

CUYAMACA COLLEGE
ACADEMIC PROGRAM CHANGES
November 2020
for the
2020-2021, and
2021-2022 CATALOGS

COURSE ADDITIONS

(Effective Spring 2021)

MUSIC 123 – HISTORY OF HIP-HOP CULTURE

3 UNITS

Prerequisite: None

3 hours lecture

This is a survey course that will examine the origins and rise of Hip-Hop as an artistic form and global cultural phenomenon. It is designed for students who wish to examine and explore Hip-Hop culture, while developing background knowledge of Hip-Hop history from the early 1970's South Bronx to its national and international role today. The connections between rap music and the other elements of Hip-Hop culture will be explored and students will be challenged to think critically about rap music and its place in society. Controversial subjects such as censorship, racism, sexism, and racial politics in America will be discussed as they relate to the subject matter.

CSU

POLITICAL SCIENCE 165 – INTRODUCTION TO THE POLITICS OF RACE AND GENDER

3 UNITS

Prerequisite: None

3 hours lecture

This course is an introduction to the politics of race and gender. The course offers an overview of the identity, status, and power of groups that have traditionally been politically disadvantaged in the United States. These groups include, but are not limited to, African Americans, Asian-Americans, Native Americans, Latinx, LGBT, and Women.

CSU

SOCIOLOGY 138– SOCIAL PSYCHOLOGY

3 UNITS

Prerequisite: None

3 hours lecture

Examination of the individual's perception of and reaction to other people and social influences. Topics such as attitude formation, prejudice and discrimination, helping behavior, aggression, conformity, obedience, cooperation and conflict reduction, and group behavior are explored. *Also listed as PSY 138. Not open to students with credit in PSY 138.*

CSU

(Effective Fall 2021)

COMPUTER AND INFORMATION SCIENCE 272 – PALO ALTO NETWORKS FIREWALL CONFIGURATION, MANAGEMENT, AND THREAT PREVENTION

3 UNITS

Prerequisite: "C" grade or higher or "Pass" in CIS 270 and CIS 271 or equivalent

2 hours lecture, 3 hours laboratory

Palo Alto Networks firewalls are leaders in Cybersecurity. This is the third course designed to teach students how to plan for security, design and implement Palo Alto firewalls for optimum protection. Students will learn to build and deploy high availability firewalls for the defense of Enterprise network architecture. Students will also learn features necessary for setting up traffic handling, advanced content and user identification, quality of service, GlobalProtect, monitoring and reporting, and high availability of next-generation firewalls. This course prepares students to take the Palo Alto Certified Network Security Engineer (PCNSE) exam.

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COURSE MODIFICATIONS

The following reflect changes in subject designator, course number and/or title, prerequisite/corequisite/recommended preparation, units, hours, and/or course description. Other areas (e.g., course objectives, course content, student learning outcomes, etc.) may also have been modified to meet Title 5 standards (reflected as “*Review and update of course outline*”). These modifications have been carefully reviewed by the Curriculum, General Education and Academic Policies and Procedures Committee.

