. They may be used by the student to strengthen the major, explore new fields of interest, and satisfy graduation requirements at a four-year institution.

The student who plans carefully may fulfill the requirements for the A.A. Degree and also complete most lower division requirements at the four-year institution of his/her choice in the major area and in general education. See generalized guide for transfer students located in this catalog.
**Sociology**

**Description**
Sociologists study the behavior of humans as they interact in varied groups: families, communities, sports, industrial organizations, and institutions such as schools, hospitals, and social service agencies. They explore social issues, such as social stratification, deviant behavior, cultural differences, effects of mass media, urban organization, educational systems and mental health. The focus is on how behavior is influenced by societal structures and how consensus and conflict among groups affects society.

**Program Learning Outcomes**
The curriculum prepares students to transfer to baccalaureate Institutions. In addition, courses maybe applied to meet the Requirements for general education at both the two and four-year colleges.

**Faculty Office Telephone**
Corrie D. Ort  B302B  (619) 388-7501

**Career Options**
Most career options for majors require graduate level degrees. Graduates with advanced degrees enter careers such as: advertising, research, college teaching, community organizing, criminology, probation officer, public administration, social scientist, social work, and urban and regional planning.

**Transfer Information**

**Course Requirements for Transfer Students**
Students who plan to transfer to a four-year college or university and earn a bachelor’s degree in this discipline need to follow the preparation for the major on page 118 in the Transfer Studies Degree section of the catalog.

---

**Spanish**

**Description**
The study of Spanish builds communication skills, provides exposure to the richness of cultural variety; meets baccalaureate degree language requirements; broadens career opportunities enriches global travel; provides personal enrichment, and prepares students for upper division work in a baccalaureate institution.

**Program Learning Outcomes**
Students develop skills of understanding, speaking, reading, and writing. They also become acquainted with the culture, literature, history and current events of Spanish speaking countries. The curriculum focuses on preparing students for transfer to baccalaureate institutions and for proficiency in Spanish in a variety of settings.

**Faculty Office Telephone**
April Koch  C-202G  (619) 388-7537
Virginia Naters  C-202G  (619) 388-7538

**Career Options**
Many students pursue an associate degree in Spanish to add language skills in their field of work. Degrees beyond the associate level lead to careers such as: working in local and state agencies, multinational companies, international marketing and consulting firms, international banking, advertising, journalism, media and entertainment, travel and tourism, hotel and restaurant industries, and health care.

**Transfer Information**

**Course Requirements for Transfer Students**
Students who plan to transfer to a four-year college or university and earn a bachelor’s degree in this discipline need to follow the preparation for the major on page 118 in the Transfer Studies Degree section of the catalog.
Speech Communications

Description
Communication is the study of human interaction in the verbal and non-verbal arena. It describes, explains, and depicts the various elements that influence communication such as age, gender, culture, settings, and circumstance. Communication provides a foundation for success in an individual's personal, social and professional roles.

Program Learning Outcomes
The curriculum focuses on preparing students with basic concepts in Speech Communication, which provides the foundation pursuing a baccalaureate degree. Courses will also satisfy requirements for general education at both the two and four-year institutions. Students planning to major in a communications field should prepare themselves with courses that complement that major.

Career Options
Most careers require degrees beyond the associate level. Graduates with advanced degrees have secured positions such as: customer relations officers, public relations managers, human resources trainers, employment specialists, marketing representatives, broadcasters, and sales representatives.

Transfer Information

Course Requirements for Transfer Students
Students who plan to transfer to a four-year college or university and earn a bachelor’s degree in this discipline need to follow the preparation for the major on page 115 in the Transfer Studies Degree section of the catalog.

Transfer Programs
(See “Transfer Guide” on page 73.)

Teacher Education Preparation

At the time of catalog print, these programs were in the process of being revised. Students should check with the Counseling Department or Transfer Center for current information.

Faculty
Lisa Brewster  I-102E  (619) 388-7696
Leslie Klipper  I-102D  (619) 388-7694
Apprenticeship

The apprenticeship training program provides an opportunity for a balanced approach of on-the-job training and related technical instruction to achieve the position of journeyperson in one of the state-approved programs. The length of the program depends on the trade selected and can range from two to five years. The program encourages the transfer of skills and knowledge from master journeymen and journeywomen to apprentices to further employment potential in their trade. The California state system was established in 1939 with the passage of the Shelley-Maloney Apprenticeship Labor Standards Act. This act established the California Apprenticeship Council as the policy-making body; named the State Director of Industrial Relations as the administrator of apprenticeship; authorized the Division of Apprenticeship Standards (DAS) to approve training standards and provide assistance in the development of apprenticeship programs; and assigned responsibility for related and supplemental training to state and local boards responsible for vocational education.

Affirmative Action Statement
The Apprenticeship Committees for whom the District provides related and supplemental instruction have indicated they do not and will not discriminate against any employee or against any applicant for employment because of age, race, color, religion, handicap, ancestry, sex or national origin.

Admission To The Program
Indenture in a state-approved apprenticeship program is a required prerequisite to enroll in the apprenticeship related and supplemental classes. Applicants for apprenticeship should contact the employer, program coordinator or labor union listed before each program in the apprenticeship course description section of the catalog. Each of the individual programs listed in the apprenticeship course description section of this catalog is administered by an apprenticeship committee made up of member representatives from the respective trades or industries. This committee serves as the approval body for all apprenticeship matters relating to the particular trade.

Completion Requirements
In addition to the academic requirements listed below, each apprentice must complete the prescribed number of hours of training during the period of the apprenticeship program as approved by the Apprenticeship Committee to receive the certificate of achievement or two-year degree.

San Diego City Civil Service Equipment Mechanic Apprenticeship
A four-year apprenticeship program in equipment mechanic trades at the City of San Diego. Applications accepted at the City Administration Building, Community Concourse, 202 C Street, San Diego, CA 92101.

Certificate of Achievement: San Diego City Civil Service Equipment Mechanic Apprenticeship

Courses Required for the Major: Units
AUTO 154, Suspension and Steering Systems ........... 4
AUTO 054, Engine and Related Systems .................. 3
DIES 100, Introduction to Diesel Tech .................... 2
DIES 135, Applied Failure Analysis ....................... 3
DIES 137, Diesel Fuel Injection Systems ................. 2
DIES 138, Electrical Systems ............................. 3
DIES 155, Air Brake Systems ............................. 3
DIES 160, H.D. Transmission ............................. 3
DIES 170, Truck Drive Axles and Specifications ........ 3
SDCS 349I, Equipment Mechanic Apprentice Work Experience ........................................16
Total Units = 42

Associate in Science Degree: San Diego City Civil Service Equipment Mechanic Apprenticeship

Courses Required for the Major: Units
AUTO 154, Suspension and Steering Systems ........... 4
AUTO 054, Engine and Related Systems .................. 3
DIES 100, Introduction to Diesel Tech .................... 2
DIES 135, Applied Failure Analysis ....................... 3
DIES 137, Diesel Fuel Injection Systems ................. 2
DIES 138, Electrical Systems ............................. 3
DIES 155, Air Brake Systems ............................. 3
DIES 160, H.D. Transmission ............................. 3
DIES 170, Truck Drive Axles and Specifications ........................................ 3
SDCS 349I, Equipment Mechanic Apprentice Work Experience ....................... 16
Total Units = 42

Additional general education and graduation requirements for the associate degree are listed in the Academic Requirements section of catalog. **The associate degree requires a minimum of 60 units.**

**Recommended Electives:** Diesel Technology 105, 144, Automotive Technology 64, 76, 195.
Course Descriptions
General Course Information

Not all courses listed will be offered each semester, and San Diego Miramar College reserves the right to cancel any course if enrollment in such course is below a minimum number as set by the San Diego Community College District Board of Trustees. The hours indicated at the beginning of each course description, except where otherwise specified, denote the total number of clock hours the class meets each week.

Students enrolled in occupational and health occupation programs must earn a grade of “C” or better in courses required for the major.

Only one course in a student’s major discipline may be used to meet the San Diego Community College district general education requirement.

Course Numbering System
The course numbering system has meaning with regard to level and transfer. See the description below:

- **1-49** Basic Skills or college preparatory courses. Credit does not apply toward an associate degree or transfer to a four-year college or university.

- **50-99** Course credit applies toward the associate degree but does not transfer to a four-year college or university.

- **100-299** Course credit applies toward the associate degree and credit is intended for transfer to a four-year college or university. (Some courses may be identified as associate degree.) Final decision in regard to transferability rests with the receiving institution.

- **300-399** Apprenticeship and in-service courses that may also count toward the associate degree, but credit may transfer.

Apprenticeship 345, 349, 349-D, DSPS 065, Field Experience/Internship 275, Independent Study 290, Individualized Instruction 296, Special Topics 23, 63, 265, Tutoring 044, and Work Experience courses 270, 272, 274, have Districtwide designated numbers.

Prerequisites, Corequisites, and Limitations on Enrollment
All prerequisites, corequisites, and limitations on enrollment stated in the course descriptions listed in this catalog will be strictly enforced by ClassTalk and Reg-e at the time of registration. Students who do not meet the prerequisite, corequisite, or other limitation according to the college’s records, will not be permitted to register for the course. Students are strongly advised to have all transcripts of prior college work and other documentation on file well in advance of registration. This will minimize registration delays.

Students should plan their schedule early and see a counselor for assistance.

Students may challenge a prerequisite, corequisite or limitation on enrollment. Contact the Admissions Office to obtain a Petition to Challenge and a copy of Procedures 5500.2. The completed petition must be filed no later than ten working days prior to the published add deadline for the course being challenged.

Generic Course Information
Any discipline or department may offer the courses listed below which do not appear individually in the catalog. If applicable to a particular subject area, it will be listed under the appropriate departmental heading (subject indicator) in the college class schedule. For further information, please check with the instructor or department chair.

Supervised Tutoring (044)
Supervised tutoring courses are available in each discipline. To enroll in a supervised tutoring course, a student must be enrolled in a college or basic skills course in the respective discipline. The courses are designed to prepare the student to succeed in the corequisite or subsequent courses. Supervised tutoring may be taken four times, each time with a different corequisite. Credit does not apply to the associate degree.

Applied Application and Software Skills (045L)
This is an open entry/open exit supplemental course designed to assist students to succeed in completing computer assignments in a companion course. This course may be taken four times with different companion subject-matter courses as needed. Credit does not apply to the associate degree.

Special Topics Courses (265)
Special topics courses that examine current problems or issues of interest may be offered in some disciplines. See the class schedule for specific titles and course details.

Work Experience (270)
Program of on-the-job learning experiences for students employed in a job related to the major. The
combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. To receive credit, a student must complete a minimum of seven units during the semester, including work experience. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**Service Learning**

Students gain hands-on experience in project planning, development, implementation and evaluation. Students meet weekly to receive support training and development opportunities regarding best practices in Service Learning. The service-learning options are as follows:

- **Service Learning - High School Projects (277A)**
  Students in this course develop and implement service-learning projects to help high school students under the supervision of college faculty and in cooperation with high school teachers, counselors and resource teachers. Projects may include collaboration with high school classes, educational projects for high school students, mentoring, and shadowing. This course is intended for students from any discipline who are interested in project development, development of teaching skills, or enhancement of communication and planning skills. Course segments may be taken in any order. The combined credit for all 277A discipline courses may not exceed three units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

- **Service Learning - Community (277C)**
  Students in this course develop and implement service-learning projects to help the college’s community under the supervision of college faculty and in cooperation with the staff of community organizations and agencies. Projects may include collaboration with off-campus community organizations and educational service oriented projects for the college’s community. This course is intended for students from any discipline who are interested in project development, development of teaching skills, or enhancement of communication and planning skills. Course segments may be taken in any order. The combined credit for all 277C discipline courses may not exceed three units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

- **Service Learning - On Campus (277D)**
  Students in this course develop and implement service-learning projects to help the college’s students under the supervision of college faculty and in cooperation with college counselors and staff. Projects may include collaboration with college classes, educational projects for college students, mentoring, and shadowing. This course is intended for students from any discipline who are interested in project development, development of teaching skills, or enhancement of communication and planning skills. Course segments may be taken in any order. The combined credit for all 277D discipline courses may not exceed three units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

- **Elementary and High School Projects (277B)**
  Students in this course develop and implement service learning projects to help elementary and junior high school students under the supervision of college faculty and in cooperation with elementary and junior high school teachers, counselors and resource teachers. Projects may include collaboration with elementary and junior high school classes, educational projects for elementary and junior high school students, mentoring, and shadowing. This course is intended for students from any discipline who are interested in project development, development of teaching skills, or enhancement of communication and planning skills. Course segments may be taken in any order. The combined credit for all 277B discipline courses may not exceed three units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

- **Independent Study (290)**
  This course is for students who wish to conduct additional research, a special project, or learning activities in a specific discipline/subject area and is not intended to replace an existing course in the discipline. In this course students will have a written contract with their instructor for activities such as: preparing problem analysis, engaging in primary research, preparing reports, and meeting with the instructor at specific intervals. This course may be taken four times with different content, for a maximum of six units. The credit may be used for the associate degree and the courses are transferable to four-year institutions.

- **Individualized Instruction (296)**
  This course provides supplemental instruction to reinforce achievement of the learning objectives of a course in the same discipline under the supervision of the instructor of the designated course. Learning activities may employ a variety of self-paced multimedia learning systems, language labs, print and electronic resources, laboratory, or field research arrangements, to assist student in reaching specific
learning objectives. This open entry/open exit course is offered concurrently with designated courses. The credit may be used for the associate degree and the courses are transferable to four-year institutions.

**Explanation of Terms**

Courses in the San Diego Community College District which transfer to public four-year universities in California are identified at the end of each course description with the following statements:

**Associate Degree Credit & transfer to CSU and/or private colleges and universities.; UC:** Course certified for transfer to the 20 campuses of the California State University and to the 9 campuses of the University of California.

**Associate Degree Credit & transfer to CSU and/or private colleges and universities.; UC transfer limitations.** See a counselor: Course is certified for transfer to California State University campuses and will transfer to the University of California campuses with some restrictions. Students should see a counselor concerning these limitations.

The UC system limits the credit that will be accepted for Art, Music, Drama (Theater Arts), Computer Science, Engineering, and Independent Study courses. It is expected that students will plan their transfer program carefully and enroll in general education as well as courses preparatory for their intended major at UC. If you have questions, please see a counselor.

**Associate Degree Credit & transfer to CSU and/or private colleges and universities.** Course is certified for transfer to California State University campuses.

**CAN: The notation CAN stands for California Articulation Number. The course is accepted at other participating campuses (See page 104).**

Information concerning transferability to CSU or UC systems is based on information available at the time the catalog is printed. For the latest information, see a counselor. Other symbols include:

**Field Trip: (FT)** All courses identified at the end of the course description with the symbol (FT) may have field trips required. Detailed information concerning costs incurred will be provided by the instructor.

**Physical Education Classes/Intercolligiate Sports-disclaimer**

Participation in all sports and physical education activities involves certain inherent risks. Risks may include, but are not limited to, neck and spinal injuries that may result in paralysis or brain injury, injury to bones, joints, ligaments, muscles, tendons and other aspects of the muscular skeleton system; and serious injury, or impairment, to other aspects of the body and general health, including death. The San Diego Community College District, its officers, agents and employees are not responsible for the inherent risks associated with participation in physical education classes/intercollegiate sports. Students are strongly advised to consult a physician prior to participating in any physical education activity.
116A Financial Accounting

Advisory: English 51 and English 56 and Mathematics 95, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5 and M40.

This introductory financial accounting course provides instruction in the theory and practice of accounting applicable to recording, summarizing, and reporting of business transactions for external uses. Topics also include coverage of asset valuation, revenue and expense recognition, and appropriate accounting for various asset, liability, and capital accounts. This course is required for business majors preparing for and planning to transfer to a four-year college or university. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN BUS 2) (CAN BUS SEQ A = ACCT 116A+116B)

116B Principles of Accounting-Managerial

Prerequisite: Accounting 116A with a grade of "C" or better, or equivalent.

This introductory managerial accounting course provides instruction in the selection and analysis of accounting information for internal use by managers. Emphasis is given to the use of information needed for managerial planning and control. This course is required for business majors preparing for and planning to transfer to a four-year college or university. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN BUS 4)(CAN BUS SEQ A = ACCT 116A + 116B)

120 Federal Income Tax

Advisory: Completion of or concurrent enrollment in Accounting 102 or 116A; and concurrent enrollment in Accounting 121.

Structure of personal income taxation. Tax planning. Underlying social and economic issues. Emphasis on tax concepts rather than tax return preparation. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

150 Computer Accounting Applications

Advisory: Completion of or concurrent enrollment in Accounting 102 or 116A.

An introductory course of computerized accounting system functions utilizing an integrated general ledger software package (such as DacEasy) and spreadsheet software (such as Lotus 1-2-3). (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

270 Work Experience

Limitation on Enrollment: To receive credit a student must complete a minimum of seven units during the semester, including work experience.

A program of on-the-job learning experiences for students employed in a job related to their major. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.
85 Public Safety Program  
100 hours lecture (total), 8 hours lab (total), 6 units  
Grade Only

This course is designed to provide high school students with an overview of the criminal justice system. Emphasis will be placed on law enforcement procedures and techniques. The student will comprehend the principles and components that affect modern law enforcement such as Criminal Law, Juvenile Law, Search and Seizure, Laws of Arrest, Evidence, First Aid, Narcotics, Gangs, and Report Writing. (FT) Associate Degree Credit only and not Transferable.

101 Introduction to Administration of Justice  
3 hours lecture, 3 units  
Grade Only

Students are introduced to the philosophy and history of Administration of Justice. Students receive an overview of crime and police problems and organization and jurisdiction of local, state and federal law enforcement agencies. Students survey professional career opportunities and qualifications. This class provides professional education for students seeking employment in the field of law enforcement, continued education for law enforcement personnel, and general knowledge of the Administration of Justice System for the community at large. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN AJ 2)

102 Criminal Law I  
3 hours lecture, 3 units  
Grade Only

Students are introduced to the scope and source of criminal law, definition and classification of crimes, elements of crime, types of intent, capacity to commit crimes, legal defenses, parties to crime, attempts, solicitation, obstruction of justice, conspiracy, laws of arrest, offenses against the public peace, types of assault, and constitutional background. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. (CAN AJ 4)

106 Diversity and Community Relations  
3 hours lecture, 3 units  
Grade Only

This course offers Administration of Justice students the opportunity to analyze, develop insights, and effectively handle face to face street contact between peace officers and the public. Subject matter emphasizes the major cultural groups in California and the community relations problems facing law enforcement personnel. This course fulfills degree, certificate requirements, and is transferable. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

140 Patrol Procedures  
3 hours lecture, 3 units  
Grade Only

This course covers techniques and methods used by peace officers while on patrol. Subject matter includes observation skills, perception, and recollection of facts. Students develop insight into prioritization of calls for service, crimes in progress, officer survival techniques, and handling of unusual incidents. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

147 Physical Conditioning  
3 hours lab, 1 unit  
Grade Only

This course provides a balanced physical conditioning program for Administration of Justice and Fire Technology students. A prime objective is to prepare these students for employment in their respective occupational fields. This course also meets District Physical Education graduation requirements. This course may be repeated two times. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

148 Defensive Tactics  
3 hours lab, 1 unit  
Grade Only

This course offers Administration of Justice students the opportunity to develop skills relating to protection against persons armed with dangerous weapons, demonstration and drill in a limited number of control holds, take downs, restraining of prisoners, and fundamental use of the police baton. This course may be repeated two times. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

149 Firearms  
3 hours lab, 1 unit  
Grade Only

This course covers the moral aspects, legal provisions, safety precautions, and restrictions covering the use of firearms, firing of the sidearm and shotgun. This course meets the state requirements in Carrying and Use of
the Firearms as described in 699 of the Administrative Code, 7514.1 of the Business and Professions Code, and 12033 of the Penal Code. This course may be repeated three times. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

157A Court Support and Administration I
3 hours lecture, 3 units
Grade Only

The purpose of this course is to provide an overview of the history, structure and function of the various levels of the California courts, with a focus on criminal justice and how courts support and interact with other components of the criminal justice system. Basic principles of legal analysis and legal writing will be introduced as the class progresses to expose students to the opportunity to resolve legal issues by applying facts to the applicable law. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

157B Court Support and Administration II
3 hours lecture, 3 units
Grade Only

Students obtain an in-depth understanding of the California trial and appellate court system. Content includes a close look at non-judicial court support personnel functions; aspects of the jury system; rights to a speedy and public trial and assistance of counsel; issues of court administration, inherent powers of the courts; and the future of the court system. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

160 Criminal Law II
3 hours lecture, 3 units
Grade Only

Students are introduced to dangerous weapons control laws; homicide; false imprisonment; kidnapping; sex crimes; public safety and morals; burglary, robbery and extortion; theft and embezzlement; controlled substance and alcohol abuse; forgery; arson; and Alcohol Beverage Control (ABC) laws. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

161 Juvenile Procedures
3 hours lecture, 3 units
Grade Only

This course covers the organization, functions and jurisdiction of juvenile agencies, the processing and detention of juveniles, juvenile cases disposition, juvenile statutes and court procedures. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

162 Criminal Investigation
3 hours lecture, 3 units
Grade Only

This course covers crime scene search and recording, collection and preservation of physical evidence, scientific aids, modus operandi, sources of information, interviews and interrogation, follow-up and case preparation. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. (CAN AJ 8)

167 Report Writing
3 hours lecture, 3 units
Grade Only

Students learn how written communications are used in both civil and criminal areas of law enforcement. Students prepare written reports relative to crime scene investigation, evidence preservation, chain of evidence continuity, case history, case prosecution, preparation for data processing, criminal records and other types of law enforcement statistical material utilized in case preparation. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

180 Drug Abuse and Law Enforcement
3 hours lecture, 3 units
Grade Only

Limitation on Enrollment: This course is not open to students with credit for Administration of Justice 265: Drug Abuse and Law Enforcement. This course offers Administration of Justice students the opportunity to analyze and effectively address drug abuse issues that are encountered in law enforcement. The course emphasizes the understanding drug laws and recognition of the major drug categories, their effects, and associated types of paraphernalia. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

181 Vice and Organized Crime
3 hours lecture, 3 units
Grade Only

Limitation on Enrollment: This course is not open to students with credit for Administration of Justice 265: Vice and Organized Crime. This course is designed to provide the student with an understanding of the interrelations of organized crime and the community; the impact of covert criminal activities upon the social structure; symptoms of organized crime activity, i.e., vice, narcotics and white
collar crime; political influences in the legal systems; and management of crime control units. Emphasis is placed on law enforcement involvement, intervention and prosecution. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

182 Street Gangs and Law Enforcement
3 hours lecture, 3 units
Grade Only

Limitation on Enrollment: This course is not open to students with credit for Administration of Justice 265: Street Gangs and Law Enforcement. This course is designed to provide the student with an overview of the street gang issue. An introduction to the history of gangs, gang dynamics, criminal activities, identification of differences between gangs, narcotics involvement, and gang philosophy. Emphasis is placed on the law enforcement perspective for involvement, intervention, prosecution and intelligence gathering. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

190 Legal Aspects of Corrections
3 hours lecture, 3 units
Grade Only

This course provides students with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course material is intended to broaden the individual's perspective of the corrections environment, the civil rights of prisoners and responsibilities and liabilities of corrections staff. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

191 Control and Supervision in Corrections
3 hours lecture, 3 units
Grade Only

This course offers an overview of the methods, practices, and theory related to the custodial supervision of incarcerated persons in federal, state, and local correctional facilities. The course will introduce and discuss issues of custodial control on a continuum from day-to-day institutional living through crisis situations. The course will analyze interaction between the offender and the correctional employee. Topics will include the effects of violence, overcrowding, gangs, substance abuse, legislation and other factors that impact the offender, employee and facility. Skills related to effective communication and crisis intervention will also be discussed. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

192 Correctional Interviewing and Counseling
3 hours lecture, 3 units
Grade Only

This course provides an overview of counseling and interviewing techniques available to Corrections practitioners. This course offers students the opportunity to learn the use of appropriate confidence building techniques and theories that may be used by correctional employees in interviews and counseling. This is a basic course for students planning to enter the Correctional Science field. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

193 Concepts of Criminal Law
3 hours lecture, 3 units
Grade Only

This course offers an overview of the historical development, philosophy of law and constitutional provisions; definitions, classification of crimes and their application to the system of administration of justice; legal research, review of case law, methodology and concepts of law as a social force. Course material will explore crimes against persons, property, and the state as a social, religious, and historical ideology. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

194 Introduction to Correctional Science
3 hours lecture, 3 units
Grade Only

This course is designed to provide the student with an overview of the history and trends of corrections. It will focus on the legal issues, general laws (i.e. codes, statutes, case law, etc.) and general operations in correctional institutions. The relationship between corrections and other components of the criminal justice system will also be examined. Employment opportunities and entry requirements in the criminal justice field will also be explored. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

201 California Criminal Procedure
3 hours lecture, 3 units
Grade Only

This course involves a comprehensive look at the origin, development, philosophy and legal basis of criminal procedures in California. This comprehensive look includes an examination of procedural statute law, case law, California court system, California grand jury system, pre-trial court procedures, adult trial procedures, juvenile court procedures, sentencing, appellate process and Constitutional law governing
laws of arrest, use of force, motions, rules of discovery, and applicable rules of evidence. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

210 Evidence

3 hours lecture, 3 units
Grade Only

Students learn about the origin, development, philosophy, and legal basis of evidence. Subjects include judicial decisions and statutory rules of evidence that govern the admissibility of testimony, writings, and material objects at a criminal trial. Students also learn how constitutional and procedural considerations affect searches and seizures, admissions, confessions, and methods of identification. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

220 Law Enforcement Forensics

3 hours lecture, 3 units
Grade Only

This course is designed to provide the student with an overview of how to evaluate, process and testify about evidence found at a crime scene. An introduction to the difference between forensic biology and clinical biology, as well as to the crime laboratory analysis of physical and/or autopsy evidence. Emphasis will be on law enforcement/crime laboratory involvement in the documentation, collection and analysis of evidence including blood spatter, blood typing, DNA typing, drugs/alcohol effects, wounds, trace evidence, documents, foot prints, fingerprints, missile trajectory and scene reconstruction. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

230 Constitutional Law I

3 hours lecture, 3 units
Grade Only

This course provides a compact summary of the sources of governmental power and limitation contained in the United States Constitution. While the emphasis is on contemporary interpretation and application of the Constitution, the historical underpinnings are also examined. This course will explore how the United States Supreme Court has interpreted and applied the Constitution in the ongoing effort to balance the power in the following arenas: between branches of the federal government, between federal government and the state, and between the government and the individual citizen. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

270 Work Experience

Hours by Arrangement, 1-4 units
Grade Only

Limitation on Enrollment: To receive credit a student must complete a minimum of seven units during the semester, including work experience. A program of on-the-job learning experiences for students employed in a job related to their major. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

290 Independent Study

Hours by Arrangement, 1-3 units
Grade Only

Limitation on Enrollment: Must obtain an Add Code from instructor for registration. Investigation of a special area in the field of Administration of Justice. This course may be taken four times with different content for a maximum of six units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

300 First Aid

8 hours lecture (total), 0.5 unit
Grade Only

This course is designated for personnel who need first aid training as outlined by the State of California regulations. The instruction will include communication, terminology, situation assessment, environmental emergencies, (including cardiopulmonary resuscitation) medical emergency childbirth, and the emotionally disturbed. This course may be repeated as necessary to meet a legally mandated training requirement as a condition of continued or volunteer employment. (FT) Associate Degree Credit only and not Transferable.

304 Intermediate Traffic Accident Investigation

32 hours lecture (total), 8 hours lab (total), 2 units
Grade Only

Limitation on Enrollment: Student must be a current employee of a law enforcement agency or public entity whose duties include the investigation of traffic collisions. This is a P.O.S.T. certified course designed to provide students with skills and knowledge in the basics of tire mark identification and analysis. Course topics include identification of the various types of tire marks; tire mark documentation, measurements; terms, definitions relating to tire mark investigations; case preparation, courtroom testimony; determination of coefficient of
friction, drag factor; and speed estimates using various equations.

305 Advanced Traffic Accident Investigation
64 hours lecture (total)
16 hours lab (total), 4 units

Prerequisite: Administration of Justice 304, 381, 382, 383, and 384, each with a grade of "C" or better, or equivalent.

This is a P.O.S.T. certified course designed to provide the student with skills and knowledge of advanced investigative techniques used to determine the sequence of events that result in a traffic collision and collision scene documentation.

307 Traffic Enforcement Radar Certification
24 hours lecture (total), 1.5 units

Limitation on Enrollment: Student must be a current employee of a law enforcement agency or public entity whose duties include enforcing traffic laws and/or conducting speed surveys.

This is a P.O.S.T. certified course designed to provide the necessary skills and knowledge of the legal and technical uses of moving and stationary radar, setting up and calibrating of equipment, target identification, and detecting anomalous and spurious readings.

312 Basic Supervisory Course
46 hours lecture (total), 34 hours lab (total), 3 units

Prerequisite: Administration of Justice 381, 382, 383, and 384, each with a grade of "C" or better, or equivalent.

This course introduces law enforcement supervisors to the duties and responsibilities of the first-line supervisor. Students learn theories of supervision as well as practical skills and techniques. The course consists of lecture, demonstration, breakout groups, and role-playing. (FT) Associate Degree Credit only and not Transferable.

313 Public Safety Dispatcher’s Basic Course
96 hours lecture (total), 24 hours lab (total), 6.5 units

This course will provide the student with entry-level skills and knowledge relevant to public safety dispatchers whose duty is providing dispatch service for law enforcement personnel in agencies participating in the P.O.S.T. Public Safety Dispatcher Program. (FT)

314 Officer Safety and Field Tactics
16 hours lecture (total)
24 hours lab (total), 1.5 units

Prerequisite: Administration of Justice 381, 382, 383, and 384, each with a grade of "C" or better, or equivalent.

This course is designed to provide and train officers in the areas of advanced retention, defensive tactics, recognition of new laws, advanced weaponry, current trends in officer survival in field situations, high-risk vehicle stops using approved methods, and increased shooting proficiency. (FT)

316 Baton Instructor Course
4 hours lecture (total), 36 hours lab (total), 1 unit

Limitation on Enrollment: A Law Enforcement or P.O.S.T. Peace Officers Standard and Training basic baton certification or equivalent training determined by the Regional D-Tac/Baton Core Instructor.

This is a P.O.S.T. certified course designed to develop baton instructor skills. Students will become familiar with teaching techniques of an all-encompassing impact weapon/control device program. This program will enable the student to give basic baton training with one set of techniques that are good for use with a variety of impact weapons/control devices. This course includes side handle baton, straight baton, expandable batons, OPN Nunchaku, flashlight, and the Sap. This course fulfills requirements for application as a regional baton instructor.

320 Semi-Automatic Pistol Training
4 hours lecture (total), 20 hours lab (total), 0.5 unit

Prerequisite: Administration of Justice 381, 382, 383, and 384, each with a grade of "C" or better, or equivalent.

Introduction to the fundamental characteristics of the self-loading semi-automatic pistol. This course includes firearms safety, use of force decision making, marksmanship skills, pistol operation and pistol maintenance. Training occurs in both daylight and low light conditions. Range firing exercises are basic and combat oriented. (FT)
322 Basic Traffic Accident Investigation
32 hours lecture (total)
8 hours lab (total), 2 units
Grade Only

Prerequisite: Administration of Justice 381 and 382 and
383 and 384, each with a grade of "C" or better, or
equivalent. This is a P.O.S.T. certified course designed
to provide the student with skills and knowledge to
properly investigate and document traffic collisions.
This course completes peace officer requirements to
write traffic collision-related notices of violations
based on reasonable cause per California Vehicle Code
Section 40600.

323 S.T.C. Certified Corrections Officer Core
Course
136 hours lecture (total),
426 hours lab, (total), 15 units
Grade Only

This course provides entry-level training for
correctional officers. It exceeds the minimum
mandates of the California State Board of Corrections
and is designed to introduce the student to the role of
corrections in today's society. The course emphasizes
facility operations, criminal law, ethics, inmate
supervision, defensive tactics, and physical training.
(FT) Associate Degree Credit only and not Transferable.

324 S.T.C. Certified Supplement Core Course
52 hours lecture (total)
4 hours lab (total), 3 units
Grade Only

Prerequisite: Administration of Justice 381, 382, 383,
and 384, each with a grade of "C" or better, or
equivalent.

This course provides entry-level training for corrections
officers who are peace officers and have completed the
P.O.S.T. Basic Course. This course meets the mandates
of the California State Board of Corrections. It is
designed to introduce the student to the role of
corrections in today's society. Emphasis is on facility
operations, inmate supervision and management,
facility security, booking and releasing inmates and
emergency procedures. (FT)

325 S.T.C. Certified Jail Training Officer
30 hours lecture (total)
10 hours lab (total), 2 units
Grade Only

Prerequisite: Administration of Justice 323 and 324,
each with a grade of "C" or better, or equivalent.
This course provides training for advanced corrections
officers who are assigned as trainers. This course is
approved by the California State Board of Corrections
and is designed to introduce the student to the role of
training officers in corrections. Emphasis is on
evaluating trainees, interpersonal communications,
ethics, physical fitness, and low and non-lethal weapon
certification. (FT)

326 S.T.C. Certified Detentions Special Incident
Response Training
25 hours lecture (total)
15 hours lab (total), 1.5 units
Grade Only

Prerequisite: Administration of Justice 323, 324, 381,
382, 383, and 384, each with a grade of "C" or better,
or equivalent.

This 40 hour course provides advanced tactics training
for corrections officers assigned to special response
teams. Emphasis is on riot suppression, cell extraction,
defensive tactics, fire procedures, command and
control, and low-lethal weapon certification.

327 Advanced Patrol Strategies
19 hours lecture (total)
21 hours lab (total), 1.5 units
Grade Only

This is an intense and vigorous 40-hour course that
provides updated training in the areas of Advanced
Officer Safety, Field Tactics, Performance Driving,
Survival Firearms, Officer Involved Shootings, and
Advanced Patrol Procedure for members of law
enforcement agencies currently assigned to patrol
duties. Participation includes working under varied
weather and lighting conditions and required moderate
physical exertion during firearms training and practical
exercises.

328 Correctional Officer Basic Core Courses
120 hours lecture (total)
40 hours lab (total), 8 units
Grade Only

This course is designed to meet training requirements
regulated by the California Department of Corrections
Standards and Training. Completion of this course
certifies that the student has completed entry-level
training requirements for Adult Institution staff.
Course content includes limited duty peace officer
training, CPR and First Aid. Associate Degree Credit
only and not Transferable.

329 S.T.C. Laws of Arrest and Firearms Training
16 hours lecture (total)
24 hours lab (total), 1.5 units,
Grade Only

Prerequisite: Administration of Justice 323 and 324,
each with a grade of "C" or better, or equivalent.
This course is designed to update the correctional deputy on current legal issues dealing with laws of arrest. The course of instruction includes criminal law, ethics, and inmate supervision. Also included is firearms familiarization, firearms safety, and shooting principles.

330 P.O.S.T. Certified Field Training Officer Course

   16 hours lecture (total)
   24 hours lab (total), 1.5 units
   Grade Only

_Prerequisite:_ Administration of Justice 381, 382, 383, and 384, each with a grade of “C” or better, or equivalent.

This course is designed for recently appointed Field Training Officers from Law Enforcement agencies. This course will provide training in the area of the FTO role, ethics, civil liability, teaching techniques, sexual harassment, leadership, documentation, officer safety issues for the FTO and trainee, override and intervention, adult learning theory and other related subjects.

331 Advanced Officer Training/Field Operations

   20 hours lecture (total)
   60 hours lab (total), 2.5 units
   Grade Only

_Prerequisite:_ Administration of Justice 381, 382, 383, and 384, each with a grade of “C” or better, or equivalent.

This course is designed to provide updated training in the areas of field tactics, criminal law, and general patrol procedures for members of the Sheriff’s Department. The course is applicable to deputies and sergeants who are being assigned to patrol stations for the first time or who are being reassigned to patrol after an absence of longer than one year.

332 P.O.S.T. Certified Driving Under the Influence Course

   16 hours lecture (total)
   8 hours lab (total), 1 unit
   Grade Only

_Prerequisite:_ Administration of Justice 381, 382, 383, and 384, each with a grade of “C” or better, or equivalent.

This course is designed to provide the necessary instruction on technical and legal issues involved in the detection, apprehension and prosecution of the “under the influence” driver. Emphasis is on the physical symptoms of drivers under the influence, including testing using the current standardized sobriety tests. Also covered are the legal aspects, officer safety, and the California Department of Motor Vehicle requirements concerning legal sanctions of D.U.I. drivers.

333 P.O.S.T Certified Firearms Instructors Course

   20 hours lecture (total)
   20 hours lab (total), 1.5 units
   Grade Only

_Prerequisite:_ Administration of Justice 381, 382, 383, and 384, each with a grade of “C” or better, or equivalent.

_Enrollment Limitation:_ Student must complete a P.O.S.T. firearms qualification class with a score of 80% or better, prior to enrollment.

This course is designed to train the participants to be firearms instructors and to provide them with the skills and knowledge to identify, define and work with officers having problems with firearms. Instruction will include firearms safety, liability encountered during training, basic firearms knowledge, course design, method of instruction, writing lesson plans and presentation strategies. Additionally, students will receive a special weapons orientation and preview new firearms accessories and equipment.

334 Law Enforcement Emergency Vehicle Operations

   4 hours lecture (total)
   20 hours lab (total), 0.5 units
   Grade Only

_Enrollment Limitation:_ Student must be attending the San Diego Regional Public Safety Training Institute’s Basic Academy.

This course is designed to provide law enforcement officers with a general knowledge of driving principles and vehicle dynamics. The purpose is to gain knowledge of how to safely operate emergency vehicles during non-emergency, emergency and pursuit driving situations. (FT) Associate Degree Credit only and not Transferable.

335 P.O.S.T. Certified Tactical Communications Course

   8 hours lecture (total), 0.5 unit
   Grade Only

_Prerequisite:_ Administration of Justice 381, 382, 383, and 384, each with a grade of “C” or better, or equivalent.

This course is designed to provide law enforcement officers with verbal skills and effective intervention techniques to avoid physical confrontations. This
course also focuses on topics relating to stress management and stress reduction.

336 S.T.C. Advanced Arrest and Firearms Training

4 hours lecture (total)
20 hours lab (total), 0.5 unit
Grade Only
Prerequisite: Administration of Justice 323 and 324, each with a grade of "C" or better, or equivalent.
This course is designed to update the Correctional Deputy on perimeter security and transporting inmates outside the detention facility. The course of instruction includes Laws of Arrest and Firearms.

338 S.T.C. Certified Jail OPS.

24 hours lecture (total), 1.5 units
Grade Only
Prerequisite: Administration of Justice 323 and 324, each with a grade of "C" or better, or equivalent.
This course is designed to instruct law enforcement/corrections officers in the moral, legal and safe use of chemical agents. The course provides officers with verbal skills and effective intervention techniques to avoid physical confrontations. The course provides knowledge of cultural differences in surrounding communities and their agencies. This course may be taken four times with different content. (FT)

339 S.T.C. Certified Detentions Inmate Disturbance Training

4 hours lecture (total)
20 hours lab (total), 0.5 unit
Grade Only
Prerequisite: Administration of Justice 323 and 324, each with a grade of "C" or better, or equivalent.
This course provides advanced procedures training for correctional personnel to handle critical incidents in the jail which require special response tactics. Topics include: inmate disturbances, riots, cell extractions, containing, controlling and managing a violent critical incident. Instruction will utilize a variety of instructional methods from lecture to scenario training and practical application, allowing the student to apply what he/she has learned.

343 Peace Officer's Guide to Internal Affairs

8 hours lecture (total), 0.5 unit
Grade Only
Prerequisite: Administration of Justice 381, 382, 383, and 384, each with a grade of "C" or better, or equivalent.
This course is designed to provide law enforcement officers with a thorough working knowledge of department Internal Affairs investigative procedures.

344 Strategies for Advanced Officers

24 hours lab (total), 0.5 unit
Grade Only
Prerequisite: Administration of Justice 381, 382, 383, and 384, each with a grade of “C” or better, or equivalent.
This course provides law enforcement officers with the three basic principles of tactical training: (1) Shooting principles and combat shooting scenarios where officers are faced with "shoot or no shoot" deadly force decision making. (2) Driving principles and vehicle dynamics to safely operate emergency vehicles during routine and emergency driving situations and (3) Arrest and control combative techniques that emphasize hand- to-hand fighting in the control of suspects who resist arrest. This course includes the use of impact weapons.

346 Juvenile Counselor Basic Core Course

144 hours lecture (total)
44 hours lab (total), 10 units
Grade Only
Prerequisite: Administration of Justice 323 and 324, each with a grade of "C" or better, or equivalent.
This course is designed to meet the training requirements regulated by the Department of Corrections. Completion of this course certifies that the student has completed the entry-level training requirements for juvenile institution staff. Course content includes limited duty peace officer training, CPR and First Aid. (FT) Associate Degree Credit only and not Transferable.

348 Essentials of Investigation

40 hours lecture (total), 2.5 units
Grade Only
Prerequisite: Administration of Justice 381, 382, 383, and 384, each with a grade of “C” or better, or equivalent.
This course refines and enhances the investigation skills of the law enforcement officer newly assigned to an investigative position or anticipating a transfer to investigations. Emphasis is on investigative techniques, legal issues affecting investigation, and officer safety. Associate Degree Credit only and not Transferable.
350 Weapons and Safety Training for Probation Officers

48 hours lecture (total)
56 hours lab (total), 4 units
Grade Only

Prerequisite: Administration of Justice 356A with a grade of "C" or better, or equivalent.

This course is designed for armed Probation staff assigned to special operations, intensive supervision, or home supervision. Students must have successfully completed a P.O.S.T. approved P.C. Laws of Arrest course. Subjects covered will include legal update liability, shooting skills, deadly force, survival skills and chemical agents. Students who successfully complete the course will satisfy the firearms requirement for peace officers pursuant to Penal Code section 832.

351 Chemical Agents Training for Peace Officers

8 hours lecture (total), 0.5 units
Grade Only

This course is designed to instruct peace officers in the use of liquid aerosol chemical agents. Topics will include chemistry, how to disperse, effects, use of force, tactics, liability, plus policies and procedures. All Peace Officers Standards of Training (P.O.S.T)-mandated performance objectives are addressed.

352 S.T.C. Certified Jail OPS

8 hours lecture (total)
16 hours lab (total), 0.5 unit
Grade Only

Prerequisite: Administration of Justice 323 with a grade of "C" or better, or equivalent.

This course is designed to instruct law enforcement/corrections officers in the basic use of the 12 gauge shotgun and vehicle operations.

356A 832 PC Laws of Arrest

40 hours lecture (total) 2.5 units
Grade Only

This course meets the Police Officers Standards of Training (P.O.S.T.) requirements of 832 P.C., which includes professional orientation, ethics, Administration of Justice components, California court system, discretionary decision making, community relations, introduction to law, laws of arrest, laws of evidence, communications, investigations, arrest and control. This course may be repeated as necessary to meet a legally mandated training requirement as a condition of continued or volunteer employment. (FT)

356B 832 PC Firearms

12 hours lecture (total)
12 hours lab (total), 1 unit
Grade Only

This course meets the Police Officers Standards of Training (P.O.S.T.) requirements for 832 P.C. Firearms course. This course may be repeated as necessary to meet a legally mandated training requirement as a condition of continued or volunteer employment. (FT)

356D Vehicle Operations for Sheriff’s Corrections Academy

8 hours lecture (total)
8 hours lab (total), 0.5 unit
Grade Only

Prerequisite: Administration of Justice 323 with a grade of "C" or better, or equivalent.

This course is designed to provide the student with the appropriate skills, knowledge and attitudes which will enable him/her to safely and legally operate an emergency vehicle under routine/non-emergency conditions. (FT)

361 Current Issues for Advanced Officers

8 - 40 hours lecture (total), 8 - 40 hours lab (total), 0.5 - 2.5 units
Grade Only

Prerequisite: Successful completion of the Basic P.O.S.T. Certified Academy or S.T.C. Certified Correctional Officer Core Course Academy (Total of eight to forty lecture and eight to forty lab hours).

This course is designed for peace officers, correctional personnel below the rank of middle management and military personnel. It meets the requirements of P.O.S.T., Title 15, Minimum Standards of Training for Local Corrections and Probation Officers (STC) and the California Legislature requiring special technical and skill proficiency training as specified in Section 13510, 6030-6043 of the California Penal Code and SB-924. Course work includes subjects such as new legislation and legal update, special technical subjects addressing social issues and skill proficiency training in emergency medical techniques, vehicle operations, firearms and defensive tactics, pre-assignment jail training officer issues, jail management, jail operations, inmate disturbances, advanced training for detention supervisors and advanced correctional officer issues. This course may be repeated as necessary to meet a legally mandated training requirement as a condition of continued or volunteer employment. (FT) Associate Degree Credit
362 Personnel Issues for Detention Supervisors
24 hours lecture (total), 1.5 units
Grade only

Prerequisite: Administration of Justice 312, 323, 324, 381, 382, 383 and 384, each with a grade of “C” or better, or equivalent.
This is an advanced 24-hour course designed to train detention supervisors in the skills that are necessary in supervising employees. Topics will include: legal updates, counseling employees in work performance standards, procedures related to Internal Affairs investigations, Worker's Compensation Issues and department budget and planning strategies. (FT) Associate Degree.

365 Assessment Tools Used on Adult Offender Populations
12 hours lecture (total), 4 hours lab (total), 1 unit
Grade Only

This course is designed for probation officers and other law enforcement officers, as well as treatment providers, court personnel, and victim advocates interested in learning how to identify and assess levels of risk and levels of criminogenic needs in offender populations. It will teach participants how to administer Federal Salient Factor Score (FSFS), the Level of Service Inventory (LSI) and Adult Substance User Survey (ASUS) instruments while using motivational interviewing techniques.

371 P.O.S.T. Certified Regular Basic Course
Module Format, Level I
274 hours lecture (total), 70 hours lab (total), 18.5 units
Grade Only

Prerequisite: Level II and III Modules, current (within last three years) in First Aid and CPR training, current PC 832 training and successfully passing the P.O.S.T.-constructed Level I Entrance Examination.
This course is designed for current Level II reserve peace officers. Upon successful completion of this course, Level II reserve peace officers will have met P.O.S.T. minimum standards of training and will be eligible for full-time peace officer employment. Course work will include subjects addressing social issues and skill proficiency training in vehicle operations, firearms, chemical agents, defensive tactics, investigative report writing, traffic accident investigations, physical fitness, patrol techniques, and responding to crimes in progress. (FT)

372 P.O.S.T. Certified Regular Basic Course
Module Format, Level II
178 hours lecture (total), 46 hours lab (total), 12 units
Grade Only

Prerequisite: Level III Module, current (within last three years) in First Aid and CPR training, and current PC 832 training.
This course prepares the student to become a back-up officer in the field. Emphasis is placed on the subjects of investigative report writing, arrest and control/baton, firearms, chemical agents patrol procedures, cultural diversity/discrimination. Completion of this course meets P.O.S.T. requirements for Level II Reserve status. (FT)

373 P.O.S.T. Certified Regular Basic Course
Module Format, Level III, P.C. 832 (Part 1)
56 hours lecture (total), 8 hours lab (total), 3.5 units
Grade Only

This course meets the P.O.S.T. requirements of 832 PC, which include professional orientation, ethics, criminal justice system, community relations, introduction to criminal law, laws of arrest, search and seizure, presentation of evidence, investigative report writing, use of force, preliminary investigation, arrest and control, firearms and justice system crimes. (FT)

374 P.O.S.T. Certified Regular Basic Course
Module Format, Level III, P.C. 832 (Part 2)
98 hours lecture (total), 34 hours lab (total), 7 units
Grade Only

Prerequisite: Arrest and Firearms components of the PC 832 course. Current P.C. 832 training.
This course prepares the student to become a second partner in a patrol assignment capacity. Police authority only for the duration of the person’s specific assignment. Emphasis of the course is on the subjects of arrest and control, first aid and CPR, vehicle operations, patrol procedures and report writing. Completion of the course meets P.O.S.T. requirements for Level III Reserve status. (FT)

375 Community Service Officer Academy
80 hours lecture (total), 240 hours lab (total), 10 units
Grade Only

This course of instruction is designed for students planning public safety careers as community service officers. The course will be delivered in a non-traditional manner where students are expected to
attend forty hours per week for eight weeks. Among the areas of emphasis provided are Administration of Justice System, Ethics, Introduction to Criminal Law, Drug Identification and Impairment Recognition, Laws of Evidence, Report Writing, Vehicle Operations, Traffic Accident Investigation, First Aid/CPR, and Courtroom Procedures. Upon successful completion of the academy program, students may petition for waiver of Administration of Justice 101. (FT) Associate Degree Credit only and not Transferable.

381 P.O.S.T. Certified Regional Academy Module 1

137.5 hours lecture (total), 486.5 hours lab (total), 15 units
Grade Only

Module 1 of a 4-phase modular instructional program of peace officer orientation, designed to introduce the student to the role of law enforcement in today's society. Exceeds the minimum peace officer training requirements of Section 832 of the California Penal Code. Upon successful completion of the 4 modules, students may petition for waiver of Administration of Justice 101, 102, 103. The 4-modular instructional program must be completed in succession. (FT)

382 P.O.S.T. Certified Regional Academy Module 2

48 hours lecture (total), 100 hours lab (total), 5 units
Grade Only

Prerequisite: Administration of Justice 381 with a grade of "C" or better, or equivalent.
This is Module 2 of a peace officer orientation program. This module emphasizes topics on criminal procedure, law, civil crisis management, firearms, arrest and control techniques and physical training. (FT)

383 P.O.S.T. Certified Regional Academy Module 3

31 hours lecture (total), 44 hours lab (total), 2.5 units
Grade Only

Prerequisite: Administration of Justice 381 and 382 each with a grade of "C" or better, or equivalent.
Module 3 of a peace officer orientation program. This module emphasizes topics in human relations, criminal investigation, patrol theory and method, carry over instruction in report writing, physical training and firearms. (FT)

384 P.O.S.T. Certified Regional Academy Module 4

64 hours lecture (total), 48 hours lab (total), 5 units
Grade Only

Prerequisite: Administration of Justice 381, 382, and 383, each with a grade of "C" or better, or equivalent. Module 4 of a peace officer orientation program. This module of training emphasizes topics in officer survival, crimes in progress, physical training, arrest and control, traffic stops, problem solving, missing persons, runaway juveniles, investigations, cultural diversity, and vehicle operations. (FT)

385 Law Enforcement Specialist/Master at Arms

9 hours lecture, 4.5 hours lab, 10.5 units
Grade Only

This overview of law enforcement provides current military police with the basic knowledge needed to perform their duties in an appropriate and effective manner. Local, state, and federal law will be identified and defined. (FT) Credit for this course does not apply to the associate degree.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

ANTHROPOLOGY (ANTH)

102 Introduction to Physical Anthropology

3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
A survey of the human evolution and human variation through the study of primates, human heredity, variability of modern populations and fossil record of early human primates. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN ANTH 2)
103 Introduction to Cultural Anthropology  
3 hours lecture, 3 units  
Letter Grade or Credit/No Credit Option  

Advisory: English 51 and English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.  
This course presents an overview of cultural anthropology using a comparative, cross-cultural approach. Emphasis is placed on the study of how various peoples around the world have adapted to their environments and developed behaviors to meet their biological, economic, psychological, social and political needs. This course is designed for students planning to take advanced courses in Social and/or Behavioral Sciences or students majoring in Anthropology. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN ANTH 4)

107 Introduction to Archaeology  
3 hours lecture, 3 units  
Letter Grade or Credit/No Credit Option  

Advisory: English 51 and English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.  
This course is an introductory study of the history and theory of archaeology. Emphasis is placed on the techniques of archaeological data collection and analysis, cultural innovations, reconstruction and interpretation of the past and Cultural Resource Management (CRM) work. This course is designed for students planning to major in Anthropology and/or to conduct upper division work in archaeology at a four-year institution. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN ANTH 6)

270 Work Experience  
Hours by Arrangement, 1-4 units  
Grade Only  

Limitation on Enrollment: To receive credit a student must complete a minimum of seven units during the semester, including work experience.  
A program of on-the-job learning experiences for students employed in a job related to the Anthropology major. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.  
This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270).  
Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

ART - FINE ART (ARTF)

100 Art Orientation  
3 hours, 3 units  
Letter Grade or Credit/No Credit Option  

Advisory: English 51 and English 56 each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.  
This course is designed not only for art students but also for those who are interested in history, humanities, teaching, travel and cultural enrichment. It is an introductory survey of the visual arts that are most relevant to an understanding of western civilization in the 19th and 20th centuries. It includes major monuments and representative art works from Europe, Russia and the Americas. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

109 Nineteenth and Twentieth Century Art  
3 hours lecture, 3 units  
Letter Grade or Credit/No Credit Option  

Advisory: Art-Fine Art 110 and Art-Fine Art 111, each with a grade of "C" or better, or equivalent.  
This course is designed not only for art students but also for those who are interested in history, humanities, teaching, travel and cultural enrichment. It is an introductory survey of the visual arts that are most relevant to an understanding of western civilization in the 19th and 20th centuries. It includes major monuments and representative art works from Europe, Russia and the Americas. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

110 Art History: Prehistoric to Gothic  
3 hours, 3 units  
Letter Grade or Credit/No Credit Option  

Advisory: English 51 and English 56 each with a grade of "C" or better, or equivalent.  
This course is designed not only for art students but also for those who are interested in history, humanities, teaching, travel, and cultural enrichment. It is an introductory survey of the visual arts that are most relevant to an understanding of western civilization, from prehistoric Africa and Europe through the Gothic period. It includes major monuments and representative artworks from Mesopotamia, Iran, Egypt, the Aegean and Greece. Also included are the
Hellenistic, Roman, early Christian, Byzantine, and Islamic worlds and art work from early Medieval, Romanesque, and Gothic Europe. Material is presented in illustrated lectures. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN ART 2) (CAN ARTF SEQ A = ARTF 110 + 111)

111 Art History: Renaissance to Modern
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent or Assessment Skill Levels W5 and R5.
This course is designed not only for art students, but also for those who are interested in history, humanities, travel, and cultural enrichment. It is an introductory survey of the visual arts that are recognized as salient in the development of western civilization from the Renaissance to the early twentieth century. The art styles covered in the course include Renaissance, Mannerism, Baroque, Rococo, Neo-Classicism, Romanticism, Impressionism, post-Impressionism, and early twentieth century Modern movements. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN ART 4) (CAN ARTF SEQ A = ARTF 110 + 111)

150A Design I
1.5 hours lecture, 4.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.
This is a course about visual form, and about ways of organizing two-dimensional visual forms into vivid and coherent images. As such, this course may serve as both an introduction to art for those with a tentative interest in art making, and as a foundation course for all other studio courses offered by this department, including courses such as ceramics and sculpture which involve construction in three-dimensions. This course does not require drawing expertise. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN ART14)

155A Freehand Drawing I
1.5 hours lecture, 4.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.
This course introduces anyone with an interest in drawing to the techniques and theory they need to create naturalistic drawings in various media. It provides students with the means to see and describe the world three-dimensionally using lines and differences in dark and light, and it provides students with compositional strategies for making their depictions more meaningful and effective. No previous art experience is required. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN ART 8)
155B Freehand Drawing II
1.5 hours lecture, 4.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5; and Art-Fine Art 155A. This course builds upon the technical and compositional means introduced in 155A. It differs from 155A in its range of media and form, and in its emphasis on helping students find individual solutions to particular problems of graphic representation and expression. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

165A Composition in Painting I
1.5 hours lecture, 4.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option
Advisory: Art-Fine Art 150A and 155A with a grade of “C” or better, or equivalent. This course is an introduction to oil and acrylic painting methods and techniques with emphasis on composition, color, and application of general design principles. A variety of subject matter such as still-life, landscape, portrait and non-objective subjects, and a variety of stylistic approaches such as cubism, collage, realism and expressionism, are explored. This course is designed to develop students' creative abilities and critical thinking in visual terms. The course is designed for students who are pursuing an Associate in Arts degree, preparing for a major in Art, as well as for those who wish to improve their artistic skills. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN ART 10)

165B Composition in Painting II
1.5 hours lecture, 4.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Art-Fine Art 165A with a grade of “C” or better, or equivalent.
Advisory: Art-Fine Art 150A and 155A and English 51, each with a grade of “C” or better, or equivalent. This course continues the introduction to oil/acrylic painting methods begun in Art-Fine Art 165A and provides for the continued development of concepts of pictorial space, composition, and color. The course is designed to further develop students' creative abilities and critical thinking through the construction of images designed to address specific pictorial problems and goals. This course is intended for students who are preparing for a major in Art as well as for those who wish to improve their artistic skills. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

165C Composition in Painting III
1.5 hours lecture, 4.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Art-Fine Art 165B with a grade of “C” or better, or equivalent.
Advisory: Art-Fine Art 150A and 155A and English 51, each with a grade of “C” or better, or equivalent, or Assessment Skill Level W5. This course continues the study begun in Art-Fine Art 165A and 165B of oil/acrylic painting methods and techniques. Composition, color, and application of general design principles are explored at a more advanced level of creativity and sophistication. A variety of subject matter such as still life, landscapes, portraits and non-objective subjects, and a variety of stylistic approaches such as cubism, collage, realism, and expressionism are explored. The course is designed to develop students' creative abilities and critical thinking in visual terms through the use of individual assignments tailored to students' skills. The course is intended for students who are preparing for a major in art, as well as for those who wish to improve their artistic skills. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

165D Composition in Painting IV
1.5 hours lecture, 4.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Art-Fine Art 165C with a grade of “C” or better, or equivalent.
Advisory: Art-Fine Art 150A and 155A, each with a grade of “C” or better, or equivalent. This course is the culmination of a four-semester sequence of study of oil/acrylic painting methods and techniques. The student continues to explore and develop skills and techniques in subject matter such as still-life, landscape, portrait, and non-objective subject matter, demonstrating an advanced level of creativity and critical thinking in visual terms. This course is intended for students preparing for a major in Art and may also be of interest to those who wish to improve their artistic skills. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.
170A Contemporary Crafts I  
1.5 hours lecture, 4.5 hours lab, 3 units  
Letter Grade or Credit/No Credit Option  
Advisory: English 51 and English 56 with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.  
In this course students learn to produce a variety of handmade crafts. Students develop projects using various media including ceramics, wood, fabrics, glass, and enamels. In addition, they learn about design principles and expressive quality. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

170B Contemporary Crafts II  
1.5 hours lecture, 4.5 hours lab, 3 units  
Letter Grade or Credit/No Credit Option  
Crafts problems adjusted to students’ individual needs and interests. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

170C Contemporary Crafts III  
1.5 hours lecture, 4.5 hours lab, 3 units  
Letter Grade or Credit/No Credit Option  
A continuation of Art-Fine Art 170A and 170B. Provides advanced studies in two areas with structured development of the media. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

175A Sculpture I  
1.5 hours lecture, 4.5 hours lab, 3 units  
Letter Grade or Credit/No Credit Option  
Advisory: Art-Fine Art 150A with a grade of “C” or better, or equivalent.  
This course is an introduction to sculptural materials, processes and forms. The course helps students to appreciate the shapes and functions of sculpture (past and present) in the context of hands-on experience. This course is intended for transfer students planning to major in art and for all students interested in working in three-dimensional media. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN ART 12)

195B Ceramics II  
1.5 hours lecture, 4.5 hours lab, 3 units  
Letter Grade or Credit/No Credit Option  
Prerequisite: Art-Fine Art 195A with a grade of “C” or better, or equivalent.  
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.  
This course is an intermediate level ceramics course in which students design and construct wheel thrown and handbuilt ceramic objects emphasizing form and surface enrichment, use molds, weigh, mix and use glazes, as well as load kilns and fire electric kilns. This course is designed for major requirements and transfer by ceramic or art majors and for students interested in developing ceramic skills. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

195C Ceramics III  
1.5 hours lecture, 4.50 hours lab, 3 units  
Letter Grade or Credit/No Credit Option  
Prerequisite: Art-Fine Art 195B with a grade of “C” or better, or equivalent.  
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Level W5 and R5. Continuation of Art-Fine Art 195A and B.  
This course is an advanced level ceramics course in which students design and construct wheel thrown and handbuilt ceramic forms selecting an area of focus emphasizing form and surface enrichment. Student will develop, mix and use clay and glazes, as well as load and fire gas and electric kilns. This course is intended for transfer students planning to major in art and for all students interested in designing objects in three dimension. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

196 Clay and Glaze Technology  
1.5 hours lecture, 4.5 hours lab, 3 units  
Letter Grade or Credit/No Credit Option  
Prerequisite: Art-Fine Art 195A with a grade of “C” or better, or equivalent.
Advisory: Art-Fine Art 195B or Art-Fine Art 197B, with a grade of "C" or better, or equivalent.

This is a survey of technical processes in ceramics that introduces students to basic and advanced techniques of glaze formulation, mixing, and testing. The course also acquaints students with the composition of clays, stains, and engobes and how these respond to different kilns and firing conditions. This course is designed to help ceramics majors and other interested students understand the physical and chemical nature of ceramic materials. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

197A Handbuilding Ceramics I
1.5 hours lecture, 4.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option

Prerequisite: Art-Fine Art 195A with a grade of "C" or better, or equivalent.

Advisory: Completion of or concurrent enrollment in English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course provides instruction in the design and construction of hand-built ceramic forms. Students create ceramic forms emphasizing form and surface enrichment, while gaining experience applying glazes and loading kilns. This course is designed for art majors and for students interested in developing ceramic skills. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

197B Handbuilding Ceramics II
1.5 hours lecture, 4.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option

Prerequisite: Art-Fine Art 197A with a grade of "C" or better, or equivalent.

Advisory: Completion of or concurrent enrollment in English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course is an intermediate level ceramics course in which students design and construct hand-built ceramic forms emphasizing form and surface enrichment, weigh, mix and use glazes, as well as load kilns and fire electric kilns. This course is designed for major requirements and transfer by ceramic or art majors and for students interested in developing ceramic skills. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

198A Introduction to Printmaking I
1.5 hours lecture, 4.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option

Advisory: Art-Fine Art 150A and Art-Fine Art 155A, each with a grade of "C" or better, or equivalent.

This course is an introduction to the basic printmaking media of intaglio, relief, and monoprinting and is designed for art students and anyone interested in printmaking. Students study techniques to create and print plates; investigate papers and select for properties; analyze, formulate and compare aesthetic strategies for image making; and practice principles of editioning and conservation of prints. This course satisfies requirements for the major in art with a two-dimensional or design emphasis. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

210A Life Drawing I
1.5 hours lecture, 4.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option

Advisory: Art-Fine Art 150A and 155A and English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This basic course in figure drawing helps students understand form, structure, and proportions of the human figure as they apply to visual expression. Students learn about human anatomy and physical features, composition and perspective, and developing and evaluating their personal style. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

210B Life Drawing II
1.5 hours lecture, 4.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option

Drawing from live models. Dynamic representation of the human form and expressive use of figure in composition. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

270 Work Experience
Hours by Arrangement, 1-4 units
Grade Only

Limitation on Enrollment: To receive credit a student must complete a minimum of seven units during the semester, including work experience.

A program of on-the-job learning experiences for students employed in a job related to their major. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units.
AUTOMOTIVE TECHNOLOGY (AUTO)

282 Open Studio

3-6 hours lab, 1-2 units
Letter Grade or Credit/No Credit Option
Corequisite: Completion of or concurrent enrollment in Art-Fine Art 150B or 155A or 165A or 170A or 195A or 210A or Music 190 or Music 202, each with a grade of “C” or better, or equivalent.
This workshop reinforces the student’s aesthetic awareness and technical skills introduced in his or her studio art or music courses. These courses include painting, ceramics, graphic design, life drawing, drawing, crafts, electronic music, and computer music. This course may be taken four times for credit. (FT) Associate Degree Credit and transfer to CSU and/or private colleges and universities.

101 Descriptive Astronomy

3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option
This course is an introductory survey of contemporary astronomy. Topics covered include the solar system, stars and stellar evolution, the Milky Way galaxy and cosmology. This course is designed for students planning to take advanced courses in the Physical and Earth Sciences and for transfer students planning to major in astronomy. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Astronomy (ASTR) 109 and 111 combined: maximum credit, one course.

111 Astronomy Laboratory

3 hours lab, 1 unit
Letter Grade or Credit/No Credit Option
Corequisite: Completion of or concurrent enrollment in Astronomy 101.
Includes use of astronomical coordinates and use of celestial sphere. Familiarization with star charts. Experiments in spectroscopy. Some evening observing. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.
35 Introduction to Automotive Electricity and Electrical Systems
1-3 hours lecture, 1-3 units
Grade Only
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5; and Mathematics 32 with a grade of “C” or better, or equivalent, or Assessment Skill Level M20.
Limitation on Enrollment: This course is not open to students with previous credit for Auto Technology 54B.
This course introduces students to basic automotive electricity and electrical systems. Topics include automotive wiring systems and functions of electrical components. (FT) Credit for this course does not apply to the associate degree.

37 Auto Tech Skills and Career Opportunities
1-3 hours lecture, 1-3 units
Grade Only
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5; and Mathematics 32 with a grade of “C” or better, or equivalent, or Assessment Skill Level M20.
Limitation on Enrollment: This course is not open to students with previous credit for Auto Technology 57.
This course introduces students to the Automotive Technology program at Miramar college. Students also learn about Miramar’s relationship with automotive manufacturers, which provides training opportunities within the automotive industry. Students identify the personal skills necessary for successful entry into the program as well as the career opportunities that exist with a certificate and/or degree. (FT) Credit for this course does not apply to the associate degree.

52 Orientation to Basic Automotive Components, Tools and Safety Procedures
1-3 hours lecture, 1-3 units
Grade Only
This course is an orientation to basic automotive components, tools, and safety procedures commonly used in the industry today. This course contains an overview of the entire basic automobile. Upon completion the student will be able to explain the safe use of tools used in the automotive shop and the functions of the basic automotive components. (FT) Credit for this course does not apply to the associate degree.

53 Automotive Introductory and Safety
3 hours lecture, 3 units
Grade Only
Advisory: English 51 with a grade of "C" or better, or equivalent, or Assessment Skill Level W5.
Limitation on Enrollment: This course is not open to students with previous credit for Automotive 112.
This course provides students with an overview of the automotive industry and a basic understanding of how each system within an automobile works. Students learn how to operate basic hand, power, and lifting tools as well as the major measuring instruments and devices used by automotive technicians. This course is intended as a first course for automotive students or as a basic core course for the entire automotive program. (FT) Associate Degree Credit only and not Transferable.

54 Engine and Related Systems
1.5 hours lecture, 4.5 hours lab, 3 units
Grade Only
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5; and Mathematics 32 with a grade of “C” or better, or equivalent, or Assessment Skill Level M20.
Limitation on Enrollment: This course is not open to students with previous credit for Auto Technology 114A.
This course provides a detailed study of the internal combustion engine. Students learn how to disassemble engines, identify and measure parts, and reassemble engines properly. Students also review engine systems related to fuel, electrical cooling, and lubrication. The course uses Toyota, Chrysler, or Honda specific class materials as well as other current materials. (FT) Associate Degree Credit only and not Transferable.

55 Basic Electricity and Electrical Systems Fundamentals
1.5 hours lecture, 4.5 hours lab, 3 units
Grade Only
Advisory: English 51 or English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 or R5; and Mathematics 32 with a grade of "C" or better, or equivalent, or Assessment Skill Level M20.
Limitation on Enrollment: This course is not open to students with previous credit for Automotive 114B.
Students learn about basic electrical principles, body wiring, and starting and charging systems. Topics include the construction, operation, and function of electrical components for Toyotas, Chryslers, Hondas, and/or other manufacturers. (FT) Associate Degree Credit only and not Transferable.
62 Electrical Mastery
3 hours lecture, 3 hours lab, 4 units
Grade Only

Advisory: Automotive 55 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Automotive 122. This course prepares students to diagnose and repair basic-to-complex electrical systems used in modern automobiles. It includes a review of the principles of electrical circuits, the study of electrical devices, the use of test equipment to diagnose malfunctions, and the examination of various computerized control systems. The course emphasizes the development of a systematic diagnostic and repair procedure. Students use Toyota, Chrysler, or Honda-specific materials; they may also use electric vehicles or components designed by other companies. (FT) Associate Degree Credit only and not Transferable.

64 Advanced Fuel and Emissions Systems
1 hour lecture, 3 hours lab, 2 units
Grade Only

Advisory: Automotive 62 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Automotive 124. This course prepares students to diagnose and repair carbureted, fuel injected, and electronically controlled fuel systems. Topics include automotive fuel characteristics, fuel delivery, emission control, and engine performance. This course may include Toyota, Chrysler, or Honda-specific class materials. (FT) Associate Degree Credit only and not Transferable.

66 Drivability
1 hours lecture, 3 hours lab, 2 units
Grade Only

Advisory: Automotive 64 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Automotive 126. Students learn how to diagnose and troubleshoot automotive power-train systems. The course emphasizes the development of a systematic troubleshooting process that uses diagnostic test equipment. It may incorporate Toyota, Chrysler, or Honda-specific class materials as well as up-to-date materials from other manufacturers. (FT) Associate Degree Credit only and not Transferable.

68 Climate Control Systems
1.5 hours lecture, 3 hours lab, 2.5 units
Grade Only

Advisory: English 51 and English 56 each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Mathematics 32 with a grade of "C" or better, or equivalent, or Assessment Skill Level M20.

Limitation on Enrollment: This course is not open to students with previous credit for Auto Technology 138. This course introduces students to climate control systems and focuses on heating and air conditioning systems and related components. Students diagnose and repair common problems with climate control systems, including electrical and pneumatic controls, evacuation and recharging of air conditioning, and system installation. The course includes Chrysler, Toyota, and/or Honda-specific class materials or other up-to-date materials. (FT) Associate Degree Credit only and not Transferable.

72 Manual Transmissions Drive Lines
2 hours lecture, 6 hours lab, 4 units
Grade Only

Advisory: English 51 and English 56 each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Mathematics 32 with a grade of "C" or better, or equivalent, or Assessment Skill Level M20.

Limitation on Enrollment: This course is not open to students with previous credit for Auto Technology 142. Students learn about the principles of automotive power transmissions. Topics include how to systematically approach the diagnosis and repair of common malfunctions. Students practice removing and disassembling/reassembling manual transmissions, transaxles, and differentials. The course utilizes Toyota, Chrysler, or Honda-specific materials as well as other up-to-date materials. (FT) Associate Degree Credit only and not Transferable.

74 Automatic Transmissions/Axles
2 hours lecture, 6 hours lab, 4 units
Grade Only

Advisory: English 51 and English 56 each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Mathematics 32 with a grade of "C" or better, or equivalent, or Assessment Skill Level M20.

Limitation on Enrollment: This course is not open to students with previous credit for Auto Technology 144. Students learn about the principles and operation of hydraulically and electronically controlled
transmissions and transaxles. Topics include hydraulics, components, powerflow, and the development of a systematic approach to diagnosis and repair. Students remove, disassemble, inspect, and rebuild hydraulically and electronically controlled transmissions/transaxles. The course uses Honda, Toyota, or Chrysler-specific class materials as well as other up-to-date materials. (FT) Associate Degree Credit only and not Transferable.

**76 Automotive Brake Systems**  
2 hours lecture, 6 hours lab, 4 units  
Grade Only  
Advisory: English 51 and English 56 each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5; and Mathematics 32 with a grade of “C” or better, or equivalent, or Assessment Skill Level M20.  
Limitation on Enrollment: This course is not open to students with previous credit for AUTO 152. Students learn about brake system rebuilding and replacement procedures. Topics include examining and measuring components; machining brake drums and disc rotors; rebuilding wheel cylinders, disc calipers, and master cylinders; bleeding brakes; relining drum/disc brakes; repairing power assist units; and diagnosing automotive brake systems. The course uses Toyota, Honda, or Chrysler-specific class materials as well as other up-to-date materials. This course prepares students for the California Brake Adjuster C license. (FT) Associate Degree Credit only and not Transferable.

**78 Suspension and Steering Systems**  
2 hours lecture, 6 hours lab, 4 units  
Grade Only  
Advisory: English 51 and English 56 each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5; and Mathematics 32 with a grade of “C” or better, or equivalent, or Assessment Skill Level M20.  
Limitation on Enrollment: This course is not open to students with previous credit for Auto Technology 154. Students learn about the theory and repair of automotive suspension and steering systems. The course covers the design and operation of all components of suspension, steering, four-wheel steering, and four-wheel alignment systems of late-model automobiles and light-duty trucks. The course uses Toyota, Honda, or Chrysler-specific materials as well as other up-to-date materials. (FT) Associate Degree Credit only and not Transferable.

**81 Introduction to Alternative Fuels and Electric Hybrid Vehicles**  
2 hours lecture, 2 units  
Grade Only  
Advisory: English 51 and English 56 each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5; and Mathematics 32 with a grade of “C” or better, or equivalent, or Assessment Skill Level M20.  
Limitation on Enrollment: This course is not open to students with previous credit for AUTO 189. This course introduces students to the technology of alternative fuels, electric hybrid vehicles, and fuel cells. Students learn how alternative fuels influence changes in vehicle engine and electrical systems, emission systems, and components. The course utilizes Toyota, Honda, or Chrysler-specific materials as well as other current materials. (FT) Associate Degree Credit only and not Transferable.

**84 The Clean Air Car**  
5 hours lecture, 5 units  
Grade Only  
Prerequisite: Automotive Technology 64 with a grade of “C” or better, or equivalent.  
Advisory: English 51 and English 56 each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5; and Mathematics 32 with a grade of “C” or better, or equivalent, or Assessment Skill Level M20.  
Limitation on Enrollment: This course is not open to students with previous credit for AUTO 195. Students review the content, regulations, and procedures of the smog license state certification examination. The course uses Toyota, Honda, or Chrysler-specific materials as well as other current materials. Students spend 80 hours preparing for the smog license examination. (FT) Associate Degree Credit only and not Transferable.

**95 Automotive Technology Internship**  
Hours by Arrangement, 1 - 2 units  
Grade Only  
Limitation on Enrollment: Must obtain an Add Code from Work Experience Coordinator for enrollment. This course provides on-the-job experience in students' current course of study. Students receive pay for work in an industrial setting equivalent to 320 hours for each unit earned. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. This course, in combination with Automotive 275, may be taken four times for credit. (FT) Associate Degree Credit only and not Transferable.
107 Orientation to Automotive Industry
3 hours lecture, 3 units
Grade Only
Orientation to the automotive industry with emphasis on the dealer organization, employment requirements, and customer service. (FT) Associate Degree Credit only and not Transferable.

270 Work Experience
Hours by Arrangement, 1-4 units
Grade Only
Limitation on Enrollment: To receive credit a student must complete a minimum of seven units during the semester, including work experience. A program of on-the-job learning experiences for students employed in a job related to their major. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. Associate Degree Credit only and not Transferable.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

105 Introduction to Aviation and Aerospace
3 hours lecture, 3 units
Grade Only
Advisory: English 51 and English 56 each with a grade of “C” or better or equivalent, or Assessment Skill Levels W5 and R5; and Mathematics 032 with a grade of “C” or better, or equivalent, or Assessment Skill Level M20. Students learn about the development of aviation and space flight. Topics include the effect of research and development on the aviation and aerospace industry, the evolution of modern aircraft, aircraft design in the future, and flight physiology. Students also learn about careers in aviation and aerospace. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

120 Aviation Management
3 hours, 3 units
Grade Only
Advisory: English 51 and English 56 each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Mathematics 032 with a grade of "C" or better, or equivalent, or Assessment Skill Level M20.

130 Aviation Weather and Physiology
3 hours lecture, 3 units
Grade Only
Advisory: English 51 and English 56 each with a grade of "C" or better or equivalent, or Assessment Skill Level R5; and Mathematics 032 with a grade of "C" or better, or equivalent, or Assessment Skill Level M20. Students learn about meteorology and physiology as they apply to private, instrument, and commercial pilots and flight instructors. Specific topics include weather theory, the effects of weather on aircraft, and the collection, dissemination, interpretation, and use of weather data. Students also learn about the physiological aspects and hazards of flight including the effects of reduced oxygen, motion, drugs, alcohol, and stress on the body. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

140 Private Pilot Aeronautical Instruction
3 hours lecture, 3 units
Grade Only
Advisory: English 51 and English 56 each with a grade of "C" or better or equivalent, or Assessment Skill Levels W5 and R5; and Mathematics 032 with a grade of "C" or better, or equivalent, or Assessment Skill Level M20. This course provides basic aeronautical knowledge for the beginning pilot. Instruction includes the principles of flight, engine operations, aircraft performance, Federal Aviation Regulations, flight publications, and a special emphasis on air navigation. This course, with Aviation 130, fulfills all requirements for the Federal Aviation Administration (FAA) Private Pilot written knowledge test. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

200 Commercial Pilot Instruction
3 hours lecture, 3 units
Grade Only
Advisory: Aviation 140 and English 56 each with a grade of "C" or better or equivalent, or Assessment Skill
Level R5; and Mathematics 032 with a grade of "C" or better, or equivalent, or Assessment Skill Level M20.

This course provides advanced instruction in aerodynamics, aircraft engine operating principles, large and multi-engine aircraft systems and performance, weight and balance, and stability and navigation. Completion of this course, together with Aviation 130, prepares the student for the FAA Commercial Pilot written examination. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

201 AVIATION MAINTENANCE

210 Instrument Rating Instruction

3 hours lecture, 3 units
Grade Only

Advisory: Aviation 140 or a Private Pilot Certificate satisfies the Aviation 140; and English 51 and English 56 each with a grade of "C" or better or equivalent, or Assessment Skill Levels W5 and R5; and Mathematics 032 with a grade of "C" or better, or equivalent, or Assessment Skill Level M20.

This course provides aeronautical knowledge for the Instrument Rating. Students learn about applicable Federal Aviation Regulations, basic instrument flight, electronic aids to navigation, the National Airspace System, navigation charts, air traffic control procedures, Instrument Flight Rules (IFR) flight procedures, and flight planning. This course in conjunction with AVIA 130 prepares students for the Federal Aviation Administration (FAA) Instrument Rating written examination. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

260 Flight Instructor, Ground Instruction

3 hours lecture, 3 units
Grade Only

Advisory: Aviation 140 and English 51 and 56 and Mathematics 32, each with a grade of "C" or better, or equivalent, or Assessment Skills Level W5 and R5 and M20 or hold a Private Pilot Certificate.

Students learn about the fundamentals of flight instruction and how people learn. Topics include instructional methods, aeromedical information important to the flight instructor, the integrated method of flight instruction, aerodynamics as related to aircraft performance and characteristics, the flight training syllabus, flight instructor responsibilities, flight training maneuvers and procedures, and Federal Aviation Regulations applicable to the flight instructor. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

270 Work Experience

Hours by Arrangement, 1-4 units
Grade Only

Limitation on Enrollment: To receive credit a student must complete a minimum of seven units during the semester, including work experience.

A program of on-the-job learning experience for students employed in a job related to their major. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

075 Basic Avionics Theory

3 hours lecture, 3 units
Grade Only

Advisory: Mathematics 32 with a grade of “C” or better, or equivalent, or Assessment Skill Level M20; and English 51 or 56 with a grade of “C” or better, or equivalent, or Assessment Skill Level W5 or R5.

This course utilizes classroom instruction in the field of aviation communication, navigation, and auto-pilot systems. It provides students interested in aviation electronics with valuable basic information concerning the identification of components and theory and operation of the following systems: Voice communication radio systems, VHF navigation radio systems (ILS, VOR, and ADF), UHF navigation radio systems (ILS, DME, GPS, and Transponders), and auto-pilot systems (Flight Directors and Automatic Flight Guidance Systems). (FT) Associate Degree Credit only and not Transferable.

100 General Aviation Technology Theory

12 hours, 12 units
Grade Only

Advisory: Mathematics 32 with a grade of “C” or better, or equivalent, or Assessment Skill Level M20; English 42 with a grade of “C” or better, or equivalent, or Assessment Skill Level R4.
**Limitation on Enrollment:** This course is not open to students with credit for Aviation Maintenance Technology 101A, 101B, 101C, or 101D.

This course taken in conjunction with AVIM 100S is the recommended first semester course load for students who want a Mechanic's Certificate with Airframe and Power plant ratings. Students learn about the atmosphere, aerodynamic theory, aircraft structures, and flight controls. The course also introduces students to Federal Aviation Regulations, maintenance forms and publications, weight and balance procedures, aircraft fuel and instrument systems, fluid lines and fittings, corrosion control, aircraft hardware identification, materials and processes, non-destructive testing, and precision measuring devices. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**100S General Aviation Maintenance Technology Practices**

**12 hours lab, 4 units**

**Grade Only**

**Corequisite:** Completion of or concurrent enrollment in Aviation Maintenance Technology 100 with a grade of "C" or better, or equivalent.

**Advisory:** Mathematics 032 and English 042 with a grade of "C" or better, or equivalent, or Assessment Skill Levels M20 and R4.

**Limitation on Enrollment:** This course is not open to students with previous credit for Aviation Maintenance Technology 50, 100L, 102A, 102B, 102C, 102D, or 102E.

This course provides practical training in the use of basic hand and power tools, safety wiring techniques, identification and sharpening of twist drills, proper torque methods, Federal Aviation Administration (FAA) forms and publications, performance of aircraft weight and balance, aircraft fuel and instrument systems, materials and processes, aircraft hardware, corrosion control, drafting and blueprint reading, applied mathematics, and applied physics. The content of this course meets the minimum requirements of Federal Aviation Regulation (FAR) Part 147; Appendix B; Subjects B, C, D, E, F, G, H, I, J, K, and L. FAR Part 147, Appendix C, Section II, Subjects D and F. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**103A Aircraft Wood, Fabric, Finishing and Composite Structures**

**3 hours, 3 units**

**Grade Only**

**Prerequisite:** Aviation Maintenance Technology 100 and 100S, each with a grade of "C" or better, or equivalent.

Students learn about the design, inspection, servicing, testing, and repair of aircraft wood, composite, plastic enclosures, interior furnishings, and seatbelts. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**103B Aircraft Welding and Sheetmetal Structures**

**3 hours lecture, 3 units**

**Grade Only**

**Prerequisite:** Aviation Maintenance Technology 100 and 100S, each with a grade of "C" or better, or equivalent.

Students learn about designing, inspecting, servicing, testing, and repairing aircraft sheet metal and welded structures. Subjects include identifying and selecting specific aluminum and steel alloys, selecting appropriate fasteners, and using gas and electric arc welding equipment. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**103C Aircraft Hydraulic Systems**

**3 hours lecture, 3 units**

**Grade Only**

**Prerequisite:** Aviation Maintenance Technology 100 and 100S, each with a grade of "C" or better, or equivalent.

Students learn about designing, inspecting, servicing, testing, and repairing aircraft hydraulic and pneumatic components and systems. Subjects include safety considerations, fluid types, seal types, component parts, and troubleshooting issues. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**103D Aircraft Landing Gear Systems**

**3 hours, 3 units**

**Grade Only**

**Prerequisite:** Aviation Maintenance Technology 100 and 100S, each with a grade of "C" or better, or equivalent.

This course is a study of how to inspect, check, service, and repair landing gear retraction systems and shock struts, brakes, wheels, tires and steering systems. It includes how to inspect, check, service, and repair speed and take-off warning systems, electrical brake controls, anti-skid systems, landing gear position indicating and warning systems. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.
104A Applied Aircraft Wood, Fabric, Finishing and Composite Structures

4.5 hours lab, 1.5 units
Grade Only

Prerequisite: Aviation Maintenance Technology 100 and 100S, each with a grade of "C" or better, or equivalent.
Corequisite: Completion of or concurrent enrollment in Aviation Maintenance Technology 103A with a grade of "C" or better, or equivalent.

Students learn about designing, inspecting, servicing, testing, and repairing aircraft wood, composite, and plastic structures. They also learn about aircraft interior furnishings and seatbelts. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

104B Applied Aircraft Welding and Sheetmetal Structures

4.5 hours lab, 1.5 units
Grade Only

Prerequisite: Aviation Maintenance Technology 100 and 100S, each with a grade of "C" or better, or equivalent.
Corequisite: Completion of or concurrent enrollment in Aviation Maintenance Technology 103B with a grade of "C" or better, or equivalent.

Students learn about designing, inspecting, servicing, testing, and repairing aircraft sheet metal and welded structures. Subjects include gas and electric arc welding, sheet metal layout, bending, and assembly techniques, and conventional and special fasteners. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

104C Applied Aircraft Hydraulic Systems

3 hours lab, 1 unit
Grade Only

Prerequisite: Aviation Maintenance Technology 100 and 100S, each with a grade of "C" or better, or equivalent.
Corequisite: Completion of or concurrent enrollment in Aviation Maintenance Technology 103C with a grade of "C" or better, or equivalent.

Students learn about designing, inspecting, servicing, testing, and repairing aircraft hydraulic and pneumatic components and systems. Subjects include safety considerations, fluid types, seal types, component parts, and troubleshooting issues. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

104D Applied Aircraft Landing Gear Systems

3 hours lab, 1 unit
Grade Only

Corequisite: Completion of or concurrent enrollment in Aviation Maintenance Technology 103D with a grade of "C" or better, or equivalent.

This practical hands-on course allows the student to operate, inspect check, service and repair landing gear retraction systems, shock struts, brakes, wheels, tires and steering systems, including how to inspect, check, service and repair speed and take-off warning systems and components, electrical brake controls, anti-skid systems, landing gear position and warning systems. (FT) Reference: (FAR 147, Appendix C: Section II: Subjects A, H.) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

105A Aircraft Cabin Atmosphere Control

1.5 hours lecture, 1.5 units
Grade Only

Prerequisite: Aviation Maintenance Technology 100 and 100S, each with a grade of "C" or better, or equivalent.

Students learn about the design of cabin atmosphere control systems and aircraft protection systems, and they learn how to inspect, maintain, and repair these systems. Subjects include heating, cooling, pressurization, oxygen, and ice and rain systems and components. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

105B Aircraft Assembly, Rigging and Inspection

1.5 hours, 1.5 units
Grade Only

Prerequisite: Aviation Maintenance Technology 100 and 100S, each with a grade of "C" or better, or equivalent.

This course is a study of fixed wing and rotary wing aircraft assembly techniques, to include: checking aircraft alignment, balance and rigging of movable surfaces, jacking of aircraft, and inspecting aircraft for conformity and airworthiness. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

106A Aircraft Cabin Atmosphere Control

1.5 hours lab, 0.5 units
Grade Only

Prerequisite: Aviation Maintenance Technology 100 and 100S, each with a grade of "C" or better, or equivalent.
Corequisite: Completion of or concurrent enrollment in Aviation Maintenance Technology 105A with a grade of "C" or better, or equivalent.

This course utilizes practical application in the techniques used to operate, maintain, and repair heating, cooling, air conditioning, pressurization,
oxygen, and ice and rain control systems and components. (Reference FAR 147, Appendix C, Section II: Subjects C., I.) (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**106B Applied Aircraft Assembly, Rigging and Inspection**

3 hours lab, 1 unit

**Corequisite:** Completion of or concurrent enrollment in Aviation Maintenance Technology 105B with a grade of "C" or better, or equivalent.

This practical hands-on course teaches the student to apply fixed wing and rotary wing aircraft assembly techniques. It covers checking aircraft alignment, balance and rigging of movable surfaces, application of aircraft jacking procedures, and inspecting aircraft for conformity and airworthiness. (FT) Reference: (FAR 147 Appendix C; Section I: Subjects F., G.) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**107B Turbines Engines**

3 hours, 3 units

**Prerequisite:** Aviation Maintenance Technology 100 and 100S, each with a grade of "C" or better, or equivalent.

This course is a study of the theory of operation, design, overhaul, inspection, servicing, repair and troubleshooting of turbine engines including turbo-jet, turbo-fan, turbo-prop, and turbo-shaft aircraft powerplants and their related subsystems. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**108B Turbines Engines Laboratory**

3 hours lab, 1 unit

**Corequisite:** Completion of or concurrent enrollment in Aviation Maintenance Technology 107B with a grade of "C" or better, or equivalent.

This course is the practical application of the theory of operation, design, overhaul, inspection, servicing, repair and troubleshooting of turbine engines including turbo-jet, turbo-fan, turbo-prop, and turbo-shaft aircraft powerplants and their related subsystems. (FT) Reference: (FAR 147, Appendix D; Section 2: Subjects F., 20., 21., 22., G., 24., 25., Subjects H., 26., 27., 28.) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**109A Airframe Electrical Systems**

3 hours lecture, 3 units

**Prerequisite:** Aviation Maintenance Technology 100, 100S, 120, and 121A, each with a grade of "C" or better, or equivalent.

Students learn about the design, installation, and operation of alternating and direct current systems. Subjects include communication and navigation systems, wiring, control circuits, switches, indicators, electrical power generation and control, circuit protection devices, and other electronic systems likely to be encountered by an aircraft technician. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**109B Powerplant Ignition Systems**

2 hours lecture, 2 units

**Prerequisite:** Aviation Maintenance Technology 100 and 100S, each with a grade of "C" or better, or equivalent.

Students learn about the design, installation, and operation of powerplant ignition systems. Subjects include magnetos, spark plug harnesses, spark plugs, solid-state exciters, turbine igniters, and other ignition systems likely encountered by an aircraft maintenance technician. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**109C Powerplant Electrical Systems**

3 hours lecture, 3 units

**Prerequisite:** Aviation Maintenance Technology 100, 100S, 120 and 121A, each with a grade of "C" or better, or equivalent.

Students learn about the design, installation, and operation of both direct and alternating powerplant electrical current systems. Subjects include lead acid and nickel cadmium batteries, wiring, control circuits, switches, indicators, electrical power generation and control, circuit protection devices, and other electrical systems likely encountered by an aircraft maintenance technician. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**109D Aircraft Fire Protection and Digital Logic**

1 hour, 1 unit

**Prerequisite:** Aviation Maintenance Technology 100, 100S, 120 and 121A, each with a grade of "C" or better, or equivalent.

This airframe and powerplant course covers all aspects of fire protection systems. It includes the design of systems, how to inspect, check, service, troubleshoot and repair detection and extinguishing systems. It also
covers digital logic systems and basic computer applications used in the aircraft industry. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**110A Airframe Electrical Systems Laboratory**

*3 hours lab, 1 units*  
*Grade Only*

**Prerequisite:** Aviation Maintenance Technology 100, 100S, 120, 121A, each with a grade of “C” or better, or equivalent.  
**Corequisite:** Aviation Maintenance Technology 109A.  
Students learn practical applications in the design, installation, troubleshooting, repair, and operation of both direct and alternating current systems. Subjects include communication and navigation systems, wiring, control circuits, switches, indicators, electrical power generation and control, circuit protection devices, and other electronic systems likely encountered by an aircraft maintenance technician.  
Meets the requirements of FAR 147 appendix C: Section II: Subjects E & G. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities and F.A.A. approved private institutions.

**110B Applied Powerplant Ignition Systems**

*1.5 hours lab,.5 units*  
*Grade Only*

**Prerequisite:** Aviation Maintenance Technology 100 and 100S, each with a grade of “C” or better, or equivalent.  
**Corequisite:** Aviation Maintenance Technology 109B.  
Students learn practical applications in the design, installation, servicing, troubleshooting, repair, and operation of powerplant ignition systems. Subjects include magnetos, spark plug harnesses, spark plugs, solid-state exciters, turbine igniters, and other ignition systems likely encountered by an aircraft maintenance technician. This course meets the requirements of FAR 147, Appendix D, Section II: Subject E. (FT) Transfer credits: CSU and/or private coll/univ.