PRESENT	PROPOSED CHANGES TO AREAS AS INDICATED
<i>(Effective Spring 2021)</i>	
AMERICAN SIGN LANGUAGE 125 – AMERICAN SIGN LANGUAGE WITH INFANTS AND TODDLERS	<i>Review and update of course outline</i>
AMERICAN SIGN LANGUAGE 126 – AMERICAN SIGN LANGUAGE WITH SCHOOL AGE CHILDREN	<i>Review and update of course outline</i>
AMERICAN SIGN LANGUAGE 130 – AMERICAN SIGN LANGUAGE: FINGERSPELLING	<i>Review and update of course outline</i>
AMERICAN SIGN LANGUAGE 220 – AMERICAN SIGN LANGUAGE III	<i>Review and update of course outline</i>
AMERICAN SIGN LANGUAGE 221 – AMERICAN SIGN LANGUAGE IV	<i>Review and update of course outline</i>
ANTHROPOLOGY 120 – CULTURAL ANTHROPOLOGY	<i>Review and update of course outline</i>
ANTHROPOLOGY 130 – INTRODUCTION TO PHYSICAL ANTHROPOLOGY	<i>Review and update of course outline</i>
ANTHROPOLOGY 140 – INTRODUCTION TO ARCHAEOLOGY	<i>Review and update of course outline</i>
ANTHROPOLOGY 150- INTRODUCTION TO CULTURAL RESOURCE MANAGEMENT	<i>Review and update of course outline</i>
ART 224 – DRAWING III	<i>Review and update of course outline</i>
ART 225 – DRAWING IV	<i>Review and update of course outline</i>
ASTRONOMY 112 – GENERAL ASTRONOMY LABORATORY	<i>Review and update of course outline</i>
AUTOMOTIVE TECHNOLOGY 100 – INTRODUCTION TO AUTOMOTIVE TECHNOLOGY LAB	<i>Review and update of course outline</i>
AUTOMOTIVE TECHNOLOGY 123 – ENGINE PERFORMANCE II – EMISSION SYSTEMS	<i>Review and update of course outline</i>
AUTOMOTIVE TECHNOLOGY 141 – EMISSION CONTROL LICENSE FUNDAMENTALS LEVEL I INSPECTOR TRAINING	<i>Review and update of course outline</i>
AUTOMOTIVE TECHNOLOGY 142 – EMISSION LICENSE PROCEDURES LEVEL II INSPECTOR TRAINING	<i>Review and update of course outline</i>
AUTOMOTIVE TECHNOLOGY 180 – AUTOMOTIVE SERVICE ADVISOR	<i>Review and update of course outline</i>
BIOLOGY 115 – BIOLOGY OF ALCOHOL AND OTHER DRUGS	<i>Review and update of course outline</i>
BIOLOGY 122 – THE SECRET LIFE OF PLANTS	<i>Review and update of course outline</i>
BIOLOGY 134 – ETHNOBOTANY	<i>Review and update of course outline</i>
BIOLOGY 135 – ETHNOBOTANY/ETHNOECOLOGY LAB	<i>Review and update of course outline</i>
BIOLOGY 140 – HUMAN ANATOMY	<i>Review and update of course outline</i>
BIOLOGY 141 – HUMAN PHYSIOLOGY	<i>Review and update of course outline</i>
BIOLOGY 141L – LABORATORY IN HUMAN PHYSIOLOGY	<i>Review and update of course outline</i>
BIOLOGY 152 – PARAMEDICAL MICROBIOLOGY	<i>Review and update of course outline</i>
BIOLOGY 215 – STATISTICS FOR LIFE SCIENCES	<i>Review and update of course outline</i>
BIOLOGY 230 – PRINCIPLES OF CELLULAR, MOLECULAR AND EVOLUTIONARY BIOLOGY	<i>Review and update of course outline</i>
BIOLOGY 240 – PRINCIPLES OF ECOLOGY, EVOLUTION AND ORGANISMAL BIOLOGY	<i>Review and update of course outline</i>
BUSINESS 109 – ELEMENTARY ACCOUNTING	<i>Review and update of course outline</i>
BUSINESS 122 – INTERMEDIATE ACCOUNTING	<i>Review and update of course outline</i>
BUSINESS 124 – AUDITING	<i>Review and update of course outline</i>