**110C Powerplant Electrical Systems Laboratory**

*1.5 hours lab, 0.5 units*  
*Grade Only*

**Prerequisite:** Aviation Maintenance Technology 100, 100S, 120 and 121A, each with a grade of "C" or better, or equivalent.  
**Corequisite:** Aviation Maintenance Technology 109C.  
Students learn about the design, installation, troubleshooting, repair, and operation of both direct and alternating current systems. Subjects include lead acid and nickel cadmium battery maintenance, wiring, control circuits, switches, indicators, electrical power generation and control, circuit protection devices, and other electrical systems likely encountered by an aircraft maintenance technician. This course meets the requirements of FAR 147 appendix D; Section II: Subjects A and C. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**111C Reciprocating Engines I**

*3 hours, 3 units*  
*Grade Only*

**Prerequisite:** Aviation Maintenance Technology 100 and 100S, each with a grade of “C” or better, or equivalent.  
A study of the theory of operation, design, overhaul, inspection and repair of aircraft reciprocating powerplants. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**111D Reciprocating Engines II**

*3 hours, 3 units*  
*Grade Only*

**Prerequisite:** Aviation Maintenance Technology 100 and 100S, each with a grade of “C” or better, or equivalent.  
A study of the operation, troubleshooting, checking, repairing, servicing, installing, removing and inspecting of aircraft reciprocating powerplant installations. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**112C Reciprocating Engines I Laboratory**

*6 hours lab, 2 units*  
*Grade Only*

**Corequisite:** Completion of or concurrent enrollment in Aviation Maintenance Technology 111C with a grade of “C” or better, or equivalent.  
This practical hands-on course allows students to apply the theory of operation, overhaul, inspection and repair of aircraft reciprocating powerplants. (FT) Reference: (FAR 147; Appendix D; Section I; Subjects A; 1, 2) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**112D Reciprocating Engines II Laboratory**

*3 hours lab, 1 unit*  
*Grade Only*

**Corequisite:** Completion of or concurrent enrollment in Aviation Maintenance Technology 111D with a grade of “C” or better, or equivalent.  
Practical application in the operation, installation, removal, inspecting, repairing, servicing, checking and troubleshooting of powerplant installations. (FT) Reference: (FAR 147, Appendix D; Section I: Subjects A., 3., 4., C., 8.) Associate Degree Credit & transfer to CSU and/or private colleges and universities.
120 Basic D.C. Electronics Theory
3 hours, 3 units
Grad. Only
Advisory: Completion of Mathematics 32 with a grade of “C” or better or equivalent, or Assessment Skill Level M20; and Completion of English 51 or 56 with a grade of “C” or better or equivalent, or Assessment Skill Levels W5 or R5.
Limitation on Enrollment: This course is not open to students with credit for Electronics Technology 120 or 120A, Digital Technology 124, or Electronics Systems 124.
This course utilizes classroom instruction in the field of direct current electronics theory. It provides students interested in direct current theory with valuable basic information concerning atomic theory; voltage; current; resistance; power; electromagnetism; generators; conductors; capacitance; inductance; and series, parallel, and series-parallel circuit analysis. Emphasis is placed on the theoretical application of Ohm’s and Kirchoff’s laws. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

121A Basic D.C. Electronics Lab
4.5 hours lab, 1.5 units
Grad. Only
Advisory: Completion of Mathematics 32 and English 51 or 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels M20 and W5 or R5.
Limitation on Enrollment: This course is not open to students with credit for Electronics Technology 121, 121A, or 123; Digital Technology 124L; or Electronics Systems 124.
This course utilizes practical applications of direct current electronics theory. It provides students interested in direct current theory with valuable basic skills concerning voltage, current, resistance, power, electromagnetism, conductors, capacitance, inductance, series, parallel, and series-parallel circuit analysis. Emphasis is placed on the proper use of multimeters and the troubleshooting of direct current circuits. The content of this course meets the minimum requirements of Federal Aviation Regulation (FAR) Part 147, Appendix B, Subject A. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

241 Aircraft Propeller Systems Lecture
3 hours lecture, 3 units
Grad. Only
Prerequisite: Aviation Maintenance Technology 100 and 100S, each with a grade of “C” or better, or equivalent.

242 Aircraft Propeller Systems Laboratory
3 hours lab, 1 unit
Grad. Only
Prerequisite: Aviation Maintenance Technology 100 and 100S, each with a grade of “C” or better, or equivalent.
Limitation on Enrollment: This course is not open to students with credit for Aviation Maintenance Technology 108A.
The practical application of the installation, removal, inspection, repairs, servicing, and troubleshooting of propellers and propeller system components. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

249 Induction and Fuel Metering
3 hours lecture, 3 units
Grad. Only
Prerequisite: Aviation Maintenance Technology 100 and 100S, each with a grade of “C” or better, or equivalent.
Limitation on Enrollment: This course is not open to students with credit for Aviation Maintenance Technology 111A.
This course is a study of the theory of operation, design, overhaul, inspection, servicing, repair and troubleshooting of normally aspirated, turbo-charged, and supercharged induction systems, fuel metering systems, anti-detonation systems, and fuel controls in aircraft powerplants. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

250 Induction and Fuel Metering Lab
3 hours lab, 1 unit
Grad. Only
Prerequisite: Aviation Maintenance Technology 100 and 100S, each with a grade of “C” or better, or equivalent.
Corequisite: Aviation Maintenance Technology 249.
Limitation on Enrollment: This course is not open to students with credit for Aviation Maintenance Technology 112A.
This course is the practical application of the theory of operation, design, overhaul, inspection, servicing, repair and troubleshooting of normally aspirated, turbo-charged, and supercharged induction systems,

253 Lubrication, Cooling, and Exhaust  
3 hours lecture, 3 units  
Grade Only

Prerequisite: Aviation Maintenance Technology 100 and 100S, each with a grade of "C" or better, or equivalent. Limitation on Enrollment: This course is not open to students with credit for Aviation Maintenance Technology 111B.

This course is a study of the theory of operation, inspection, checks, service, repair, and maintenance of aircraft wet and dry sump oil systems; liquid and air powerplant cooling systems; open and collected exhaust powerplant systems; and the identification and selection of lubricants. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

254 Lubrication, Cooling, and Exhaust Lab  
3 hours lab, 1 unit  
Grade Only

Prerequisite: Aviation Maintenance Technology 100 and 100S, each with a grade of "C" or better, or equivalent. Corequisite: Aviation Maintenance Technology 253. Limitation on Enrollment: This course is not open to students with credit for Aviation Maintenance Technology 112B.

The practical application of operation, inspection, checks, services, repair, and maintenance of aircraft wet and dry sump oil systems; liquid and air powerplant cooling systems; open and collected exhaust powerplant systems, and the identification and selection of lubricants. FAR 147, Appendix D; Section II, Para d; 14., 15., 16., Part I., 29., 30., Para J., 31., 32a., 32b. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

270 Work Experience  
Hours by Arrangement, 1-4 units  
Grade Only

Limitation on Enrollment: To receive credit a student must complete a minimum of seven units during the semester, including work experience. A program of on-the-job learning experiences for students employed in a job related to their major. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

102 Mortgage Brokerage and Banking  
4 hours lecture, 4 units  
Grade Only

Advisory: English 51 and English 56 and Mathematics 95, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5. Limitation on Enrollment: This course is not open to students with credit for Bank and Finance 201. This course is an introduction to the mortgage brokerage and banking industry. Students will learn the history, concepts, vocabulary, loan products and product flow of the mortgage banking industry, and the functions of the many players in a loan transaction. Course content will also include information on the state of the economy and how it affects real estate lending and the secondary markets. In addition, the legal and financial impacts of fraud within the industry will be discussed. Throughout the course, emphasis will be placed on the importance of follow-through, quality customer service, and ethics as they relate to the mortgage brokerage and banking industry. Course content relates specifically to California regulations. (FT) Transfer Credit CSU.

104 Principles of Loan Processing  
4 hours lecture, 3 hours lab, 5 units  
Grade Only

Advisory: Completion of or concurrent enrollment in Bank and Finance 102, with a grade of "C" or better, or equivalent. Limitation on Enrollment: This course is not open to students with credit for Bank and Finance 202. This practical, hands-on course teaches the basics of loan processing from application to submission; applicable laws; qualifying and preliminary tax analysis; ways to detect fraud; and how to obtain sufficient documentation to satisfy the underwriters. Additionally, students will learn the importance of setting time priorities, quality customer service,
follow-through, and ethics as they relate to the mortgage brokerage and mortgage banking industry. Course content relates specifically to California regulations. (FT) Transfer Credit CSU.

106 Loan Underwriting  
5 hours lecture, 5 units  
Grade Only  

Advisory: Completion of or concurrent enrollment in Bank and Finance 104 or equivalent.  
Limitation on Enrollment: This course is not open to students with credit for Bank and Finance 205. This course introduces students to FHA, VA, conventional, and other loan underwriting; identifies where underwriting fits into the mortgage process; outlines its components, risks, comparative state laws, rules, and regulations; covers appraisal review and analysis of key areas; and emphasizes both quality control and the fundamental importance of ethics in loan underwriting. Course content relates specifically to California regulations. (FT) Transfer Credit CSU.

108 Principles of Loan Closing  
3 hours lecture, 3 hours lab, 4 units  
Grade Only  

Advisory: BANK 106 with a grade of "C" or better, or equivalent.  
Limitation on Enrollment: This course is not open to students with credit for BANK 206. This course is designed to provide students with an analysis of loan documentation, including investor requirements, and the steps required to smoothly close a loan. Course content also includes escrow and its function; title insurance and its function; the interaction between escrow and title companies; loan guarantees and insurance; lock requirements and conditions; loan shipping; review of loan documents; and the fundamental importance of ethics as it pertains to loan closing. Course content relates specifically to California regulations. (FT) Transfer Credit CSU.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

100 Natural History - Environmental Biology  
3 hours lecture, 3 hours lab, 4 units  
Letter Grade or Credit/No Credit Option  

Advisory: Completion of or concurrent enrollment in English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.  
Lecture topics include basic principles of ecology, the nature of the physical environment, the aquatic environments, the terrestrial environments and population dynamics. This is a community approach, fitting organisms into their proper role in nature. The laboratory is coordinated with lectures emphasizing the plant and animal communities of Southern California. Several field trips will be required, some may be on the weekend. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Biology (BIOL) 100, 101 and 120 combined: maximum credit, one course. No credit for BIOL 101 if taken after 100.

105 Principles of Biology  
3 hours, 3 units  
Letter Grade or Credit/No Credit Option  

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Mathematics 95 with a grade of "C" or better, or equivalent, or Assessment Skill Level M40.  
Limitation on Enrollment: This course is not open to students with credit for Biology 103, 104, 107, 210A, or 210B. This course is intended as a General Education elective and for students in the Applied Biology and Allied Health Tracks but not the biology major. Students enrolled in this course are recommended to take Biology 106 lab concurrently but this is not compulsory. This course is an examination of living organisms and their environment. Topics that are emphasized include the fundamental chemical and physical processes common to all living organisms, the interactions between organisms and their environment, classical and molecular genetics, metabolism, plant and animal anatomy and physiology, evolution, and cellular and molecular biology. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: No credit for Biology (BIOL) 105, 106, or 107 if taken after 210A/B. Biology 105 and 106 combined with 107: maximum credit, four units. (CAN BIO 2 when taken with Biology 106) (CAN BIOL SEQ A = BIOL 105 + 106 + 215 + 250)
106 Principles of Biology - Laboratory
3 hours lab, 1 units
**Letter Grade or Credit/No Credit Option**

**Corequisite:** Completion of or concurrent enrollment in Biology 105 with a grade of "C" or better, or equivalent.

**Advisory:** Math 95 and English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels M40, W5 and R5.

**Limitation on Enrollment:** This course is not open to students with previous credit for Biology 103, 104, 107, 210A or 210B.

This course is intended as a General Education elective and for students in the Applied Biology and Allied Health Tracks but not the biology major. The laboratory introduces use of the microscope, experimental design, collection and analysis of data, and techniques of dissection. Laboratory sessions explore intracellular transport, photosynthesis, growth and development, basic anatomy of plants and animals, life cycles, mitosis, meiosis, genetics, natural selection, and ecology. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: No credit for Biology 105 and 106 if taken after 210AB. (CAN BIOL 2) (CAN BIOL SEQ A = BIOL 105 + 106 + 215 + 250)

115 Marine Biology
3 hours lecture, 3 hours lab, 4 units
**Grade Only**

**Advisory:** Completion of or concurrent enrollment in English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course in biology is designed to serve as an elective in the natural sciences. This is a survey of the marine organisms, emphasizing their natural history and special adaptations to the ocean environment. Topics include the marine environment, plankton, marine plants, marine invertebrates, fishes, marine birds, and marine mammals. Several field trips are required to local marine habitats, Sea World, Stephen Birch Aquarium and the Natural History Museum. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

130 Human Heredity
3 hours, 3 units
**Letter Grade or Credit/No Credit Option**

**Advisory:** English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course introduces students to the concepts and applications of human heredity. It deals with both classical Mendelian genetics and modern molecular genetics. Topics include gamete formation, human karyotypes, genetic crosses, sex-linked inheritance, structure and function of DNA and RNA, gene expression, transcription and translation, genetic engineering, and population genetics. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

131 Introduction to Biotechnology
3 hours lecture, 3 hours lab, 4 units
**Grade Only**

**Advisory:** English 51 with a grade of “C” or better, or equivalent, or Assessment Skill Level W5.

This course is intended for students in Applied Biology and Allied Health tracks. This course is a general examination of biology as it relates to the field of biotechnology. Topics that are emphasized include the fundamental chemical processes common in prokaryotic and eukaryotic biology, chemistry of biomolecules (proteins, enzymes, nucleic acids, and lipids), cellular and molecular biology, basic immunology, and classical and molecular genetics with an emphasis on gene expression and genetic engineering. The laboratory addresses basic skills and techniques common to the biotechnology industry including measuring activity and quantity of proteins, growth and manipulation of bacteria, genetic engineering and antibody methods. Field trips may be taken during laboratory periods. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

132 Applied Biotechnology I
2 hours lecture, 6 hours lab, 4 units
**Letter Grade or Credit/No Credit Option**

**Advisory:** English 51 and Chemistry 152 and Chemistry 152L or Chemistry 100 and Chemistry 100L, each with a grade of "C" or better, or equivalent, or Assessment Skill Level W5.

Students learn entry-level skills common to the biotechnology industry, such as aseptic techniques, laboratory safety, and biological media and solution preparation. Students also learn about microbial growth, solutions, buffers, separation of cellular components, and macromolecules. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.
133 Applied Biotechnology II
2 hours lecture, 6 hours lab, 4 units
Letter Grade or Credit/No Credit Option
Advisory: Biology 132 or Biology 105 or Biology 210A, and Chemistry 100 and Chemistry 100L, each with a grade of "C" or better, or equivalent.
In this advanced biotechnology training course, students learn about transformation, restriction analysis of DNA, protein analysis, and immunological applications. In the lab, students practice mastering current techniques used in the biotechnology industry. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

135 Biology of Human Nutrition
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 with a grade of "C" or better, or equivalent, or Assessment Skill Level W5.
A course which relates biological concepts and principles to human nutrition. Lecture and discussion topics will include food composition, carbohydrates, proteins, lipids, vitamins, and minerals; food absorption and utilization; food fads and diets; malnutrition and mental retardation; food value and cost; food processing, food additives, world food and population problems; nutrition and pregnancy, and other topics. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

160 Elements of Human Anatomy and Physiology
3 hours lecture, 3 hours lab, 4 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.
Limitation on Enrollment: This course is not open to students with credit for Biology 230 or 235. This introductory course in human body structure and function helps students prepare for health occupations such as radiological technician, physical therapy assistant, medical records technician, and medical laboratory technician. Students learn about the following systems: integumentary, skeletal, muscular, nervous, endocrine, reproductive, cardiovascular, lymphatic, respiratory, excretory, and digestive. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

205 General Microbiology
3 hours lecture, 6 hours lab, 5 units
Letter Grade or Credit/No Credit Option
Prerequisite: Biology 105 and 106, or Biology 107, and Chemistry 100 and 100L, each with a grade of "C" or better, or equivalent.
This introductory course covers fundamental aspects of microbiology including taxonomy, anatomy, growth and reproduction, metabolism, genetics and applications, host-parasite relations, immunology, and control of microorganisms. Emphasis in the laboratory is upon basic methods for culturing, staining, enumerating, differentiating and identifying microorganisms. The course meets requirements to enter paramedical or medical fields. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Biology (BIOL) 210A/B combined with 215 and 250: maximum credit, one series.

210A Introduction to the Biological Sciences I
3 hours lecture, 3 hours lab, 4 units
Grade Only
Prerequisite: Chemistry 152 and 152L (formerly Chemistry 151), each with a grade of "C" or better, or equivalent.
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Level W5 and R5. Concurrent enrollment in CHEM 200 and 200L.
This course covers biological chemistry, cell structure and function, cellular metabolism, classical and molecular genetics, and evolutionary biology. This is the first semester of a two-semester sequence designed for biological science and pre-professional majors. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.
UC Transfer Course List: Biology (BIOL) 210A/B combined with 215 and 250: maximum credit, one series.

210B Introduction to the Biological Sciences II
3 hours lecture, 3 hours lab, 4 units
Grade Only
Prerequisite: Biology 210A with a grade of “C” or better, or equivalent.
This introductory course is a continuation of Biology 210A. This course emphasizes the developmental and physiological processes of the Five Kingdoms, the phylogenetic relationships of major evolutionary groups of organisms, behavior, and ecological principles including population and community ecology. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Biology (BIOL) 210A/B combined with 215 and 250: maximum credit, one series.
215 Introduction to Zoology  
2 hours lecture, 6 hours lab, 4 units  
Letter Grade or Credit/No Credit Option  
Prerequisite: Biology 105 and 106, or 107, each with a grade of “C” or better, or equivalent.  
Advisory: English 56 with a grade of “C” or better, or equivalent, or Assessment Skill Level R5.  
This is an introductory course that surveys the basic principles of animal biology. These principles include morphology, life processes and evolutionary relationships of the invertebrates and vertebrates. Laboratories include the identification of organisms, dissection and recognition of the anatomy of varied animal representatives, embryological development, histology, behavior and physiology. This course is designed for Biology Majors and for students seeking to satisfy degree requirements in allied health and animal sciences majors.  
(FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Biology (BIOL) 210AB combined with 215 and 250: maximum credit, one series. (CAN BIOL 4) (CAN BIOL SEQ A = BIOL 105 + 106 + 215 + 250)

230 Human Anatomy  
2 hours lecture, 6 hours lab, 4 units  
Grade Only  
Prerequisite: Biology 105 and 106, or 107, each with a grade of “C” or better, or equivalent.  
This course is a systems approach to the study of human body structure from the microscopic level of organization to the gross level. Structure is related to function from the study of histological slides, photomicrographs, anatomical models and charts, and mammalian (cat) dissection. This course is intended to meet the requirements of students in the fields of nursing, physical therapy, recreational therapy, occupational therapy, athletic training, chiropractic, psychology, physical education, and biology or those who wish to extend their knowledge of the human body beyond the scope of introductory biology. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN BIOL 10)

232 Experience in Human Dissection  
3 hours lab, 1 unit  
Letter Grade or Credit/No Credit Option  
Prerequisite: Biology 230 with a grade of “C” or better, or equivalent.  
Advisory: Preregistration counseling with instructor is highly recommended.  
This course provides a supervised study and actual experience in human dissection. Mastery of dissection techniques and human anatomy at this level assists students pursuing careers in nursing, medicine, and other allied health professions.  
(FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

235 Human Physiology  
3 hours lecture, 3 hours lab, 4 units  
Letter Grade or Credit/No Credit Option  
Prerequisite: Biology 105 and 106, or 107, each with a grade of “C” or better, or equivalent.  
Advisory: Biology 230 and Chemistry 100 and 100L, each with a grade of “C” or better, or equivalent.  
This is an introductory course which investigates the functions of the human body with emphasis on the nervous, endocrine, muscular, cardiovascular, respiratory, digestive, excretory and reproductive systems. This course is intended to meet requirements for students in the fields of nursing, paramedical sciences, psychology, biology and physical education. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN BIOL 12)

250 Introduction to Botany  
2 hours lecture, 6 hours lab, 4 units  
Letter Grade or Credit/No Credit Option  
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent.  
An introduction to the fundamental principles of the structure, development, and physiology of the major plant groups, with emphasis on the flowering plants. Some field trips may be taken during laboratory periods. Some all-day Saturday field trips may be substituted for the regular laboratory periods.  
(FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Biology (BIOL) 210AB combined with 215 and 250: maximum credit, one series. (CAN BIOL 6) (CAN BIOL SEQ A = BIOL 105 + 106 + 215 + 250)

285 Tropical Biology Field Experience  
3 hours lab, 1 unit  
Letter Grade or Credit/No Credit Option  
Advisory: Completion of or concurrent enrollment in Biology 100 or Biology 105 or Biology 107 with a grade of “C” or better, or equivalent.  
This field-oriented survey of plant and animal life in the tropics provides practical experience in scientific observation and emphasizes identification and ecology. This course is designed for students with little field experience in biology and an interest in tropical forest ecology.  
(FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.
290 Independent Study

**Hours by Arrangement, 1-3 units**

*Limitation on Enrollment:* Must obtain an Add Code from instructor for registration.

This course may be taken four times with different content for a maximum of six units. A student may sign up for 1 to 3 units. For advanced students in biology who wish to continue with a special investigation. The course consists of individualized research problems, conferences with the instructor at prearranged intervals and a final report on the work completed.

Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

**This discipline may offer specialized instruction in one or more of the following areas:** Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270).

Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

### BLACK STUDIES (BLAS)

140A History of the U.S., Black Perspectives

3 hours, 3 units

**Letter Grade or Credit/No Credit Option**

*Advisory:* English 51 or 56 with a grade of "C" or better, or equivalent, or Assessment Skill Level W5 or R5.

This course is a survey of American history from the colonial period to 1877, with emphasis on the experience of African Americans and the contributions they have made to the political, social, economic, and cultural development of the country. This course is intended for transfer students planning to major in African American Studies, history, political science, or other social sciences. The complete one-year course, 140A and 140B, satisfies the graduation requirement in American Institutions. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Black Studies 140AB combined with Chicano Studies 141AB, History 109, 110 or 150, 151: maximum credit, one series.

Class sections of the following courses utilize a variety of reading and/or research materials from a Black perspective. See page 240 for complete English course descriptions and page 289 for complete Speech Communications course descriptions. Refer to the class schedule under the particular subject listing for designated sections.

#### English

43 English Review
51 Basic Composition
101 Reading and Composition
105 Composition and Literature
205 Critical Thinking and Intermediate Composition

#### Speech Communications

103 Oral Communication

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270).

Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

### BUSINESS (BUSE)

90A Learning Skills

1.5 hours, 1.5 units

**Grade Only**

This is a course designed to teach the skills necessary to become a successful learner, both in college and in the years beyond college. Emphasis is placed on time management, organizational skills, and basic thinking, reading and writing techniques. Students will be able
to successfully learn, retain and communicate information. This course is intended for the beginning or returning certificate student planning to major in vocational education. (FT) Associate Degree Credit

90B Work Success

1.5 hours, 1.5 units
Grade Only
This is a course designed to teach the skills necessary to become a successful employee. Emphasis is placed on understanding and developing the skills necessary to secure and keep a job. Students will be able to look for employment, prepare for an interview, and model the qualities of a successful employee. This course is intended for the beginning or returning student planning to seek gainful employment. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

100 Introduction to Business

3 hours lecture, 3 units
Grade Only
Advisory: English 43 and English 42; or Business Studies 92, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4. This is an introductory course for both business and non-business majors. The course provides a broad understanding of the business community, its functions, terminology, occupational choices in the various fields of business and the place of business in the American economy as a whole. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

101 Business Mathematics

3 hours lecture, 3 units
Grade Only
This course provides students with a comprehensive study of business mathematics and reviews basic mathematics such as decimals, fractions, and percentages. It also covers the topics of bank services, payroll, mathematics of buying and selling, interest and loans, taxes, insurance, depreciation, and other business computations. This course is intended for students interested in pursuing careers in business. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

119 Business Communications

3 hours, 3 units
Grade Only
Advisory: English 51 and English 56, or Business 92, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course introduces students to the principles of effective business communications. Students experience the broad development of and the ability to analyze, organize, and compose various types of written and oral business communications. Students develop clear, concise, and persuasive letters, memorandums, and reports. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

140 Business Law and the Legal Environment

3 hours lecture, 3 units
Grade Only
Advisory: English 51 and English 56; or Business Studies 92, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5. This course introduces students to the legal system and the laws that govern business in America. The course also increases students' understanding of legal concepts. Topics include judicial and administrative systems, ethics, contracts, torts, bankruptcy, agency, business organizations, security regulations, regulation of property, and protection of intellectual property interest. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Business (BUSE) 140 and 141 combined: maximum credit, one course. (CAN BUS 8)

150 Human Relations in Business

3 hours, 3 units
Grade Only
Advisory: English 51 and English 56, or Business 92, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5. Designed to assist employees and employers in understanding human behavior in social institutions, business and industry. Areas for discussion include: leadership, communication, status, decision-making, motivation, personnel problems. Case problem method of instruction used. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

201 Business Organization and Management

3 hours, 3 units
Grade Only
Advisory: English 51 and English 56, or Business 92, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5. Essentials of business organization and management; internal organization; operation; finance; marketing; and forms of ownership. Introduces students to techniques of decision-making with emphasis on recent advances in areas directly related to management. (FT)
100 Fundamentals of Chemistry  
3 hours lecture, 3 units  
**Letter Grade or Credit/No Credit Option**  
**Corequisite:** Chemistry 100L.  
**Advisory:** English 51 and English 56 and Math 95, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5 and M40.  
**Limitation on Enrollment:** This course is not open to students with previous credit for or concurrent enrollment in Chemistry 200. This course is an introductory study of the language and tools of chemistry. Basic concepts of the structure, properties, interactions and changes of matter and energy are studied, both qualitatively and quantitatively. Applications to everyday experiences are considered. This course is taken by students majoring in nursing or allied health sciences and provides a foundation for further coursework in chemistry. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Chemistry (CHEM) 100, 100L and 152, 152L combined: Maximum credit, 4 units. No credit will be given for 100, 100L or 152, 152L if taken after Chemistry 200. (CAN CHEM 6) (CAN CHEM 6 when taken with Chemistry 100)  

100L Fundamentals of Chemistry Laboratory  
3 hours lab, 1 units  
**Letter Grade or Credit/No Credit Option**  
**Corequisite:** Chemistry 100.  
**Advisory:** English 51 and English 56 and Math 95, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5 and M40.  
This laboratory course is designed to illustrate the principles of inorganic and physical chemistry as presented in Chemistry 100 and to familiarize students with common laboratory equipment and data collection methods. Along with Chemistry 100, this course is taken by students majoring in nursing or allied health sciences and provides a foundation for further lab work in chemistry. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Chemistry (CHEM) 100, 100L and 151 combined: maximum credit, four units. No credit will be given for 100, 100L or 152, 152L if taken after Chemistry 200. (CAN CHEM 6) (CAN CHEM 6 when taken with Chemistry 100)
130 Introduction to Organic and Biological Chemistry
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Chemistry 100 and Chemistry 100L, each with a grade of "C" or better, or equivalent.
Corequisite: Chemistry 130L.
Chemistry 130 is a one-semester course that introduces the basic physical, chemical and structural features of organic and biological compounds. Topics such as bonding, saturated and unsaturated hydrocarbons, the chemistry of organic functional groups, and the properties of important biological compounds such as carbohydrates, fats, and proteins are covered. The importance of these compounds in our daily lives is emphasized. The course is designed for nursing, nutrition, and allied health majors. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Chemistry (CHEM) 130, 130L and 231, 231L combined: maximum credit, one course (with lab). (CAN CHEM 8 when taken with Chemistry 130L) (CAN CHEM SEQ B = CHEM 100+100L+130+130L)

130L Introduction to Organic and Biological Chemistry Laboratory
3 hours lab, 1 unit
Letter Grade or Credit/No Credit Option
Prerequisite: Chemistry 100 and Chemistry 100L, each with a grade of "C" or better, or equivalent.
Corequisite: Chemistry 130.
This is a one-semester laboratory course that illustrates the principles presented in Chemistry 130. Students are introduced to common organic chemistry laboratory equipment, fundamental organic and biochemical reactions, tests and techniques. Techniques covered include chromatography, recrystallization, and distillation. Tests and reactions of common organic functional groups, carbohydrates, fats, and amino acids are covered. Synthesis of a medicinal compound such as aspirin or a nitrogen-based analgesic is also covered. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Chemistry (CHEM) 130, 130L and 231, 231L combined: maximum credit, one course (with lab). (CAN CHEM 8 when taken with Chemistry 130) (CAN CHEM SEQ B = CHEM 100+100L+130+130L)

152 Introduction to General Chemistry
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option
Corequisite: Chemistry 152L.
Advisory: Mathematics 96 with a grade of “C” or better, or equivalent, or Assessment Skill Level M50; and English 51 and 56; each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.
Limitation on Enrollment: This course is not open to students with credit for Chemistry 151. This is a one semester preparatory course in chemistry consisting of an intensive study of some of the principles of inorganic and physical chemistry that are needed before taking Chemistry 200. Topics include but are not limited to atomic structure, chemical nomenclature, periodicity, chemical equations, stoichiometry, solutions, intermolecular forces, and gas laws. The course emphasizes problem solving and chemical calculations. It is intended for those students majoring in one of the natural sciences, engineering, or related curricula who do not meet the entrance requirements of Chemistry 200. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Chemistry (CHEM) 152, 152L and 100, 100L combined. Maximum credit, four units.

152L Introduction to General Chemistry Laboratory
3 hours lab, 1 unit
Letter Grade or Credit/No Credit Option
Corequisite: Chemistry 152.
Advisory: Mathematics 96 with a grade of “C” or better, or equivalent, or Assessment Skill Level M50; and English 51 and 56; each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.
Limitation on Enrollment: This course is not open to students with credit for Chemistry 151. This is a one-semester laboratory course intended as the companion course for Chemistry 152. Topics include chemical measurement, significant figures, laboratory safety, and stoichiometry. An emphasis is placed on problem solving, data analysis and chemical calculations. It is intended for those students majoring in one of the natural sciences, engineering or related curricula, who do not meet the entrance requirements of Chemistry 200. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Chemistry (CHEM) 152, 152L and 100, 100L combined. Maximum credit, four units.

200 General Chemistry I Lecture
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Chemistry 152 and 152L (formerly Chemistry 151), each with a grade of “C” or better, or
equivalent; and Mathematics 96 with a grade of "C" or better, or equivalent, or Assessment Skill Level M50. **Corequisite:** Chemistry 200L.
This is the first course in a two-course sequence in general chemistry and is intended for students majoring in science or satisfying prerequisites for professional schools. The course covers the principles and laws of inorganic chemistry with emphasis on quantitative mathematical problem solving. Topics include chemical equations, stoichiometry, atomic theory and its relationship to periodicity of the elements, bonding theories, molecular geometry, solution chemistry, liquids, solids, and the gas laws. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN CHEM 2 when taken with Chemistry 200L) **(CAN CHEM SEQ A = CHEM 200+200L+201+201L)**

**201 General Chemistry II Lecture**
3 hours, 3 units
**Letter Grade or Credit/No Credit Option**
**Prerequisite:** Chemistry 200 and 200L, each with a grade of "C" or better, or equivalent. **Corequisite:** Chemistry 201L.
This is the first course in a two-course sequence in general chemistry. It is intended for students majoring in science or satisfying prerequisites for professional schools. The course illustrates the fundamental principles of physical and inorganic with some organic chemistry in terms of laboratory experiments. Topics include techniques of data analysis, chemical kinetics, chemical equilibrium, acid, base, and salt, thermochemistry, electrochemistry, coordination chemistry and organic chemistry. Wherever appropriate and whenever possible, computer skills are introduced and applied to data analysis, laboratory simulations, and computer interfacing with laboratory equipment. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN CHEM 4 when taken with Chemistry 201) **(CAN CHEM SEQ A = CHEM 200+200L+201+201L)**

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

**100 Introduction to Child Development**
3 hours lecture, 3 units
**Grade Only**
**Advisory:** Completion of English 43 and English 42 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.
This course serves as an overview of the field of child development. Emphasis is placed on the analysis of historical and contemporary philosophies and models of early childhood education, exploration of the variety
and scope of programs in the community, examination of career options and career preparation in the field of child development, and current issues and trends facing early childhood education. This course partially fulfills the certification requirements for child development Infant/Toddler program requirements. (FT) Associate Degree Credit only and not Transferable.

101 Human Growth and Development
3 hours lecture, 3 units
Grade Only
Advisory: English 51 and English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
This course is a study of the interrelationship between the physical, cognitive and psychosocial growth and development of the individual from conception through adolescence. Emphasis is placed on positive relationships with family members, peers and other significant individuals. Theories and philosophies of human development and cross-cultural patterns are explored. Observations of children and educational programs are required. This course is a core requirement for the State of California Child Development Permit and the State of California Community Care Licensing, Title XXII. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN FCS 14)

111 Curriculum: Music/Motor Skills
3 hours lecture, 3 units
Grade Only
Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.
This course is a study of the development and significance of music and perceptual motor activities in child development from infancy through kindergarten. Emphasis is placed on basic teaching techniques and selecting suitable materials and equipment for various age and maturity levels among preschool children. This course is designed for students who have an interest in working with children ages 0 - 5 in settings such as preschools, daycares etc. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

121 Curriculum: Art
3 hours lecture, 3 units
Grade Only
Advisory: English 51 and English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
This course is an introductory study of the function of creativity and the affective domain in early childhood educational programs. Emphasis is placed on the development of art curriculum activities, basic teaching skills, guidance techniques, equipment and materials. Students select appropriate activities for a variety of age and maturity levels based on child development theories and concepts. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

131 Curriculum: Language/Science
3 hours lecture, 3 units
Grade Only
Advisory: English 43 and English 42 each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.
This course is an introductory study of the function of language, math and science learning in early childhood educational programs. Emphasis is placed on the development of language and science curriculum activities, basic teaching skills, guidance techniques, equipment and materials. Students select appropriate activities for a variety of age groups and maturity levels based on child development theories and concepts. This course may be used for licensing, child development permits, transfer and general interest for working with children. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

141 The Child, Family and Community
3 hours lecture, 3 units
Grade Only
Advisory: English 51 and English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
This course is a study of the dynamics of human development and socialization in a culturally pluralistic society. Emphasis is placed on the influences of contemporary family living and cultural patterns on the child, school-family relationships, and community resources and services that support and strengthen families. This course is a core requirement for California Child Development teacher/director center permits as well as for the State of California Department of Community Care Title XXII licensing child care centers requirements. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.
151 Program Planning
3 hours, 3 units
Grade Only

Prerequisite: Child Development 101 and either 111 or 121 or 131, each with a grade of “C” or better, or equivalent.
Corequisite: Child Development 270 or 275.
Planning the environment to promote optimal development with emphasis on curriculum planning, guidance, safety, record keeping, observation techniques, resource units, and the daily plan. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

160 Observing and Understanding Children
1 hour lecture, 3 hours lab, 2 units
Grade Only

Advisory: English 43 and English 42, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W4 and R4.
Limitation on Enrollment: This course is not open to students with credit for Child Development 160A.
This course focuses on behavioral patterns and growth processes of young children through observations and supervised participation in the campus Child Development Center. Emphasis is placed on the principles of observing, interpreting and guiding children’s behavior. The course includes the study of children’s developmental, safety and nutritional needs. The course fulfills the specialization requirements for the State of California Master Teacher Permit when taken with Child Development 161 and 162 or Child Development 160 and 161. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

161 Observations and Issues in Child Development
1 hour lecture, 3 hours lab, 2 units
Grade Only

Advisory: English 43 and English 42, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W4 and R4.
Limitation on Enrollment: This course is not open to students with credit for Child Development 160B.
This course explores current issues in child development and how these issues influence the child and the family. Emphasis is placed on effective communication skills, positive guidance techniques, kindergarten readiness skills and appropriate classroom activities. The course includes supervised participation in the campus Child Development Center. This course fulfills the specialization requirements for the State of California Master Teacher Permit when taken with Child Development 160 and 162 or Child Development 160 and 188. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

162 Observing and Guiding Child Behavior
3 hours lecture, 3 units
Grade Only

Advisory: English 43 and English 42 with a grade of “C” or better, or equivalent, or Assessment Skill Levels W4 and R4.
This course explores various behavior management techniques, interpersonal communication, ideas and suggestions to assist caregivers in guiding children’s behavior. Application of developmental, cultural and communication principles in combination with observation of real situations is the mode of study of this course. The focus will be on children from birth through age 10. The course can be used to meet degree and certificate requirements for Child Development and the Master Teacher Permit requirement if taken with Child Development 160 and 161. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

165 Children with Special Needs
3 hours, 3 units
Grade Only

Advisory: English 43 and English 42, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W4 and R4.
An educational and parenting approach to working with children with exceptionalities. Methods of integrating the exceptional child into a mainstreamed educational program will be investigated. Differences and needs of each area of exceptionality will be investigated as well as the roles of different professionals in the educational process. The course is designed primarily for parents, teachers, nurses, social workers, and paraprofessionals employed in schools, day care centers, and child development programs. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

166 Special Needs Curriculum
3 hours lecture, 3 units
Grade Only

Advisory: English 43 and English 42, each with a grade of “C” or better, or equivalent or Assessment Skill Levels W4 and R4.
This course provides an in-depth look at curriculum for children with special needs. Full inclusion of children with special needs into school and community settings is explored. Application of specific strategies for integrating children into typical settings is addressed.
as well as use of adaptive equipment. This course is designed primarily for parents, teachers, nurses, social workers, and paraprofessionals employed in schools, day care centers, and child development programs. The course partially fulfills requirements for the Child Development Certificate and Degree programs and partially meets the specialization requirements for the Master Teacher Permit if taken with Child Development 165. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**175 Infant-Toddler Growth and Development**

*3 hours lecture, 3 units Grade Only*

**Advisory:** English 51 and English 56 with a grade of "C" or better, or equivalent, or Assessment W5 and R5.

This course examines typical and atypical physical, social, emotional, and intellectual growth of the infant and toddler. The selection and maintenance of appropriate play materials and equipment for indoor and outdoor environments is discussed. Appropriate observations and visitations to the community are required. This course meets State of California Title 22 licensing regulations for teachers in infant/toddler settings, and is beneficial for parents. This course fulfills the specialization requirement for State of California Master Teacher Permit when taken in addition to Child Development 176 (FT). Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**176 Principles of Infant/Toddler Caregiving**

*3 hours lecture, 3 units Grade Only*

**Advisory:** English 43 and English 42, each with a grade of "C" or better, or equivalent or Assessment Skill Levels W4 and R4.

This course explores principles and curriculum of an infant/toddler program that includes all aspects of infant and toddler development. Students will learn care strategies in a variety of caregiving situations. Content includes licensing and regulations, developmental needs, health, nutrition, and safety of the very young. The student learns to plan appropriate indoor and outdoor environments. Staff interaction, parent participation, and program development are included. This course fulfills major and master permit specializations when taken along with Child Development 160 and 161. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**180 Nutrition, Health and Safety for Children**

*3 hours lecture, 3 units Grade Only*

**Advisory:** English 43 and English 42 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course provides students and child development professionals with a survey of the nutritional, health, and safety needs of children from infant/toddlers through preschool age. Topics may include, but are not limited to, the planning and execution of environments and activities that promote safety, balanced diet, and overall health for children. Students also learn the fundamentals of pediatric first aid and cardiopulmonary resuscitation (CPR). This course also meets the Title XXII, fifteen hour, Health and Safety Training requirement, including signs and symptoms of child abuse. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**188 Child Abuse**

*3 hours, 3 units Grade Only*

**Advisory:** English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course examines the causes and effects of child abuse and neglect. It is designed primarily for parents, teachers, nurses, and other childcare professionals to learn strategies for understanding and responding to the various forms of stress and violence that affect many children today. This course emphasizes the skills needed for conflict resolution and explores the environmental set-up and curriculum that promotes peaceful, cooperative and nonviolent play and interactions. Information about the history, current legislation, reporting responsibilities, and identification of abuse is also given. (FT) Associate Degree Credit only and not Transferable.

**202 Administration of Early Childhood Programs**

*3 hours lecture, 3 units Grade Only*

**Prerequisite:** Child Development 101 and 141, each with a grade of "C" or better, or equivalent.

**Advisory:** Child Development 111 and 121 or Child Development 131 and English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course provides an overview of program administration including theoretical perspectives on early childhood education, licensing regulations,
funding sources, budgetary considerations, personnel management, curriculum development, and teacher selection. The course meets State of California Title 22 licensing regulations for site supervisors. It also partially fulfills State of California matrix requirements for Program Director and Site Supervisor Permits. (FT) 

210 Supervision of Early Childhood Programs

3 hours, 3 units
Grade Only

Prerequisite: Child Development 141 and 151, each with a grade of “C” or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Child Development 201 or 201B.

An examination of early childhood supervisory techniques with emphasis on educational philosophy, professional growth, in-service staff training, program and staff evaluation, models of parent education and involvement and supportive services. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

215 Adult Supervision and Mentoring in Early Childhood Settings

3 hours, 3 units
Grade Only

Prerequisite: Child Development 151 with a grade of “C” or better, or equivalent.

This course emphasizes the methods and principles of supervising adults in early childhood settings. Students study effective models for guidance and evaluation of adults, positive communication skills, and the role of the mentor in a teaching environment. It is designed for students who supervise other adults in the preschool classroom while simultaneously providing an appropriate setting for young children. This is a required course for the levels of Master Teacher, Site Supervisor and Program Director for the Child Development permit issued by the Commission on Teacher Credentialing. Associate Degree Credit only and not Transferable.

270 Work Experience

Hours by Arrangement, 1-4 units
Grade Only

Limitation on Enrollment: To receive credit a student must complete a minimum of seven units during the semester, including work experience.

Program of on-the-job learning experiences for students employed in a job related to their major. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

275 Supervised Field Study

3-9 hours lab, 1-3 units
Grade Only

Corequisite: Child Development 151.

A directed field of study designed to provide the student with an opportunity to apply classroom information in a practical setting with supervision from faculty as well as field-site supervisor. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

291 Child Development Lab Practicum

3-12 hours lab, 1-4 units
Grade Only

Advisory: English 43 and English 42 and Child Development 160 or Child Development 161, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course provides supervised practical experience at the campus child development lab to supplement child development courses and related curriculum. Through on-site training, students gain practical knowledge in curriculum development, guidance strategies, observation, and child growth and development. This course is designed for students who plan careers in early childhood education and family support agencies or for parents who seek strategies and techniques for guiding children. The course may be used toward the field experience component for the State of California Child Development Permit. This course may be taken four times for credit. The combined maximum credit for Child Development 291 may not exceed 16 units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

291A Child Development Center Practicum

3 hours lab, 1 unit
Grade Only

Advisory: English 43 and English 42, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course provides directed laboratory experience in the campus Child Development Center. It is designed for students who plan careers in early childhood and family support programs and for parents who seek practical experience in guiding and teaching children. Students become familiar with the operating policies and procedures of a preschool program and observe and access the development of children. This course may be
used toward the experience component for the State of California Child Development Permit. The combined maximum credit for Child Development 291A, 291B, 291C, and 291D is four units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**291B Child Development Center Practicum**  
3 hours lab, 1 unit  
**Grade Only**

*Advisory:* English 43 and English 42, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course provides directed laboratory experience in the campus Child Development Center. It is designed for students who plan careers in early childhood education and family support programs and for parents who seek practical experience in guiding and teaching children. Students examine appropriate safety, health and nutritional practices in a preschool setting with an emphasis on implementation with young children. This course may be used toward the experience component for the State of California Child Development Permit and toward the Health and Safety training requirements for Title 22. The combined maximum credit for Child Development 291A, 291B, 291C, and 291D is four units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**291C Child Development Center Practicum**  
3 hours lab, 1 unit  
**Grade Only**

*Advisory:* English 43 and English 42, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course provides directed laboratory experience in the campus Child Development Center. It is designed for students who plan careers in early childhood education and family support programs and for parents who seek practical experience in guiding and teaching children. Students examine teaching practices that enhance children’s learning in the classroom and assist in the planning and implementation of developmentally appropriate activities. This course may be used toward the experience component for the State of California Child Development Permit. The combined maximum credit for Child Development 291A, 291B, 291C, and 291D is four units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**291D Child Development Center Practicum**  
3 hours lab, 1 unit  
**Grade Only**

*Advisory:* English 43 and English 42, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course provides directed laboratory experience in the campus Child Development Center. It is designed for students who plan careers in early childhood and family support programs and for parents who seek practical experience in guiding and teaching children. Students examine the role of routines and transitional activities in the organization and structure of an early child development setting. The class emphasizes positive guidance and discipline for young children. This course may be used toward the field experience component for the State of California Child Development Permit. The combined maximum credit for Child Development 291A, 291B, 291C, and 291D is four units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

---

**181 Principles of Information Systems**  
3 hours lecture, 3 hours lab, 4 units  
**Grade Only**

*Advisory:* English 51 and English 56 with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course is an introduction to basic principles and theory relating to problem solving and analysis in business organizations using computers and software packages. Emphasis is placed on computer organization, data processing systems, decision support systems, and systems analysis. Business software is reviewed with an emphasis on spreadsheet systems including hands-on spreadsheet applications. This course is intended for the transfer student planning to major in business, economics, or social science. (FT) Associate Degree Credit & transfer to CSU
and/or private colleges and universities. UC Transfer Course List. (CAN CSCI 2).

186 Visual Basic Programming
3 hours lecture, 3 hours lab, 4 units
Grade Only
Advisory: English 51 with a grade of "C" or better, or equivalent, or Assessment Skill Level W4.
This course is an introduction to programming using Visual Basic. The course covers the fundamentals of event oriented programming in a Windows environment. Students learn to use and program a mouse, windows, forms, menus, dialog boxes, icons, buttons, text fields, files, graphics, and other components of a Windows environment in Visual Basic. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

190 Java Programming
3 hours lecture, 3 hours lab, 4 units
Grade Only
Advisory: English 51 with a grade of "C" or better, or equivalent, or Assessment Skill Level W5.
This course is an introduction to programming using Java. The course covers the fundamentals of object oriented programming utilizing the Java programming language for general purpose business programs and interactive World Wide Web based Internet programs. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

192 C/C++ Programming
3 hours lecture, 3 hours lab, 4 units
Grade Only
Advisory: English 51 and Computer and Information Sciences 186, each with a grade of "C" or better, or equivalent, or Assessment Skill Level W5.
This course presents basic programming concepts using the C++ programming language. The organization of standard I/O classes is emphasized. Structured and object oriented programming techniques are presented and used to design and implement a variety of programming problems. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN CSCI 16)

205 Object Oriented Programming Using C++
3 hours lecture, 3 hours lab, 4 units
Grade Only
This course introduces students to object oriented programming (OOP) using the C++ programming language and includes the essential concepts related to OOP including use of classes and objects, inheritance, templates, polymorphism, pointers and references and I/O streams. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

210 Systems Analysis and Design
3 hours, 3 units
Grade Only
Advisory: English 101 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.
This course is an introductory, experiential study of the phases of the object-oriented software development life cycle (OOOSLC) including stakeholder and requirements analysis, use cases development, software architecture; project management, user interface considerations, iterative and prototyping methodology, component construction, quality assurance, and configuration management. This course is intended for students seeking advanced knowledge and applications in Computer and Information Sciences. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

270 Work Experience
Hours by Arrangement, 1-4 units
Grade Only
Limitation on Enrollment: To receive credit a student must complete a minimum of seven units during the semester, including Work Experience.
A program of on-the-job learning experiences for students employed in a job related to their major. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

290 Independent Study
Hours by Arrangement, 1-3 units
Grade Only
Limitation on Enrollment: Must obtain an Add Code from instructor for registration.
Typically for advanced students in Computer and Information Sciences who wish to pursue special problems and projects related to the area. The student will meet with the instructor at specific intervals and will be expected to accomplish primary research, problem analysis and report preparation relating to an approved project or course of study. This course may be taken four times with different content for a maximum of six units. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

This discipline may offer specialized instruction in one or more of the following areas: Supervised
Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

**COMPUTER BUSINESS TECHNOLOGY (CBTE)**

Formerly Office Information Systems (OFCE)

Note: CBTE course numbers differ from the OFCE course numbers.

**101 Keyboarding for Computers**

0.75 hour lecture, 0.75 hour lab, 1 unit

*Grade Only*

*Advisory:* English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

*Limitation on Enrollment:* This course is not open to students with credit for Office Information Systems 101, 102, or 164. This course is designed for all individuals needing basic keyboarding skills. Keyboarding for Computers teaches students to key by touch using a computer and word processing software. No previous computer or typing experience is required. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**102 Keyboarding**

1.5 hours lecture, 1.5 hours lab, 2 units

*Grade Only*

*Advisory:* English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

*Limitation on Enrollment:* This course is not open to students with credit for Office Information Systems 101, 102, or 164 or Computer Business Technology 101 or 103. This course teaches touch control of the keyboard and proper typing techniques. Students build speed and accuracy through specialized drills and practice on straight copy and numbers. Students apply keyboarding skills to the formatting of letters, reports, tables, and memos using word processing software. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**103 Beginning Computer Keyboarding**

2 hours lecture, 3 hours lab, 3 units

*Grade Only*

*Advisory:* English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

*Limitation on Enrollment:* This course is not open to students with credit for Office Information Systems 100 or 265 (Beginning Computer Keyboarding - WordPerfect) or CBTE 101 or 102. This course is designed for all students whose keyboarding skill is for vocational and/or personal use. Beginning Computer Keyboarding teaches basic keyboarding skills by touch using a computer and word processing software. Students receive basic formatting instructions for letters, tables, and reports. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**111 Introduction to Windows 95**

0.75 hours lecture, 0.75 hours lab, 1 unit

*Grade Only*

*Advisory:* English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 103 with a grade of "C" or better, or equivalent.

*Limitation on Enrollment:* This course is not open to students with credit for Office Information Systems 152B. This basic course presents an overview of the features of the Microsoft Windows 95 operating system and the components of the Windows 95 desktop. In this hands-on course, students learn to start programs; execute commands; open data files; manage files, disks, and folders; and customize the desktop. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**112 Introduction to Windows 98**

.75 hour lecture,.75 hour lab, 1 unit

*Grade Only*

*Advisory:* English 51 and 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 103 with a grade of "C" or better, or equivalent.

This basic course presents an overview of the features of the Microsoft Windows 98 operating system and the components of the Windows 98 active desktop. In this hands-on course students learn to use the Start menu;
create shortcuts; work with Windows 98 accessory programs; open data files; manage disks, folders, and files; and customize the desktop. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**114 Introduction to Microsoft Windows**

.75 hours lecture, .75 hours lab, 1 units  
*Grade Only*

**Advisory:** English 51 and 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 103 with a grade of "C" or better, or equivalent.

This basic course presents an overview of the features of the Microsoft Windows operating system and the components of managing files and folders in the Windows environment. In this hands-on course, students learn to use and customize the start menu; work with Windows accessory programs; open data files; manage disks, folders and files; create shortcuts; and customize the desktop. This course is designed for those students planning to major in this field and may also be useful to students who wish to upgrade their computing skills. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**120 Beginning Microsoft Word**

1.5 hours lecture, 1.5 hours lab, 2 units  
*Grade Only*

**Advisory:** English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 103 and 120A, each with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Computer Business Technology 120.

This course is an introduction to text editing features in Microsoft Word including insert, delete, find and replace, move and copy, character formatting, and spell check. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**120A Introduction I to Microsoft Word**

0.75 hour lecture, 0.75 hours lab, 1 unit  
*Grade Only*

**Advisory:** English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 103 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Computer Business Technology 120.

This course is a continuation of Computer Business Technology 120A. Students continue using Microsoft Word text editing features including paragraph and document formatting, creating tables, and basic mail merges. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**122 Intermediate Microsoft Word**

2 hours lecture, 3 hours lab, 3 units  
*Grade Only*

**Advisory:** English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 103 and 120, each with a grade of "C" or better, or equivalent.

This course is a continued application of Microsoft Word text editing features including creation of envelopes and labels, mail merge, sorting, styles, templates, wizards, macros, document notations, tables of contents and indexes, online forms, columns, drawing tools, and introduction to creating Web pages. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.
126 Document Processing
2 hours lecture, 3 hours lab, 3 units
Grade Only
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 103 with a grade of "C" or better, or equivalent.
This course is designed to give students hands-on experience creating a variety of computer-based documents. This course covers the use of computer software to create business, technical, medical and/or legal documents and to create forms, presentation documents, and documents for electronic publishing. It may include independent projects. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

130 Beginning Corel WordPerfect
1.5 hours lecture, 1.5 hours lab, 2 units
Grade Only
Advisory: English 51 and 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 103 with a grade of "C" or better, or equivalent.
This course is an introduction to text editing features in Corel WordPerfect including insert, delete, search and replace, move and copy, headers and footers, pagination, character and document formatting, spell check, and the writing tools. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

140 Microsoft Excel
1.5 hours lecture, 1.5 hours lab, 2 units
Grade Only
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 103 and 111, each with a grade of "C" or better, or equivalent.
This course teaches the fundamentals of Microsoft Excel. Students create and format worksheets and charts and use Excel's wizards and productivity features to enter functions and analyze data. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

140A Introduction to Microsoft Excel
0.75 hour lecture, 0.75 hour lab, 1 unit
Grade Only
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 103 and 111, each with a grade of "C" or better, or equivalent.
Limitation on Enrollment: This course is not open to students with credit for Computer Business Technology 140.
This course is designed for students interested in learning basic Excel skills. Students receive hands-on practice in how to plan, define, create, and modify worksheets. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

151 Introduction to Microsoft Access
0.75 hour lecture, 0.75 hour lab, 1 unit
Grade Only
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 103 and 111, each with a grade of "C" or better, or equivalent.
This course covers basic Access skills. Students receive hands-on practice in creating, modifying, and sorting database tables, performing queries, creating reports, and designing forms. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

160A Introduction to Online Learning
.5 hour lecture, .5 hour lab unit
Grade Only
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 112 and 101, each with a grade of "C" or better, or equivalent.
This course is an introduction to developing the skills necessary to succeed in an online or web-based course. Students will learn and apply the basics of the Windows environment, data organization and management, the Internet, the World Wide Web, e-mail, and word processing software. This course or sections of this course may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.
161 Learning The Internet
0.75 hour lecture, 0.75 hours lab, 1 unit
Grade Only

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 103 and 111, each with a grade of "C" or better, or equivalent.

This course is designed for students who are interested in an introduction to the Internet. Students receive hands-on practice using Netscape to navigate the World Wide Web and link to Internet resources. Topics include creating and sending: e-mail, FTP, and file downloading, locating newsgroups and other discussion tools, conducting business on the Internet, and creating Web pages using HTML. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

162 Web Page Creation
1.5 lecture hours, 1.5 lab hours, 2 units
Grade Only

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 111 and 161, each with a grade of "C" or better, or equivalent.

This course provides a hands-on approach to planning, designing, and creating Web pages for an intranet or World Wide Web site. Students learn to use HTML, wizards and templates to create Web pages with hypertext links and video, graphics, and audio enhancements. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

163 Introduction to Microsoft FrontPage
1.5 hours lecture, 1.5 hours lab, 2 units
Grade Only

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 112 and 101, each with a grade of "C" or better, or equivalent.

This is an introduction to creating a web page using Microsoft FrontPage. Students will learn to design, create, manage, and publish web sites on the Internet for personal or business use. This course or sections of this course may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

164 Introduction to Microsoft Outlook
0.75 hours lecture, 0.75 hours lab
Grade Only

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 112 and 101, each with a grade of "C" or better, or equivalent.

This course is an introduction to the features of Microsoft Outlook. Students will learn how to message, schedule appointments, organize and manage tasks and contacts lists and customize Outlook. This course or sections of this course may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

170 Desktop Publishing
1.5 hours lecture, 1.5 hours lab, 2 units
Grade Only

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 103 and 111, each with a grade of "C" or better, or equivalent.

This course is designed for office support staff, administrative assistants, small business owners, and others who require a basic knowledge of desktop publishing. Students in this hands-on course learn the features of desktop publishing software by designing and creating professional quality publications for business and home. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

173 Introduction to E-Commerce
3 hours lecture, 3 units
Grade Only

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 101 or 102, and 112 and 162, each with a grade of "C" or better, or equivalent.

This is an introduction to current and emerging e-commerce technologies. Topics include Internet technology for business advantage; managing e-commerce funds transfer; reinventing the future of business through e-commerce; business opportunities in e-commerce; e-commerce web site design; social, political, and ethical issues associated with e-commerce; and business plans for technology ventures. Students are involved in creating an e-commerce marketing plan as well as a web site based on that
plan. This course is intended for students seeking knowledge and experience in the realities of and potential for e-commerce. This course may be offered via distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

180 Microsoft Office
2 hours lecture, 3 hours lab, 3 units
Grade Only
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 103, 112 and 161, each with a grade of "C" or better, or equivalent.
This course is designed for students interested in learning a business software suite. This course covers the Microsoft Office Professional suite, which is an integrated collection of software applications (word processing, spreadsheet, database, and presentations) that share data and work in a similar and consistent manner. This course will also provide instruction on how to seamlessly integrate data within and between the programs in an efficient manner. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

198A Project Lab I
1.5 hours lab, 0.5 unit
Credit/No Credit Only
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
Students in this course design and complete hands-on individualized projects applicable to Computer Business Technology courses to upgrade their software skills. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

198B Project Lab II
1.5 hours lab, 0.5 unit
Credit/No Credit Only
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
This course is an optional continuation of Computer Business Technology 198A. Students in this course design and complete hands-on individualized projects applicable to CBTE courses to upgrade their software skills. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

200 Office Telecommunications
1.5 hours lecture, 1.5 hours lab, 2 units
Grade Only
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
Limitation on Enrollment: This course is not open to students with credit for Office Information Systems 142.
This course is designed to provide students with a fundamental working knowledge of voice, data, and video telecommunications that can be applied in their business and personal lives. The course introduces telecommunications networks, transmitting, receiving, and satellite technologies. Topics covered in this course include basic communication theory, fundamentals of telephone systems, components of data communications systems, and basic Web page development using and HTML editor. This course or sections of this course may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

205 Records Management
3 hours, 3 units
Grade Only
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 103 and 111, each with a grade of "C" or better, or equivalent.
Limitation on Enrollment: This course is not open to students with credit for Office Information Systems 157.
This course is designed to prepare students for employment in the field of Information Management Technology. The course covers the fundamentals of Records Management including the principles of indexing and filing; the major filing systems-alphabetical, numerical, subject, and geographic; the role of the records management and the records manager in the information industry; selection of systems, equipment, and supplies; design, control, and maintenance of a records center; and provides experience in using the computer to manage records. This course or sections of this course may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.
210 Computers in Business
3 hours, 3 units
Grade Only
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
Limitation on Enrollment: This course is not open to students with credit for Office Information Systems 192.
This course is designed to prepare students for a computer related career. Computers in Business is an introductory course which covers the latest developments in computer technology, office automation, electronic communication, and the World Wide Web. This course or sections of this course may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

221 Legal Office Procedures I
3 hours, 3 units
Grade Only
Advisory: English 51 and 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 103 with a grade of "C" or better, or equivalent.
Limitation on Enrollment: This course is not open to students with credit for Office Information Systems 171.
This course is an introduction and orientation to the law office and procedures according to federal and state legal systems and is designed to prepare students for a position in a law office or law related field. The course includes structure of the courts, practices and procedures of the law, legal terminology, vocabulary building, preparation of court documents, an introduction to legal research, legal calendaring and client contact. This course or sections of this course may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

270 Work Experience
Hours by Arrangement, 1-4 units
Grade Only
Limitation on Enrollment: To receive credit a student must complete a minimum of seven units during the semester, including work experience.
Program of on-the-job learning experiences for students employed in a job related to their major. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units.

90 Forklift Operation
0.5 hours lecture, 1.5 hours lab, 1 unit
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent.
This course provides the classroom theory and principles and operational instruction in general forklift safety, use and operation of forklifts, handling loads, preventive maintenance and upkeep, identification of operational problems, and preparation and testing for OSHA Forklift Certification. (FT) Associate Degree Credit only and not Transferable.

100 Introduction to Diesel Technology
2 hours lecture, 2 units
Grade Only
This beginning class introduces students to the field of diesel-powered trucks and equipment maintenance and service. Students learn about the common types of diesel powered trucks and equipment, shop safety, industrial fasteners, hydraulic fittings, technician tool requirements, service shop organization and procedures, and shop measuring tools. Students also receive an overview of the Miramar College Diesel Technology program. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

105 Measuring Tools and Applied Mathematics
1 hours lecture, 3 hours lab, 2 units
Grade Only
Corequisite: Completion of or concurrent enrollment in Diesel Technology 100 with a grade of "C" or better, or equivalent.
Limitation on Enrollment: This course is not open to students with previous credit for Diesel Technology 110 or 120.
Students learn how to care for and use precision measuring tools and common shop measuring tools.
They also learn industry-standard mathematical concepts and applications as related to the diesel maintenance industry. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

121 Diesel Engines A
4 hours lecture, 9 hours lab, 7 units
Corequisite: Completion of or concurrent enrollment in Diesel Technology 100 with a grade of "C" or better, or equivalent.
Limitation on Enrollment: This course is not open to students with previous credit for Diesel Technology 110.
Students learn the fundamental skills necessary to perform major overhaul operations on Detroit Diesel engines. Subjects include theory of operation, construction and application, how to use diesel repair shop equipment and tools, and dynamometer performance testing. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

122 Diesel Engines B
4 hours lecture, 9 hours lab, 7 units
Corequisite: Completion of or concurrent enrollment in Diesel Technology 100 with a grade of "C" or better, or equivalent.
Limitation on Enrollment: This course is not open to students with previous credit for Diesel Technology 120.
Students learn the fundamental skills necessary to perform major overhaul operations on Caterpillar diesel engines. Subjects include theory of operation, construction and application, how to use diesel repair shop equipment and tools, and dynamometer performance testing. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

123 Diesel Engines C
1 hours lecture, 3 hours lab, 2 units
Corequisite: Completion of or concurrent enrollment in Diesel Technology 100 with a grade of "C" or better, or equivalent.
Limitation on Enrollment: This course is not open to students with previous credit for Diesel Technology 127.
Students learn the fundamental skills necessary to evaluate and repair engine components and accessories including cylinder blocks. Students also learn how to remove and install engines. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

124 Diesel Engines D
4 hours lecture, 9 hours lab, 7 units
Corequisite: Completion of or concurrent enrollment in Diesel Technology 100 with a grade of "C" or better, or equivalent.
Limitation on Enrollment: This course is not open to students with previous credit for Diesel Technology 121.
Students learn the fundamental skills necessary to perform major overhaul operations on Cummins diesel engines. Subjects include theory of operation, construction and application, how to use diesel repair shop equipment and tools, and dynamometer performance testing. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

125 Diesel Engines I
3 hours lecture, 3 hours lab, 4 units
Corequisite: Completion of or concurrent enrollment in Diesel Technology 100 with a grade of “C” or better or equivalent.
Limitation on Enrollment: This course is not open to students with credit for Diesel Technology 121.
Students learn the fundamental skills necessary to perform major overhaul operations on Detroit Diesel engines. Subjects include theory of operation, construction and application, and how to use diesel repair shop equipment and tools. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

126 Diesel Engines II
3 hours lecture, 3 hours lab, 4 units
Corequisite: Completion of or concurrent enrollment in Diesel Technology 100 or equivalent.
Limitation on Enrollment: This course is not open to students with credit for Diesel Technology 120 or 201A, or 122.
Students learn the fundamental skills necessary to perform major overhaul operations on Caterpillar diesel engines. Subjects include theory of operation, construction and application, and how to use diesel repair shop equipment and tools. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.
128 Diesel Engines III
3 lecture, 3 hours lab, 4 units
Grade Only
Corequisite: Completion of or concurrent enrollment in DIES 100 with a grade of “C” or better, or equivalent. Students learn the fundamental skills necessary to perform major overhaul operations on Cummins diesel engines. Subjects include theory of operation, construction and application, and how to use diesel repair shop equipment and tools. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

135 Applied Failure Analysis
3 hours lecture, 3 units
Grade Only
Students learn about the fundamental principles involved in failure analysis of heavy duty diesel engine components. They also learn problem solving based on basic metallurgy concepts, different types of metals, metal forming processes, analysis of fractures, and identification of component wear characteristics. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

137 Diesel Fuel Injection Systems
1 hour lecture, 3 hours lab, 2 units
Grade Only
Corequisite: Completion of or concurrent enrollment in Diesel Technology 100 or equivalent. Students learn the basic skills necessary to understand and service diesel fuel injection systems. They learn which industry-based procedures are used to disassemble, assemble, and test fuel pumps, nozzles, and injectors. Students also learn how industry-based standards are used for maintaining, repairing, and adjusting fuel pumps, governors, and injectors on live diesel engines. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

137A Advanced Diesel Fuel Injection Systems
1 hour lecture, 3 hours lab, 2 units
Grade Only
Prerequisite: Diesel Technology 137 and 144, each with a grade of "C" or better, or equivalent. This course concentrates on the electronically controlled fuel injection systems of Caterpillar, Cummins, and Detroit Diesel engines. Students perform independently while learning system design, analysis, and mechanical adjustments. Students learn how to use electronic service tools to access and set programmable system features and electronic diagnostic tools to troubleshoot system malfunctions.

138 Electrical Systems
2 hours lecture, 3 hours lab, 3 units
Grade Only
Corequisite: Completion of or concurrent enrollment in Diesel Technology 100, or equivalent. Limitation on Enrollment: This course is not open to students with credit for Diesel Technology 130 or 215. Students learn the principles and practices in operating and servicing diesel truck and equipment electrical systems. These systems include cab and chassis wiring, American Trucking Association (ATA) trailer wiring, and the starting and charging system including troubleshooting with the use of wiring diagrams and diagnostic tools. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

144 Electronics for Diesel Technology
3 hours lecture, 3 units
Grade Only
Students learn the basic principles of electronics related to heavy duty diesel powered equipment. Topics include basic electrical theory, series circuits, parallel circuits, circuit testing, and component identification. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

155 Air Brake Systems
2 hours lecture, 3 hours lab, 3 units
Grade Only
Corequisite: Completion of or concurrent enrollment in Diesel Technology 100 with a grade of “C” or better, or equivalent. Limitation on Enrollment: This course is not open to students with previous credit for Diesel Technology 140 or 214. Students learn principles and practices of the operation and servicing of heavy duty transportation and equipment air brake systems. Topics include S-cam brakes, wedge brakes, disc brakes, air compressors, air reservoir systems, piping, control valves, switches, and actuators used in heavy duty transportation and equipment air systems. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

160 H.D. Transmissions
2 hours lecture, 3 hours lab, 3 units
Grade Only
Corequisite: Completion of or concurrent enrollment in Diesel Technology 100, or equivalent.
Limitation on Enrollment: This course is not open to students with credit for Diesel Technology 130 or 211A. This course covers the principles of operation, overhaul, maintenance, and troubleshooting of heavy duty transmissions. This includes main, auxiliary, and twin countershaft manual transmissions and air shift systems. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

165 Truck Automatic Transmissions
2 hours lecture, 3 hours lab, 3 units
Grade Only
Corequisite: Completion of or concurrent enrollment in Diesel Technology 100, or equivalent.
Students learn how to maintain, overhaul, and troubleshoot automatic transmissions for heavy duty transportation (HDT) using accepted industry standards and procedures. The course includes theory and laboratory practice. Students also learn how to prepare written records of HDT repairs. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

170 Truck Drive Axles and Specifications
2 hours lecture, 3 hours lab, 3 units
Grade Only
Corequisite: Completion of or concurrent enrollment in Diesel Technology 100 with a grade of "C" or better, or equivalent.
Limitation on Enrollment: This course is not open to students with previous credit for Diesel Technology 140 or 140B.
Students learn about the theory and practices involved in disassembling and rebuilding common heavy duty drive axles. They also learn about failure analyses and basic specification procedures for Class 6 through Class 8 trucks. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

175 Truck Chassis R&R
2 hours lecture, 3 hours lab, 3 units
Grade Only
Corequisite: Completion of or concurrent enrollment in Diesel Technology 100, or equivalent.
Limitation on Enrollment: This course is not open to students with credit for Diesel Technology 130 or 140.
Students learn how to use specialized and general shop equipment and hand tools for removing and replacing components of heavy duty transportation units. Students also learn how to install and troubleshoot clutches. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

180 Steering, Suspension, and Driveline Systems
2 hours lecture, 3 hours lab, 3 units
Grade Only
Corequisite: Completion of or concurrent enrollment in Diesel Technology 100 with a grade of "C" or better, or equivalent.
This Heavy Duty Transportation (HDT) course covers the principles and practices involved in operating and servicing HDT steering systems, suspension systems, and drivelines. Students also learn common industry methods to perform vibration analyses of steering, suspension, and driveline systems. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

185 Power Trains A (HDT)
4 hours lecture, 6 hours lab, 6 units
Grade Only
Corequisite: Completion of or concurrent enrollment in Diesel Technology 100, or equivalent.
Limitation on Enrollment: This course is not open to students with credit for Diesel Technology 160 or 175.
Students learn the principles of operation, installation, and troubleshooting of single and double disc clutches. They also learn how to overhaul, maintain, and troubleshoot main, auxiliary, and twin countershaft manual transmissions and air shift systems. Topics include how to use specialized and general shop equipment and hand tools for removing and replacing components in general shop repairs of heavy duty transportation units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

190 Power Trains B (HDT)
4 hours lecture, 6 hours lab, 6 units
Grade Only
Corequisite: Completion of or concurrent enrollment in Diesel Technology 100 with a grade of "C" or better, or equivalent.
Limitation on Enrollment: This course is not open to students with previous credit for Diesel Technology 165 or 200.
This Heavy Duty Transportation (HDT) course covers the principles and practices involved in operating and servicing mobile hydraulic systems and components. These systems and components include reservoirs, pumps, actuators, valves, piping, and fittings. Students also learn how to maintain, overhaul, and troubleshoot HDT automatic transmissions using accepted industry standards and procedures. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.
200 Mobile Hydraulic Systems  
2 hours lecture, 3 hours lab, 3 units  
Grade Only

Corequisite: Completion of or concurrent enrollment in Diesel Technology 100 with a grade of "C" or better, or equivalent.

This Heavy Duty Transportation (HDT) and Heavy Equipment Technology (HET) course covers the principles and practices involved in operating and servicing mobile hydraulic systems and components. These systems and components include reservoirs, pumps, actuators, valves, piping, and fittings. Students learn how to use standard industry procedures, hydraulic schematics, and test equipment for diagnosing, analyzing, and repairing HDT mobile hydraulic systems and components. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

210 Brakes, Final Drives and Steering Systems  
2 hours lecture, 3 hours lab, 3 units  
Grade Only

Corequisite: Completion of or concurrent enrollment in Diesel Technology 100, or equivalent.

Students learn the principles and practices in the operation and servicing of heavy equipment brakes, final drive systems, and steering systems. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

220 Undercarriage  
2 hours lecture, 3 hours lab, 3 units  
Grade Only

Corequisite: Completion of or concurrent enrollment in Diesel Technology 100, or equivalent.

Students learn the fundamentals of operation, wear analysis, preventive maintenance, and major service of track-type undercarriages. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

230 Heavy Equipment Transmissions  
2 hours lecture, 3 hours lab, 3 units  
Grade Only

Corequisite: Completion of or concurrent enrollment in Diesel Technology 100 with a grade of "C" or better, or equivalent.

This Heavy Equipment Technology (HET) course covers the principles and practices involved in operating and servicing heavy equipment torque converters and power-shift transmissions. Students also learn how to prepare written records of repairs using accepted industry specifications. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

235 Power Trains C (HET)  
4 hours lecture, 6 hours lab, 6 units  
Grade Only

Corequisite: Completion of or concurrent enrollment in Diesel Technology 100, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Diesel Technology 160 and 240.

Students learn the principles of operation, installation, and troubleshooting of single and double disc clutches. They also learn how to overhaul, maintain, and troubleshoot main, auxiliary, and twin countershaft manual transmissions and air shift systems. Topics include how to use specialized and general shop equipment and hand tools for removing and replacing components in general shop repairs of heavy equipment units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

240 Equipment Chassis R&R  
2 hours lecture, 3 hours lab, 3 units  
Grade Only

Corequisite: Completion of or concurrent enrollment in Diesel Technology 100, or equivalent.

Students learn how to use specialized and general shop equipment and hand tools for removing and replacing components in general shop repairs of heavy equipment units. They also learn how to operate, install, and troubleshoot single and multiple disc clutches. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

245 Power Trains D (HET)  
4 hours lecture, 6 hours lab, 6 units  
Grade Only

Corequisite: Completion of or concurrent enrollment in Diesel Technology 100, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Diesel Technology 200 or 230.

Students learn about the operation and servicing of mobile hydraulic systems and components including reservoirs, pumps, actuators, valves, piping, and fittings. They also learn how to use common recommended shop procedures, hydraulic schematics, and test equipment for diagnosis, failure analysis, and system and component repair. Topics include how to operate and service heavy equipment hydraulic transmissions including power-shift transmissions. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.
This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

### DIGITAL MEDIA (ARTD)

51A GATF - Imaging Skills Training I  
2 hours lecture, 3 hours lab, 3 units  
Grade Only  
This course is designed for training and re-training pre-press students and those in the industry. This beginning course ties in to the demand for a highly skilled digital workforce and supports the industry-wide imaging skill standards developed by the National Council for Skill Standard in Graphic Communications. (FT) Associate Degree Credit only and not Transferable.

51B GATF - Imaging Skills Training II  
2 hours lecture, 3 hours lab, 3 units  
Grade Only  
Prerequisite: Art-Digital Media 51A with a grade of "C" or better or equivalent.  
This course is a continuation of Art-Digital Media 51A for training and re-training pre-press students and those in the industry. This course ties in to the demand for a highly skilled digital workforce and supports the industry-wide imaging skill standards developed by the National Council for Skill Standard in Graphic Communications. (FT) Associate Degree Credit only and not Transferable.

120A Web Page Design I  
1.5 hours lecture, 1.5 hours lab, 2 units  
Letter Grade or Credit/No Credit Option  
Advisory: Fine Art 150A and 150B, each with a grade of "C" or better, or equivalent.  
This is an introduction to basic web page development with an emphasis on information design and graphic design strategies necessary for the creation of successful user interfaces. The course teaches the use of Macromedia's Dreamweaver and Flash software for the construction of web sites. Topics include preparing images for the web, page layout, storyboarding, and working with type and color. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

### DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Courses listed under DSPS have been designed for students with disabilities. Additional classes offered at City and Mesa Campuses. See appropriate catalog.

21 Accessible Computing Lab  
1.5 - 6 hours lab, 0.5 - 2 units  
Credit/No Credit Only  
Limitation on Enrollment: This course is not open to students with credit for Disabled Students Programs and Services 76.  
This course is offered for students who benefit from adaptive computer access. The course modules teach students how to use the necessary adaptive hardware or software needed to access the computer. Training in all modules is individualized. Students also have the option of completing only those sections of the modules that are relevant to the goals on their Student Educational Contract (SEC). This course may be taken four times for credit. Credit for this course does not apply to the associate degree.

34 College Success Skills  
1 hour lecture, 1 unit  
Credit/No Credit Only  
Limitation on Enrollment: This course is not open to students with credit for Disabled Students Programs and Services 29.  
This course is designed to assist students with disabilities to achieve their educational goals by providing them with an orientation to the college campus, policies, procedures and support services such as financial aid, tutoring, counseling, computer labs, and career and transfer information. Emphasis is placed on time management, mental and physical health, study skills, self-advocacy, accommodations, and interpersonal relationships as they relate to individual disabilities and college success. Throughout the course, students clarify goals, develop an education plan and identify the courses, services and programs.
that will lead to their success. Credit for this course does not apply to the associate degree.

38 Math Strategies for the Learning Disabled

Credit/No Credit Only

This course is designed for students with verified disabilities related to mathematics. It is taught as a lecture class that can be taken independently or in conjunction with Mathematics 32/Mathematics 35. This class utilizes a strategies-oriented course developing competency with basic mathematical operations and pre-algebra concepts. This course, in combination with Disabled Students Programs and Services 73, may be taken four times for credit. Credit for this course does apply to the associate degree.

40 Individual Assessment and Educational Planning

Credit/No Credit Only

Limitation on Enrollment: This course is not open to students with credit for Disabled Students Programs and Services 50.

This course is designed to facilitate students' awareness of individual learning aptitude as compared to measured academic achievement. Standardized achievement and aptitude assessment instruments are individually administered during the course in accordance with California Community College Learning Disabilities Eligibility Model to document a learning profile related to community college academic demands. Related academic study strategies and possible learning disability accommodations are addressed when appropriate. Credit for this course will not apply to the associate degree.

41 Introduction to Applied Study Skills and Strategies

Credit/No Credit Only

This course is designed for students who are enrolled in a college course in which they have a verified disability related limitation. It is recommended for students who would benefit from formal assessment and small group instruction in applied study skills and learning strategies. The course provides guided instruction in the application of study skill strategies to a mainstreamed course. The focus of the course is on developing generalized study skills that (1) relate to successful learning in the community college setting and (2) that can be altered through individual effort and instruction. Individually guided practice of study skills is supported in an individual and/or small group setting. This course may be taken for lab credit four times with different content for a maximum of four units. Credit for the course does not apply to the associate degree.

42 Basic Skills Applied Study Strategies

Credit/No Credit Only

This course is intended primarily for students needing disability related specialized support in mainstream basic skills classes in addition to the campus wide academic support services. The focus of this class is to provide study skill assistance for students enrolled in basic skill college classes. Initial emphasis is placed both on the application and generalization of study strategies as well as on assistive technology. Computer assisted instruction is utilized to supplement, review and rehearse basic skills learning. This course may be taken four times with different content for a maximum of four units. Credit for the course does not apply to the associate degree.

43 Advanced Applied Study Strategies

Credit/No Credit Only

This course is intended primarily for students needing advanced academic disability related support in addition to the campus wide academic support services currently available. The focus of this class is to provide individualized study assistance for students in mainstream degree applicable college classes. Emphasis is placed on the application of study strategies to a specific course. Both study strategies and assistive technology are utilized to meet the demands of a mainstream course content. Computer assisted instruction is used to review related basic skills instruction and to support research skill development. This course may be taken four times with different content for a maximum of four units. Credit for the course does not apply to the associate degree.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.
105 Introduction to Dramatic Arts
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
This course is an introductory study of the art and literature of the theater. Emphasis is placed on the examination and evaluation of dramatic texts in terms of genre, historical context, aesthetics and reception. In addition, this course introduces students to the technical aspects of the theatrical industry including production and personnel through campus drama productions and field trips. This course is designed for students pursuing a Liberal Arts degree with an emphasis in drama performance. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN DRAM 18)

120 Principles of Economics I
3 hours, 3 units
Grade Only
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
Introduction to basic economic principles and theory relating to problem analysis, structure of our institutions and the formation of public policies. Emphasis is placed on the broad overall performance (macro-analysis) of the economy with concentration in such areas as incomes, employment and output; economic stability and growth; fiscal and monetary policy. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN ECON 2)

121 Principles of Economics II
3 hours, 3 units
Grade Only
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
A continued study of principles and applications regarding specific economic sectors (micro analysis). Various competitive models in a market economy are studied in detail. Economics of labor unions, farming, international trade and finance provide a background for study and analysis of many current world and domestic problems. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN ECON 4)

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

100 Tutor Training
0.5 hour lecture, 1.5 hours lab, 1 unit
Credit/No Credit Only
Limitation on Enrollment: Student must have completed a minimum of 12 units of college credit with an accumulated grade point average of 3.0 or better in subject area they will tutor.
Designed to prepare college-level persons for tutoring adult/college students. Tutoring methods, use of appropriate written and mediated instructional materials, and supervised practice tutoring are included in this course. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

200 Teaching as a Profession
3 hours, 3 units
Grade Only
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Educational Technology 199.
Limitation on Enrollment: Must meet safety and health clearance standards for a public school field experience placement.
This course is designed for students considering teaching as a profession, for paraprofessionals, and for volunteer tutors working in the public school system. Career exploration, foundations of education, critical issues, and an introduction to literacy acquisition are addressed. Guided observations of public school classrooms in a variety of subject areas are a requirement of the course. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

202 Introduction to Literacy Instruction
2 hours lecture, 2 units
Grade Only
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
This course is designed for students participating in the Liberal Studies Blended Teacher Education Program, for students considering teaching as a profession, and for prospective literacy tutors. The basic processes of literacy acquisition are presented. Students develop competency in instructional literacy strategies and essential competencies for delivering culturally relevant reading instruction to emerging readers. Students should be prepared to complete the procedures necessary for field work in schools. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

203 Service Learning for Introduction to Literacy
1 hour lecture, 1 unit
Letter Grade or Credit/No Credit Option
Prerequisite: Education 202 with a grade of "C" or better, or equivalent. 
Limitation on Enrollment: To receive credit a student must complete a minimum of seven units, including Work Experience, during the semester (or four units during the summer session) and must meet safety and health clearance standards for public school Work Experience placement. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units.

EDUCATIONAL TECHNOLOGY (EDTC)

199 Introduction to Educational Technology
1.5 hours lecture, 1.5 hours lab, 2 units
Grade Only
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Computer Business Technology 101 with a grade of "C" or better, or equivalent.
This course is intended for students participating in the Liberal Studies Blended Teacher Education program and for students considering teaching as a profession. The curriculum is designed to introduce basic computer skills and terminology in the context of teacher education. Basic competencies required for meeting the Educational Technology standards required for teachers are addressed in the curriculum. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

EMERGENCY MEDICAL TECHNICIAN (EMGM)

105 Emergency Medical Technician - National Registry
5 hours lecture, 3 hours lab, 6 units
Grade Only
Limitation on Enrollment: This course is not open to students with previous credit for Fire Protection Technology 130 Health and Safety. Students must have
Basic Life Saving (BLS) for Healthcare Provider certificate.

This course covers the techniques of emergency medical care and transportation of the sick and injured within the responsibilities of the Emergency Medical Technician. The course content is based upon the State of California Emergency Medical Services Authority requirements referenced in Title 22, Division 9, Chapter 2, Article L of the California Administrative Code.

Course approval is with the San Diego County Emergency Medical Services. Upon successful completion, the student will be eligible to take the San Diego County Emergency Medical Services Certification Examination for Emergency Medical Technician-1. (FT)

Associate Degree Credit & transfer to CSU and/or private colleges and universities.

106 Emergency Medical Technician- Defibrillation/Combitude

8 hours lecture (total), 8 hours lab (total), 0.5 units

Grade Only

Prerequisite: Emergency Medical Technician 105 or Fire Protection Technology 130 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: The student must be currently certified as an Emergency Medical Technician or approved Public Safety First Aid Course and also possess a current BLS-C level certification in CPR approved by the American Heart Association or the American Red Cross per San Diego County Division of Emergency Medical Services Policy/Procedures/Protocol D-320, current edition. This course is not open to students with credit for Fire Protection 136.

This twelve-hour lecture/lab course covers all techniques required of the certified Emergency Medical Technician 1 Basic to perform the optional skill of prehospital defibrillation and insertion of the esophageal tracheal airway device (ETAD) for victims of cardiac arrest. Course content includes student demonstration of skill proficiency in basic life support, airway management including placement of the ETAD and recognition/management of patients requiring pre-hospital defibrillation. Upon successful completion, the student will receive a course completion certificate. This course may be repeated as needed for certification as mandated by the State of California Emergency Medical Services Authority.

350 Recertification Course for San Diego County EMT-B

14 hours lecture (total), 18 hours lab (total), 1 unit

Grade Only

Prerequisite: Emergency Medical Technician 105 or Fire Protection Technology 130, each with a grade of "C" or better, or equivalent.

Advisory: English 51 and English 56 with a grade of "C" or better, or equivalent, Assessment Skill Level or W5 and R5.


This 32-hour non-associate degree course provides San Diego County certified Emergency Medical Technician-1 Basic students a review of didactic knowledge and practical skills required to re-certify, in compliance with State of California regulations. The course includes a review of current San Diego Emergency Medical Service (EMS) treatment guidelines, anatomy, patient assessment, recognition and treatment of life threatening emergencies, emergency childbirth, behavioral emergencies, ambulance operations, triage, and disaster scene management and environmental emergencies. Upon successful completion, students are eligible to take the San Diego County EMS Recertification Examination. This course may be repeated as necessary to meet a legally mandated training requirement as a condition of continued or volunteer employment. (FT) Not Applicable to Associate Degree and not a basic skills course.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270).

Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

The English for Speakers of Other Languages Program is designed to prepare students to read, write, speak and listen at a level that enables them to succeed in college courses.

The program consists of four levels and the student is assigned a level based on the result of his/her placement test.

The first level, L19, is a combined skills class in a lecture/lab format. Students who successfully complete this course are at the intermediate-low level. Some students at the beginning level may find ESOL 19 difficult. For these students, counselors are available to discuss options and resources, including classes at Continuing Education.

The second and third levels, L20 and L30, are made up of three courses. The grammar-writing component is a six-unit course; the reading and listening/speaking components are three units each.

The fourth level, L40, is a single course in reading and writing. Students who successfully complete ESOL 40 can read and write at an advanced ESOL level. They are prepared to take English courses one level below transfer (ENGL 51 & 56).

019 Transitional English for ESOL Students

3 hours lecture, 6 hours lab, 5 Units
Letter Grade or Credit/No Credit Option

Advisory: Assessment Skill Level L19. Students are advised to take the English for Speakers of Other Languages placement test prior to enrollment and perform at level 19.

Limitation on Enrollment: This course is not open to students with credit for English 007 or 58.

This course prepares students to read, write, listen and speak at the intermediate-low ESOL level to facilitate successful participation in a college setting. This course will emphasize development of reading and writing skills in academic contexts, focusing heavily on the production of complete sentences with minimal errors and basic paragraph and composition development. Satisfactory completion of this course will enable students to enroll in ESOL 20, 21 and 22. (FT) Credit for this course is not applicable to the associate degree.

020 Writing for Non-native Speakers of English I

6 hours, 6 units
Letter Grade or Credit/No Credit Option

Prerequisite: English for Speakers of Other Languages 19 with a grade of “C” or better, or equivalent, or Assessment Skill Level L20.

Limitation on Enrollment: This course is not open to students with credit for English 008 or 60.

This course in writing and grammar prepares students to write at the intermediate-mid ESOL level. In this course, students learn to write paragraphs, basic compositions and other types of texts and practice critical reasoning in their writing. Students read and understand a variety of texts and develop academic study skills and work habits. Students also practice grammatical structures in the production and editing of compositions so that meaning is generally clear and not obscured by error. Credit does not apply to the associate degree. (FT)

021 Reading for Non-native Speakers of English I

3 hours, 3 units
Letter Grade or Credit/No Credit Option

Prerequisite: English for Speakers of Other Languages 19 with a grade of “C” or better, or equivalent, or Assessment Skill Level L20.

This course prepares students to read at the intermediate-mid ESOL level. In this course, students learn reading strategies and apply them as they read a variety of texts. Students practice identifying text organization, vocabulary and grammar to facilitate comprehension. Students also begin to use information from class readings in discussion, critical thinking and writing. (FT) Credit does not apply to the associate degree.

022 Listening and Speaking for Non-native Speakers of English I

3 hours, 3 units
Letter Grade or Credit/No Credit Option

Prerequisite: English for Speakers of Other Languages 19 with a grade of “C” or better, or equivalent, or Assessment Skill Level L20.

This course prepares students to understand spoken English and to speak at the intermediate-mid ESOL level. In this course, students begin to develop communicative competence through listening to and participating in a variety of communicative activities. Students also begin to study grammatical structures specifically related to oral/aural course work to make connections between structure and communicative
needs. In addition, students discuss, write about and think critically about information from oral and written sources. (FT) Credit does not apply to the associate degree.

**030 Writing for Non-native Speakers of English II**

6 hours, 6 units

*Grade Only*

**Prerequisite:** English for Speakers of Other Languages 20, 21, and 22, each with a grade of “C” or better, or equivalent, or Assessment Skill Level L30.

**Limitation on Enrollment:** This course is not open to students with credit for English 009 or 61.

This course in writing and grammar prepares students to write at the intermediate-high ESOL level. In this course, students learn to write compositions and other types of texts that communicate a basic awareness of critical reasoning and the components of the academic essay and other types of writing. To achieve these goals, students learn and apply knowledge of syntax and grammatical structures in the production and editing of compositions so that errors, which may be frequent, will not obscure meaning. Students also read and understand a variety of texts as well as communicate a familiarity with academic study skills and work habits. Credit does not apply to the associate degree.

**031 Reading for Non-native Speakers of English II**

3 hours, 3 units

*Letter Grade or Credit/No Credit Option*

**Prerequisite:** English for Speakers of Other Languages 20, 21, and 22, each with a grade of “C” or better, or equivalent, or Assessment Skill Level L30.

This course prepares students to read at the intermediate-high ESOL level. In this course, students continue to develop reading skills needed for academic and workplace success. To achieve these goals, students read a variety of texts and apply appropriate reading strategies to facilitate comprehension. In addition, students engage in activities to build background knowledge as well as knowledge of text structure, grammar and vocabulary. Students also use information from class reading in class discussion, critical thinking and writing. (FT) Credit does not apply to the associate degree.

**032 Listening and Speaking for Non-native Speakers of English II**

3 hours, 3 units

*Letter Grade or Credit/No Credit Option*

**Prerequisite:** English for Speakers of Other Languages 20, 21, and 22, each with a grade of “C” or better, or equivalent, or Assessment Skill Level L30.

This course prepares students to understand spoken English and speak at the intermediate-high ESOL level. In this course, students continue to develop communicative competence through listening to and participating in a variety of communicative activities. Students also continue to develop knowledge of grammatical structures specifically related to oral/aural course work. In addition, students discuss, write about, and think critically about information from oral and written sources. (FT) Credit does not apply to the associate degree.

**040 Reading and Writing for Non-native Speakers of English III**

6 hours, 6 units

*Letter Grade or Credit/No Credit Option*

**Prerequisite:** English for Speakers of Other Languages 30, 31, and 32, each with a grade of “C” or better, or equivalent, or Assessment Skill Level L40.

**Limitation on Enrollment:** This course is not open to students with credit for English 010 or 62.

This course prepares students to read and write at the advanced ESOL level. In this course students write essays and other types of texts that have some complexity of expression, contain relatively few mechanical and grammatical errors and illustrate evidence of critical reasoning. Students also read academic and workplace texts and apply study skills and work habits necessary for success in further academic and vocational studies. Students who complete this course will be prepared to enter English 51 and English 56. (FT) Credit does not apply to the associate degree.
Basic Skills Courses

All courses at this level are offered for college credit. Credit for these courses will not apply toward the associate degree, but will count toward the determination of a student’s workload and eligibility for financial aid.

Reading

042 College Reading and Study Skills I
(formerly English 055)

3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option

Advisory: Assessment Skill Level R3. This course is designed for native speakers of English. ESL students should enroll in ESOL 19, 20, 21, 22, 30, 31, 32 or 40 as recommended by the placement test for non-native English speakers.

Limitation on enrollment: This course is not open to students with previous credit for English 55. This course is designed for students who need to improve their reading skills in order to succeed in college courses. In this course, students practice the reading process, reading extensively and intensively, and develop confidence and enjoyment in reading. Students also read and respond to a variety of materials, including non-fiction and textbook assignments, and learn strategies for reading difficult material to facilitate comprehension and critical thinking. In addition, students develop writing, vocabulary, discussion, and study skills. (FT) Credit for this course does not apply to the associate degree.

050 English Review
(see English 043 on page 240)

055 College Reading and Study Skills I
(see English 042 on page 240)

English 101 Preparatory Courses

All courses at this level are offered for college credit. Three units of course work at this level may be applied to the associate degree. Credit for courses at this level will count toward the determination of a student’s workload and eligibility for financial aid.

Writing

051 Basic Composition

3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option

Prerequisite: English for Speakers of Other Languages 40 or English 43 with a grade of “C” or better, or equivalent, or Assessment Skill Level W4. This course is designed to prepare students to write successfully at the transfer level. In this course students practice the writing process in the production and editing of essays. Students also review grammatical and mechanical structures as needed to support the successful expression of meaning. In addition, students read and think critically using a variety of texts which are the basis for writing and class discussion. A District-wide, timed-writing examination, holistically graded by English instructors, is part of the final course grade. Designated sections of this course may be taught from a specific cultural perspective and are cross-listed under Black Studies and Chicano Studies in the class schedule. Three units of English credit at this level (either English 51 or English 56) may be applied to the associate degree. (FT) Associate Degree Credit only and not Transferable.
Reading

056 College Reading and Study Skills II
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option

Prerequisite: English for Speakers of Other Languages 40 or English 42 with a grade of "C" or better, or equivalent, or Assessment Skill Level R4.
This course is designed for students who need to develop advanced reading skills to succeed in transfer level courses. In this course, students focus on academic reading and study skills and practice strategies to improve reading comprehension and critical thinking. Students also build writing, vocabulary, discussion and study skills to accurately express information and reflect the meaning of class readings. Three units of English credit at this level (either English 51 or English 56) may be applied to the associate degree. (FT) Associate Degree Credit only and not Transferable.

English Courses
(Also see Humanities)

047L Skills: English Center and Laboratory
1-12 hours lab, 0 units
No Grade/0 Units

Limitation on Enrollment: Student must be enrolled in a companion college course.
This is an open entry/open exit supplemental course designed to assist students to succeed in completing their computer assignments in a companion course. This course may be taken four times with different companion subject matter courses as needed. This course does not apply to the associate degree.

092A Persuasive Writing
3 hours, 3 units
Credit/No Credit Only

This course is intended for students enrolled at San Diego State University; for Freshmen, a score of 150 or lower on the CSU English Placement Test (EPT), and for transfer students, a score of 7 or lower on the Transfer Writing Assessment (TWA). It is designed to help students develop methods of reading and writing necessary for success in SDSU's Rhetoric and Writing Studies 100. In this course, students read persuasive texts and integrate the ideas of multiple authors and their own into argumentative essays. The course stresses paragraph and essay development and reviews sentence structure, mechanics, and grammar as needed. To earn a grade of "CR," SDSU students must submit a passing final portfolio graded by SDSU's Rhetoric and Writing Studies (RWS) Department. (FT) Associate Degree Credit only and not Transferable.