PRESENT	PROPOSED CHANGES TO AREAS AS INDICATED
BUSINESS 129 – PAYROLL ACCOUNTING AND BUSINESS TAXES	<i>Review and update of course outline</i>
BUSINESS 150 – INDIVIDUAL INCOME TAX ACCOUNTING	<i>Review and update of course outline</i>
BUSINESS 162 – ANALYSIS OF FINANCIAL STATEMENTS	<i>Review and update of course outline</i>
CADD TECHNOLOGY 125 – INTRO TO 3D SOLID MODELING Advanced graphic communication using solid modeling techniques and software (SolidWorks). Techniques include feature based part construction using extrudes, cuts and revolves; advanced surface shaping using lofts and sweeps; and assembly construction and constraining in an engineering design environment. Students will continue to develop 2D drafting skills including proper organization and layout of component drawing views, dimensioning and tolerancing in accordance with ANSI standard, sectioning and detailing, detail descriptive geometry, and introduction to manufacturing processes of mechanical parts such as sheet metal process and molding, introduction to 3D printing technology. <i>Also listed as ENGR 125. Not open to students with credit in ENGR 125.</i>	SOLID MODELING DESIGN This is advanced graphic communication course using solid modeling techniques. This course covers feature based solid part construction including extrudes, cuts and revolves; advanced surface shaping using lofts and sweeps. This also covers assembly construction and constraining in an engineering design environment. Students learn how to produce technical/engineering drawing including proper layout of component drawing views, sectioning and detailing. Threads and fasteners are also included in this course. Dimensioning and tolerancing will be taught in accordance with ANSI standard. Introduction to 3D printing technology (aka Additive Manufacturing) is part of this course. SolidWorks software is used throughout the course. <i>Also listed as ENGR 125. Not open to students with credit in ENGR 125.</i>
COMPUTER SCIENCE 181 – INTRODUCTION TO C++ PROGRAMMING Introduction to computer programming using C++. Students with no previous programming experience in C++ will learn how to plan and create well-structured programs, write programs using sequence, selection and repetition structures, and create and manipulate sequential access files, structs, classes, pointers and arrays.	Introduction to computer programming using a C family language. Students with no previous programming experience in C++ will learn computer organization and operation, binary representation of information, how to plan and create well-structured programs, write programs using sequence, selection and repetition structures, and create and manipulate sequential access files, structs, classes, pointers and arrays.
ELECTRONICS TECHNOLOGY 110 – INTRODUCTION TO BASIC ELECTRONICS	<i>Review and update of course outline</i>
ENGINEERING 125 – INTRO TO 3D SOLID MODELING Advanced graphic communication using solid modeling techniques and software (SolidWorks). Techniques include feature based part construction using extrudes, cuts and revolves; advanced surface shaping using lofts and sweeps; and assembly construction and constraining in an engineering design environment. Students will continue to develop 2D drafting skills including proper organization and layout of component drawing views, dimensioning and tolerancing in accordance with ANSI standard, sectioning and detailing, detail descriptive geometry, and introduction to manufacturing processes of mechanical parts such as sheet metal process and molding, introduction to 3D printing technology. <i>Also listed as CADD 125. Not open to students with credit in CADD 125.</i>	SOLID MODELING DESIGN This is advanced graphic communication course using solid modeling techniques. This course covers feature based solid part construction including extrudes, cuts and revolves; advanced surface shaping using lofts and sweeps. This also covers assembly construction and constraining in an engineering design environment. Students learn how to produce technical/engineering drawing including proper layout of component drawing views, sectioning and detailing. Threads and fasteners are also included in this course. Dimensioning and tolerancing will be taught in accordance with ANSI standard. Introduction to 3D printing technology (aka Additive Manufacturing) is part of this course. SolidWorks software is used throughout the course. <i>Also listed as CADD 125. Not open to students with credit in CADD 125.</i>
ENGLISH 122 – INTRODUCTION TO LITERATURE	<i>Review and update of course outline</i>
ENGLISH 202 – INTRODUCTION TO FILM AS LITERATURE	<i>Review and update of course outline</i>
ENGLISH 214 – MASTERPIECES OF DRAMA	<i>Review and update of course outline</i>
ENGLISH AS A SECOND LANGUAGE 1A – ACCELERATED READING AND WRITING FOR ENGLISH AS A SECOND LANGUAGE	<i>Review and update of course outline</i>
ENGLISH AS A SECOND LANGUAGE 1AG – GRAMMAR FOR ESL ACCELERATED READING AND WRITING	<i>Review and update of course outline</i>
ENGLISH AS A SECOND LANGUAGE 1B – ADVANCED ACCELERATED READING AND WRITING FOR ENGLISH AS A SECOND LANGUAGE	<i>Review and update of course outline</i>
ENGLISH AS A SECOND LANGUAGE 1BG – GRAMMAR FOR ADVANCED ESL READING AND WRITING	<i>Review and update of course outline</i>
ENGLISH AS A SECOND LANGUAGE 2A – ACCELERATED COMPOSITION FOR ENGLISH AS A SECOND LANGUAGE	<i>Review and update of course outline</i>
ENGLISH AS A SECOND LANGUAGE 2AG – GRAMMAR FOR ESL ACCELERATED COMPOSITION Prerequisite: “C” grade or higher or “Pass” in ESL 1B or equivalent, or “B” grade or higher in ESL 1A, or assessment, or concurrent enrollment in ESL 2A	Prerequisite: None