092B Persuasive Writing II
3 hours, 3 units
Credit/No Credit Only

Limitation on Enrollment: This course is not open to students with credit for English 92A.
Enrollment is intended for students admitted to San Diego State University who have taken SDSU's Rhetoric and Writing Studies 92A, 94, or 95 and received a grade of Satisfactory Progress (SP). Only students who have not received credit for English 92A or Satisfactory Progress (SP) for RWS 92A or 97A at San Diego State University may enroll in English 92B. This course is designed to help students develop methods of reading and writing necessary for success in SDSU's Rhetoric and Writing Studies 100. In this course, students read persuasive texts and integrate the ideas of multiple authors and their own into argumentative essays. The course stresses paragraphs and essay development and reviews sentence structure, mechanics, and grammar as needed. To earn a grade of "CR," SDSU students must submit a passing final portfolio graded by SDSU's Rhetoric and Writing Studies (RWS) Department. (FT) Associate Degree Credit only and not Transferable.

101 Reading and Composition
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option

Prerequisite: English 51 and English 56; or English 92B or English 64, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
This course is designed for transfer-level students or for those who want to develop competence in college level reading and composition. In this course, students read, analyze, discuss and think critically using a variety of works and sources. Based on these activities, students write essays, fully-documented research projects, and other types of texts for various purposes and audiences. This written work, which demonstrates effective, logical, and precise expression of ideas, totals at least 6000 graded words. Designated sections of this course may be taught from a specific cultural perspective. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN ENGL 2) (CAN ENGL SEQ A = ENGL 101+105)

105 Composition and Literature
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option

Prerequisite: English 51 and 56; or English 92A or 92B, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
This is a composition course using literature as a background for improving writing skills. Students discuss the general nature and elements of literature and literary criticism by reading and analyzing representative works of fiction, drama, and poetry. Based on this subject matter, students are required to write a variety of critical papers, including a research paper, comprising at least 6,000 graded words. This course is designed for transfer students and is suitable for those students interested in literature and in developing strong critical and analytical writing skills. Designated sections of this course may be taught from a specific cultural perspective. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN ENGL 4) (CAN ENGL SEQ A = ENGL 101+105)

205 Critical Thinking and Intermediate Composition
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: English 101 or English 105 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.
This course is designed to help students who are planning to transfer to a four-year college or university to develop critical thinking, reading, writing, and research skills beyond the level of English 101 and English 105; it is a required course within many curricula. Assignments require a total of at least 8,000 words of graded writing. The course focuses on writing argumentative prose and critically evaluating arguments. A majority of the written assignments require some research and documentation, including library research. Designated sections of this course may be taught from a specific cultural perspective and are cross-listed under Black Studies and Chicano Studies in the catalog and class schedule. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

208 Introduction to Literature
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
Advisory: Completion of English 101 or English 105 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.
This course provides an inquiry into the basic nature of literature and is designed for students with a general interest as well as for those majoring in the field. Students read and analyze representative literary works in fiction, non-fiction, poetry and drama from various cultures and periods, applying practical critical techniques in essays, reports, and exams. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

209 Literary Approaches to Film
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
Advisory: English 101 or English 105, with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.
This course focuses on literary values, such as plot, conflict, symbolism, theme and character as observed in feature films. It also focuses on cultural values with special reference as to how films define problems, establish a network of varied values, confront moral dilemmas, and explore human emotions. This course satisfies general education requirements in humanities and serves as an elective for English majors. It is designed for students who are interested in literature as well as those interested in the study of film. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

210 American Literature I
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: English 101 or English 105 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.
This course is a survey of American literature from its beginning to the late 19th Century including representative works from the Colonial Period (1588-1765), the New Republic (1765-1829). In this class students read and discuss the authors of these periods, addressing relevant social, political, cultural, and religious issues. The students critically analyze in essays, exams, and research papers the authors, specific works, and other topics as assigned. Classroom activities include lectures and discussions of the principal authors and works. Selected representative readings are required. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN ENGL 14) (CAN ENGL SEQ C = ENGL 210+211).
211 American Literature II
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: English 101 or English 105 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.
A survey of American Literature from the late 19th Century to the present which includes representative works from the Age of Realism (1865-1914), the Modernist Period (1914-1945), and the Postmodern Era (1950-present). In this class students read and discuss the authors of these periods, addressing relevant social, political, cultural, and religious issues. The students critically analyze in essays, exams, and research papers the authors, specific works, and other topics as assigned. Classroom activities include lectures and discussions of principal authors and their works. Selected representative readings are required. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN ENGL 210+211). (CAN ENGL SEQ C = ENGL 210+211).

215 English Literature I: 800-1799
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: English 101 or English 105 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.
This course offers a survey of British literature from the Anglo-Saxon period to the pre-Romantic period (approximately 800 to 1799), including representative works from the Old and Middle English periods, the Renaissance and the Elizabethans, the Cavalier, Metaphysical, and Puritan periods, the Restoration and the Neoclassical periods. Students read and discuss the major authors of these periods, addressing relevant social, political, cultural, and religious issues. Students critically analyze in essays and research papers, authors, specific works, and other topics as assigned. This course satisfies requirements for the major in English as well as general education and humanities requirements. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN ENGL 16) (CAN ENGL SEQ B = ENGL 215+216).

220 Masterpieces of World Literature I: 1500 BCE - 1600 CE
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
Advisory: English 101 or English 105, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.
This course offers a survey of world literature in translation, from the ancient world through the European renaissance (approximately 1500 BCE - 1600 CE), including the established classic literature of the Near East, Greece and Rome, India, China, Japan, Africa, the Islamic world, and Europe. Students read and discuss a variety of authors from these regions, and address relevant social, cultural, and religious issues. Students critically analyze, in essays and research papers, specific authors, works, themes, and other topics as assigned. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

221 Masterpieces of World Literature II: 1600 - Present
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
Advisory: English 101 or English 105 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.
This course offers a survey of world literature in translation, from the close of the European renaissance through the present time, including the literature of Asia, Europe, North America, Central America, South America, Africa and the Islamic world. Students read
and discuss a variety of authors from these regions, and address relevant social, religious, and cultural issues. Students critically analyze, in essays and papers, specific authors, works, themes, and other topics as assigned. This course satisfies requirements for the major in English as well as general education and humanities requirements. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

237 Women in Literature

3 hours, 3 units
Letter Grade or Credit/No Credit Option

Prerequisite: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.
Advisory: English 101 or English 105 with a grade of “C” or better, or equivalent, or Assessment Skill Levels W6 and R6.

This course introduces the student to images of women in literature and to women writers. Students read from a variety of genres including stories, poetry, novels, and essays, written by women and men from a range of social, cultural, and ethnic backgrounds. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

249 Introduction to Creative Writing

3 hours, 3 units
Letter Grade or Credit/No Credit Option

Prerequisite: English 51 with a grade of “C” or better, or equivalent, or Assessment Skill Level W5.
Advisory: English 101 or English 105 with a grade of “C” or better, or equivalent, or Assessment Skill Levels W6 and R6.

Limitation on Enrollment: This course is not open to students who have credit for English 249A or English 249B.

This is an introductory course in creative writing which focuses on the study of fiction and poetry. Students analyze technique in the works of professional writers and in their own original works. After submitting writing, students participate in informal discussion of their work which includes helpful criticism from the class and the instructor. Increased writing skills help students prepare for careers in communication, education, writing, advertising, selling, journalism, law, business, and government. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Credit. (CAN ENGL 6)

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

FILIPINO STUDIES (FILI)

100 Filipino American Experience

3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option

Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course introduces students to sociological overviews of Filipino Americans. Students analyze current Filipino American perspectives by discussing the history of the Philippines, factors contributing to immigration to the United States, and aspects of the integration experiences that may be unique to Filipino Americans. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

FIRE PROTECTION TECHNOLOGY (FIPT)

100A Introduction to Fire Suppression and Maintenance Manipulative Tasks (Beginning)

2 hours lecture, 5 hours lab, 3.5 units
Grade Only

Limitation on Enrollment: This course is not open to students with credit for Fire Science 100A.

Practical application of basic rescue, fire suppression, apparatus, and equipment operation and maintenance procedures. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.
100B Introduction to Fire Suppression and Maintenance Manipulative Tasks (Intermediate)

2 hours lecture, 5 hours lab, 3.5 units
Grade Only

Prerequisite: Fire Protection Technology 100A with a grade of “C” or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Fire Science 100B.

Training and operation of fire service equipment: Extinguishers and protective equipment, hose, nozzles, fittings, hose evolutions, fire service ladders, salvage and overhaul procedures, at an intermediate level within the guidelines of training for Firefighter I certification as specified by the California Fire Service Training and Education Division of the Office of the state Fire Marshal. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

100C Introduction to Fire Suppression and Maintenance Manipulative Tasks (Advanced)

2 hours lecture, 5 hours lab, 3.5 units
Grade Only

Prerequisite: Fire Protection Technology 100B with a grade of “C” or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Fire Science 100C.

Operation and training with fire apparatus and equipment at an advanced level to qualify for the manipulative training portion for Firefighter I as specified by the California Fire Service Training and Education Division of the State Fire Marshals Office. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

101 Fire Protection Organization

3 hours lecture, 3 units
Grade Only

Limitation on Enrollment: This course is not open to students with credit for Fire Science 101.

Provides an introduction to fire protection, 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 department 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. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

102 Fire Prevention Technology

3 hours lecture, 3 units
Grade Only

Limitation on Enrollment: This course is not open to students with credit for Fire Science 202.

Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau; use of fire codes; identification and correction of fire hazards; and the relationship of fire prevention to fire safety education and detection and suppression systems. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

103 Fire Protection Equipment and Systems

3 hours lecture
3 units
Grade Only

Limitation on Enrollment: This course is not open to students with credit for Fire Science 154.

Course 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. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

104 Building Construction for Fire Protection

3 hours lecture, 3 units
Grade Only

This course is the study of the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial, and industrial occupancies. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

105 Fire Behavior and Combustion

3 hours lecture, 3 units
Grade Only

Limitation on Enrollment: This course is not open to students with credit for Fire Science 104.

Theory and fundamentals of how and why fires start, spread, and are controlled. An in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques. (FT)
Associate Degree Credit & transfer to CSU and/or private colleges and universities.

106 Truck Company Operations
3 hours lecture, 3 units
Grade Only

Limitation on Enrollment: This course is not open to students with credit for Fire Science 153. Course is designed to introduce students to the planning and operation of truck companies at fires and other emergencies. Truck company equipment, personnel requirements, and the variety of truck company responsibilities will be related to the strategies, tactics, and specialized skills required for truck company operations. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

107 Fire Fighting Tactics and Strategy
3 hours lecture, 3 units
Grade Only

Limitation on Enrollment: This course is not open to students with credit for Fire Science 155. This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, pre-planning fire problems, and extinguishing agents on the fire ground. Review of fire chemistry, methods of fire attack, and basic fire fighting tactics and strategy. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

109 Fire Service Hydraulics
3 hours lecture, 3 units
Grade Only

Limitation on Enrollment: This course is not open to students with credit for Fire Science 151. Applied mathematics; hydraulics laws, formulas, application of formulas and mental calculation to hydraulic and water supply problems; calculations required to assure adequate water pressures and volumes at fire department operations. Besides calculations, emphasis of the course will be the principles of the pressure of fluids, fire pump operation and design, hose line construction and capability, and the capabilities of a community water supply. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

110 Wildland Fire Control
3 hours lecture, 3 units
Grade Only

Limitation on Enrollment: This course is not open to students with credit for Fire Science 217. This course provides the student with a fundamental knowledge of the factors affecting Wildland fires including fuel, weather, topography, prevention, fire behavior, public education, and control techniques common to all agencies involved in wildland fire control. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

111 Fire Apparatus and Equipment
3 hours lecture, 3 units
Grade Only

Advisory: English 51 and English 56 and Math 32, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5 and M20. Limitation on Enrollment: This course is not open to students with previous credit for Fire Science 112. A study of the specifications, design, construction features, and operational capabilities of firefighting apparatus including mobile and fixed apparatus. Focus will be on the effective deployment, utilization and performance of pumper, ladder trucks, and related specialized equipment under emergency conditions. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

112 Fundamentals of Fire Protection Chemistry
2 hours lecture, 2 units
Grade Only

Advisory: English 51 and English 56 and Math 32, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5 and M20. This course provides students with a non-mathematical fundamental understanding of basic chemical principles including matter, energy, and chemical reactions as they apply to fire protection. The course emphasizes how basic chemical principles relate to fire protection by using real world examples relevant to fire fighters working in the field. (FT) Associate Degree Credit only and not Transferable.

113 Fire Mechanics
3 hours lecture, 3 units
Grade Only

Limitation on Enrollment: This course is not open to students with credit for Fire Science 156 or Fire Protection Technology 156. An introduction to the mechanics of fire apparatus, specifically fire pumpers, aerial devices and support equipment and vehicle. Discussions will be on the operation of vehicle components with emphasis placed on preventive maintenance, troubleshooting and minor repairs. There will be field trips when necessary for hands-on instruction in some areas. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.
114 Shipboard Fire Control
3 hours lecture, 3 units
Grade Only
This course provides students with the information needed for the effective use of shipboard fire fighting and rescue equipment. Included is the study of the fundamentals of marine construction, fires or emergency operating procedures at piers or on small pleasure craft, on small commercial boats, large commercial vessels, cruise ships, military vessels, or military sealift command vessels. Also included in the course will be the study of post-accident procedures, shipboard fire communications, pre-planning techniques, accident investigation, analysis of factors common to vessel emergencies, and the legal aspects of shipboard rescue and fire protection. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

115 Low Angle Rescue
16 hours lab (total), 0.5 unit
Grade Only
Prerequisite: Fire Protection Technology 100A with a grade of “C” or better, or equivalent.
Limitation on Enrollment: This course is not open to students with credit for Fire Science 115.
This is a California Fire Training and Education System course designed to equip the student with the information, techniques, and methods for utilizing rope, webbing, hardware friction devices, and litters in the low angle rescue situations. Areas covered include: Rappelling; Rope and Related Equipment; Anchor Systems; Safety Lines; Stretcher Lashing and Rigging; Mechanical Advantage Systems and Single Line/Tow Line Rescue Systems. (FT) Associate Degree Credit only and not Transferable.

119 Aircraft Fire Control
3 hours lecture, 3 units
Grade Only
This course provides the student with a fundamental knowledge of the factors affecting operating procedures for fire and other emergencies at airports or other locations involving private, commercial passenger, or military aircraft. Pre-planning techniques, emergency standby procedures, analysis of factors common to emergencies involving aircraft on land or water, post-accident investigations, emergency procedures, aircraft accident reports, and legal aspects of aircraft rescue and fire protection are studied. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

121 Vertical Rescue
1 hour lecture, 2 hours lab (40 total instructional hours), 2 units
Grade Only
Prerequisite: Fire Protection Technology 100A and 100B, each with a grade of “C” or better, or equivalent.
Limitation on Enrollment: This course is not open to students with credit for Fire Science 121.
Course involves instruction in advanced training of the uses, terminology, care and maintenance, and equipment choices in the current methods of rappelling, cliff rescue, raising and lowering victims, and high-rise rope rescue. This hands-on course with students performing with the equipment at various locations in the community. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

130 Emergency Medical Technician-State Fire Marshal
5 hours lecture, 3 hours lab, 6 units
Grade Only
Advisory: English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Level R5.
Limitation on Enrollment: This course is not open to students with previous credit for Fire Science 102 Health and Safety. Students must have Basic Life Saving (BLS) for Healthcare Provider certificate. (Eighty-seven and one-half total lecture hours, fifty-two and one-half total lab hours).
This Emergency Medical Technician-1 Training and Certification program is designed to prepare fire science and other public safety personnel to render basic life support to the sick and/or injured in the pre-hospital environment. The course content meets the requirements as set forth by the State of California Emergency Medical Services and the California Health and Safety Code, Section 1797.173 CAC, T-22, Chapter 2, 100060(b). Upon successful completion, the student is eligible to take the California State Fire Marshal Emergency Medical Technician-1 Certification Examination. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

138 Recertification Course for State Fire Marshal EMT-1
14 hours lecture (total), 18 hours lab (total), 1 unit
Grade Only
Prerequisite: Emergency Medical Technician 105 or Fire Protection Technology 130 with a grade of "C" or better, or equivalent.
Limitation on Enrollment: The student must be at least 18 years of age and currently certified/licensed as an EMT- Paramedic in California or previously certified/licensed as an EMT- Paramedic or EMT-II in California or possess or have possessed a valid out-of-state or National Registry EMT- Intermediate or EMT- Paramedic certificate or possess a valid out-of-state National Registry EMT-1 certificate or one that has not been expired for more than four (4) years and completed training equivalent to the DOT EMT National standard. The student must possess a current BLS-C certification (per California State Law Title 22). This course is not open to students with credit for Fire Science 138 or 238.

This 32-hour non-associate degree lecture/lab course recertifies the student as a State Fire Marshal certified Emergency Medical Technician-1. The course updates the student in new technology, methods and protocols in emergency prehospital care by reviewing basic principles and skills of emergency medical care included in the curriculum of the basic State Fire Marshal Emergency Medical Technician-1 course. Course accreditation is with the Office of the State Fire Marshal. This course may be taken as many times as needed for certification as mandated by the State of California Emergency Medical Services Authority. (FT) Credit for this course does not apply to the associate degree.

160 Introduction to Open Water Lifeguarding
2 hours lecture, 3 hours lab, 3 units
Grade Only
Prerequisite: Passing the minimum swimming standard as established by the City San Diego Lifeguard Service. This is an introductory level course involving lecture and manipulative training for those aspiring to be lifeguards for ocean and inland beaches. Subject matter ranges from the history of lifeguarding and the responsibility of the individual lifeguard to the hands on skills required to rescue and assist the public. Content of the course will follow the standards of the United States Lifesaving Association. (FT) Associate Degree Credit only and not Transferable.

160R Refresher, Open Water Lifeguard
12 hours lecture (total), 4 hours lab (total), 0.5 unit
Credit/No Credit Only
Prerequisite: Fire Protection Technology 160 and 309A, each with a grade of ”C” or better, or equivalent. This refresher course covers the basic skills of returning lifeguards and builds on those skills in preparation for the upcoming season. The course will also cover requirements for the recertification of lifeguards in Open Water Emergency Medical training.

161 Inflatable Rescue Boat Operations
16 hours lecture (total), 24 hours lab (total), 1.5 units
Grade Only
Prerequisite: Fire Protection Technology 160, Introduction to Open Water Lifeguarding, with a grade of ”C” or better, or equivalent. Limitation on Enrollment: To be eligible for this class, students must pass a San Diego City Lifeguard Service swim test, 500-meter swim in ten (10) minutes or less, and be employed as an ocean lifeguard or have a need to operate an IRB in the surf.

This is a 40-hour introductory level course involving lecture and manipulative training for open water lifeguards aspiring to learn about the Inflatable Rescue Boat (IRB). Subject matter ranges from classroom material such as the history of the IRB and basic terminology to hands-on skills required to crew and operate the IRB. Students will be required to participate in drills involving surf rescue applications of the IRB. (FT) Associate Degree Credit only and not Transferable.

162 Seamanship - Rescue Boat Handling
16 hours lecture (total), 24 hours lab (total), 1.5 units
Grade Only
Prerequisite: Fire Protection Technology 160, Introduction to Open Water Lifeguarding.
Limitation on Enrollment: To be eligible for this class, students must pass a San Diego City Lifeguard Service swim test, 500-meter swim in ten (10) minutes or less, and be employed as an ocean lifeguard or have a need to operate a rescue boat.

This is a 40-hour California Department of Boating and Waterways course involving lecture and manipulative training in the proper handling of an emergency rescue boat under varying conditions. These conditions would include emergency response operations, towing, offshore operations, and search and rescue. (FT) Associate Degree Credit only and not Transferable.

163 Personal Watercraft Operations
16 hours lecture (total), 24 hours lab (total), 1.5 units
Grade Only
Prerequisite: Fire Protection Technology 160, Introduction to Open Water Lifeguarding with a grade of ”C” or better, or equivalent.

This is a course to train open water lifeguards in the operation and crew responsibilities of the Personal
Water Craft vessel. The class is a lecture and laboratory format with subject matter ranging from terminology, maintenance, historical background, and operation of the boat known as the Personal Water Craft. (FT) Associate Degree Credit only and not Transferable.

**164 Marine Firefighting**

16 hours lecture (total). 24 hours lab (total). 1.5 units

*Grade Only*

**Limitation on Enrollment:** Students must have passed the San Diego Regional Lifeguard Training program and be employed as ocean lifeguards or the equivalent. This 40-hour California Department of Boating and Waterways course involves lecture and manipulative training designed to give students first-hand knowledge of the hazards of marine fire fighting. Students receive the basic information from lectures and the experience of actual conditions from fighting fires under controlled conditions. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**167A Scuba for Emergency Services I**

1 hour lecture, 3 hours lab, 2 units

*Grade Only*

Students with open-water lifeguard experience learn how to use the Self-Contained Underwater Breathing Apparatus (SCUBA). Students also learn about scuba history, equipment, physics, physiology, environment, and safety. Students experience six pool training sessions and six open-water scuba dives. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**167B Scuba for Emergency Services II**

0.5 hours lecture, 2 hours lab, 1 unit

*Grade Only*

Students with open-water lifeguard and Self-Contained Underwater Breathing Apparatus (SCUBA) experience (Scuba for Emergency Services I training or equivalent) learn how to become part of a dive rescue team. Students also learn about advanced search and rescue theory, evidence handling, information gathering, and treatment of divers needing medical aid. Students experience one pool-dive training session and six open-water scuba dives. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**200A Fire Command IA**

2 hours lecture, 2 units

*Grade Only*

**Limitation on Enrollment:** This course is not open to students with credit for Fire Science 222A or Fire Protection Technology 222A. This course provides the fire company officer with information and experience in command and control techniques at the scene of an emergency. The course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, pre-planning fire problems, and extinguishing agents on the fire ground. This course reviews fire chemistry, methods of fire attack, and basic fire fighting tactics and strategy. (FT) Associate Degree Credit only and not Transferable.

**200B Fire Command IB**

2 hours lecture, 2 units

*Grade Only*

**Prerequisite:** Fire Protection Technology 200A with a grade of “C” or better, or equivalent.

**Limitation on Enrollment:** This course is not open to students with credit for Fire Science 222B or Fire Protection Technology 222B. This course provides an in-depth analysis of the tactics and strategies and scene management principles for incidents involving hazardous materials. The course includes areas of discussion on identification and hazard mitigation, decontamination, protective clothing, environmental concerns and legal issues. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**201 Fire Management I**

2 hours lecture, 2 units

*Grade Only*

**Limitation on Enrollment:** This course is not open to students with credit for Fire Science 229 or Fire Protection Technology 229. This course is to prepare or enhance the first line supervisor’s ability to supervise subordinates. It introduces key management concepts and practices utilized in the California Fire Service. The course includes discussions about decision making, time management, leadership styles, personnel evaluations, and counseling guidelines. (FT) Associate Degree Credit only and not Transferable.
202A Fire Prevention IA

Limitation on Enrollment: This course is not open to students with credit for Fire Science 227 or Fire Protection Technology 227.

This course provides a broad, technical overview of fire prevention codes and ordinances, inspection practices, and key hazards. Some areas of discussion include flammable and combustible liquids and gases, explosives, fireworks, extinguishing systems, and others. This course is part of the California State Fire Academy curriculum. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

202B Fire Prevention IB

Prerequisite: Fire Protection Technology 202A with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Fire Science 228 or Fire Protection Technology 228.

This course focuses on the codes and statutes that pertain to fire prevention practices in California. Some of the topics of discussion include building construction and occupancy, evacuation procedure, inspection reports, and processing plans. This course is part of the California State Fire Academy curriculum. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

202C Fire Prevention IC

Prerequisite: Fire Protection 202A and Fire Protection 202B with a grade of “C” or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Fire Science 248 or Fire Protection Technology 248.

This course focuses on the special hazards associated with flammable and combustible liquids and gases. Topics of discussion will include: bulk handling and storage, transportation of flammable gases and liquids, regional and national codes, specialized inspection training, and methods of control and enforcement. This course is part of the California Fire Marshal’s Training and Education Curriculum for Fire Prevention Officer. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

203A Fire Investigation IA

Limitation on Enrollment: This course is not open to students with credit for Fire Science 224 or Fire Protection Technology 224.

This course is an introduction to arson investigation. This is an intensive course in the principles of determining fire cause, recognizing and preserving evidence, interviewing witnesses and suspects, arrest and detention procedures, court procedures, and giving court testimony. This course is part of the California State Fire Academy curriculum. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

203B Fire Investigation IB

Prerequisite: Fire Protection Technology 203A with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Fire Science 244 or Fire Protection Technology 244.

This course provides the participants with information to achieve a deeper understanding of fire investigation. It builds on Investigation IA and adds topics of discussion including the juvenile fire setter, report writing, and evidence collection and preservation procedures. This course is part of the California State Fire Academy curriculum. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

204A Instructor Training IA

Limitation on Enrollment: This course is not open to students with credit for Fire Science 225 or Fire Protection Technology 225.

This course is part of the California State Fire Academy curriculum. This course is designed to prepare personnel who have a responsibility for fire service training within their departments or who wish credentialing for teaching in community college fire technology courses. The course covers identification of training needs, identification of course objectives and content, establishment of levels of instruction, measurable student objectives, development of levels of instruction, the psychology of learning, and the evaluation of effectiveness. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.
204B Instructor Training IB  
2 hours lecture, 2 units  
Grade Only

Limitation on Enrollment: This course is not open to students with credit for Fire Science 226 or Fire Protection Technology 226. This course is designed to prepare personnel who have a responsibility for fire service training within their department, or who wish instruction for teaching in community college Fire Technology courses. This course covers identification of training needs, establishment or identification of course objectives and content, establishment of levels of instruction, measurable student objectives, development of technical lesson plans, and teaching technical subjects. This is part of the California State Fire Academy curriculum. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

205 Public Education I  
2 hours lecture, 2 units  
Grade Only

Limitation on Enrollment: This course is not open to students with credit for Fire Science 251 or Fire Protection Technology 251. This is a California State Fire Marshal course with the key topics being systematic planning process for public education; use of CFIRS to analyze local fire problems; communication skills; program evaluation; working with the media; integrating programs into school; gaining community support; fire safety for children; interviewing and counseling juvenile fire setters; creating and using audio/visual resources; and idea and resource sharing. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

210A Driver Operator - Driving  
30 hours lecture (total), 6 hours lab (total), 2 units  
Grade Only

Limitation on Enrollment: This course is not open to students with credit for Fire Science 110 or 210A. Designed to meet the technical and driving requirements as established by the State Fire Marshall for fire emergency vehicles. Topics include: State code requirements for emergency vehicles, fire apparatus specifications and design, construction features, performance factors, basic inspection and maintenance of fire apparatus, and driving and placement exercises of pumper. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

210B Driver Operator - Pumping  
30 hours lecture (total), 6 hours lab (total), 2 units  
Grade Only

Limitation on Enrollment: This course is not open to students with credit for Fire Science 110 or 210B. Designed to meet the technical and practical requirements for using fire department pumpers. Topics include: fire apparatus pumping specifications, testing, design and construction features, performance factors, and field hydraulics. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

239A Current Issues and Skills Update for EMT-1NA/FS  
9 hours lecture (total), 7 hours lab (total), 0.5 units  
Grade Only

Prerequisite: Emergency Medical Technician 105 or Fire Protection Technology 130, each with a grade of “C” or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Fire Science 239A. This first course is designed to introduce the firefighting student to the role and responsibility as a professional EMT/first responder at the basic life support level. Curriculum will inform the student on trends, technology and methods of application of techniques used in the field as a firefighter EMT/first responder in an area serviced by an advanced life support (ALS) pre-hospital emergency medical service program. An update on scope of practice, protocols and basic skills will be included. This course in conjunction with FS 239B will qualify the student to take the EMT-1NFS Recertification Exam through the California State Fire Marshal’s office. This course may be repeated as necessary to meet a legally mandated training requirement as a condition of continued or volunteer employment. Credit units earned in this course will not apply to the associate degree.

239B Current Issues and Skills Update for EMT-1NA/FS  
9 hours lecture (total), 11 hours lab (total), 0.5 unit  
Grade Only

Prerequisite: Fire Protection Technology 239A with a grade of “C” or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Fire Science 239B. This second course is designed for the professional firefighter/EMT first responder to maintain proficiency in their knowledge and skill set as a first responder in an advanced life support (ALS) pre-hospital emergency medical service program. An update on scope of practice, protocols and basic skills will be included. This course in conjunction with FS 239A will qualify the student to take the EMT-1NFS Recertification Exam through the California State Fire Marshal’s office. This course may be repeated as necessary to meet a legally mandated training requirement as a condition of continued or volunteer employment. Credit units earned in this course will not apply to the associate degree.
at the basic life support (BLS) level. Curriculum will keep the student current in changes, trends, technology and methods of application of techniques used in the field as a firefighter EMT/first responder to an advanced life support (ALS) pre-hospital emergency medical service program. Update in scope of practice, protocols, and basic skills will be included. This course in conjunction with FS 238 meets the requirements as set by the California State Fire Marshal for recertification as an EMT-1NA/FS. Upon successful completion, the student is eligible to take the EMT-1NA/FS Recertification Exam. This course may be repeated as necessary to meet a legally mandated training requirement as a condition of continued or volunteer employment. Credit units earned in this course will not apply to the associate degree.

243 Rescue Systems I - Fundamentals of Heavy Rescue
1 hour lecture, 1.5 hours lab, 1.5 units
Grade Only

Prerequisite: Fire Protection Technology 380F or 381F with a grade of “C” or better, or equivalent, or a basic P.O.S.T. Academy.

Limitation on Enrollment: This course is not open to students with credit for Fire Science 243. This course is intended for the training of fire service and other emergency personnel in heavy rescue techniques, to include: Use of rescue equipment; Constructing rescue systems; Packaging rescuers; Rappelling; Spar lashing and use; Gin pole construction and use; A-Frame, tripod and block and tackle systems construction and use; Cribbing and wedges, shores construction and use; and Rescue scene management. (FT) CSU and/or private colleges and universities.

247 Refresher, Rescue Systems I
0.25 hours lecture, 0.75 hours lab, 0.5 unit
Grade Only

Prerequisite: Fire Protection Technology 243 with a grade of “C” or better, or equivalent.

This 16 hour course enables students who have taken Rescue Systems I to review and update information pertaining to rescue operations which often follow earthquakes, flooding, and other large scale emergencies. The review of the hands-on operation of specialized rigging systems, rescue drills and saws, working in confined spaces, and the removal of victims is required to maintain a suitable skill level. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

249 Rescue Systems II
16 hours lecture (total), 24 hours lab (total), 1.5 units
Grade Only

Prerequisite: Fire Protection Technology 243 with a grade of “C” or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Fire Science 249. This course is designed to build and expand the knowledge and skills of Rescue Systems I. Training will focus on developing teams of rescue workers to operate at the more difficult situations that occur following earthquakes, flooding, and other large scale emergencies. Much of the course content will include information and recommendations coming from agencies involved in the San Francisco earthquake of 1989, the 1993 floods, and the Los Angeles quake of 1994. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

253 Heavy Rescue Instructor Training
16 hours lecture (total), 20 hours lab (total), 1.5 units
Grade Only

Prerequisite: Fire Protection Technology 243 with a grade of “C” or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Fire Science 253. This is a training course for the training of instructors to teach courses at a Heavy Rescue Facility as typified by the Miramar College facility at Camp Elliott. This specialized training includes the normal techniques of instruction as well as methods to simulate unusual situations encountered following earthquakes, flooding, and other large scale emergencies. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

254 EMT-1 Instructor Update
8 hours lecture (total), 0.5 unit
Grade Only

Prerequisite: Emergency Medical Technician 105 or Fire Protection Technology 130 with a grade of “C” or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Fire Science 254. This is an-8-hour course mandated by the Office of the State Fire Marshal for all EMT-1, State Fire Marshal registered instructors. Course will provide instructors with the changes that have recently been adopted by the national emergency medical professional organizations and the California legislature. Associate Degree Credit only and not Transferable.
255 Instructor Orientation, State Fire Marshal
8 hours lecture (total), 0.5 unit
Grade Only

 Limitation on Enrollment: This course is not open to students with credit for Fire Science 255 or 265: Instructor Orientation, State Fire Marshal. This course is mandatory for instructors’ eligibility to teach California Fire Marshal courses in community colleges. The instructor orientation is designed to prepare instructors to deliver the following Level 1 regional programs: Fire Command 1A and B, Fire Investigation 1A and 1B, Fire Management 1, Fire Prevention 1A, 1B and 1C, Driver Operator 1A & 1B, and Public Education 1. Topics of discussion include overview of CFSTES, instructor accreditation requirements, how to set up and return course paperwork, certification tracts, instructor responsibilities and curriculum development. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

256 Fire Command 2D Planning for Large Scale Disasters
40 hours lecture (total), 2 units
Grade Only

 Limitation on Enrollment: This course is not open to students with credit for Fire Science 256. Instruction in this course is designed for fire officers and others training for incident command leadership. Course involves the history, components, management principles, and operational techniques required for the implementation of a command system for large scale disasters: earthquakes, floods, and conflagrations. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

260 Advanced Open Water Lifeguard Training
80 hours lecture (total), 110 hours lab (total), 6.5 units
Credit/No Credit Only

 Limitation on Enrollment: Students must be sponsored by a San Diego Regional Lifeguard agency. This is an advanced level course for current seasonal lifeguards to be trained to qualify for year-around positions. Course content follows the standards of the United States Lifesaving Association. (FT) Associate Degree Credit only and not Transferable.

270 Work Experience
Hours by Arrangement, 1-4 units
Grade Only

 Limitation on Enrollment: To receive credit a student must complete a minimum of seven units during the semester, including work experience.

Supervised on-the-job training in agencies engaged directly in fire protection (such as fire suppression, prevention, administration, services-operations or insurance) which contributes to the student’s career objectives. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

300C Fire Command 2C, High Rise Fire Tactics
2 hours lecture, 2 units
Grade Only

 Prerequisite: Fire Command 2A. This 40-hour course is for chief and company officers and covers the techniques of using a systems approach as applied to fighting fires in both small and large high rise structures and is applicable to both large and small fire departments. Topics include prefire planning, building inventory, problem identification, ventilation methods, water supply, elevators, life safety, strategy and tactics, application of the Incident Command System, and specific responsibilities of officers. Case studies and simulation are used. Upon successful completion, the student will receive a State Fire Marshal course completion certificate which applies to the Chief Officer Certification. (FT) Associate Degree Credit only and not Transferable.

300E Fire Command 2E, Wildland Fire Tactics
2 hours lecture, 2 units
Grade Only

 This 40-hour course is for fire officers and others training for incident command leadership. This course includes California’s wildland fire problems, wildland fire safety, weather effects, wildland fuels, wildland fire behavior, initial attack methods, strategy and tactics, and air attack operations. This course involves class participation and fire simulation. (FT) Associate Degree Credit only and not Transferable.

301L Fire Company Officer Training
32 hours lecture (total), 24 hours lab (total), 2.5 units
Grade Only

 This course prepares or enhances the first line supervisor’s ability to supervise subordinates. It introduces key management concepts and practices utilized in the California Fire Service. The course includes discussions about the role of the Company Officer, oral and written communications, decision-making, time management, leadership styles, personnel evaluations, Emergency Scene Incident Command, operational responsibilities, discipline and counseling guidelines. (FT)
301M C.D.F. Company Officer Academy

This course is designed for California Department of Forestry personnel from Firefighter to Unit Chief. This course meets State and federal guidelines for recertification of various skills. It also incorporates those requirements for OSHA and CALOSHA regarding safety and documentation. This course is designed to help refresh employees in various subject material such as: Hazardous Materials, Equal Employment Opportunity, Fire Tactics and Strategy, Environmental Hazards, Administration, Accountability, Incident Command System, Emergency Medical Care, and Rescue. This course may be repeated as necessary to meet a legally mandated training requirement as a condition of employment or volunteer employment.

303A Fire Investigation 2A, Criminal and Legal Procedures

Prerequisite: Fire Protection Technology 203A & 203B, each with a grade of “C” or better, or equivalent.
Limitation on Enrollment: This course is not open to students with previous credit for Fire Protection Technology 303C.
As part of the California Department of Forestry (CDF) State Fire Training Investigator Certification track, this course provides students with up-to-date legal procedures, information, and training. It also provides a basis for new investigators to document fire scenes, prepare written reports, and properly supply information leading to criminal complaints filed with the District Attorney. The course familiarizes new investigators with procedures for dealing with persons in custody and the legal issues surrounding search and seizure. This training prepares the investigator for the courtroom. Student teams examine and document actual fire scenes. (FT) Associate Degree Credit only and not Transferable.

303B Fire Investigation 2B, Field Case Studies

Prerequisite: Fire Protection Technology 303A with a grade of “C” or better, or equivalent.
Limitation on Enrollment: This course is not open to students with previous credit for Fire Protection Technology 303D.
As part of the California Department of Forestry (CDF) State Fire Investigator Certification track, this course provides participants with practical, hands-on fire investigation experience. Participants conduct victim and witness interviews, prepare written reports of victim/witness contacts, and determine a course of action to legally conclude a fire investigation. Participants also attempt to qualify as experts in determining where fires originate and how they are caused. They present qualifications after practice in front of attorneys and judges in court, and participants prepare and revise a curriculum vitae. (FT) Associate Degree Credit only and not Transferable.

304A Train the Trainer, Confined Space Operations

Prerequisite: Fire Protection Technology 308A, Confined Space Operations with a grade of “C” or better, or equivalent.
A 32-hour course to prepare “Confined Space” trained personnel to instruct others in “Confined Space Operations.” Instructional methods, demonstration procedures, operational safety factors, development of training scenarios, instructional resource use and management, motivational strategies, evaluation methods, and requirements for record keeping will be included in the course to meet the recommendations of the California State Fire Marshall’s curriculum and the United States Urban Rescue Teams of the United States Fire Administration. (FT) Associate Degree Credit only and not Transferable.

306A Haz Mat Emergency Response First Responder Operational

This course provides the students with a fundamental knowledge of the factors affecting operating procedures at a Hazardous Material Incident. This course will improve the capabilities of the first responder to respond to a Haz Mat event in a safe and competent manner, within the typical resource and capability limits at the “operational” level. This course meets the First Responder Operational Haz Mat Emergency Response certified course requirements of California Code of Regulations (CCR) Title 19, Division 2, Chapter 1, Subchapter 2, Sections 2510-2560. (FT) Associate Degree Credit only and not Transferable.
308A Confined Space Operations
0.5 hours lecture, 1.5 hours lab, 1 unit
Grade Only

Prerequisite: Fire Protection Technology 243, Rescue Systems I – Fundamentals of Heavy Lifting, with a grade of “C” or better, or equivalent.
This is an advanced level of the Rescue Systems Courses with the focus of removing victims trapped in exceedingly difficult and/or large scale entrapments which will require specialized equipment and operating procedures. Emphasis is on the history, philosophy, organization and operation of a confined space rescue, code reference, identification and correction of confined space rescue hazards, and the relationship of fire rescue safety education and monitoring systems. 
(FT) Associate Degree Credit only and not Transferable.

308B Current Special Issues (Confined Space Awareness)
8 hours lecture (total), 0.5 unit
Grade Only

This course is designed for personnel with confined spaces within their areas of responsibility. Students are introduced to the hazards, equipment, and operational positions of safe and legal confined space entry. This course also includes a review of CAL/OSHA regulations with regard to Permit-Required Confined Space. (FT) Associate Degree Credit only and not Transferable.

309A Emergency Medical Care of the Sick and Injured
1 hours lecture, 1.5 hours lab, 1.5 units
Grade Only

Students learn the emergency medical skills needed by public safety personnel. Topics include emergency care procedures such as examining the victim, observing surroundings, determining case histories, maintaining an airway, performing resuscitation and cardiopulmonary resuscitation, controlling bleeding, and treating cerebrovascular injuries, shock, and seizures. Students also learn about childbirth, manual lifts and carries, and improvising and providing transportation. This course meets present public safety emergency care requirements. (FT) Associate Degree Credit only and not Transferable.

309R Refresher, Emergency Medical Aid
0.5 hours lecture, 1.5 hours lab, 1 unit
Credit/No Credit Only

Prerequisite: Fire Protection Technology 309A with a grade of “C” or better, or equivalent.

This refresher course for public safety personnel updates and refines emergency medical skills. Students review emergency medical care procedures including examining the victim, observing surroundings, maintaining an airway, performing resuscitation and cardiopulmonary resuscitation, controlling bleeding, treating shock and seizures, assisting with childbirth emergencies, performing manual lifts and carries, and preparing patients for transportation. This course meets present public safety emergency care refresher requirements only. (FT) Associate Degree Credit only and not Transferable.

310A Basic Incident Command System I-200
1 hour lecture, 1 unit
Grade Only

This course is designed for all emergency response personnel (police, fire, and EMS). This course consists of the Incident Command System (ICS) Modules 2 - 6 and meets the training needs of wildland fire personnel and other emergency response personnel. Participants are introduced to the principles associated with the ICS and Standardized Emergency Management System (SEMS). Topics provide an introduction to and overview of the ICS. The topics also introduce the participant to the interagency incident management system being adopted by the fire service and emergency response organizations across the country. (FT) Associate Degree Credit only and not Transferable.

310B Intermediate Incident Command System I-300 Standardized Emergency Management System
16-26 hours lecture (total), 0.5 - 1 unit
Grade Only

Prerequisite: Basic Incident Command System I-200 or Fire Protection Technology 310A, with a grade of “C” or better, or equivalent.
This course is for all emergency response personnel, as defined in Governmental Code S8607. This course consists of Modules 7-11 and expands on the Basic Incident Command System (ICS) and Standardized Emergency Management System (SEMS) by providing more description and detail of the organization and operation of the ICS. Topics include management of resources, duties of all positions, and examples of how the essential principles are used in incident or event planning. (FT) Associate Degree Credit only and not Transferable.
310C Advanced Incident Command System
I-400 Standardized Emergency Management System

1 hour lecture, 1 unit
Grade Only

Prerequisite: Intermediate Incident Command System I-300 or Fire Protection Technology 310B, with a grade of “C” or better, or equivalent.
This course is for all emergency personnel (police, fire, and EMS). This course consists of Modules 12-15 and expands on the Intermediate Command System (ICS) and Standardized Emergency Management System (SEMS) by providing more description and detail of the organization and operation of the ICS. Topics include large scale organization development, roles and relationships of primary staff, considerations related to large and complex incident or event management, area command, and the importance of interagency coordination. (FT) Associate Degree Credit only and not Transferable.

310E Strike Team Leader-Engine I-334

1 hour lecture, 1 unit
Grade Only

This 12 - 16 hour orientates the participant to the basic responsibilities of an Engine Strike Team Leader. Subjects covered include strike team concept, types of strike teams, pre-incident responsibilities, assembly and travel, incident arrival and check-in, assigned/available status, out-of-service and demobilization/release. (FT) Associate Degree Credit only and not Transferable.

310F Division/Group Supervisor I-339

16 hours lecture (total), 1 unit
Grade Only

This course covers the aspects of the management skills necessary to fill the position of Division/Group Supervisor within the framework of the Incident Command System. The course references wildland fire tactics and strategies to exemplify management and supervision techniques, but the techniques may be utilized at other emergency incidents. (FT) Credit for the course does not apply to the associate degree.

310G Incident Safety Officer S-401

8 hours lecture (total), 16 hours lab (total), 1 unit
Grade Only

This 24 hour course delivers information needed to operate in the position of Safety Officer within the Incident Command System at a large scale incident. This course fulfills the training needs of wildland fire personnel, police, EMS, and other emergency response personnel. (FT) Associate Degree Credit only and not Transferable.

310J Fire Operations in the Urban Interface
S-205

8 hours lecture (total), 24 hours lab (total), 1 unit
Grade Only

This is a 24-32 hour course designed to meet the training needs for initial attack incident commanders and company officers confronting wildland fire that threatens life, property, and improvements. Wildland Urban Interface is a zone where man-made improvements intermix with wildland fuels. (FT) Associate Degree Credit only and not Transferable.

310K Basic Air Operations S-270

1 hour lecture, 1 unit
Grade Only

This 16-hour course is designed to meet the training needs for personnel who may be exposed to any aircraft. Emphasis is placed on the basic knowledge the student needs to function safely around aircraft used in fire suppression. This course is required training for those personnel serving at the single resource boss level and higher in the operations section under the Incident Command System (ICS). Basic Air Operations was developed under the direction of the National Wildfire Coordination Group (NWCG) and meets all the requirements as prescribed by the National Interagency Incident Management System (NIIMS). (FT) Associate Degree Credit only and not Transferable.

310L Leadership and Organizational Development SH-301

12 hours lecture (total), 12 hours lab (total), 1 unit
Grade Only

This 24-hour course provides the trainee with the communication and supervision skills necessary to perform as a unit leader on a wildland fire. This course presents the selected communication and supervision techniques and concepts which apply to incident management. The student learns these skills through a pre-course assignment and classroom discussions, group activities, brainstorming, role playing, and problem solving. Associate Degree Credit only and not Transferable.
310M Fire Suppression Tactics S-336
2 hours lecture, 2 units
Grade Only
Fire Suppression Tactics is a 32-hour course meeting the training requirements outlined in the Operations Section of the Incident Command System. This course is designed primarily to instruct experienced single resource bosses and initial attack incident commanders in the wildland fire fighting tactics necessary at the strike team leader or task force leader level. This course is also recommended for operations supervisors qualified at higher management levels who have not received training in wildfire suppression tactics. (FT) Associate Degree Credit only and not Transferable.

310N Intermediate Air Operations S-370
2 hours lecture, 2 units
Grade Only
This is a 32-hour course to meet the training needs of personnel who may be exposed to any aircraft. Emphasis is placed on the intermediate knowledge the student needs to function safely around aircraft used in fire suppression. This course is required training for those personnel serving at the single resource boss level and higher in the operations section under the Incident Command system (ICS). Intermediate Air Operations was developed under the direction of the National Wildfire Coordination Group (NWCG) and meets all requirements as prescribed by the National Interagency Incident Management System (NIMS). Associate Degree Credit only and not Transferable. (FT)

310S Operations Section Chief I-430
28 hours lecture (total), 12 hours lab (total), 1.5 units
Grade Only
The primary purpose of this course is to provide the student with the management skills needed to perform a specific function within the Incident Command system. This course will present the selected communication and supervision techniques and concepts which apply to incident management. The student will learn these skills through a pre-course assignment and classroom discussions, group activities, brainstorming, role playing, and problem solving. The student is expected to have the appropriate tactical background and demonstrated skills before taking the class. (FT) Associate Degree Credit only and not Transferable.