PRESENT	PROPOSED CHANGES TO AREAS AS INDICATED
ENGLISH AS A SECOND LANGUAGE 2B – ADVANCED ACCELERATED COMPOSITION FOR ENGLISH AS A SECOND LANGUAGE	<i>Review and update of course outline</i>
ENGLISH AS A SECOND LANGUAGE 2BG – GRAMMAR FOR ESL ADVANCED ACCELERATED COMPOSITION	<i>Review and update of course outline</i>
ENGLISH AS A SECOND LANGUAGE 010 – AMERICAN CULTURE I	<i>Review and update of course outline</i>
ENGLISH AS A SECOND LANGUAGE 020 – AMERICAN CULTURE II	<i>Review and update of course outline</i>
ENGLISH AS A SECOND LANGUAGE ESL 050 – BASIC ACCELERATED READING AND WRITING FOR ENGLISH AS A SECOND LANGUAGE	<i>Review and update of course outline</i>
ENGLISH AS A SECOND LANGUAGE 050G – BASIC GRAMMAR FOR ESL ACCELERATED READING AND WRITING	<i>Review and update of course outline</i>
ENVIRONMENTAL HEALTH AND SAFETY MANAGEMENT 201 – INTRODUCTION TO INDUSTRIAL HYGIENE AND OCCUPATIONAL HEALTH	<i>Review and update of course outline</i>
ENVIRONMENTAL HEALTH AND SAFETY MANAGEMENT 240 – COOPERATIVE WORK EXPERIENCE	<i>Review and update of course outline</i>
EXERCISE SCIENCE 001 – ADAPTED PHYSICAL EXERCISE	<i>Review and update of course outline</i>
EXERCISE SCIENCE 009A – BEGINNING AEROBIC DANCE EXERCISE	<i>Review and update of course outline</i>
EXERCISE SCIENCE 009B – INTERMEDIATE AEROBIC DANCE EXERCISE	<i>Review and update of course outline</i>
EXERCISE SCIENCE 009C – ADVANCED AEROBIC DANCE EXERCISE	<i>Review and update of course outline</i>
EXERCISE SCIENCE 010 – CARDIOVASCULAR FITNESS AND NUTRITION	<i>Review and update of course outline</i>
EXERCISE SCIENCE 011 – CIRCUIT TRAINING	<i>Review and update of course outline</i>
EXERCISE SCIENCE 014A – BEGINNING BODY BUILDING	<i>Review and update of course outline</i>
EXERCISE SCIENCE 014B – INTERMEDIATE BODY BUILDING	<i>Review and update of course outline</i>
EXERCISE SCIENCE 014C – ADVANCED BODY BUILDING	<i>Review and update of course outline</i>
EXERCISE SCIENCE 019A – BEGINNING PHYSICAL FITNESS	<i>Review and update of course outline</i>
EXERCISE SCIENCE 019B – INTERMEDIATE PHYSICAL FITNESS	<i>Review and update of course outline</i>
EXERCISE SCIENCE 019C – ADVANCED PHYSICAL FITNESS	<i>Review and update of course outline</i>
EXERCISE SCIENCE 024A – BEGINNING FITNESS BOOT CAMP	<i>Review and update of course outline</i>
EXERCISE SCIENCE 024A – BEGINNING FITNESS BOOT CAMP	<i>Review and update of course outline</i>
EXERCISE SCIENCE 024B - INTERMEDIATE FITNESS BOOT CAMP	<i>Review and update of course outline</i>
EXERCISE SCIENCE 024C - ADVANCED FITNESS BOOT CAMP	<i>Review and update of course outline</i>
EXERCISE SCIENCE 028A – BEGINNING YOGA	<i>Review and update of course outline</i>
EXERCISE SCIENCE 028B – INTERMEDIATE YOGA	<i>Review and update of course outline</i>
EXERCISE SCIENCE 028C – ADVANCED YOGA	<i>Review and update of course outline</i>
EXERCISE SCIENCE 155A – BEGINNING BASKETBALL	<i>Review and update of course outline</i>
EXERCISE SCIENCE 155B – INTERMEDIATE BASKETBALL	<i>Review and update of course outline</i>
EXERCISE SCIENCE 155C – ADVANCED BASKETBALL	<i>Review and update of course outline</i>
EXERCISE SCIENCE 170A – BEGINNING SOCCER	<i>Review and update of course outline</i>
EXERCISE SCIENCE 170B – INTERMEDIATE SOCCER	<i>Review and update of course outline</i>
EXERCISE SCIENCE 170C – ADVANCED SOCCER	<i>Review and update of course outline</i>
EXERCISE SCIENCE 175A – BEGINNING VOLLEYBALL	<i>Review and update of course outline</i>
EXERCISE SCIENCE 175B – INTERMEDIATE VOLLEYBALL	<i>Review and update of course outline</i>
EXERCISE SCIENCE 175C – ADVANCED VOLLEYBALL	<i>Review and update of course outline</i>
EXERCISE SCIENCE 206 – INTERCOLLEGIATE BASKETBALL	<i>Review and update of course outline</i>
EXERCISE SCIENCE 209 – INTERCOLLEGIATE CROSS-COUNTRY	<i>Review and update of course outline</i>