311M Swiftwater Rescue Technician I
8 hours lecture (total), 22 hours lab (total), 1 unit
Grade Only
This course is an intensive three-day, 30-hour training session. It has one day of classroom instruction followed by two days of developing and practicing water rescue skills. The initial emphasis is on developing self-rescue skills in swift moving water. Other objectives include an in-depth look at such subjects as: understanding water dynamics, handling hazards and obstacles, using basic rescue equipment, setting up technical rope systems, and controlling in-water contact rescue. (FT) Associate Degree Credit only and not Transferable.

380F Basic Fire Academy I
298 hours lecture (total), 262 hours lab (total), 15 units
Grade Only
Prerequisite: Completion of Fire Technology X65 Academy Testing.
An instruction program of firefighter orientation involving classroom instruction and manipulative training. Designed to introduce the student to the role of the fire service in society. Meets requirements of California State Board of Fire Technology/Certified Firefighter I training. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

380W Basic Wildland Firefighter Academy
2 hours lecture, 1.5 hours lab, 2.5 units
Grade Only
This 67-hour Wildland Firefighter I basic academy course introduces the student to the basic knowledge of wildland fire control and teaches how to perform the tasks of wildland firefighters safely and efficiently. (FT) Associate Degree Credit only and not Transferable.

381F Basic Fire Academy
13 hours lecture, 27 hours lab, 9 units
Grade Only
Prerequisite: Emergency Medical Technician I current certificate; Fire Protection Technology 101 and Fire Protection Technology 105, each with a grade of “C” or better, or equivalent; and pass a NFPA 1582 Standards Medical Examination.
This course provides students with the theory, techniques and psychomotor skills needed to be firefighters. This course is designed to introduce the
student to the role of the fire service in society. The emphasis of the course will be on meeting the requirements of the California State Board of Fire Services certified firefighter I training. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

### GEOGRAPHY (GEOG)

#### 101 Physical Geography

3 hours lecture, 3 units  
**Letter Grade or Credit/No Credit Option**

_Advisory:_ English 51 and English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Level W5 and R5.

This course examines the major world patterns of the physical environment. The course covers the fundamental information and processes dealing with the earth's landforms, atmosphere, natural vegetation, water, and soils, along with the appropriate use of maps and charts. This course is of interest to anyone seeking an understanding of the earth's physical processes and mechanisms. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN GEOG 2), (GEOG 6 when taken with Geography 101)

#### 101L Physical Geography Laboratory

3 hours lab, 1 units  
**Grade Only**

_Corequisite:_ Completion of or concurrent enrollment in Geography 101 with a grade of "C" or better, or equivalent.  
_Advisory:_ English 51 and English 56 and Math 32, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5 and M20.

This course requires practical observations and applications of the geographic grid, atlases and topographic maps, weather and climate, natural vegetation and soils, and landforms. Exercises are designed to supplement Physical Geography 101. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN GEOG 6 when taken with Geography 101)

#### 102 Cultural Geography

3 hours, 3 units  
**Letter Grade or Credit/No Credit Option**

_Advisory:_ English 101 or English 105 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.

This course is an introduction to thematic cultural geography. The elements covered include population, race, language, religion, settlement patterns, political organization, economic activities, industry, and the regional distribution of these elements. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN GEOG 4)

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

### GEOLOGY (GEOL)

#### 100 General Geology

3 hours lecture, 3 units  
**Letter Grade or Credit/No Credit Option**

_Advisory:_ English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Level R5.

This course investigates the physical characteristics of the earth as a whole, and the past, present, and future evolutionary processes affecting it. Primary topics include earth materials, geologic time, uniformitarianism, the fossil record, and plate tectonics. The course is designed for those students with a general interest in geology or earth science. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN GEOL 6) (CAN GEOL 2 when taken with Geology 101)

#### 100 General Geology Laboratory

3 hours lab, 1 units  
**Letter Grade or Credit/No Credit Option**

_Corequisite:_ Completion of or concurrent enrollment in GEOL 100 with a grade of "C" or better, or equivalent.  
_Advisory:_ English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Level R5.

This course requires practical observations and applications of the geographic grid, atlases and topographic maps, weather and climate, natural vegetation and soils, and landforms. Exercises are designed to supplement Physical Geography 101. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN GEOL 6) (CAN GEOL 2 when taken with Geology 101)
This laboratory course covers mineral and rock identification, landforms, topographic/geologic map interpretation, and geologic structures. The course is designed to supplement Geology 100 with laboratory experience. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN GEOL 2 when taken with Geology 100)

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

**101 Health and Life-Style**

3 hours, 3 units  
**Letter Grade or Credit/No Credit Option**  
**Advisory:** English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.  
This course studies aspects of mental, emotional, and physical health. Emphasis is placed on knowledge for development of attitude, understanding, and practice of a preventive life style for healthy living and optimal wellness. Specific instructional areas include chronic diseases, physical activity, nutrition, weight management, birth control methods, human sexuality, alcohol, tobacco, and illicit chemical use, stress, and factors that contribute to wellness and longevity. Experience in personal health assessment and the changing of health behaviors is stressed. Satisfies State of California Health Education requirement for teaching credential. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

**131 First Aid**

3 hours, 3 units  
**Letter Grade or Credit/No Credit Option**  
This course satisfies the requirements of the American Red Cross and trains individuals who respond in emergency situations with the knowledge and skills necessary to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until more advanced medical help arrives. Students who successfully complete the course receive the following American Red Cross Certification: Emergency Response certification is valid for three years and CPR for the Professional Rescuer certification is valid for one year. Emergency Response certification is consistent with the U.S. Department of Transportation First Responder curriculum and exceeds the requirement of the California Health and Safety Code (Title 22). This course may be repeated as needed to update certification and skills. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

**190 Health Education For Teachers**

1 hour lecture, 1 unit  
**Grade Only**  
**Advisory:** English 51 and English 56 each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.  
This course overviews health-related issues and problems in the kindergarten through 12th grade. Topic areas include behavior modification, stress symptoms and management, physical activity, nutrition, cardiovascular disease, sexually transmitted diseases, illicit substance abuse, alcohol and nicotine use and misuse. This course satisfies the State of California Health Education requirement for the K-12 Teaching Credential. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

**100 World History I**

3 hours lecture, 3 units  
**Letter Grade or Credit/No Credit Option**  
**Advisory:** English 51 and English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.  
This course examines the growth of civilizations and the inter relationships of peoples of Europe, Asia, Africa and America from the birth of civilization to 1650. Topics in social, intellectual, economic, and political history are covered. This course is of interest to history majors as well as anyone seeking a global
historical perspective. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN HIST, SEQ C) (CAN HIST 14)

101 World History II
3 hours lecture, 3 units
Grade Only
Advisory: English 51 and 56 with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.
This course examines the comparative history of the world’s civilizations in Africa, the Americas, Asia, and Europe from the dawn of the modern era (1600) to the present. Topics in social, intellectual, economic, and political history are covered. This course is of interest to history majors as well as anyone seeking a global historical perspective. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN HIST, SEQ C) (CAN HIST 14)

105 Introduction to Western Civilization I
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and/or English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and/or R5.
A broad study of the major elements in the Western heritage, from the world of the earliest civilizations to that of the Reformation, designed to further the beginning student’s general education, introduce him/her to the ideas, attitudes, and institutions basic to Western civilizations. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN HIST 2) (CAN HIST SEQ A = HIST 105+106)

106 Introduction to Western Civilization II
3 hours, 3 units
Letter Grade or Credit/No Credit Options
Advisory: English 51 and/or English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and/or R5.
Traces Western civilization from Scientific Revolution to the present. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN HIST 4) (CAN HIST SEQ A = HIST 105+106)

109 History of the United States I
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.
Limitation on Enrollment: This course is not open to students with previous credit for Black Studies 112A, 140A or History 110A.
This course, which covers the history of the United States from its colonial origins through the period of Reconstruction, provides an overview of the diverse peoples who interacted, settled, and influenced the history of the nation and its developing economic, social, and political institutions. The course requires students to analyze a variety of materials, think critically, and write thesis-based essays. The course is required for history majors and is recommended for transfer students. History 109 taken in conjunction with History 110, 115B, 123, 142, 151; Black Studies 140B; Chicano Studies 141B; or Political Science 102 satisfies the District and may satisfy the CSU graduation requirements in United States History, Constitution, and American Institutions and the requirement in California state and local government. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: History (HIST) 109, 110 combined with 150, 151, Black Studies 140AB or Chicano Studies 141AB: maximum credit, one series. (CAN HIST 8) (CAN HIST SEQ B = HIST 109 + 110).

110 History of the United States II
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.
Limitation on Enrollment: This course is not open to students with previous credit for Black Studies 112B, 140B, or History 110B.
This course, which covers the history of the United States from Reconstruction to the present, provides an overview of the diverse peoples who influenced the history of the nation and its maturing economic, social, and political institutions. The course requires students to analyze a variety of materials, think critically, and write thesis-based essays. The course is required for history majors and is recommended for transfer students. History 110 taken in conjunction with History 109, 115A, 141, 150; Black Studies 140A; or Chicano Studies 141A satisfies the District and may satisfy CSU requirements in United States History, Constitution, and American Institutions and the
requirement in California state and local government. History 110 also satisfies the District and CSU requirements in California state and local government for those students who have completed equivalent United States history, Constitution, and American Ideals courses outside the State of California. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: History (HIST) 109, 110 combined with 150, 151, Black Studies 140AB or Chicano Studies 141AB; maximum credit, one series. (CAN HIST 10) (CAN HIST SEQ B = HIST 109 + 110).

120 Introduction to Asian Civilizations
3 hours lecture, 3 units
Grade Only
Advisory: English 51 and 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
Students learn about early seventeenth century Asian culture, thought, and institutions. Subjects include governmental development, cultural and artistic achievements, philosophy, and religion. This course is intended for transfer students planning to major in history, business, or other social science. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

121 Asian Civilizations in Modern Times
3 hours lecture, 3 units
Grade Only
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
This course examines the evolution of the distinct cultures, thought, and institutions in East, South, and Southeast Asia from the sixteenth century to the present through critical investigations into the impact of modernization on the political, social, economic, and cultural dimensions of these societies. Emphasis is placed on topics such as the first encounters with Western powers, the evolution of Western imperialism, the rise of nationalist movements and independent nation states, and their evolution and progress to the present. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

150 Native Americans in United States History
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
This course covers the history of the United States from the Pre-contact Colonial Period to the mid-nineteenth century, with an emphasis on the history of Native American Indians, the development of United States Indian policy, and the interaction of divergent cultures. This course requires students to analyze a variety of materials, think critically, and develop thesis-based essays. History 150 taken in conjunction with History 151, 110, 115B, 123, 142; Black Studies 140B; Chicano Studies 141B; or Political Science 102 satisfies the District and CSU American Institutions/California Government requirements. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: History (HIST) 109, 110 combined with History (HIST) 150, 151, Black Studies (BLAS) 140AB or Chicano Studies (CHIC) 141AB: maximum credit, one series.

151 Native Americans in United States History
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
This course covers the history of the United States from the Civil War to the present, with an emphasis on the history of Native American Indians, changing United States Indian policy, and the interaction of divergent cultures. This course requires students to analyze a variety of materials, think critically, and write thesis-based essays. History 151 taken in conjunction with History 150, 110, 115A, 141; Black Studies 140A; Chicano Studies 141A satisfies the District and CSU American Institutions/California Government requirements. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: History (HIST) 109, 110 combined with History (HIST) 150, 151, Black Studies (BLAS) 140AB or Chicano Studies (CHIC) 141AB: maximum credit, one series.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176.
Please refer to the class schedule and/or see the dean or department chair for availability.

**HUMANITIES (HUMA)**

**101 Introduction to the Humanities**
3 hours lecture, 3 units  
**Letter Grade or Credit/No Credit Option**

This interdisciplinary course develops students' understanding and appreciation of humankind's cultural heritage from the earliest time to approximately 1400. A survey is made of the literature, philosophy, music, painting, architecture, and sculpture of both Western and non-Western civilizations. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List

**102 Introduction to the Humanities II**
3 hours, 3 units  
**Letter Grade or Credit/No Credit Option**

This interdisciplinary course is designed for students interested in meeting general education requirements in humanities. The course develops students' understanding and appreciation of humankind's cultural heritage from approximately 1400CE to the present time. A survey is made of the literature, philosophy, music, painting, architecture, and sculpture of both Western and non-Western civilization. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

**Humanities Religious Studies (HUMA)**

(Related courses: Psychology 207, Psychology of Religion; Hebrew 101, First Course in Hebrew; Hebrew 102, Second Course in Hebrew; Hebrew 201, Third Course in Hebrew; Hebrew 202, Fourth Course in Hebrew; History 250, History of World Religions; History 165, Jewish History; Music 122, Gospel Choir.)

**Humanities Interdisciplinary (HUMA)**

(Related courses: German 240, German Civilization I; German 241, German Civilization II; French 240, French Civilization I; French 241, French Civilization II; Russian 240, Russian Civilization; Spanish 240, Spanish Civilization; Spanish 241, Latin American Civilization; Speech Communications 180, Intercultural Communication; Music 125, Music, The Arts and Humanities.)

**201 Mythology**
3 hours, 3 units  
**Letter Grade or Credit/No Credit Option**

This course introduces students to the major images and themes of the myths of widely separated peoples of the world throughout history. By analyzing various archetypal patterns found in the great civilizations and tribal cultures of the world, students understand both the uniqueness of each culture's world view and the commonality of human mythological conceptions. Literature and the arts are used to demonstrate these cultures' mythic ideas. This course meets GE and CSU requirements. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Humanities (HUMA) 201 and 203ABC combined: maximum credit, two courses.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

**JAPANESE (JAPN)**

**101 First Course in Japanese**
5 hours, 5 units  
**Letter Grade or Credit/No Credit Option**

This is an entry-level course designed to introduce students to the Japanese language and cultures of Japan. In this interactive course, students learn and use the language by speaking, listening, reading, and writing at the novice level. Basic language structures and vocabulary for communication are examined and explored in Japanese. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN JAPN 2)
102 Second Course in Japanese  
5 hours, 5 units  
Letter Grade or Credit/No Credit Option  
Prerequisite: Japanese 101 with a grade of "C" or better, or equivalent, or two years of high school Japanese with a grade of "C" or better, or equivalent. This is a continuation of Japanese 101. In this interactive course, students use listening, reading, speaking and writing at a more complex level. Students further develop their receptive and productive competencies to the low- or mid-intermediate level. Additional language structures and vocabulary for communication are examined and explored in Japanese. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN JAPN 4)

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

JOURNALISM (JOUR)

210A Journalism Workshop I  
6-9 hours lab, 2-3 units  
Letter Grade or Credit/No Credit Option  
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.  
This course is designed to provide experience in the production and publication of a student newspaper. Emphasis is placed on helping beginning students gain experience in the gathering and writing of news and features. Students at this level learn the basic principles of reporting, news writing, copy editing, photography, and newspaper design and layout. Assignments focus on routine stories, and may include editorials or features such as profiles. Copy editing is limited to reading for technical errors. This class is designed for students with an interest in print media and provides instruction in the journalistic process on an entry level. Skills developed in this course include research techniques and the evaluation and analysis of information. Students are guided by ongoing advice, criticism, and evaluation from a faculty adviser. Students enrolled in the course for 2 units are expected to participate in the production of the student newspaper for at least 6 hours per week, while students enrolled for 3 units are expected to participate at least 9 hours per week and contribute more extensively to the layout and/or production of the paper. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

210B Journalism Workshop II  
6-9 hours lab, 2-3 units  
Letter Grade or Credit/No Credit Option  
Prerequisite: Journalism 210A with a grade of “C” or better, or equivalent.  
This course is designed to provide additional ongoing experience in the production and publication of a student newspaper. Emphasis is placed on helping students progress in the gathering and writing of news and features. This class provides exposure to the journalistic process beyond the entry level and guides students to polish reporting, newswriting, editing, design, and photography skills, tackle more complex subjects, and assume more responsibility for the design of their own pages. Students continue to develop research skills and engage in the evaluation and analysis of information and are guided by ongoing advice, criticism and evaluation from a faculty adviser. Students enrolled in the course for 2 units are expected to participate in the production of the student newspaper for at least 6 hours per week, while students enrolled in the course for 3 units are expected to participate at least 9 hours and contribute more extensively to the layout and/or production of the paper. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

210C Journalism Workshop III  
6-9 hours lab, 2-3 units  
Letter Grade or Credit/No Credit Option  
Prerequisite: Journalism 210B with a grade of “C” or better, or equivalent.  
This course is designed to provide additional ongoing experience in the production and publication of a student newspaper. Emphasis is placed on helping students progress to an intermediate level in the gathering and writing of news and features. Students conduct in-depth reporting and write more sophisticated news stories and may also serve as section editors or assist editors with copy editing, assignments, photography, the news budget, and design. Additionally students develop skill in setting newspaper policies, mentoring others, working in teams, and uncovering news stories. Students are guided by ongoing advice, criticism, and evaluation from a faculty adviser. Students enrolled in the course for 2 units are expected to participate in the
production of the student newspaper for 6 hours per week, while students enrolled for 3 units are expected to participate at least 9 hours per week, and contribute more extensively to the layout and production of the paper. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**210D Journalism Workshop IV**

6-9 hours lab, 2-3 units

**Letter Grade or Credit/No Credit Option**

*Prerequisite: Journalism 210C with a grade of “C” or better, or equivalent.*

This course is designed to provide additional ongoing experience in the production and publication of a student newspaper. Emphasis is placed on helping students progress to an advanced level in the gathering and writing of news and features. In addition to reporting and writing, students at this level assume responsibility for organizing and managing the newsroom, which includes conducting story conferences, developing the news budget, assigning stories, coaching reporters, and editing and designing the paper in its entirety. Students may also make photo assignments and provide coaching for novice photographers. Students are guided by ongoing advice, criticism and evaluation from a faculty adviser.

Students enrolled in the course for 2 units are expected to participate in the production of the student newspaper for 6 hours per week, while students enrolled for 3 units are expected to participate at least 9 hours per week and contribute extensively to the layout and production of the paper. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

*This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.*

---

**LEARNING SKILLS (LERG)**

**50 College Learning Skills**

3 hours lab, 1 unit

**Letter Grade or Credit/No Credit Option**

*Corequisite: Concurrent enrollment in at least one other college course.*

English for Speakers of Other Languages, basic developmental skills, and study techniques. Multimedia materials are prescribed according to student needs, as determined by diagnostic surveys and instructor conference. Students work at their own rate with scheduled conferences to monitor progress and make adjustments to the student’s education plan. Credit earned in this course will not apply to the associate degree.

---

**LEGAL ASSISTANT (LEGL)**

**100A Introduction to Paralegalism**

1 hours lecture, 1 unit

**Grade Only**

*Limitation on Enrollment: This course is not open to students with previous credit for Legal Assistant 100 or Administration of Justice 105 or Business 180.*

Students entering the legal assistant program learn about the paralegal’s role in the work place and legal system. Topics include the following: introduction to the professional associations, history of the profession, regulation and licensing of paralegals, legal ethics, an overview of the court structure, legal terminology, legal analysis, and an introduction to the legal specialties offered in the program. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**100B Legal Procedures**

2 hours lecture, 2 units

**Grade Only**

*Advisory: Legal Assistant 100A with a grade of "C" or better, or equivalent.*

*Limitation on Enrollment: This course is not open to students with previous credit for Legal Assistant 100 or Administration of Justice 105 or Business 180.*

This course provides an overview of various legal specialties offered under the legal assistant program and the job functions performed in them. Topics include an introduction to the litigation process, bankruptcy, family law, contract law, corporate law, estates, trusts and wills, federal court practices and procedures, legal communications, and legal research.
Student's also learn specialized legal terminology. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

105 Legal Research
3 hours lecture, 3 units
Grade Only
Advisory: Legal Assistant 100B with a grade of "C" or better, or equivalent.
Limitation on Enrollment: This course is not open to students with previous credit for Administration of Justice 107 or Business 181.
This core course introduces students to the basics of legal research. Students receive an overview of the types of research methods used, the primary and secondary sources available, an understanding of official and unofficial opinions, a review of binding and persuasive authority, the Shepards system of validating cases and statutes, use of internet research, and an introduction to Lexis-Nexis, an online legal research system. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

110 Legal Writing & Communications
3 hours lecture, 3 units
Grade Only
Advisory: Completion of or concurrent enrollment in Legal Assistant 105 with a grade of "C" or better, or equivalent.
Limitation on Enrollment: This course is not open to students with previous credit for Administration of Justice 108 or Business 182.
This core course covers legal writing and oral communications. Students receive a thorough examination of case analysis, legal reasoning, brief writing, legal memoranda, reports, and correspondence. They also develop interpersonal skills and learn how to interface with clients. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

115 Civil Litigation I
3 hours lecture, 3 units
Grade Only
Advisory: Completion of or concurrent enrollment in Legal Assistant 105 or Legal Assistant 110 with a grade of "C" or better, or equivalent.
Limitation on Enrollment: This course is not open to students with previous credit for Administration of Justice 109 or Business 183.
This core class introduces paralegal students to the civil litigation process. Students learn, analyze, and examine the basic principles of civil procedures as applicable to jurisdiction, venue, and preparation of pleadings in an action by both plaintiffs and defendants in the California court system. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

120 Civil Litigation II
3 hours lecture, 3 units
Grade Only
Advisory: Legal Assistant 115 with a grade of "C" or better, or equivalent.
Limitation on Enrollment: This course is not open to students with previous credit for Administration of Justice 110 or Business 184.
This core course continues the study of the litigation process. Students utilize the exercises and legal documents prepared in Legal Assistant 115. Students receive an in-depth analysis of the rules of discovery which is the fact-finding portion of the litigation proceedings, the course emphasizes research and writing as they relate to the process of trial and settlement preparation. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

140 Law Office Management
3 hours lecture, 3 units
Grade Only
Advisory: Completion of or concurrent enrollment in Legal Assistant 100B with a grade of "C" or better, or equivalent.
Limitation on Enrollment: This course is not open to students with previous credit for Administration of Justice 111 or Business 185.
This course introduces a legal specialty elective in the Legal Assistant program. Students study systems and procedures for administration and management of a law office. Course emphasizes file management, personnel issues, law library maintenance, computer systems, ordering supplies, financial analysis and billing, risk management, and legal ethics. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

145 Federal Court Practices and Procedures
3 hours lecture, 3 units
Grade Only
Advisory: Legal Assistant 105 with a grade of "C" or better, or equivalent.
Limitation on Enrollment: This course is not open to students with previous credit for Administration of Justice 112 or Business 186.
Students learn about federal court practices including criminal, civil, bankruptcy, and appellate procedures.
The course emphasizes rules of practice to help students develop the skills legal assistants utilize in law offices. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

150 Criminal Litigation and Procedure 3 hours, 3 units Grade Only

**Limitation on Enrollment:** This course is not open to students with credit for Administration of Justice 113 or Business 187.

The criminal court system, criminal investigation and prosecution, discovery and investigation, pretrial motions, trial preparation and procedures, and post-trial motions and relief. This course will provide students with an understanding of criminal litigation practice and procedure. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

155 Employment Law 3 hours lecture, 3 units Grade Only

**Advisory:** Legal Assistant 105 or 110 with a grade of "C" or better, or equivalent.

This course provides an overview of the legal relationship between employer and employee. It also provides a basic understanding of employment-related laws and the impact those laws have on employers/employees. Students learn about both the federal and state regulatory environment as it applies to employment law. Subjects include pre-employment concerns, legal aspects of the employer/employee relationship, discrimination issues and actions, terminations, and ethical issues in employment law. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

160 Bankruptcy Law 3 hours, 3 units Grade Only

**Advisory:** Completion of or concurrent enrollment in Legal Assistant 105 or Legal Assistant 110 with a grade of "C" or better, or equivalent.

**Limitation on Enrollment:** This course is not open to students with previous credit for Business 265: Bankruptcy Law.

This course is a specialty elective in the Legal Assistant program that focuses on bankruptcy law and procedures. It covers commencement of a case, preparing of schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, and debtors' and creditors' rights and obligations. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

165 Family Law 3 hours lecture, 3 units Grade Only

**Advisory:** Completion of or concurrent enrollment in Legal Assistant 100B with a grade of "C" or better, or equivalent.

**Limitation on Enrollment:** This course is not open to students with previous credit for Business 265, Family Law.

This course presents a legal specialty option in the Legal Assistant program. The family law course provides legal assistants exposure to domestic relations law and its application to family situations. The course encompasses formation of the marital relationship, dissolution, child custody and support, adoption, abortion, paternity, and domestic violence. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

170 Corporate Law 3 hours, 3 units Grade Only

**Limitation on Enrollment:** This course is not open to students with credit for Business 265: Corporate Law.

This course studies the various forms of business enterprises, including sole proprietorships, partnerships, and corporations. The focus is on the legal steps and forms needed to create, maintain, and dissolve each type of business with an emphasis on corporations. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

175 Estates, Trusts, and Wills 3 hours, 3 units Grade Only

**Limitation on Enrollment:** This course is not open to students with credit for Business 265: Estates, Trusts, and Wills.

This course identifies the responsibilities and duties that can be performed by the paralegal under the supervision of the attorney handling an estate. After reviewing the general principles of law and terminology that are basic to an understanding of the field of estate administration, a chronological treatment of the procedural steps required to complete the administration is presented, including current federal and state tax consequences. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.
180 Contract Law

3 hours, 3 units
Grade Only

This course in contracts is designed to serve as a specialty requirement in the legal assistant program. This specialty prepares students with the knowledge and skills for drafting and interpreting different types of contracts including an overview of the elements of a contract, performance and breach issues, defenses to formation and enforcement, contract remedies, and third party contracts. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

200 Elder Law

3 hours lecture, 3 units
Grade Only

Advisory: Legal Assistant 105 or Legal Assistant 110 with a grade of "C" or better, or equivalent.

This specialty elective in the Legal Assistant program focuses on legal topics that affect older people. These topics include financial and estate planning, health care, personal planning and protection, and consumer protection. This course benefits students seeking employment in law firms handling elder law and senior care housing facilities. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

210 Immigration Law

3 hours, 3 units
Grade Only

Advisory: Legal Assistant 105 with a grade of "C" or better, or equivalent.

This legal specialty course is designed as an elective in the paralegal program. It also serves as a required class for students seeking an emphasis in Immigration Law. It provides an overview of the laws of immigration and Naturalization involving a history of immigrant migration, the evolution of this country's policies toward aliens and the interplay of the three administrative agencies which administer those laws: Justice Department, Labor Department and State Department. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

Please refer to the class schedule and/or see the dean or department chair for availability.

LIBRARY SCIENCE (LIBS)

101 Information Literacy and Research Skills

1 hour lecture, 1 unit

Advisory: English 51 or English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Level W5 or R5.

This course is an overview of information resources and the skills required to use them effectively. Through lectures, hands-on assignments, and other methods, students learn how to use library resources such as electronic indexes and databases, online services, and the Internet as well as develop strategies for conducting research. This course is intended for students who wish to acquire skills that enable them to find information for academic research, career demands, and/or lifelong learning. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176.

MARKETING (MARK)

100 Principles of Marketing

3 hours lecture, 3 units
Grade Only

Advisory: English 51 with a grade of “C” or better, or equivalent, or Assessment Skill Level W5.

This course provides a comprehensive overview of the foundations, principles, processes, and goals of marketing and an analysis of how marketing functions in current business practice. It is designed for students majoring in marketing, as well as for those interested in a review of the field. (FT) Associate Degree Credit and transfer to CSU and/or private colleges and universities.

270 Work Experience

Hours by Arrangement, 1-4 units
Grade Only

Limitation on Enrollment: To receive credit a student must complete a minimum of seven units during the semester, including work experience.
A program of on-the-job learning experiences for students employed in a job related to their major. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

**Basic Skills Courses**

All courses at this level are offered for college credit. Credit for these courses will not apply toward the associate degree but will count toward the determination of a student’s workload and eligibility for financial aid.

**32 Fundamentals of Mathematics**

5 hours, 5 units  
Grade Only

Fundamentals of Mathematics serves as an introduction to fundamental concepts of arithmetic. This course covers the arithmetic operations of addition, subtraction, multiplication, division and exponentiation on whole numbers, fractions, decimals and percents; ratios and proportions, an introduction to the different systems of measurement, and applications of these topics. This course is intended for preparation for Prealgebra (Math 35). This course does not apply to the Associate Degree.

**35 Prealgebra**

3 hours, 3 units  
Letter Grade or Credit/No Credit Option

Advisory: Mathematics 32 with a grade of “C” or better, or equivalent, or Assessment Skill Level M20. The concepts in arithmetic, measurement, geometry, and introductory algebra needed to succeed in Mathematics 95. The calculator will be used as a tool for problem-solving. Credit for this course will not apply to the associate degree.

**Associate Degree Courses**

**90 Fundamentals of Mathematics**

3 hours lecture, 3 units  
Credit/No Credit Only

Limitation on Enrollment: This course is not open to students with previous credit for Mathematics 54 or 95. This course is intended for students who have not passed the California State University Entry-Level Mathematics Examination (ELM). This course reviews arithmetic and geometric concepts, and covers topics in elementary algebra including operations with polynomials, factoring, rational expressions, expressions involving radicals, solving non-linear equations, graphing linear equations, and solving linear systems of equations in two variables. Associate Degree Credit

**91 Algebra for Math Placement**

3 hours lecture, 3 units  
Credit/No Credit Only

Advisory: Mathematics 90 with a grade of “C” or better, or equivalent.

Limitation on Enrollment: The course is not open to students with previous credit for Mathematics 96 or Mathematics 100. This course is a continuation of Mathematics 90 and is intended for those students who have not passed the California State University Entry-Level Mathematics Examination (ELM). This course is designed to prepare students for college algebra and consists of a review of intermediate algebra concepts. Topics for the class include set and function notation, simplifications and solutions to equations involving rational and radical expressions, quadratic equations and functions, complex numbers, exponential and logarithmic functions and applications. Associate Degree Credit

**95 Elementary Algebra and Geometry**

5 hours lecture, 5 units  
Letter Grade or Credit/No Credit Option

Prerequisite: Mathematics 35 with a grade of “C” or better, or equivalent, or Assessment Skill Level M30. Advisory: English 43 and English 42, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W4 and R4. This course covers the real number system; the writing, simplifying, solving and graphing of linear equations and inequalities; operations with polynomial functions;
and an introduction to rational expressions and the properties of lines, angles, and triangles. (FT) Associate Degree Credit only and not Transferable.

96 Intermediate Algebra and Geometry
5 hours lecture, 5 units
Letter Grade or Credit/No Credit Option

Prerequisite: Mathematics 95 with a grade of “C” or better, or equivalent, or Assessment Skill Levels W4 and R5.

This course replaces Mathematics 100 and will be offered starting with the spring 2000 term. Intermediate Algebra and Geometry serves as the foundation for the other math courses and is the second of a two-semester integrated sequence in algebra and geometry. This course covers rational, radicals, and quadratic equations; conic sections; systems of equations and inequalities; exponential and logarithmic functions; sequences and series; solid geometry; and an introduction to trigonometric functions. The course will also include application problems involving the topics covered. This course is the prerequisite for all transferable mathematics courses. (FT) Associate Degree Credit only and not Transferable.

Transfer Level Courses

104 Trigonometry
3 hours, 3 units
Letter Grade or Credit/No Credit Option

Prerequisite: Mathematics 96 with a grade of “C” or better, or equivalent, or Assessment Skill Level M50.

This course is a study of the numerical, analytical, and geometric properties of right and oblique triangles, of trigonometric and inverse trigonometric functions, and their applications. The course content includes right angle trigonometry, radian measure, circular functions, graphs of circular functions and their inverses, trigonometric identities, equations involving trigonometric and inverse trigonometric functions, an introduction of the complex plane, vectors and their operations, and the trigonometric form of complex numbers. This course is designed as a preparation for calculus and it is intended for the transfer student planning to major in mathematics, engineering, economics, or disciplines included in the physical or life sciences. This course meets CSU general education requirements. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. (CAN MATH 8)

107 Introduction to Scientific Programming
3 hours, 3 units
Letter Grade or Credit/No Credit Option

Prerequisite: Mathematics 96 with a grade of “C” or better, or equivalent, or Assessment Skill Level M50.

This course is an introduction to mathematical and scientific problem-solving on a computer; focusing on designing algorithms of a high level programming language. Extensive programming is required. Students are expected to plan and write programming projects with documentation. This course is recommended for students transferring to majors in Computer Science and/or mathematics. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Mathematics 107 combined with Computer and Information Sciences 185: maximum credit, one course.

107L Introduction to Scientific Programming Lab
3 hours lab, 1 unit
Letter Grade or Credit/No Credit Option

Corequisite: Mathematics 107.

This is a lab course to be taken concurrently with Mathematics 107. Extensive programming is required. Students are expected to plan and write programming projects with documentation. This course is recommended for students transferring to majors in Computer Science and/or mathematics. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

116 College and Matrix Algebra
3 hours, 3 units
Letter Grade or Credit/No Credit Option

Prerequisite: Mathematics 96 with a grade of “C” or better, or equivalent, or Assessment Skill Level M50.

This course is designed to strengthen the algebra skills of students seeking Business or Natural Science degrees that are required to take an applied calculus course. Topics in the course include the theory of functions; graphing functions; exponential and logarithmic functions; solving equations involving algebraic, exponential and logarithmic functions; solving systems of linear equations, matrix algebra, linear programming, modeling, and applications problems. Analytical reading and problem solving are required for success in this course. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC
119 Elementary Statistics

3 hours, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Mathematics 96 with a grade of "C" or better, or equivalent, or Assessment Skill Level M50. This course covers descriptive and inferential statistics. The descriptive portion analyzes data through graphs, measures of central tendency and spread. Other statistical practices utilize basic probability, binomial and normal distributions, estimation of population parameters, hypothesis testing, linear regression and correlation. Analytical reading and problem solving are required for success in this course. This course meets district G.E. requirements. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Mathematics (MATH) 119 combined with Biology 200 or Psychology 258: maximum credit, one course. (CAN STAT 2)

121 Basic Techniques of Applied Calculus I

3 hours, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Mathematics 116 with a grade of "C" or better, or equivalent.
This is a course designed for students intending to major in business, natural science, or social science. It does not fulfill a mathematics requirement for students majoring in mathematics, chemistry, physics or engineering. This course combines the study of algebra, analytic geometry, and calculus using numerical, graphical, and analytical methods to analyze calculus problems encountered in real world applications. Topics include limits, derivatives, and integrals of algebraic, exponential and logarithmic functions. Also covered are functions of several variables, partial derivatives, and optimization of multivariable functions. Applications of calculus include curve sketching, optimization, and areas under curves. Analytical reading and problem solving are required for success in this course. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Mathematics (MATH) 119 combined with Biology 200 or Psychology 258: maximum credit, one course. (CAN MATH 16)

122 Basic Techniques of Calculus II

3 hours, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Mathematics 121 with a grade of "C" or better, or equivalent.
In this continuation of Mathematics 121, students intending to major in business, natural science, or social science learn about integration, multivariable functions, differential equations, series, and formatting trigonometric functions. This course does not fulfill a mathematics requirement for students intending to major in mathematics, chemistry, physics, or engineering. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Mathematics (MATH) 122 and 151 combined: maximum credit, one course. (CAN MATH 32) (CAN MATH SEQ D = MATH 121+122)

141 Precalculus

5 hours lecture, 5 units
Letter Grade or Credit/No Credit Option
Prerequisite: Mathematics 104 with a grade of "C" or better, or equivalent.
This course is a study of numerical, analytical, and graphical properties of functions. The course content includes polynomial, rational, irrational, exponential, logarithmic, and trigonometric functions. Additional topics include: inverse functions, complex numbers, polar coordinates, matrices, conic sections, sequences, series and the binomial theorem. This course is designed as a preparation for calculus and is intended for the transfer student planning to major in mathematics, engineering, economics, or disciplines included in the physical or life sciences. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Mathematics (MATH) 116 and 141 combined: maximum credit, one course. (CAN MATH 18)

150 Calculus with Analytic Geometry I

5 hours, 5 units
Letter Grade or Credit/No Credit Option
Prerequisite: Mathematics 141 with a grade of "C" or better, or equivalent.
This course is a primary introduction to university level calculus. The topics of study include analytic geometry, limits, differentiation and integration of algebraic and transcendental functions. Emphasis is placed on calculus applications. Analytical reading and problem solving are required for success in this course. This course is intended for the transfer student planning to major in mathematics, computer science, physics, chemistry, engineering, or economics. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Mathematics (MATH) 116 and 141 combined: maximum credit, one course. (CAN MATH 16)
151 Calculus with Analytic Geometry II
4 hours, 4 units
Letter Grade or Credit/No Credit Option

Prerequisite: Mathematics 150 with a grade of "C" or better, or equivalent.

This is a continuation of Mathematics 150. This course covers more advanced topics in analytic geometry, differentiation and integration of algebraic and transcendental functions, infinite series, Taylor series, and parametric equations. This course also covers a general introduction to the theory and applications of power series, techniques of integration, and functions in polar coordinates, at it serves as a basis for multivariable calculus and differential equations, as well as most upper division courses in mathematics and engineering. It is intended for the transfer student planning to major in mathematics, computer science, physics, chemistry, engineering and economics. (FT).

Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Mathematics 151 and Mathematics 122 combined: maximum credit, one course. See a counselor. (CAN MATH 20) (CAN MATH SEQ B = MATH 150 + 151) (CAN MATH SEQ C = MATH 150 + 151 + 255)

210A Concepts of Elementary School Mathematics I
3 hours, 3 units
Grade Only

Prerequisite: Mathematics 96 with a grade of "C" or better, or equivalent, or Assessment Skill Level M50.

Advisory: English 101 or English 105 each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.

This course is a study of the mathematical concepts needed for teaching elementary school mathematics with emphasis on number and function. This course promotes an appreciation of the importance of logical thinking and applications of mathematics in problem solving and critical thinking. It studies the basic computational skills, but also requires the understanding and explanation of the basic mathematical concepts and the connections between them. It is designed especially for students preparing for credentials in elementary education. Analytical reading and problem solving are required for success in this course. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitation: Math 210A and 210B combined: maximum credit, one course.

210B Concepts of Elementary School Mathematics II
3 hours, 3 units
Grade Only

Prerequisite: Mathematics 210A with a grade of "C" or better, or equivalent.

Advisory: English 101 or English 105 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.

This course is a study of the mathematical concepts needed for teaching elementary school mathematics with emphasis on geometry, measurement, probability and statistics. This course also promotes an appreciation of the importance of logical thinking and applications of mathematics in problem solving and critical thinking. It studies the understanding and explanation of the basic mathematical concepts and the connections between them. It is designed especially for students preparing for credentials in elementary education. Analytical reading and problem solving are required for success in this course. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitation: Math 210A and 210B combined: maximum credit, one course.

212 Children's Mathematical Thinking
1 hour lecture, 1 unit
Grade Only

Advisory: Concurrent enrollment in Mathematics 210A.

This course focuses on children's mathematical thinking and includes an in-depth study of place-value, fractions and how children solve mathematical problems. Students observe children and evaluate the problem strategies that are used. For students in San Diego State University's Liberal Studies Blended Teacher Education Program, this course is required and must be taken concurrently with Mathematics 210A. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

245 Discrete Mathematics
3 hours, 3 units
Letter Grade or Credit/No Credit Option

Prerequisite: Mathematics 122 or 151 with a grade of "C" or better, or equivalent.

Advisory: English 100 with a grade of "C" or better, or equivalent.

This course is an introduction to the theory of discrete mathematics and introduces elementary concepts in logic, set theory, number theory, and combinatorics. The topics covered include prepositional and predicate logic, methods of proof, set theory, Boolean algebra, number theory, equivalence and order relations.
counting techniques, and recursion. This course forms a basis for upper division courses in mathematics and computer science and it is intended for the transfer student planning to major in these disciplines. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN CSCI 26)

252 Calculus with Analytic Geometry III
4 hours, 4 units
Grade Only

Prerequisite: Mathematics 151 with a grade of "C" or better, or equivalent.
The content of this course includes the algebra and geometry of 2- and 3-dimensional Euclidean vectors, limits, continuity, partial differentiation, extrema of vector-valued and multivariable functions, higher order derivatives, the chain rule, Lagrange's theorem, multiple integrals, integrals over paths and surfaces, and integral theorems of vector analysis. This course is intended as a general introduction to the theory and applications of multivariable calculus. It is essential for most upper division courses in mathematics and forms part of the foundation for engineering and physics. It is intended for the transfer student planning to major in mathematics, physics, engineering, computer science, physical chemistry, operational research, or economics. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN MATH 22)

254 Introduction to Linear Algebra
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option

Prerequisite: Mathematics 151 with a grade of "C" or better, or equivalent.
This course serves as an introduction to the theory and applications of elementary linear algebra, and is the basis for most upper division courses in mathematics. The topics covered in this course include matrix algebra, Gaussian Elimination, systems of equations, determinants, Euclidean and general vector spaces, linear transformations, orthogonality and inner product spaces, bases of vector spaces, the change of basis theorem, eigenvalues and eigenvectors, the rank and nullity of matrices and of linear transformations. This course is intended for the transfer student planning to major in mathematics, physics, engineering, computer science, physical chemistry, operational research, or economics. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN MATH 26)

255 Differential Equations
3 hours, 3 units
Grade Only

Prerequisite: Mathematics 252 and 254, each with a grade of "C" or better, or equivalent.
Limitation on Enrollment: This course is not open to students with credit for Mathematics 253.
This course covers first order and higher order equations and their applications. Topics include linear first order and higher order equations, homogeneous and nonhomogeneous equations with constant or variable coefficients, and systems of ordinary differential equations. Methods used to solve equations include substitution methods, integrating factors, reduction of order, variation of parameters, power series solutions, and Laplace Transforms. This course is intended as an introduction to the theory and applications of differential equations and is the basis for many upper division courses in engineering, physics, and mathematics. It is intended for the transfer student planning to major in mathematics, engineering, operational research, physics, or other physical science.
This course meets CSU general education requirements. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN MATH 24) (CAN MATH SEQ C = MATH 150 + 151 + 255)

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

100 Introduction to Music
3 hours, 3 units
Letter Grade or Credit/No Credit Option

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
This is a survey course designed to develop listening perception through lectures, recordings, films and concerts. The conceptual and stylistic differences in music from various periods and cultures will be examined through discussion of the elements of music as well as through discussions of ethnic, jazz, vocal
instrumental and 20th century music. This course is designed to support students in all majors who are interested in satisfying the general education requirements for Arts and Humanities. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

101 Music History I: Middle Ages to Mid 18th Century
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: Completion of Music 150A and English 51 and English 56, each with a grade of "C" or better, or equivalent. Assessment Skill Levels W5 and R5.
This course is a study of Western (European) music from the Middle Ages through the middle of the 18th century. Emphasis is on aural and visual recognition of style, form, and other musical elements, examined through representative works of composers of each historical period. This course is designed for but not limited to music majors. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

102 Music History II: Mid 18th to Early 20th Century
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: Completion of Music 150A and English 51 and English 56, each with a grade of "C" or better, or equivalent. Assessment Skill Levels W5 and R5.
This course is a study of Western (European) music from the middle of the 18th century through the early 20th century. Emphasis is on aural and visual recognition of style, form, and other musical elements examined through representative works of major composers of each historical period. This course is designed for but not limited to music majors. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

109 World Music
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
This music survey course explores the music cultures of Asia, the Middle East, Africa, Central and South America, the Caribbean and other areas with resident populations in San Diego. Musical practices and perspectives from several music cultures are studied with an emphasis on understanding and appreciation from non-ethnocentric viewpoints. Listening perception is developed through lectures and multimedia presentations. The course is intended to satisfy general education requirements for Arts and Humanities and satisfies the San Diego Community College District's Multicultural Course Studies requirement. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

110 Music for Elementary School Teachers
2.5 hours lecture, 1.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
This course prepares students to teach music as part of the curriculum in the elementary school classroom, the preschool, or day-care program. Students develop an understanding of musical concepts primarily by singing and/or playing an instrument and create lesson plans for teaching these concepts to children. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

111 Jazz - History and Development
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
This course is a survey of the history and development of jazz in the United States. Emphasis is placed on the origins of jazz, the variety of styles that developed throughout the twentieth century, current trends and outstanding performers and composers. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

120 Beginning Voice Class
1.5 hour lecture, 1.5 hours lab, 2 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
Limitation on Enrollment: This course is not open to students with previous credit for Music 120A. Beginning Voice Class is an introductory study of efficient vocal production and performance. Beginning exercises for breath management, extending the vocal range, increasing vocal resonance and volume, and singing in an expressive manner are introduced. Vocal
exercises and solos are performed to demonstrate these skills. Choral singers, all music majors and students considering music as a major benefit from this class. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

150A Basic Musicianship 3 hours, 3 units
Letter Grade or Credit/No Credit Option
This course is designed for music majors as well as non-music majors. It enables the student to develop perceptions in sight and sound as related to the symbols of rhythmic, melodic, and harmonic notation. It will also enable the student to develop skill in writing, major, minor, and chromatic scales, chord construction and intervals; and to identify terms used to indicate tempo and dynamics. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

190 The Electronic Music Studio 2.5 hours lecture, 1.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5. Completion of or concurrent enrollment in Music 150A.
This course is a study of recording and electronic music equipment. It is a prerequisite to future work in the electronic music studio and also prepares students for a major in music. The course demonstrates basic techniques using microphones, tape recorders, the mixing board, synthesizers, samplers and music applications such as sequencing on computers. Emphasis is on students' acquisition of basic skills needed for practical application and on acquiring knowledge of simple electronic and acoustic theory, including Musical Instrument Digital Interface (MIDI). Students design and create special projects using this equipment and proper protocol during lab hours and present their projects in class. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

201 Recording Arts 2.5 hours lecture, 1.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Music 190 with a grade of “C” or better, or equivalent.
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5; completion of or concurrent enrollment in Music 150A.
This course is a study of advanced acoustics and electronic theory as applied to recording, mixing, and sound processing. The course will demonstrate various applications of advanced tape recording, microphone use, and mixing, such as tape editing, effects processing, music concrete composition, and other techniques for music composition. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

202 Computer Music 2.5 hours lecture, 1.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Music 190 with a grade of "C" or better, or equivalent.
Advisory: Music 150A with a grade of "C" or better, or equivalent; and English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
This course is a study of the application of contemporary digital technology to the practice of music performance and composition. The emphasis of this course is on the acquisition of computer skills to access and manipulate musical data via MIDI and other digital formats. These skills allow students to digitally sample sounds, control synthesizers and samplers, synchronize computers to tape, sequence music, transcribe and print musical scores and conceive new techniques for music composition. This course is designed for students who are interested in the Electronic Music Studio. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

205A Projects in Electronic Music 2.5 hours lecture, 1.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Music 190 with a grade of "C" or better, or equivalent.
Advisory: Music 201 or Music 202, each with a grade of "C" or better, or equivalent.
In this course, students create a portfolio of music recordings and/or productions in an electronic music studio. Assigned projects incorporate composition, arranging, engineering, and production applications in a variety of media environments. Students analyze the nature of sound, sound production, sound enhancement, and the resulting music created. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.
252 Concert Jazz Band

3-9 hours lab, 1-3 units
Letter Grade or Credit/No Credit Option

Limitation on Enrollment: Audition/Try Out
A selected group of limited membership devoted to the preparation and performance of the best contemporary jazz and stage band literature. Designed to meet the needs of the student desiring to enter the field of professional stage band work, but open to qualified students of any department of the college. The group gives public concerts and supplies music for college functions. Attendance at rehearsals and performances is an integral part of this course. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

170 Nutrition and Fitness

3 hours lecture, 3 units
Grade Only

Advisory: English 51 and English 56 and Mathematics 32, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5. This course is designed for the physically active person interested in the role nutrition plays to increase energy and enhance performance. Nutrient needs before, during, and after exercise are evaluated for their effect on optimal performance. Carbohydrate loading and a variety of supplements are discussed. Underwater weighing to determine body fat composition is available. This course is designed for both the recreational and competitive athlete and may be applied to the major or used as a transfer course. It may also be of interest to those with an interest in health and fitness. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

180 Nutrition and Diet Therapy

3 hours, 3 units
Grade Only

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Mathematics 32 with a grade of "C" or better, or equivalent, or Assessment Skill Level M20.
This course emphasizes concepts of nutrition relating to the functioning of nutrients within the human body and food sources of these nutrients, with special emphasis on nutritional assessment in specific disease conditions and therapeutic diets relevant to given conditions. An introduction to drug/nutrient interactions is also given. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

150 Nutrition

3 hours, 3 units
Grade Only

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Mathematics 32 with a grade of "C" or better, or equivalent, or Assessment Skill Level M20.
This course examines the scientific concepts of nutrition relating to the functioning of nutrients within the human body. Emphasis is placed on nutritional needs throughout the life cycle, food sources of nutrients, and current nutritional issues. Students utilize computer technology to analyze dietary intake and evaluate nutritional status. This course meets the Natural Sciences general education requirement for the associate degree at the San Diego Community College District. It also meets Area E requirement for transfer to California State Universities. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN FCS 2)
OFFICE INFORMATION SYSTEMS (OFCE)
See “COMPUTER BUSINESS TECHNOLOGY (CBTE)” on page 223.

PERSONAL GROWTH (PERG)

30 Career Planning 1-3 hours, 1-3 units
Letter Grade or Credit/No Credit Option
This course is designed to assist students in making career choices. Topics include self-concept, values, interests, skills assessment, understanding the data/people/things orientation of work, job satisfiers, exploration of career information, and the decision-making process. (FT) Associate Degree Credit only and not Transferable.

127 College Success Skills 3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5, or concurrent enrollment in English 51 and/or 56.
This course examines the techniques used to enhance academic skills in order to achieve subject matter mastery and develop strategies for success in a diverse society. Critical thinking skills are interwoven throughout the course by exploring areas such as motivation and attitudes, stress management, creativity, interpersonal communication, and personal health. Topics from developmental psychology, learning theory and personality theory are presented as a foundation for this course. The course is designed for new or re-entry students and others who can benefit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

130 Career-Life Planning 3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: Completion of or concurrent enrollment in English 51 and/or 56 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
Limitation on Enrollment: This course is not open to students with credit for Personal Growth 30.
This course is designed to assist students with self-exploration, career transitions and career-life planning in order to achieve success in a diverse society. Critical thinking skills will be utilized through a systematic approach to career development by examining values, interests, skills, life roles, personality type, personal self-management, decision-making and goal setting throughout the life span. The course is designed for new and re-entry students and others who can benefit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

140 Life Skills and Personal Adjustment 1-3 hours lecture, 1-3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
Students learn and apply personal achievement principles, coping strategies, and life skills that develop each area of emotional, social, educational, and professional life. Emphasis is on gaining mastery in self-esteem and compassion, self-discipline, self-responsibility, self-assertion, and living a consciously balanced life in pursuit of defined educational, career, and life goals. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.
This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

PHILOSOPHY (PHIL)

100 Logic and Critical Thinking 3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 101 or 105 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.
This course explores the relationship of communications and critical thinking with a focus on good reasoning and the impediments to its mastery. This course emphasizes the development of skills in logical processes including familiarity with the more common fallacies. This course is designed for students learning to apply principles of critical thinking to the practical problems of everyday life. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN PHIL 6)
101 Symbolic Logic
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Mathematics 96 with a grade of "C" or better, or equivalent, or Assessment Skill Level M50 and Philosophy 100 with a grade of "C" or better, or equivalent.
Advisory: English 101 or 105 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.
This course studies the elements of symbolic logic, sentential calculus and quantification theory, identity, definite descriptions, natural deduction and structure of language. This course may be of interest to students pursuing studies in computer science. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

102A Introduction to Philosophy: Reality and Knowledge
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 101 or 105 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.
This course provides an introductory study of the aims, methods, types and problems of philosophy and philosophical inquiry. Discussions and readings relating to the nature of reality and problems of knowledge are emphasized. Materials for this survey of philosophical activity, orientations and views of philosophers may be drawn from classical and contemporary thinkers. Students are encouraged to articulate, analyze and evaluate their own beliefs/positions in the context of meaningful philosophical inquiry. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN PHIL 2)

102B Introduction to Philosophy: Values
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 101 or 105 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.
This course provides an introductory study of the aims, methods, types and problems of philosophy and philosophical inquiry focusing on values and their place in an individual's daily life. Materials for this survey of philosophical activity, orientations and views of philosophers may be drawn from classical and contemporary thinkers. Students are encouraged to articulate, analyze and evaluate their own beliefs/positions in the context of meaningful philosophical inquiry regarding value theory. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN PHIL 4)

107 Reflections on Human Nature
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 101 or 105 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.
This course explores the issues and problems exemplified in process of meaningful philosophical activity relating to the topic of human nature. Studies in this course survey representative theories and philosophical reflections relating to the notions of human nature, the individual person, and human characteristics in general. Material for this survey may be drawn from classical and contemporary thinkers, scientific and religious orientations. Students are encouraged to engage in independent research, analysis and formulation. This course may interest students pursuing studies in behavioral and/or social sciences. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

205 Critical Thinking and Writing in Philosophy
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: English 101 or 105 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.
This critical thinking and writing seminar in Philosophy is designed to enhance the student's critical thinking, writing, and research skills in preparation for upper division academic activity. Issues addressed in this class may involve various areas of human experience and aspiration: metaphysical, cosmological, scientific, political, ethical, aesthetic, and religious. Together with the application of basic principles of deduction and induction, special attention is given to identifying and avoiding fallacies in reasoning and to techniques and aids to research, reasoning, and writing. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176.
Please refer to the class schedule and/or see the dean or department chair for availability.

PHYSICAL EDUCATION (PHYE)

Physical Education Classes/Intercollegiate Sports Disclaimer

Participation in all sports and physical education activities involves certain inherent risks.

Risks may include, but are not limited to, neck and spinal injuries that may result in paralysis or brain injury, injury to bones, joints, ligaments, muscles, tendons and other aspects of the muscular skeleton system; and serious injury, or impairment, to other aspects of the body and general health, including death. The San Diego Community College District, its officers, agents and employees are not responsible for the inherent risks associated with participation in physical education classes/intercollegiate sports.

Students are strongly advised to consult a physician prior to participating in any physical education activity.

Physical Education classes are offered at the beginning, intermediate and advanced levels.

Aquatic Activities

106 Aquatic Fitness

2 - 3 hours lab, 0.5 - 1 unit
Letter Grade or Credit/No Credit Option

This course covers instruction and conditioning in the four competitive swimming strokes through interval training stressing cardiovascular respiratory fitness in aquatic activities. The swimming program is set up to attain desired levels of cardiovascular efficiency. This course may be taken four times for credit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

119 Springboard Diving

2 hours lab, 0.5 unit or 3 hours lab, 1 unit
Letter Grade or Credit/No Credit Option

This course is designed as an introduction to springboard diving with. Progressive skill development in performing dives from five different categories. This course includes novice, beginning, intermediate and advanced levels. Standardized skill progressions are used for the forward, backward, inward, reverse and twisting dives. The concepts covered include springboard diving techniques and water safety. This course may be taken four times for credit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

139 Lifeguard Training - Advanced Swimming

2.5 hours lecture, 1.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option

This course gives the most current instruction in the American Red Cross Lifeguard training techniques and first aid and CPR skills required to gain eligibility for a lifeguarding position. Upon successful completion, a student will earn certifications in both American Red Cross Lifeguard Training and CPR for the Professional Rescuer. This course may be repeated as necessary to meet a legally mandated training requirement as a condition of continued employment. Adequate swimming skills are necessary. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

155 Swimming

2 - 3 hours lab, 0.5 - 1 unit
Letter Grade or Credit/No Credit Option

This course emphasizes instruction and practice in the fundamental to advanced swimming strokes including water safety skills. Stroke analysis, conditioning and endurance are stressed in the progression of classes. Beginning and intermediate levels are available. This course may be taken four times for credit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

156 Water Exercise

2 hours lab, 0.5 unit or 3 hours lab, 1 unit
Letter Grade or Credit/No Credit Option

Instruction in the development of the fundamental elements of fitness through the application of water resistance and buoyancy. Progressive instruction includes the development of increasingly more strenuous exercises for cardiorespiratory fitness, muscular strength, endurance and flexibility. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

163 Water Polo

2 hours lab, 0.5 unit or 3 hours lab, 1 unit
Letter Grade or Credit/No Credit Option

This course is designed to emphasize the fundamental skill development related to the aquatic sport of water.
polo. Progressive skill development includes picking up a ball in the water, passing, receiving, shooting, dribbling, and playing in a game. Discussion includes proper offensive and defensive positioning, team strategies, and rules of play. This course may be taken four times for credit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

164 Water Safety Instructor
2.5 hours lecture, 1.5 hours lab, 3 units
Letter Grade or Credit/No Credit Option
This course gives the most current instruction in the American Red Cross (ARC) Water Safety Instructor (WSI) course. Upon successful completion, students earn WSI certification, which enables them to teach the Learn to Swim programs of the American Red Cross. This course may be repeated as necessary to meet a legally mandated training requirement as a condition of continued or volunteer employment. Adequate swimming skills are necessary. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

226 Intercollegiate Water Polo I
Fall, 10 lab hours, 2 units
Letter Grade or Credit/No Credit Option
This course is designed for men and women to compete in Intercollegiate water polo competition. This course may be taken two times for credit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

227 Intercollegiate Water Polo II
Fall, 10 lab hours, 2 units
Letter Grade or Credit/No Credit Option
This course is designed for men and women to participate in intercollegiate varsity water polo competition. This course may be taken two times for credit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

Dance
A program which offers the student instruction in a variety of dance forms. Classes range from the beginning level through the performance level.

103 Aerobic Dance
2 - 3 hours lab, 0.5 - 1 unit
Letter Grade or Credit/No Credit Option
Aerobic Dance is a rigorous exercise course designed to increase both the fitness level of participating students and their understanding of what constitutes a safe and effective exercise program. Instruction includes a balanced exercise program of aerobics, toning, stretching, and relaxation along with discussion of related health topics. This course may be taken four times for credit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

116 Choreography
1.5 hours lecture, 1.5 hours lab, 2 units
Letter Grade or Credit/No Credit Option
Advisory: Physical Education 110 or 115 or 135 or 140 with a grade of "C" or better, or equivalent.
Choreography is a course which explores the theories and elements utilized in the creative process of dance composition. Emphasis is placed on student application of choreographic concepts through the development of movement compositions. This course, in combination with Dance 253, may be taken four times for credit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

118 Dance Production
3-6 hours lab, 1-2 units
Letter Grade or Credit/No Credit Option
Dance production explores the technical and management aspects of producing a dance concert. Emphasis is placed on student application of design and construction of costumes, lighting design, makeup application, stage and house management, and publicity. This course, in combination with Dance 271, may be taken four times for credit. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

129 Dance Performance
6 hours lab, 2 units
Letter Grade or Credit/No Credit Option
Advisory: Physical Education 110 or 135 or 140 with a grade of "C" or better, or equivalent.
Dance Performance provides the opportunity for students to apply intermediate and advanced skill in ballet, jazz and modern dance in preparation for public performance. Emphasis is placed on student application of dance, staging, and performance techniques in a theatrical environment. This course, in combination with Dance 261, may be taken four times for credit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

130 Dance Repertoire
2 - 3 hours lab, 0.5 - 1 unit
Letter Grade or Credit/No Credit Option
Advisory: Physical Education 110 or 135 or 140 with a grade of "C" or better, or equivalent.
Dance Repertoire is designed to introduce the dancer to the choreography of renowned choreographers. This course provides the opportunity for students to learn and perform selected choreography in ballet, modern, jazz, tap, and musical theater. This course, in combination with Dance 130, may be taken four times for credit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

135 Jazz Dance
2 - 3 hours lab, 0.5 - 1 unit
Letter Grade or Credit/No Credit Option
Jazz Dance is a course which explores a variety of jazz dance techniques focusing on the development of coordination, flexibility, balance, strength, correct body alignment and rhythmic perception. Dance combinations are performed to demonstrate technical ability at all skill levels. This course, in combination with Dance 135, may be taken four times for credit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

140 Modern Dance
2 hours lab, 0.5 unit or 3 hours lab, 1 unit
Letter Grade or Credit/No Credit Option
Modern Dance is a course that explores the fundamental concepts and techniques of modern dance including floor stretch, center work, locomotor sequences and dance combinations. The student demonstrates, defines and performs flexibility, coordination, rhythmic and dynamic perception, control and strength. The class critiques, discusses and analyzes line, design, technique, choreography and dynamic qualities through lectures, video tapes and concert critiques. This course, in combination with Dance 140, may be taken four times for credit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

178 Advanced Contemporary Dance
3 hours lab, 1 unit
Grade Only
Advisory: Physical Education 135 with a grade of "C" or better, or equivalent.
This course focuses on the movement principles of American dance masters Jack Cole, Bob Fosse, Luigi and Matt Mattox. Instruction includes student performance of various contemporary dance styles for videotaped analysis of technical proficiency. This course, in combination with Dance 178, may be taken four times for credit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

Individual Activities
A basic program which offers the student a choice of vigorous, competitive activity in individual sports and activities designed to provide carry-over value for leisure life. Instruction is in fundamental skills knowledge of rules and strategy, with emphasis on physical fitness.

115 Bowling
2 - 3 hours lab, 0.5 - 1 unit
Letter Grade or Credit/No Credit Option
This course is designed to develop skills necessary to improve student performance of the fundamentals of the stance, point of origin, approach, back swing, release and follow through, rules, scoring and etiquette in the game of bowling. Progressive instruction emphasizes individual skill development, spot bowling and participation in a league bowling situation. This course may be taken four times for credit. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

123 Fitness Activities
2 - 3 hours lab, 0.5 - 1 unit
Letter Grade or Credit/No Credit Option
This course includes instruction in the skills necessary to improve aerobic fitness and cardiovascular health. Through fitness topics covered, students will develop an individual fitness program. Aerobic exercise focuses primarily jogging, progressing to running for the development of comprehensive fitness. This course may be taken four times for credit. Associate Degree Credit
& transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

**126 Golf**

2 - 3 hours lab, 0.5 - 1 unit  
Letter Grade or Credit/No Credit Option  
This course provides golf instruction and practice in the fundamentals of grip, stance, alignment, backswing, and downswing. Topics also include stretching and principles of warm-up, golf club selection and use, player guidelines, scoring, game etiquette, and safety procedures. The course emphasizes the "one basic golf swing" theory and includes extensive practice and play at local courses. This course may be taken four times for credit. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

**132 Individual Conditioning**

2 hours lab, 0.5 unit or 3 hours lab, 1 unit  
Letter Grade or Credit/No Credit Option  
Individually programmed instruction in the fundamental skills of weight training and aerobic activity. Progressive instruction involves more advanced levels of weight training and comprehensive aerobic development. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

**154 Fitness Walking**

2 - 3 hours lab, 0.5 - 1 unit  
Letter Grade or Credit/No Credit Option  
This course covers the skills necessary to improve aerobic fitness and cardiovascular health through walking, with comprehensive instruction in fitness principles and walking techniques. Topics include general fitness information, stretching and principles of warm-up, walking techniques, principles of conditioning, training zones, and cool-down periods. This course may be taken four times for credit. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

**159 Tennis**

2 hours lab, 0.5 unit or 3 hours lab, 1 unit  
Letter Grade or Credit/No Credit Option  
Instruction in the fundamental skills of the service, forehand and backhand strokes; court positioning, rules of the game and scoring. Progressive instruction includes the volley, overhead, singles and doubles strategy and tournament play. Instruction covering tennis scoring, court position, strategy, and strokes, including the forehand, backhand, serve, volley, and overhead. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

**166 Weight Training**

2 hours lab, 0.5 unit or 3 hours lab, 1 unit  
Letter Grade or Credit/No Credit Option  
This course is an introduction to progressive resistance training. It is designed for the student interested in developing strength, muscle endurance, and muscle tone. Instruction includes learning proper methods of weight training, various types of weight training programs, and safety factors. This course may be taken four times. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

**Team Sports**

**112 Basketball**

2 hours lab, 0.5 unit or 3 hours lab, 1 unit  
Letter Grade or Credit/No Credit Option  
This course offers basic instruction in the fundamental skills of basketball and team offense and defense. Instruction includes terminology, rules and strategy of the game. This course may be taken four times for credit. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

**141 Over-the-Line**

3 hours lab, 1 unit  
Letter Grade or Credit/No Credit Option  
This course provides instruction in the skills of over-the-line including pitching, catching, and proper styles of batting. Rules of play, strategy, and game situations are introduced through various types of tournaments and contests This course may be taken four times for credit. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

**149 Soccer**

2 hours lab, 0.5 unit or 3 hours lab, 1 unit  
Letter Grade or Credit/No Credit Option  
This course emphasizes progressive instruction and practice of basic fundamentals through advanced soccer skills. The topics covered include soccer techniques and skills, offensive and defensive strategies, rules, and officiating. This course may be taken four times for credit. (FT) Associate Degree
Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

151 Softball

2 - 3 hours lab, 0.5 - 1 unit
Letter Grade or Credit/No Credit Option
This course provides instruction in the fundamental skills of throwing, catching, running, hitting, and rules of play of softball as well as individual and team skill development and strategies involved in competitive game situations. This course may be taken four times for credit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

161 Volleyball

2 hours lab, 0.5 unit or 3 hours lab, 1 unit
Letter Grade or Credit/No Credit Option
This course provides instruction and on-court experience in the skills, strategies, rules and behaviors necessary to play volleyball at the recreation level. This course may be taken four times for credit. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer limitations. See a counselor.

Physical Education Theory Classes

240 Physical Education in the Elementary Schools

3 hours lecture, 1 hour lab, 3 units
Letter Grade or Credit/No Credit Option
Advisory: Completion of or concurrent enrollment in English 51 and 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5. This course includes a brief study of the growth, development and characteristics of the elementary school child. The elements of written lesson plans, units, evaluations and various forms of testing are covered. The teaching of fundamental skills, rhythms, dance and games based on sound physiological principles for this age group is emphasized. The positive impact of physical education on health and wellness in addition to academic achievement is explored. Actual teaching situations are experienced in the lab sessions. This course is designed to fulfill lower division preparation for the major for students interested in elementary education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

241 Introduction to Exercise Science/Physical Education

2 hours, 2 units
Grade Only
Advisory: English 51 and English 56 with grades of "C" or better, or equivalent, or Assessment Skill Levels W5, R5.
This course is the introductory course for students majoring in Physical Education and is required for the Associate in Arts degree in Physical Education. It provides the student an opportunity to study the history, basic philosophy, basic principles, and professional career options of exercise science. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

242 Care and Prevention of Injuries

Fall, Spring, 2 hours lecture, 1 hour lab, 2 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
Prevention and care of common athletic injuries is discussed. This course covers the theory and practice of emergency field care and basic athletic first aid. Bandaging and/or taping techniques are included. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

100 Survey of Physical Science

3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: Concurrent enrollment in Physical Science 101.
Advisory: English 42 with a grade of “C” or better, or equivalent, or Assessment Skill Level R4; and Mathematics 32, with a grade of “C” or better, or equivalent, or Assessment Skill Level M20.
This course is an introductory survey of the fundamental concepts of astronomy, geology, chemistry and physics and the interrelationships among these disciplines. Emphasis is placed on the ways in which the physical sciences affect life on the planet and the role discipline plays in addressing issues and problems related to energy, ecology and environmental sustainability. This course is recommended for students planning to major in geography and/or planning to transfer to a four-year institution. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: No credit for Physical Science (PHYN) 100, 101 if taken after a college course in Chemistry or Physical Science.

101 Survey of Physical Science Laboratory
3 hours lab, 1 unit
Letter Grade or Credit/No Credit Option
Corequisite: Completion of or concurrent enrollment in Physical Sciences 100 with a grade of “C” or better, or equivalent.
Advisory: Completion of or concurrent enrollment in Math 95 or Assessment Skill Level M40 and English 56 each with a grade of “C” or better, or equivalent, or Assessment Skill Level R5.
This course introduces students to the science laboratory that is designed to demonstrate the fundamental concepts of astronomy, geology, chemistry and/or physics as presented in Physical Science 100. Emphasis is placed on the application of the scientific method and collaborative learning. This course is recommended for students planning to major in geography and/or planning to transfer to a four-year institution. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: No credit for Physical Science (PHYN) 100, 101 if taken after a college course in Chemistry or Physical Science.

120 Physical Oceanography
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Mathematics 96 with a grade of "C" or better, or equivalent, or Assessment Skill Level M50.
Corequisite: Physics 125A.
Limitation on Enrollment: This course is not open to students with previous credit for Physics 120A or 121A.
This course is an introductory survey of the concepts and principles of physics. Emphasis is placed on developing an understanding of the properties of matter, mechanics, heat and sound. This course is intended for students taking liberal arts and/or pre-professional courses that do not require Physics with calculus. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Physics (PHYS) 120A,B, 121A,B and 124A,B and 195A,B,C combined: maximum credit, one series (per catalog) deduct credit for duplication of topics.

124A General Physics
3 hours lecture, 3 hours lab, 4 units
Letter Grade or Credit/No Credit Option
Prerequisite: Mathematics 96 with a grade of "C" or better, or equivalent, or Assessment Skill Level M50.
Corequisite: Physics 125A.
Limitation on Enrollment: This course is not open to students with previous credit for Physics 120A or 121A.
This course is the second in a two-part, introductory survey of the concepts and principles of physics. Major topics are electricity, magnetism, light and modern physics. This course is intended for students taking liberal arts and/or pre-professional courses that do not require Physics with calculus. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Physics (PHYS) 120A,B, 121A,B and 124A,B and 195A,B,C combined: maximum credit, one series (per catalog) deduct credit for duplication of topics.
125A Problem-Solving for General Physics  
1 hour, 1 unit  
Letter Grade or Credit/No Credit Option  
Prerequisite: Mathematics 96 with a grade of “C” or better, or equivalent, or Assessment Skill Level M50.  
Corequisite: Physics 120A or 124A.  
Small group discussions of physics problems and problem solving methods. Associate Degree Credit & transfer to CSU and/or private colleges and universities.  

125B Problem-Solving for General Physics  
1 hour, 1 unit  
Letter Grade or Credit/No Credit Option  
Prerequisite: Physics 124A with a grade of “C” or better, or equivalent.  
Corequisite: Physics 120B or 124B.  
Small group discussions of physics problems and problem solving methods. Associate Degree Credit & transfer to CSU and/or private colleges and universities.  

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.  

101 Introduction to Political Science  
3 hours lecture, 3 units  
Letter Grade or Credit/No Credit Option  
Advisory: English 51 and English 56 with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.  
This course is an introductory study of the fundamental concepts and methods of Political Science. Emphasis is placed on historical and contemporary political theories, ideologies and cultures as well as on political institutions, parties and interest groups and the international political system. This course may be required for students planning to major in Political Science and is highly recommended for students transferring to four-year institutions. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List  

102 The American Political System  
3 hours, 3 units  
Letter Grade or Credit/No Credit Option  
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.  
This comprehensive survey course, designed for students intending to transfer to a four-year college or university, provides an in depth study of the American political system. Both national and California experiences are studied from the perspective of constitutional frameworks, institutions, issues, and policies. NOTE: If used to satisfy the American Institutions requirement, Political Science 102 may not be used to satisfy the SDCC District's three-unit social science requirement. Political Science 102 is required for completion of the major in political science. Political Science 102 may be offered in a self-paced format. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN GOVT 2)  

103 Comparative Politics  
3 hours, 3 units  
Letter Grade or Credit/No Credit Option  
Advisory: Political Science 101 with a grade of “C” or better, or equivalent.  
Limitation on Enrollment: This course is not open to students with credit for Political Science 130. A general study of selected governments, their development, organization, administration, and politics. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.  

140 Contemporary International Politics  
3 hours lecture, 3 units  
Letter Grade or Credit/No Credit Option  
Advisory: English 51 and English 56 each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.  
This course is a study of world politics including the various approaches to international relations and international political economy. Emphasis is placed on the roles of nationalism, nation-states, transnationalism and international organizations in the making of contemporary world politics as well as on issues of national security, power and diplomacy, economic competition, international law and the environment. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.
This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

101 General Psychology
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.
A survey of the principles and concepts which are basic to understanding human behavior. Intended to give the individual some insight into his/her own motives and activities. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Psychology (PSYC) 101 combined with Black Studies 104 or Chicano Studies 105: maximum credit, one course. (CAN PSY 2)

121 Introduction to Child Psychology
3 hours, 3 units
Letter Grade or Credit/No Credit Option
An examination of child growth and development from conception through adolescence, including environmental management and interpersonal relations with special emphasis on the pre-school years. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

123 Adolescent Psychology
3 hours, 3 units
Letter Grade or Credit/No Credit Option
An exploration of an explosive period in human development. Major goals of this course are to understand the stresses experienced during the teenage years, and to investigate methods of coping with the individual adolescent. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

132 Psychology of Gender Roles
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.
This course examines the differences between the sexes, considers various approaches to the question of why differences in status, personality, and behavior exist. Explores the consequences of these differences, and examines the possibilities for personal and social change. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

133 Psychology of Women
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skills Levels W5 and R5.
Psychology of Women is designed for students seeking an associate degree or those seeking elective credit for transferring to the CSU or UC systems or any student interested in women’s issues. The course explores the nature of women’s lives and the various roles that women play during their lives and takes an historical, ethnic and cross-cultural look at the treatment of women in the United States and abroad. Students examine women’s sexuality, health, life span development and socio-political status in the world today. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

135 Marriage and Family Relations
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56 with a grade of “C” or better, or equivalent, or Assessment Skill Level W5 and R5.
This course examines the behaviors related to courtship, engagement, marriage, and family life as well as how science helps us understand these experiences. It surveys historical, cross cultural, and social perspectives of families. The course addresses interpersonal communication, economic management, and sexuality as they relate to the family. This course can be beneficial to students pursuing advanced degrees in child development or family studies. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.
137 Human Sexual Behavior
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
An exploration of the psychological, social, and physiological dimensions of human sexual behavior. The course will review specific theories and research findings, and consider their relevance for individual sexual development and functioning. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Psychology (PSYC) 137 and Black Studies 165: maximum credit, one course.

211 Learning
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Psychology 101 with a grade of "C" or better, or equivalent.
Limitation on Enrollment: This course is not open to students with previous credit for Psychology 210. Students learn about the basic principles and research in animal and human learning. Subjects include scientific versus nonscientific approaches to behavior studies, operant and respondent conditioning, observational and cognitive learning, and motivation as related to self-control. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

230 Psychology of Lifespan Development
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Psychology 101 with a grade of "C" or better, or equivalent.
This course is designed for students interested in studying the psychological development of humans in all their sociocultural diversity from conception to death. Students learn major theoretical positions related to growth and change. The course emphasizes the variety of factors that shape similarities and differences in life. Psychology majors wishing to transfer are advised to take this course. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

245 Abnormal Psychology
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
A study of troubled patterns of behavior: their origins, characteristics and treatments. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

258 Behavioral Science Statistics
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Math 96 with a grade of "C" or better, or equivalent, or Assessment Skill Levels M50.
Advisory: English 51 and English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
This course is an introductory study of statistics for the Behavioral Sciences. Emphasis is placed on acquainting students with the concepts underlying statistical methods and research approaches, basic statistical analyses and principles. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Psychology (PSYC) 258 combined with Mathematics (MATH) 119 or Biology (BIOL) 200: maximum credit, one course.

260 Introduction to Physiological Psychology
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Psychology 101 with a grade of "C" or better, or equivalent.
Students learn about the physiological determinants of behavior. Subjects include behavior evolution, the nervous system, and endocrine glands as well as their relationship to perception, learning, motivation, emotion, and personality. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.
(CAN PSY 10)

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176.
Please refer to the class schedule and/or see the dean or department chair for availability.
RADIO AND TELEVISION (RTVC)

200 Introduction to Mass Communications

3 hours, 3 units
Grade only
Advisory: English 51 and English 56 with a grade of "C" or better, or equivalent or Assessment Skill Levels W5 and R5.
This course is designed to provide students with a basic understanding of industries, technologies, issues, and historical foundations that make up mass communications in the United States. The course includes discussions about current practices, problems, issues and significant trends. The origin and current operations of each media industry are analyzed through the insights of scholars, creative talent, business, and government leaders. The economic, political, societal, and organizational aspects affecting new media are explored. Associate Degree Credit & transfer to CSU and/or private colleges and universities. (CAN JOUR 4)

SOCIOLOGY (SOCO)

101 Principles of Sociology

3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
The basic facts, concepts and generalizations of sociology are covered. Content includes the scientific study of social interaction and organization with special reference to present-day America, including cross-cultural and multicultural analysis. This course is useful for those considering careers in counseling, teaching, social work, and nursing. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Sociology 101 combined with Black Studies 115: maximum credit, one course. (CAN SOC 2)

110 Contemporary Social Problems

3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.
This course requires students to identify and analyze present day social problems in the United States, with emphasis on sociological factors involved, while including cross-cultural and multicultural analysis.

Students will use scientific methods of approaches to and criteria for evaluating proposals for social betterment. This course is useful for students pursuing careers in criminology, counseling, education, law, medicine, and dental hygiene. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN SOC 4)

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270).
Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

SPANISH (SPAN)

101 First Course in Spanish

5 hours, 5 units
Letter Grade or Credit/No Credit Option
Advisory: English 43 with a grade of "C" or better, or equivalent, or Assessment Skill Level W4.
Limitation on Enrollment: This course is not open to students with credit for or concurrent enrollment in Spanish 100.
This is an entry-level course designed to introduce students to the Spanish language and cultures of the Spanish-speaking world. In this interactive course, students learn and use the language by speaking, listening, reading, and writing at the novice level. Basic language structures and vocabulary for communication are examined and explored in Spanish. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN SPAN 2) (CAN SPAN SEQ A = SPAN 101 + 102)

102 Second Course in Spanish

5 hours, 5 units
Letter Grade or Credit/No Credit Option
Prerequisite: Spanish 101 with a grade of "C" or better, or equivalent or two years of high school Spanish with a grade of "C" or better, or equivalent.
Advisory: English 43 with a grade of "C" or better, or equivalent or Assessment Skill Level W4; concurrent enrollment in Spanish 296.
Limitation on Enrollment: This course is not open to students with credit for or concurrent enrollment in Spanish 100.
This is a continuation of Spanish 101. In this interactive course, students use listening, reading, speaking and writing at a more complex level. Students
further develop their receptive and productive competencies to the intermediate low or mid level. Additional language structures and vocabulary for communication are examined and explored in Spanish. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Spanish (SPAN) 199 is equivalent to 102 and 201 combined (per catalog): maximum credit, 10 units. (CAN SPAN 4) (CAN SPAN SEQ A = SPAN 101 + 102)

201 Third Course in Spanish
5 hours, 5 units
Letter Grade or Credit/No Credit Option
Prerequisite: Spanish 102 with a grade of “C” or better, or equivalent.
Limitation on Enrollment: This course is not open to students with credit for or concurrent enrollment in Spanish 199 or 200.
This course is the first semester of an intermediate level study of Spanish. It stresses further grammatical development in Spanish beyond second semester through oral and written communication. It also provides increased practice in readings of culturally relevant authentic materials. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Spanish (SPAN) 201, 202 combined with Chicano Studies 203, 204: maximum credit, one series. (CAN SPAN 8) (CAN SPAN SEQ B = SPAN 201 + 202)

202 Fourth Course in Spanish
5 hours, 5 units
Letter Grade or Credit/No Credit Option
Prerequisite: Spanish 201 with a grade of “C” or better, or equivalent.
Limitation on Enrollment: This course is not open to students with credit for or concurrent enrollment in Spanish 200.
This course is offered as an advanced intermediate level course. It reviews and furthers grammatical features in Spanish through oral and written communication within a cultural background. Readings of literary and/or culturally relevant authentic materials are examined in depth. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Spanish (SPAN) 201, 202 combined with Chicano Studies 203, 204: maximum credit, one series. (CAN SPAN 10) (CAN SPAN SEQ B = SPAN 201 + 202)

210 Conversation and Composition Spanish I
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Spanish 102 with a grade of “C” or better, or equivalent.
This course further develops oral comprehension and fluency as well as written communication at a mid-intermediate level in Spanish through culturally relevant materials. Students increase vocabulary, dramatize everyday topics of conversation, interpret and describe materials, and compare and contrast Latin American and Spanish cultures with U.S. culture both orally and in writing. Writing strategies are emphasized and literature is introduced. This course is intended for students who want to enhance their skills in the Spanish language. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

211 Conversation and Composition Spanish II
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Prerequisite: Spanish 210 with a grade of “C” or better, or equivalent.
This course further develops oral comprehension and fluency as well as written communication at an advanced-intermediate level in Spanish through culturally relevant materials. Students further increase vocabulary, dramatize everyday topics of conversation, interpret and describe materials, and compare and contrast Latin American and Spanish cultures with U.S. culture, both orally and in writing. Pre-reading strategies introduced in Spanish 210 are used as a basis upon which to build course emphasis in reading. More literature is introduced. This course is intended for students who want to further enhance their skills in Spanish. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

296 Individual Instruction in Spanish
1.5 - 6 hours lab, 0.5 - 2 units
Credit/No Credit Only
Limitation on Enrollment: Concurrent enrollment in a designated Spanish course is required. The instructor of the related course will supply Add Code to the student, which permits registration in the course.
This is a supplementary course designed to reinforce student achievement of the learning objectives and is offered concurrently with a designated Spanish course. Learning activities may employ a variety of self-paced multimedia systems or laboratory or field research arrangements to assist students in reaching the specific learning objectives in the concurrent Spanish
This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.

Special Education
(See Disabled Students Programs and Services on page 233)

SPEECH COMMUNICATIONS (SPEE)

99 Voice and Diction for Non-Native Speakers of English
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 42 and English 43 and English for Speakers of Other Languages 40, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels R4 and W4.
This course is intended for non-native speakers of English who want to learn and practice American English vocal standards. The class emphasizes American English standards of pronunciation, listening comprehension, ear-training techniques, effective use of vocal variables of voice-rate, pitch force and quality, vocabulary building, conversation with correct use of grammar, sentence structures, common American idioms, pronunciation, and reading. (FT) Associate Degree Credit only and not Transferable.

101 Voice and Articulation
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.
This is an introduction to basic techniques of clear articulation to develop effective voice usage in standard American English. The emphasis in this course is on effective sound production and vocal quality. It is recommended for people who deal with the public such as selling and providing public services. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

103 Oral Communication
3 hours, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.
Limitation on Enrollment: This course is not open to students with credit for Chicano Studies 103, Black Studies 152, or Bilingual Studies 103.
This course offers a wide variety of reading, application and speaking assignments designed to expose students to all the major skills of speechmaking. Students focus on the following basic elements: ethics; analyzing the audience; visual aids; choosing a topic and specific purpose; outlining, listening, organizing a speech; delivery; small group communication; informative and persuasive speaking; speaker credibility; effective use of language; library research; and communication and/or speeches to entertain. All students give several speeches both with and without visual aids. This course is designed to prepare students for majors in Communications as well as for the general population. Designated sections of this course are taught from a specific cultural perspective and are cross-listed under Bilingual Studies, Black Studies, and Chicano Studies in the catalog and class schedule. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN SPCH 4)

110 Introduction to Organizational Communication
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option
Advisory: English 51 and English 56, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W5 and R5.
The study and role of communication in the workplace. The course focuses on the theory and practice of communication in achieving organizational goals. Attention is given to developing intrapersonal and interpersonal skills for the workplace, meeting management, interviewing and presentational skills. The relationship between communication and leadership, conflict, corporate culture, gender and cultural diversity, team building, and workplace learning will be explored. This course may be divided into modules. Recommended for any student, new or returning, seeking gainful employment and advancement. (FT) Associate Degree Credit & transfer
to CSU and/or private colleges and universities. UC Transfer Course List.

135 Interpersonal Communication  
3 hours lecture, 3 units  
Letter Grade or Credit/No Credit Option  
Advisory: English 51 and English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course is designed to offer students an opportunity to investigate those areas of speech communication that are oriented toward interpersonal contexts. The course emphasizes understanding the idea of "self-concept" as well as understanding others. The class addresses the skills and strategies needed to communicate effectively both verbally and nonverbally. The class also addresses interpersonal issues such as relational development and maintenance principles, effective listening behavior, reducing defensiveness, and conflict resolution. The course is intended for students interested in studying interpersonal communication, particularly majors in communication, fashion, allied health and business. This course is also intended for all students who are interested in further development of effective interpersonal skills in the work, volunteer and personal environments. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. (CAN SPCH 8)

160 Argumentation  
3 hours, 3 units  
Letter Grade or Credit/No Credit Option  
Prerequisite: Speech 103 with a grade of "C" or better, or equivalent.

This is a course in the construction and analysis of argument. The course emphasizes the essentials of argumentation: theory, research, and analyses of propositions, tests of evidence, construction and application of arguments to everyday life and public policy. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. (CAN SPCH 6)

170 Small Group Communication  
3 hours, 3 units  
Letter Grade or Credit/No Credit Option  
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Speech 103 with a grade of "C" or better, or equivalent.

This course offers practical experience in the techniques of leading and participating in small group discussions. Small group techniques such as panels, symposiums, problem solving, conflict resolution, leadership skills and parliamentary procedures are covered. Community building through service learning is presented as a tool to creating collective consciousness and an altruistic philosophy. This course is designed for students intending to major in speech communications, business, international business, education, and all fields of study and certifications that require group and team building skills. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

180 Intercultural Communication  
3 hours, 3 units  
Letter Grade or Credit/No Credit Option  
Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Speech 103 with a grade of "C" or better, or equivalent.

Intercultural communication is the study of communication between members of differing cultures. The discipline focuses on the relationship between culture and communication emphasizing social psychological variables, verbal and nonverbal language systems, cross-cultural communication breakdowns and conflict resolution. Practical application of intercultural communication principles to contemporary problems of cross-cultural and international communication will be stressed. This course is designed for students intending to major in speech communications, international business, business education, social sciences, nursing, mass communications, and all fields of study and certifications that require cross-cultural contact and/or awareness of cultural distinctions. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.
**TAGALOG (TAGA)**

101 First Course in Tagalog

5 hours, 5 units
Letter Grade or Credit/No Credit Option

*Advisory: English 43 with a grade of "C" or better, or equivalent, or Assessment Skill Level W4.*

This course in Tagalog is the first in its language sequence. This is an entry-level course to the Filipino language and culture. In this interactive course, students use the language through speaking, listening, reading, and writing at the novice level. Basic language structures, appropriate forms of address, and vocabulary for communication are examined and explored. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

102 Second Course in Tagalog

5 hours, 5 units
Letter Grade or Credit/No Credit Option

*Prerequisite: Tagalog 101 with a grade of "C" or better, or equivalent.*

*Advisory: Concurrent enrollment in TAGA 296.*

This course in Tagalog is the second in its language sequence. This course reinforces Filipino culture and Tagalog language concepts studied in the first semester course and introduces additional Filipino cultural and language structures at the low-intermediate level. This interactive course builds on the basic Tagalog language structures and adds new structures through speaking, listening, reading, and writing at the low-intermediate level of grammar mastery. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

201 Third Course in Tagalog

5 hours lecture, 5 units
Letter Grade or Credit/No Credit Option

*Prerequisite: Tagalog 102 with a grade of "C" or better, or equivalent.*

This is an intermediate course and is the third in its language sequence. In this interactive course, students use the language through speaking, listening, reading, and writing at the intermediate level. More complex language structures and vocabulary for communication are examined and explored. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

**This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), Applied Applications and Software Skills (045L), or Work Experience (270). Detailed course descriptions are listed on page 176. Please refer to the class schedule and/or see the dean or department chair for availability.**

**WORK EXPERIENCE, COOPERATIVE (WORK)**

OCCUPATIONAL WORK EXPERIENCE is a program of on-the-job learning experiences for students employed in jobs related to an occupationally oriented major. The goals and assignments for completion of the courses are formulated with industry under the direction of the college instructor assigned to teach Work Experience 270. The grading system is the same as for other subjects offered by the college and the time spent for preparation and training is also comparable. Adequate records are maintained to determine satisfactory progress and attendance.

270 Occupational Work Experience (Parallel Plan)

Hours by Arrangement, 1-4 units
Grade Only

*Limitation on Enrollment: To receive credit a student must complete a minimum of seven units during the semester, including work experience. During summer sessions, one other course must be taken concurrently. Failure to complete seven units during Fall/Sprang and/or other class during Summer session will result in course credit being denied and/or removed.*

A program of on-the-job learning experiences for students employed in a job related to an occupationally oriented major for which no work experience course is offered. One unit of credit is earned for each 75 hours of paid employment or 60 hours of volunteer work. This course may be taken four times for a maximum credit of 16 units. However, the combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

272 General Work Experience (Parallel Plan)

Hours by Arrangement, 1-3 units
Grade Only

*Limitation on Enrollment: Must obtain an Add Code from Work Experience Coordinator for registration. To receive credit a student must complete a minimum of
seven units during the semester, including work experience. During summer sessions, one other course must be taken concurrently. Failure to complete seven units during Fall/Spring and/or other class during Summer Session will result in course credit being denied and/or removed.

A program of on-the-job learning experiences designed to assist the student in developing occupational effectiveness. Employment need not be related to a vocational or occupational major. One unit of credit is earned for each 75 hours of paid employment or 60 hours of volunteer work, with a maximum of three units per semester or summer session. This course may be taken twice for a maximum of six units. However, the combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

274 Occupational Work Experience
(Alternate Plan)

Hours by Arrangement, 1-8 units
Grade Only

Limitation on Enrollment: To receive credit a student must complete a minimum of seven units during the semester, including work experience. A student may not be concurrently enrolled in more than one other course. Eligibility for enrollment will be determined in accordance with applicable regulations contained in Title 5, California Administrative Code.

This course consists of a program of on-the-job learning experiences which enable the student to attend college full time one semester and work full time the following semester. The work must relate directly to the student’s educational goal. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

349I Equipment Mechanic Work Experience
Hours by arrangement, 300 hours total, 4 units
Credit/No Credit

Corequisite: Diesel Technology 100.
Advisory: English 43 and English 42, each with a grade of “C” or better, or equivalent, or Assessment Skill Levels W4 and R4

Limitation on Enrollment: Student must be a state registered apprentice in this trade and concurrently enrolled in a related apprenticeship class.

This course consists of on-the-job learning experiences in the occupational field of equipment mechanics. Student must be an indentured equipment mechanic apprentice and currently enrolled in a related apprenticeship class. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. (FT) Associate Degree Credit only and not Transferable.
San Diego Miramar College Faculty
ADAMS, Steve D.
Aviation/Maintenance Technology
A.A., Southwestern College
A.S., Miramar College
B.A., San Diego State University
F.A.A., Inspection Authorization
F.A.A., ASEL Private Pilot

AREND, Robert
English
B.A., Western Michigan University
M.A., Trinity Seminary
M.A., Northwestern University
Ph.D., Purdue University

BAKER, Judith
Dean of SDCCD Online, Library and Technology at Miramar
B.A., The College of William & Mary
M.S.W., Virginia Commonwealth University
Ph.D., The University of Texas at Austin
Certified Online Instructor, Walden Institute
Certified WebCT Trainer, WebCT

BARNES, Julianna
Dean of Student Affairs/Matriculation
B.A., University of California, San Diego
M.A., San Diego State University

BENARD, Mary
Dean of School of Business, Math and Science
B.S., State University of New York, College at Buffalo
M.B.A., University of San Diego

BLENIS, Clara E.
English/ESL
B.A., University of California, San Diego
M.A., San Diego State University

BOCHICCHIO, Regina
Physical Science
Coursework at Universite d’ Aix-Marseille, Aix-en-Provence, France
B.A., McGill University, Montreal, PQ
B.S., Colorado School of Mines
M.S., Colorado School of Mines

BOOTH, Channing
Music
B.A., Berklee College of Music
M.A., Boston Conservatory and Berklee College of Music

BOWLING, Ray
Administration of Justice
A.S., Grossmont College
B.S., San Diego State University

BREWSTER, Lisa
Speech Communications
B.A., University of San Francisco
M.A., San Francisco State University

BRUNJES, Ed
Computer and Information Sciences
B.S., San Diego State University
M.Ed., Georgia State University
M.S., National University
Ed.S., Georgia State University

CHARLES, Norris A.
Mathematics
B.A., Morehouse College
M.B.A., Atlanta University
Ph.D., U.S. International University

CHLAPECKA, Paul
Aviation Maintenance Technology
B.S., Lewis University
M.B.A., Lewis University

COKE, Larry
Fire Technology
A.S., Grossmont College
B.A., San Diego State University

COONS, Steven
Political Science/Black Studies
B.A., San Diego State University
M.A., Bowling Green State University

COPPEDGE, Deirdre
Fine Art
A.A., San Diego City College
B.A., Otis Art Institute
M.A., Otis Art Institute

CORLISS, Jodi
Counselor
A.B., San Diego State University
M.S., San Diego State University

COSTIN, Ronald L.
Business Education
B.S., Northern Arizona University
M.A. Northern Arizona University
M.A., Pepperdine University

COUTURE, John J.
Computer and Information Sciences
B.B.A., National University
M.B.A., National University

DEEGAN, Pamela
Vice President of Instruction
B.A., M.A., California State University, Los Angeles
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Department</th>
<th>Education</th>
</tr>
</thead>
</table>
| DOBRE      | Octavian (Otto) Business Education           | B.A., University of California, San Diego  
M.A., San Diego State University  
M.B.A., San Diego State University |
| GARCES     | Fred Chemistry                               | B.S., San Diego State University  
Ph.D., University of California, Santa Barbara |
| GHAFFARI   | Parvine History                              | B.A., University of Illinois  
M.A., University of Illinois  
Ph.D., University of Connecticut |
| GLOREY     | Kathleen R. Disabled Student Services, Counselor | B.S., Oregon State University  
M.A., Fresno Pacific University |
| ELIAS      | Peter John Child Development/Psychology      | A.S., Grossmont College  
B.S. & B.A., San Diego State University  
M.S., San Diego State University |
| FERRELL    | Daphne E. Chemistry/Physical Science         | B.A., Pt. Loma College  
M.S., University of California, San Diego  
Ph.D., Clairemont Graduate University and San Diego State University |
| FINK       | Diana English/Education                      | B.A., University of Colorado  
M.A., San Diego State University |
M.A., San Diego State University |
| FRITSCH    | Richard English/ESOL                         | B.A., California State University, Pomona  
M.S., California State University, Fullerton  
Certificate in Online Teaching, UCLA |
| GULFEY     | Virginia English/ESL                         | B.A., San Jose State University  
M.A., San Diego State University |
| GARBER     | Robert Vice President of Student Services    | A.A., West Los Angeles College  
A.B., University of California, Berkeley  
M.A., University of California, Berkeley |
| HALLIDAY   | Rich English                                 | B.A., Miami University  
M.A., University of Michigan  
M.A., San Diego State University |
| HARRISON   | Prince Darrel Paralegal Studies              | L.A., University of San Diego  
B.B.A., National University  
M.B.A., National University |
| HART       | Mary Librarian/Library Science               | A.A., Grossmont College  
Paralegal Certificate, University of San Diego  
B.S., San Diego State University  
M.L.I.S., San Jose State University |
| HENDERSON  | Robert D. Dean of School of Arts & Humanities | A.S., San Diego Mesa College  
B.A., Occidental College  
M.B.A., Golden Gate University |
| JAMES      | Yolanda Mathematics                          | B.S., University of San Francisco  
M.E., Virginia State University |
| JAY        | Carmen English                               | B.A., St. Joseph's University  
M.A., Temple University |
| JARTANSON  | Mary EMT Program Director                     | ADN (Associate Degree in Nursing), Pasadena City College |
| KLIPPER    | Leslie Speech Communications/Journalism       | B.A., Boston College  
M.A., Indiana University  
Ph.D., University of Minnesota |
| KOCH       | April Spanish                                | B.A., University of California, Irvine  
M.A.T., University of California, Irvine |
| LEE        | Linda English                                | B.A., University of Maryland  
M.A., Georgetown University  
M.A., San Diego State University  
Ph.D., San Diego State University/Claremont Graduate School |
LEWIS, Clarence (Jim) Diesel Technology  
B.V.E., San Diego State University  

LICKISS, Wm. Steven  
Administration of Justice  
A.A., Los Angeles Pierce College  
B.A., California State University, Northridge  
M.A., Pepperdine University  

McMAHON, Anne Marie  
Biology  
B.S., Flinders University of Southern Australia  
Ph.D., Flinders University of Southern Australia  

McPHERSON, Kenneth Michael  
Psychology  
B.A., California Lutheran College  
M.A., California School of Professional Psychology  
Ph.D., University for Humanistic Studies  

MEINERS, Mary Lee  
Psychology  
A.A., Montana State University  
B.S., San Diego State University  
M.A., San Diego State University  
Ph.D., Georgia State University  

METZLER, Karen (Kas)  
Health and Exercise Science  
B.A., University of Virginia  
M.A., University of Virginia  
M.S., San Diego State University  

MOJICA, Rechelle  
DSPS, Access Technology Specialist  
A.A., San Diego Mesa College  
B.A., San Diego State University  
M.S., San Diego State University  

MOSIER, Eric M.  
Librarian/Library Science  
Professor, History  
B.A., University of California, Berkeley  
M.L.S., University of California, Berkeley  
M.A., San Diego State University  

MURPHY, Carol S.  
Mathematics  
B.A., State University of New York  
M.A., San Diego State University  

NALVEN, Sally  
Child Development  
B.A., University of Wisconsin at Madison  
M.A., Columbia University  
M.B.A., National University  

NATERS, Virginia  
Spanish  
A.A., San Diego City College  
B.A., San Diego State University  
M.A., San Diego State University  

NEWHOUSE, Gregory  
Associate Dean of Technical Careers and Workforce Initiatives  
Program Director of Advanced Transportation Technology Center  
B.A., Westmont College  

NORTH, Wheeler  
Aviation  
A.S., Miramar College  
B.S., Southern Illinois University  
F.A.A., Airframe & Powerplant, Inspection Authorization  
A.S.E. Master Technician, L-1  

NUNN, Lisa Clarke  
Counselor  
B.S., University of California, San Diego  
M.S., National University  

ORT, Corrie  
Anthropology/Sociology  
B.A., San Diego State University  
M.A., Leiden University, The Netherlands  
Ph.D., Leiden University, The Netherlands  

PAGE, Ronald T.  
Business/Mathematics  
A.A., San Bernardino Valley College  
B.A., Long Beach State University  
M.B.A., University of Southern California  

PALMER, James T.  
Dean of Instruction Public Service  
A.S., San Diego City College  
B.P.A., National University  
M.S., National University  

PATACSIL, N. Judy  
Counselor  
A.A., Southwestern  
B.S., San Diego State University  
M.S., San Diego State University  
M.F.C.C.  

PESCE, Sandra  
Librarian/Library Science  
B.A., Tufts University  
Professional Certificate in Business, University of Cincinnati  
M.L.S., Kent State University  

PETTI, Kevin  
Health and Exercise Science/Anatomy and Physiology  
A.S., Pennsylvania State University  
B.A., Humboldt State University  
M.A., San Diego State University  

SAN DIEGO MIRAMAR COLLEGE • 2004–2005
PINK, Larry A.  
Aviation Maintenance Technology  
A.A.S., Southern Illinois University  
B.S., Southern Illinois University  
M.S., Central Missouri State University  
F.C.C., General Radiotelephone Operator's License  
F.A.A., Airframe & Powerplant License with Inspection Authorization  
F.A.A., Private Pilot Certificate  

PUETT, William S.  
Philosophy/Religion  
B.A., University of California, Los Angeles  
M.A., University of California, Los Angeles  
PH.D., California Western University  

QUON, Ray  
Auto Mechanics  
ASE Master Technician  
A.S., San Diego City College  
Certified by GM, Master Tech, Ford Motor Co., Nissan USA, and Toyota USA.  
T-Ten Toyota and Automotive Youth Education Service (A-Yes) Coordinator  
45 years experience in Automotive Technology  

REYES, Bernice  
Counselor EOPS  
B.A., University of California, San Diego  
M.A., San Diego State University  

SCHILZ, Thomas F.  
History  
B.A., University of Houston  
M.Ed., University of Houston  
M.A., Texas Christian University  
Ph.D., Texas Christian University  

SCOTT, Susan F.  
English  
B.A., San Diego State University  
M.A., San Diego State University  

SHABLOW, John S.  
Aviation Maintenance Technology  
A.S.Q.C., Certified Quality Engineer  
B.S., University of North Dakota  
M.A., University of North Dakota  
F.A.A. Inspection Authorization  

SHERMAN, Wayne  
Mathematics  
B.S., University of California, Santa Barbara  
M.A., University of California, Santa Barbara  

SIMPSON, Dorothy  
Business  
B.S.L., Cabrillo Pacific University College of Law  
M.Ed., National University  
J.D., Cabrillo Pacific University College of Law  

SLIVKA, Sandra  
Biology/Biotechnology  
A.B. Miami University (Ohio)  
M.S. Microbiology, San Diego State University  
Ph.D. University California San Diego  

SMITH, Sandra  
Disabled Students Services/ Counselor  
B.A., California State University, Fresno  
M.A., Fresno Pacific University  

THOMPSON, Joan  
Counselor, EOPS  
B.A., San Diego State University  
M.A., Loyola Marymount University  
M.Ed., San Diego State University  

TRUBOVITZ, Dan P.  
Biology/Anatomy/ Microbiology  
B.A., University of California, Berkeley  
M.S., San Diego State University  
D.A., Idaho State University
WALKER, Kandice Renee
Disabled Student Services/Counselor
  B.S., Psychology, Southwest Missouri State University
  B.S., Communication Sciences Disorders, Emphasis in Deaf Education, Southwest Missouri State University
  M.S., Rehabilitation Counseling, Emphasis in Deafness, San Diego State University

WEBB, Helen E.
Business
  A.A., San Diego Community College
  B.S.L., National University

WEBER, James L.
Aviation Maintenance Technology
  B.S., California State Polytechnic University
  M.A., U.S. International University

WEBLEY Jr., Kirk
Counselor
  B.A., University of California, San Diego
  M.A., San Diego State University

WILENSKY, Harvey
Mathematics
  B.A., City University of New York
  M.A., Brooklyn College
  San Diego State University

WILLKIE, Dan
Diesel
  A.S., San Diego Miramar College
  ASE Certified Master Diesel Technician

FACULTY/
ADMINISTRATION
EMERITUS

Joe Annino
Robert C. Bacon
James Cargill
Eugene Chamberlin
William Charman
Robert Crosby
Fredrick Deutsch
Daniel Dramer
Gisella Duarte-Cosman
Kenneth Fawcett
Fran Fehlman
S.M. Franklin
Gin Gee
Rex Gorton
Stephen Greene
Eldon Hoover
Ralph Jacobs
Jerry LaFrance
Morris W. Magoski
Ray McFarlane
Dale Mathews
Joan Messenger
Arashmidos Monjazeb
Jay Root
David Sanderlin
Richard Shultz
Donald Taylor
Terry Truitt
San Diego Miramar College Classified Employees
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLEN, Joyce</td>
<td>Senior Secretary</td>
<td>Arts and Humanities</td>
</tr>
<tr>
<td>ALSTON, Kevin</td>
<td>Administrative Secretary</td>
<td>Vice President of Instruction</td>
</tr>
<tr>
<td>AFAN, Virgilio</td>
<td>Accounting Technician</td>
<td>Student Accounting</td>
</tr>
<tr>
<td>ANDRAS, Dana</td>
<td>Student Services Supervisor II</td>
<td>Admissions &amp; Records</td>
</tr>
<tr>
<td>AQUINO, Dennis</td>
<td>Clerical Assistant</td>
<td>Reprographics</td>
</tr>
<tr>
<td>AQUINO, Kyle</td>
<td>Senior Student Services Assistant</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>ATKINSON, Ellie</td>
<td>Student Services Assistant</td>
<td>Counseling</td>
</tr>
<tr>
<td>BARENO, Leticia</td>
<td>Senior Secretary</td>
<td>Dean of Business, Math, &amp; Science</td>
</tr>
<tr>
<td>BARLOLONG, Christine</td>
<td>Senior Food Service Worker</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>BENDER, Carol</td>
<td>Custodian I</td>
<td>Food Services</td>
</tr>
<tr>
<td>BENTON, Robert</td>
<td>Custodian I</td>
<td>Facilities</td>
</tr>
<tr>
<td>BERNAL, Jaime</td>
<td>Food Service Worker</td>
<td>Facilities</td>
</tr>
<tr>
<td>BIRDSELL, Roxana</td>
<td>Evaluator</td>
<td>Food Services</td>
</tr>
<tr>
<td>BOYD, Reginald</td>
<td>Custodian I</td>
<td>Evaluations</td>
</tr>
<tr>
<td>BUENAISTA, Alfredo</td>
<td>Senior Student Services Assistant</td>
<td>Facilities</td>
</tr>
<tr>
<td>BURKE, Kathy</td>
<td>Senior Clerical Assistant</td>
<td>Admissions &amp; Records</td>
</tr>
<tr>
<td>CAMPBELL, Lynne</td>
<td>Gardener/Groundskeeper</td>
<td>Facilities</td>
</tr>
<tr>
<td>CANNING, Deb</td>
<td>Instructional Assistant - LR</td>
<td>Independent Learning Center</td>
</tr>
<tr>
<td>CHAU, Van</td>
<td>Senior Account Clerk</td>
<td>Student Accounting</td>
</tr>
<tr>
<td>CHITTADARA, Peter</td>
<td>Senior Clerical Assistant</td>
<td>Student Affairs/Matriculation</td>
</tr>
<tr>
<td>CLARK, Jacqueline</td>
<td>Grounds Crew Leader</td>
<td>Facilities</td>
</tr>
<tr>
<td>COVERT, Rick</td>
<td>Utility Worker</td>
<td>Facilities</td>
</tr>
<tr>
<td>DARDEN, Glenn</td>
<td>Senior Clerical Assistant</td>
<td>Office of Instruction</td>
</tr>
<tr>
<td>DAVENPORT, Tom</td>
<td>Instructional Assistant</td>
<td>Aviation Maintenance Technology</td>
</tr>
<tr>
<td>DAVIS, Arthur</td>
<td>Clerical Supervisor</td>
<td>Business Office</td>
</tr>
<tr>
<td>De LOZIER, Annette</td>
<td>Food Services Worker</td>
<td>Food Services</td>
</tr>
<tr>
<td>DePERIO, Linda</td>
<td>Instructional Lab Technician - LR</td>
<td>Learning Resources/Audio Visual</td>
</tr>
<tr>
<td>DYE, David</td>
<td>Gardener/Groundskeeper</td>
<td>Facilities</td>
</tr>
<tr>
<td>EMERY, Christoph</td>
<td>Food Service Worker I</td>
<td>Food Services</td>
</tr>
<tr>
<td>ESCAMARILLA-RIOS, Teresita</td>
<td>Instructional Lab Technician</td>
<td>Biology</td>
</tr>
<tr>
<td>FAY, Matthew</td>
<td>Administrative Technician</td>
<td>Fire Technology</td>
</tr>
<tr>
<td>FLETCHER, Tina</td>
<td>Wd Processing/Dupl. Support Supervisor</td>
<td>Reprographics</td>
</tr>
<tr>
<td>FOX, Kathryn</td>
<td>Student Services Assistant</td>
<td>TRIO</td>
</tr>
<tr>
<td>FRAZIER, Annette</td>
<td>Student Services Supervisor I</td>
<td>Admissions &amp; Records</td>
</tr>
<tr>
<td>FURMAN, Karen</td>
<td>Swimming Pool Supervisor</td>
<td>Aquatics</td>
</tr>
<tr>
<td>GUTOWSKI, Dan</td>
<td>Instructional Assistant</td>
<td>Independent Learning Center</td>
</tr>
<tr>
<td>HAMIDY, Wahid</td>
<td>Placement Officer</td>
<td>Job Placement</td>
</tr>
<tr>
<td>HANKINSON, Joseph</td>
<td>Custodial Crew Leader</td>
<td>Facilities</td>
</tr>
<tr>
<td>HERMANN, Jack</td>
<td>Food Services Worker I</td>
<td>Food Services</td>
</tr>
<tr>
<td>HERNANDEZ, Martina</td>
<td>Custodian I</td>
<td>Facilities</td>
</tr>
<tr>
<td>HERNANDEZ, Rey</td>
<td>Senior Clerical Assistant</td>
<td>Reprographics</td>
</tr>
<tr>
<td>HIDALGO, Gale</td>
<td>Senior Clerical Assistant</td>
<td>Computer Services</td>
</tr>
<tr>
<td>HILL, Kurt</td>
<td>Microspecialist Supervisor</td>
<td>Public Services</td>
</tr>
<tr>
<td>HODGES, Margaret</td>
<td>Administrative Technician</td>
<td>Office of Instruction</td>
</tr>
<tr>
<td>HUBBARD, Terrie</td>
<td>Administrative Technician</td>
<td>Dean of Public Services</td>
</tr>
<tr>
<td>HUNT, Margaret</td>
<td>Clerical Supervisor</td>
<td>Vetrans Affairs</td>
</tr>
<tr>
<td>HUTSON, Hazel</td>
<td>Senior Student Services Assistant</td>
<td>Computer Services</td>
</tr>
<tr>
<td>HUYNH, An</td>
<td>Instructional Lab Technician</td>
<td>Facilities</td>
</tr>
<tr>
<td>IDANO, Tito</td>
<td>Irrigation Technician</td>
<td>Food Services</td>
</tr>
<tr>
<td>IRINGAN, Lina</td>
<td>Food Service Worker I</td>
<td>Public Services</td>
</tr>
<tr>
<td>KARNOUSKY, Robin</td>
<td>Senior Clerical Assistant</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Department</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>KINGSLEY, Mary</td>
<td>Senior Secretary</td>
<td>SDCCD Online at Miramar</td>
</tr>
<tr>
<td>KINLEY, Roy</td>
<td>Gardener/Groundskeeper</td>
<td>Facilities</td>
</tr>
<tr>
<td>KNUDTSON, Knute</td>
<td>Athletics Groundskeeper</td>
<td>Facilities</td>
</tr>
<tr>
<td>KOPPEL, Wayne</td>
<td>Gardener/Groundskeeper</td>
<td>Executive Assistant to the President</td>
</tr>
<tr>
<td>LARAMIE, Kim</td>
<td>Student Services Assistant</td>
<td>Student Services Assistant</td>
</tr>
<tr>
<td>LATIF, Maryam</td>
<td>Instructional Lab Technician</td>
<td>Instructional Lab Technician</td>
</tr>
<tr>
<td>LE, Dam Van</td>
<td>Executive Assistant to the President</td>
<td></td>
</tr>
<tr>
<td>LE, Thy</td>
<td>Student Services Assistant</td>
<td>Student Services Assistant</td>
</tr>
<tr>
<td>LONGFELLOW, Tom</td>
<td>Senior Offset Press Operator</td>
<td>Senior Offset Press Operator</td>
</tr>
<tr>
<td>MAGPURI, Glenn</td>
<td>Instructional Lab Technician</td>
<td>Instructional Lab Technician</td>
</tr>
<tr>
<td>MANGES, Peggy</td>
<td>Director, Administrative Services</td>
<td>Accounting Technician</td>
</tr>
<tr>
<td>MARTIN-HICKS, Helen</td>
<td>Accounting Supervisor</td>
<td>Accounting Supervisor</td>
</tr>
<tr>
<td>MARTINEZ, Carmenita</td>
<td>Gardener/Groundskeeper</td>
<td>Gardener/Groundskeeper</td>
</tr>
<tr>
<td>MARTINEZ, Ron</td>
<td>Clerical Assistant</td>
<td>Clerical Assistant</td>
</tr>
<tr>
<td>MATA, Gloria</td>
<td>Food Service Worker</td>
<td>Food Service Worker</td>
</tr>
<tr>
<td>MAYOR, Glynda</td>
<td>Instructional Support Supervisor</td>
<td>Instructional Support Supervisor</td>
</tr>
<tr>
<td>McCORKELL, Francine</td>
<td>Bookstore Location Supervisor</td>
<td>Bookstore Location Supervisor</td>
</tr>
<tr>
<td>McGEE, Betty</td>
<td>Instructional Lab Technician</td>
<td>Instructional Lab Technician</td>
</tr>
<tr>
<td>McMHAON, Carla</td>
<td>Student Assistance Technician</td>
<td>Student Assistance Technician</td>
</tr>
<tr>
<td>McSWAIN, Kimi</td>
<td>Instructional Lab Technician</td>
<td>Instructional Lab Technician</td>
</tr>
<tr>
<td>MECCIA, Peter Thomas</td>
<td>Desktop Publishing Clerk</td>
<td>Desktop Publishing Clerk</td>
</tr>
<tr>
<td>MIZE, Joan</td>
<td>Stock Clerk I</td>
<td>Stock Clerk I</td>
</tr>
<tr>
<td>MORA, Dante</td>
<td>Clerical Assistant</td>
<td>Clerical Assistant</td>
</tr>
<tr>
<td>MORDORD, Charlene</td>
<td>Administrative Technician</td>
<td>Administrative Technician</td>
</tr>
<tr>
<td>FLETCHER, Tina</td>
<td>Custodian I</td>
<td>Custodian I</td>
</tr>
<tr>
<td>NEAL, Marcia</td>
<td>Senior Student Services Assistant</td>
<td>Media Clerk</td>
</tr>
<tr>
<td>NELSON, Alice</td>
<td>Media Clerk</td>
<td>Media Clerk</td>
</tr>
<tr>
<td>NGUYEN, Tam Quy</td>
<td>Instructional Lab Technician</td>
<td>Instructional Lab Technician</td>
</tr>
<tr>
<td>NGUYEN, Thu Anh</td>
<td>Student Assistance Technician</td>
<td>Student Assistance Technician</td>
</tr>
<tr>
<td>NGUYEN, Vuong Tung</td>
<td>Media Clerk</td>
<td>Media Clerk</td>
</tr>
<tr>
<td>NICKLES, Jennifer</td>
<td>Senior Account Clerk</td>
<td>Senior Account Clerk</td>
</tr>
<tr>
<td>NOVAK, Anthony</td>
<td>Custodian I</td>
<td>Custodian I</td>
</tr>
<tr>
<td>PADRIQUE, Eli</td>
<td>Custodial Crew Leader</td>
<td>Custodial Crew Leader</td>
</tr>
<tr>
<td>PAPA, Ben</td>
<td>Clerical Assistant</td>
<td>Clerical Assistant</td>
</tr>
<tr>
<td>PARENT, Christine</td>
<td>Administrative Secretary</td>
<td>Administrative Secretary</td>
</tr>
<tr>
<td>PASAG, Michelle</td>
<td>Food Service Worker</td>
<td>Food Service Worker</td>
</tr>
<tr>
<td>PERMETTI, Judy</td>
<td>Media Technician</td>
<td>Media Technician</td>
</tr>
<tr>
<td>PETERS, Tammy</td>
<td>Instructional Lab Technician</td>
<td>Instructional Lab Technician</td>
</tr>
<tr>
<td>PHAM, Lonnie</td>
<td>Student Assistance Technician</td>
<td>Student Assistance Technician</td>
</tr>
<tr>
<td>PHAYMANY, Pamela</td>
<td>Clerical Assistant</td>
<td>Clerical Assistant</td>
</tr>
<tr>
<td>PICOJ, Cynthia</td>
<td>Accounting Supervisor</td>
<td>Accounting Supervisor</td>
</tr>
<tr>
<td>POLLACK, Edith</td>
<td>Vice President of Student Services</td>
<td>Food Service Worker</td>
</tr>
<tr>
<td>PRADO, Jane</td>
<td>Library/LRC</td>
<td>Library/LRC</td>
</tr>
<tr>
<td>REAGAN, Carol</td>
<td>Facilities</td>
<td>Facilities</td>
</tr>
<tr>
<td>REDONDO, Josephine</td>
<td>Food Service Worker</td>
<td>Food Service Worker</td>
</tr>
<tr>
<td>RILEY, Tim</td>
<td>Reprographics</td>
<td>Reprographics</td>
</tr>
<tr>
<td>RINDERLE, Loretta</td>
<td>Financial Aid Officer</td>
<td>Financial Aid Officer</td>
</tr>
<tr>
<td>ROSALIA, Sandra</td>
<td>President’s Office</td>
<td>President’s Office</td>
</tr>
<tr>
<td>RUVALCABA, Jessica</td>
<td>Regional Plant Operations Officer</td>
<td>Regional Plant Operations Officer</td>
</tr>
<tr>
<td>SALAS, Lan Kim</td>
<td>Student Services Assistant</td>
<td>Student Services Assistant</td>
</tr>
<tr>
<td>SALEHI, Kayhan</td>
<td>Instructional Lab Technician</td>
<td>Instructional Lab Technician</td>
</tr>
<tr>
<td>SANCHEZ, Jonathan</td>
<td>Instructional Design Coordinator</td>
<td>Instructional Design Coordinator</td>
</tr>
<tr>
<td>SAPIEN, Elizabeth</td>
<td>Media Clerk</td>
<td>Media Clerk</td>
</tr>
<tr>
<td>SEYmour, Marie</td>
<td>Instructional Assistant</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td></td>
<td>Accounting Technician</td>
<td>Accounting Technician</td>
</tr>
<tr>
<td></td>
<td>Instructional Lab Technician</td>
<td>Instructional Lab Technician</td>
</tr>
<tr>
<td></td>
<td>Administrative Technician</td>
<td>Administrative Technician</td>
</tr>
<tr>
<td></td>
<td>SDCCD Online at Miramar</td>
<td>Facilities</td>
</tr>
<tr>
<td></td>
<td>Aquatics</td>
<td>Facilities</td>
</tr>
<tr>
<td></td>
<td>Facilities</td>
<td>Facilities</td>
</tr>
<tr>
<td></td>
<td>President’s Office</td>
<td>President’s Office</td>
</tr>
<tr>
<td></td>
<td>Counseling</td>
<td>Counseling</td>
</tr>
<tr>
<td></td>
<td>Chemistry</td>
<td>Chemistry</td>
</tr>
<tr>
<td></td>
<td>Financial Aid</td>
<td>Financial Aid</td>
</tr>
<tr>
<td></td>
<td>Reprographics</td>
<td>Reprographics</td>
</tr>
<tr>
<td></td>
<td>Learning Resources/Audio Visual</td>
<td>Learning Resources/Audio Visual</td>
</tr>
<tr>
<td></td>
<td>Business Office</td>
<td>Business Office</td>
</tr>
<tr>
<td></td>
<td>Business Office</td>
<td>Business Office</td>
</tr>
<tr>
<td></td>
<td>Student Accounting</td>
<td>Student Accounting</td>
</tr>
<tr>
<td></td>
<td>Facilities</td>
<td>Facilities</td>
</tr>
<tr>
<td></td>
<td>Admissions &amp; Records</td>
<td>Admissions &amp; Records</td>
</tr>
<tr>
<td></td>
<td>Food Services</td>
<td>Food Services</td>
</tr>
<tr>
<td></td>
<td>Independent Learning Center</td>
<td>Independent Learning Center</td>
</tr>
<tr>
<td></td>
<td>Bookstore</td>
<td>Bookstore</td>
</tr>
<tr>
<td></td>
<td>Child Development</td>
<td>Child Development</td>
</tr>
<tr>
<td></td>
<td>Financial Aid</td>
<td>Financial Aid</td>
</tr>
<tr>
<td></td>
<td>Library/LRC</td>
<td>Library/LRC</td>
</tr>
<tr>
<td></td>
<td>Evaluations</td>
<td>Evaluations</td>
</tr>
<tr>
<td></td>
<td>Business Office</td>
<td>Business Office</td>
</tr>
<tr>
<td></td>
<td>Student Accounting</td>
<td>Student Accounting</td>
</tr>
<tr>
<td></td>
<td>Facilities</td>
<td>Facilities</td>
</tr>
<tr>
<td></td>
<td>Reprographics</td>
<td>Reprographics</td>
</tr>
<tr>
<td></td>
<td>President’s Office</td>
<td>President’s Office</td>
</tr>
<tr>
<td></td>
<td>Financial Aid/Veterans Affairs</td>
<td>Financial Aid/Veterans Affairs</td>
</tr>
<tr>
<td></td>
<td>Child Development</td>
<td>Child Development</td>
</tr>
<tr>
<td></td>
<td>Financial Aid</td>
<td>Financial Aid</td>
</tr>
<tr>
<td></td>
<td>Library/LRC</td>
<td>Library/LRC</td>
</tr>
<tr>
<td></td>
<td>Office of Instruction</td>
<td>Office of Instruction</td>
</tr>
<tr>
<td></td>
<td>Vice President of Student Services</td>
<td>Food Services</td>
</tr>
<tr>
<td></td>
<td>Library/LRC</td>
<td>Library/LRC</td>
</tr>
<tr>
<td></td>
<td>Facilities</td>
<td>Facilities</td>
</tr>
<tr>
<td></td>
<td>Admissions &amp; Records</td>
<td>Admissions &amp; Records</td>
</tr>
<tr>
<td></td>
<td>The PLACe</td>
<td>The PLACe</td>
</tr>
<tr>
<td></td>
<td>SDCCD Online at Miramar</td>
<td>SDCCD Online at Miramar</td>
</tr>
<tr>
<td></td>
<td>Library/LRC/Audio Visual</td>
<td>Library/LRC/Audio Visual</td>
</tr>
<tr>
<td></td>
<td>Independent Learning Center</td>
<td>Independent Learning Center</td>
</tr>
<tr>
<td></td>
<td>Student Accounting</td>
<td>Student Accounting</td>
</tr>
<tr>
<td></td>
<td>Child Development</td>
<td>Child Development</td>
</tr>
<tr>
<td></td>
<td>Business Office</td>
<td>Business Office</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Department</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>SHOOSHTARY, Sam</td>
<td>Instructional Assistant</td>
<td>Independent Learning Center</td>
</tr>
<tr>
<td>SWINGLE, Bonnie</td>
<td>Media Technician</td>
<td>Library/LRC/Audio Visual Facilities</td>
</tr>
<tr>
<td>TILLEY, Dan</td>
<td>Custodian I</td>
<td>Facilities</td>
</tr>
<tr>
<td>TODD, Katinea</td>
<td>Senior Secretary</td>
<td>Dean of Technical Careers &amp; Workforce Initiatives</td>
</tr>
<tr>
<td>TREVISAN, Sandra</td>
<td>Information Officer</td>
<td>Communications</td>
</tr>
<tr>
<td>VALDEZ, Robert</td>
<td>Stock Clerk II</td>
<td>Stockroom/Receiving</td>
</tr>
<tr>
<td>VEGA, Elaine</td>
<td>Accounting Technician</td>
<td>Business Office</td>
</tr>
<tr>
<td>VILLASENOR, Freddy</td>
<td>Gardener/Groundskeeper</td>
<td>Facilities</td>
</tr>
<tr>
<td>VU, Diep Mong</td>
<td>Instructional Lab Tech</td>
<td>Chemistry</td>
</tr>
<tr>
<td>WAN, Kwai Chee (Alice)</td>
<td>Student Services Technician</td>
<td>Admissions &amp; Records</td>
</tr>
<tr>
<td>WILKINS, Carlotta</td>
<td>Instructional Assistant</td>
<td>Auto Technology</td>
</tr>
<tr>
<td>WILLIAMS, Joyce</td>
<td>Clerical Supervisor</td>
<td>DSPS</td>
</tr>
<tr>
<td>WIMS, Victor</td>
<td>Custodian I</td>
<td>Facilities</td>
</tr>
<tr>
<td>WOODARD, Lisa</td>
<td>Food Service Worker</td>
<td>Food Services</td>
</tr>
</tbody>
</table>
## Index

<table>
<thead>
<tr>
<th>A</th>
<th>Academic Accommodation ........................................</th>
<th>51</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Academic Calendar ...........................................</td>
<td>7</td>
</tr>
<tr>
<td>Fall</td>
<td>Semester 2004 ...............................................</td>
<td>7</td>
</tr>
<tr>
<td>Spring</td>
<td>Semester 2005 ...............................................</td>
<td>7</td>
</tr>
<tr>
<td>Summer</td>
<td>Semester 2005 ...............................................</td>
<td>8</td>
</tr>
<tr>
<td>Academic Credit for Nontraditional Education ..........</td>
<td>46</td>
<td></td>
</tr>
<tr>
<td>Credit for Military Service ................................</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Academic Disqualification ..................................</td>
<td>44</td>
<td></td>
</tr>
<tr>
<td>Academic Freedom ............................................</td>
<td>54</td>
<td></td>
</tr>
<tr>
<td>Academic Information ........................................</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Class Attendance ...........................................</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Dean’s List ..................................................</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Grading System ...............................................</td>
<td>41</td>
<td></td>
</tr>
<tr>
<td>Honors ................................................................</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Academic Information and Regulations .....................</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>Academic Probation ..........................................</td>
<td>43</td>
<td></td>
</tr>
<tr>
<td>Academic Regulations ........................................</td>
<td>44</td>
<td></td>
</tr>
<tr>
<td>Academic Accommodation .....................................</td>
<td>51</td>
<td></td>
</tr>
<tr>
<td>Academic Credit for Nontraditional Education ..........</td>
<td>46</td>
<td></td>
</tr>
<tr>
<td>Academic Renewal by Course Repetition ....................</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Academic Renewal Without Course Repetition ..............</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Audit Policy ...................................................</td>
<td>52</td>
<td></td>
</tr>
<tr>
<td>Copyright Responsibility ....................................</td>
<td>54</td>
<td></td>
</tr>
<tr>
<td>Course Repetition Policy ...................................</td>
<td>44</td>
<td></td>
</tr>
<tr>
<td>Crime Awareness and Campus Security .......................</td>
<td>53</td>
<td></td>
</tr>
<tr>
<td>Debt Owed to the College ....................................</td>
<td>52</td>
<td></td>
</tr>
<tr>
<td>Drug and Alcohol Use .........................................</td>
<td>53</td>
<td></td>
</tr>
<tr>
<td>Elder and Dependent Adult Abuse ............................</td>
<td>54</td>
<td></td>
</tr>
<tr>
<td>Free Speech ...................................................</td>
<td>52</td>
<td></td>
</tr>
<tr>
<td>Gender Equity ..................................................</td>
<td>52</td>
<td></td>
</tr>
<tr>
<td>Honest Academic Conduct ....................................</td>
<td>44</td>
<td></td>
</tr>
<tr>
<td>Nondiscrimination Policy ....................................</td>
<td>52</td>
<td></td>
</tr>
<tr>
<td>Petition for Exceptions .....................................</td>
<td>51</td>
<td></td>
</tr>
<tr>
<td>Policy Prohibiting Sexual Harassment ......................</td>
<td>52</td>
<td></td>
</tr>
<tr>
<td>Responsibility for Maintaining Accurate Registration ..</td>
<td>52</td>
<td></td>
</tr>
<tr>
<td>Responsibility for Meeting Requirements ...................</td>
<td>51</td>
<td></td>
</tr>
<tr>
<td>Smoking Regulation ...........................................</td>
<td>53</td>
<td></td>
</tr>
<tr>
<td>Statement of Open Courses ..................................</td>
<td>51</td>
<td></td>
</tr>
<tr>
<td>Student Grievance Procedure ................................</td>
<td>57</td>
<td></td>
</tr>
<tr>
<td>Student Right to Know .......................................</td>
<td>52</td>
<td></td>
</tr>
<tr>
<td>Substance Abuse ...............................................</td>
<td>53</td>
<td></td>
</tr>
<tr>
<td>Title IX Prohibiting Sex Discrimination in Education ...</td>
<td>52</td>
<td></td>
</tr>
<tr>
<td>Transcripts of Prior Academic Credit .......................</td>
<td>46</td>
<td></td>
</tr>
<tr>
<td>Transcripts of Record .......................................</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Transferability of Credits ..................................</td>
<td>46</td>
<td></td>
</tr>
<tr>
<td>Academic Renewal by Course Repetition ....................</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Academic Renewal Without Course Repetition ..............</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Academic Requirements .......................................</td>
<td>59</td>
<td></td>
</tr>
<tr>
<td>Additional College Degree ...................................</td>
<td>69</td>
<td></td>
</tr>
<tr>
<td>American Institutions/California Government ...............</td>
<td>61</td>
<td></td>
</tr>
<tr>
<td>Associate Degree Requirements ................................</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Certificate of Achievement ..................................</td>
<td>68</td>
<td></td>
</tr>
<tr>
<td>District Requirements ........................................</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>General Education Outcomes Defined .......................</td>
<td>63</td>
<td></td>
</tr>
<tr>
<td>General Education Requirements ................................</td>
<td>64</td>
<td></td>
</tr>
<tr>
<td>Graduation .....................................................</td>
<td>69</td>
<td></td>
</tr>
<tr>
<td>Major Requirements ...........................................</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Accident Insurance Claims ....................................</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>Accounting .....................................................</td>
<td>179</td>
<td></td>
</tr>
<tr>
<td>Preparation for the Major ....................................</td>
<td>113</td>
<td></td>
</tr>
<tr>
<td>Accreditation ..................................................</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Disclaimer .....................................................</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Adding Classes ................................................</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>Additional College Degree ....................................</td>
<td>69</td>
<td></td>
</tr>
<tr>
<td>Additional Fees ................................................</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Address Change ................................................</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Administration of Justice ....................................</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>Courses .........................................................</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td>Preparation for the Major ....................................</td>
<td>113</td>
<td></td>
</tr>
<tr>
<td>Administrative Drop ..........................................</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Admissions and Registration ..................................</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>Admission .......................................................</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Apply Online ....................................................</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Assessment .....................................................</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>College Matriculation Program ................................</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Educational Planning .........................................</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Follow-Up Services ............................................</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Orientation .....................................................</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Registration ....................................................</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Advanced Placement Exams ....................................</td>
<td>98</td>
<td></td>
</tr>
<tr>
<td>Aeronautical and Aviation Technology .......................</td>
<td>126</td>
<td></td>
</tr>
<tr>
<td>Aviation Courses ...............................................</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Aviation Maintenance Technology Courses ..................</td>
<td>201</td>
<td></td>
</tr>
<tr>
<td>American Institutions/California Government Requirement</td>
<td>61, 96</td>
<td></td>
</tr>
<tr>
<td>Anthropology ....................................................</td>
<td>131</td>
<td></td>
</tr>
<tr>
<td>Courses ..........................................................</td>
<td>190</td>
<td></td>
</tr>
<tr>
<td>Preparation for the Major ....................................</td>
<td>113</td>
<td></td>
</tr>
<tr>
<td>Applied Application and Software Skills ....................</td>
<td>176</td>
<td></td>
</tr>
<tr>
<td>Apply Online ....................................................</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Apprenticeship .................................................</td>
<td>173</td>
<td></td>
</tr>
<tr>
<td>Courses .........................................................</td>
<td>292</td>
<td></td>
</tr>
<tr>
<td>Art-Fine Art .....................................................</td>
<td>132</td>
<td></td>
</tr>
<tr>
<td>Courses ..........................................................</td>
<td>191</td>
<td></td>
</tr>
<tr>
<td>Assessment .....................................................</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Associate Degree ...............................................</td>
<td>69</td>
<td></td>
</tr>
<tr>
<td>Additional College Degree ....................................</td>
<td>69</td>
<td></td>
</tr>
</tbody>
</table>

**SAN DIEGO MIRAMAR COLLEGE • 2004-2005**
Table of Contents

A

Associated Degree Requirements .................................. 60
Associate in Arts Degree ............................................. 112
Transfer Studies with Preparation for the Major .......... 114
Associated Student Membership ................................ 36
Astronomy
Courses ............................................................... 196
Athletics ................................................................. 37
Audit Policy ............................................................ 52
Automotive Technology
Courses ................................................................. 134
Aviation Maintenance Technology
Courses ................................................................. 126
Aviation Operations
Courses ................................................................. 129

B

Banking and Finance .................................................. 139
Courses ................................................................. 207
Biology ....................................................................... 135
Courses ................................................................. 208
Preparation for the Major ........................................... 113
Black Studies
Courses ................................................................. 212
Board of Trustees ....................................................... 2
Bookstore ................................................................... 37
Business
Courses ................................................................. 212
Business Administration ........................................... 137
Preparation for the Major ........................................... 114
Business Management ............................................... 138

C

Cal Grants ................................................................ 31
Calendars .................................................................. 7
California Articulation Number (CAN) ..................... 87
California State University .......................................... 84
California State University Admissions
Requirements for Transfers ......................................... 84
CalWORKs/TANF Training, Education and Service Program ........................................... 28
Campus Life
Associated Students Membership ................................ 36
Journalism ................................................................ 37
Office of Student Affairs ........................................... 36
Student Affairs ........................................................ 35
Student Clubs and Organizations ............................... 36
Student Government ................................................ 36
CARE-Cooperative Agencies Resources for Education (CARE) ............................................. 28
Cooperative Enrollment (see "Catalog Rights") ....... 69

D

DANTES Subject Standardized Test ............................... 49
Dean's List ................................................................. 40
Debt Owed to the College ............................................ 52
Diesel Technology ....................................................... 149
Courses ................................................................. 228
Digital Media
Courses ................................................................. 233
Dining Facilities ........................................................ 37
Disabled Students Programs and Services .................. 27
Courses ................................................................. 233
P
Parking ........................................ 38
Pell Grant ................................... 31
Personal Growth
Courses ....................................... 276
Petition for Exceptions ....................... 51
Petition for Graduation ...................... 69
Phi Theta Kappa ............................. 36, 40
Philosophy
Courses ....................................... 276
Physical Science
Courses ....................................... 167
Classes/Intercollegiate Sports Disclaimer .37
Courses ....................................... 278
Aquatic Activities ............................ 278
Dance ......................................... 279
Individual Activities ........................... 280
Team Sports .................................. 281
Theory Classes ................................ 282
Preparation for the Major .................... 117

Physical Science
Courses ....................................... 282
Physics
Courses ....................................... 283
Plus Loan .................................... 32
Police, College Police Department ............ 37
Policy Prohibiting Sexual Harassment ....... 52
Political Science ............................. 168
Courses ....................................... 284
Preparation for the Major .................... 118
Pre-Engineering ............................... 168
Preparation for the Major .................... 115
Preparation for the Major .................... 115
Accounting .................................... 113
Administration of Justice ..................... 113
Anthropology .................................. 113
Art-Fine Art ................................... 113
Biology ........................................ 113
Business Administration ..................... 114
Chemistry ..................................... 114
Child Development ............................ 114
Communication .............................. 115
Computer and Information Sciences ......... 115
Economics .................................... 115
English ........................................ 116
Geography .................................... 116
History ........................................ 117
Humanities .................................... 117
Mathematics ................................... 117
Music .......................................... 117
Physical Education ............................ 117
Political Science .............................. 118
Pre-Engineering ............................... 115
Psychology .................................... 118
Sociology ..................................... 118
Spanish ....................................... 118
Prerequisites, Corequisites, and Limitations
on Enrollment/Registration ................. 19, 176
President’s Message .......................... 2
Priority System ................................ 18
Programs of Instruction
Applied Application & Software Skills ....... 176
Independent Study ............................ 177
Individualized Instruction ..................... 177
Service Learning ............................. 177
Special Topics Courses ....................... 176
Supervised Tutoring .......................... 176
Work Experience .............................. 176
Psychology ..................................... 169
Courses ....................................... 285
Preparation for the Major .................... 118

R
Radio and Television
Courses ....................................... 287
Readmission after Disqualification .......... 44
Refunds ....................................... 23
Registration .................................... 16
Adding Classes ................................ 17
Administrative Drop ............................ 18
Change of Name or Mailing Address & Email Address ..................... 18
Children in Classrooms ...................... 18
Class Schedules on WWW ..................... 17
Dropping Classes .............................. 17
Exclusion from Classes ....................... 18
Online Registration (Reg-e) ................. 16
Priority System ................................ 18
Study Load Limit ............................. 18
Wait List ....................................... 17
Residency ..................................... 19
Appeals ....................................... 20
Assembly Bill (AB) 540 ....................... 20
Exception to Residency ....................... 20
Factors to Determine Residency .......... 19
False Information ............................. 20
Incorrect Classification ...................... 20
International Student Admission .......... 21
International Students (F-1 Visa) ........... 20
Limitation of Residency Rules ............. 20
Nonresident Students ......................... 20
Reclassification ............................. 20
Residency Status ............................ 19
Responsibility for Maintaining Accurate
Registration ................................. 52
Responsibility for Meeting Requirements ... 51
Return of Title IV Funds ..................... 30
Review of Student Records ................. 57
| Index |
|-----------------|-----------------|
| Scholarships    | 110             |
| General Education and Certification | 89        |
| General Transfer Information          | 79             |
| How to Use this Guide                  | 74             |
| IGETC Advisement for UC-Bound Transfers | 106        |
| Information about Colleges and Universities, Fees and Tuition | 78         |
| Requirements for Transfer Students    | 112            |
| TAG/UCSD Core Curriculum               | 107            |
| Transfer Admission Guarantee Programs  | 111            |
| Transfer Pattern - Other               | 109            |
| Transfer Services                       | 74             |
| University of California (UC)          | 81             |
| Transfer Information                    | 79             |
| Transfer Programs                       |                |
| Additional Requirements for CSU Graduation | 96, 103     |
| Certification of CSU General Education Breadth Requirements | 90        |
| Intersegmental General Education       |                |
| Transfer Curriculum (IGETC)            | 97             |
| Requirements for Liberal Arts Degrees  | 90             |
| TAG Core Requirements                   | 108            |
| Transfer Admission Guarantee (UCSD-TAG) | 107        |
| Transfer Students, Requirements for    | 112            |
| Transfer Studies Degree with Preparation for the Major | 112        |
| Transfer to California State University (CSU) | 90   |
| Transferability of Credits             | 46             |
| TRIO Student Support Services          | 34             |
| Tutoring - The PLACe                   | 34             |
| University of California               | 81             |
| University of California Admissions Requirements for Transfers | 81        |
| Universitylink Program to UCSD         | 111            |
| Vehicle Immobilization/Booting/ Towing/Hold | 38        |
| Veterans and Service Members           | 32             |
| Academic Progress                      | 33             |
| Benefits Programs                      | 32             |
| Dependent Exemption                     | 32             |
| Disabled Veterans                      | 32             |
| Liability                               | 32             |
| Number of Units Required                | 33             |
| Repeated Classes                        | 33             |
| Transcripts                             | 33             |
| Withdrawal/Change of Classes           | 33             |
| Work Experience                         | 33             |
| Wait List                               | 17             |
| Work Experience                         | 176            |
| Courses                                 | 291            |
| Work Study, Federal                     | 31             |
San Diego Regional Public Safety Training Institute (PSTI) Camp Nimitz/NTC

Directions

From I-8, West: Exit Rosecrans. Proceed west to Nimitz Blvd., turn left. Continue to North Harbor Dr. Make U-turn on North Harbor Dr. at Airport Terminal #2 entrance. Watch for signs to Camp Nimitz, right turn.

From I-5, South: Exit Sassafras St./Airport turn right on Laurel St. Stay right and merge onto North Harbor Dr. Watch for signs to Camp Nimitz, right turn.

From I-5, North: Exit Hawthorn St./Airport to North Harbor Dr., right turn. Watch for signs to Camp Nimitz (right lane).

4347 North Harbor Drive, San Diego, CA