PRESENT	PROPOSED CHANGES TO AREAS AS INDICATED
EXERCISE SCIENCE 213 – INTERCOLLEGIATE GOLF	<i>Review and update of course outline</i>
EXERCISE SCIENCE 218 – INTERCOLLEGIATE SOCCER	<i>Review and update of course outline</i>
EXERCISE SCIENCE 227 – INTERCOLLEGIATE TRACK	<i>Review and update of course outline</i>
EXERCISE SCIENCE 230 – INTERCOLLEGIATE VOLLEYBALL	<i>Review and update of course outline</i>
EXERCISE SCIENCE 249 – COMPETENCIES FOR INTERCOLLEGIATE ATHLETES	<i>Review and update of course outline</i>
EXERCISE SCIENCE 255 – CARE AND PREVENTION OF ATHLETIC INJURIES	<i>Review and update of course outline</i>
GRAPHIC DESIGN 115 – INTRODUCTION TO MULTIMEDIA	<i>Review and update of course outline</i>
GRAPHIC DESIGN 129 – PAGE LAYOUT	<i>Review and update of course outline</i>
GRAPHIC DESIGN 210 – PROFESSIONAL DIGITAL PHOTOGRAPHY I	<i>Review and update of course outline</i>
GRAPHIC DESIGN 211 – PROFESSIONAL DIGITAL PHOTOGRAPHY II	<i>Review and update of course outline</i>
GRAPHIC DESIGN 212 – PROFESSIONAL DIGITAL PHOTOGRAPHY III	<i>Review and update of course outline</i>
GRAPHIC DESIGN 225 – DIGITAL ILLUSTRATION	<i>Review and update of course outline</i>
GRAPHIC DESIGN 230 – GRAPHIC DESIGN WORK EXPERIENCE	<i>Review and update of course outline</i>
HEALTH EDUCATION 120 – PERSONAL HEALTH AND LIFESTYLES	<i>Review and update of course outline</i>
HEALTH EDUCATION 201 – INTRODUCTION TO PUBLIC HEALTH	<i>Review and update of course outline</i>
HEALTH EDUCATION 203 – SUBSTANCE ABUSE AND PUBLIC HEALTH	<i>Review and update of course outline</i>
HEALTH EDUCATION 251 – HEALTHY LIFESTYLES: THEORY AND APPLICATION	<i>Review and update of course outline</i>
MATHEMATICS 020 – FOUNDATIONS FOR QUANTITATIVE REASONING	<i>Review and update of course outline</i>
MATHEMATICS 076 – FOUNDATIONS FOR PRECALCULUS	<i>Review and update of course outline</i>
MATHEMATICS 078 – FOUNDATIONS FOR CALCULUS FOR BUSINESS SOCIAL & BEHAVIORAL SCIENCES	<i>Review and update of course outline</i>
MATHEMATICS 120 – QUANTITATIVE REASONING	<i>Review and update of course outline</i>
MATHEMATICS 125 – STRUCTURE AND CONCEPTS OF ELEMENTARY MATHEMATICS I	<i>Review and update of course outline</i>
MATHEMATICS 126 – STRUCTURE AND CONCEPTS OF ELEMENTARY MATHEMATICS II	<i>Review and update of course outline</i>
MATHEMATICS 170 – ANALYTIC TRIGONOMETRY	<i>Review and update of course outline</i>
MATHEMATICS 178 – CALCULUS FOR BUSINESS, SOCIAL AND BEHAVIORAL SCIENCES	<i>Review and update of course outline</i>
MATHEMATICS 280 – ANALYTIC GEOMETRY AND CALCULUS II	<i>Review and update of course outline</i>
MATHEMATICS 281 – MULTIVARIABLE CALCULUS	<i>Review and update of course outline</i>
MATHEMATICS 285 – DIFFERENTIAL EQUATIONS	<i>Review and update of course outline</i>
MUSIC 001 – MUSIC FUNDAMENTALS	<i>Review and update of course outline</i>
MUSIC 090 – Preparatory Performance Studies I	<i>Review and update of course outline</i>
MUSIC 091 – Preparatory Performance Studies II	<i>Review and update of course outline</i>
MUSIC 104 – INTRODUCTION TO THE MUSIC INDUSTRY	<i>Review and update of course outline</i>
MUSIC 105 – MUSIC THEORY AND PRACTICE I	<i>Review and update of course outline</i>
MUSIC 106 – MUSIC THEORY AND PRACTICE II Continuation of MUS 105. Four-part writing, 7th chords, cadences and non-chord tones. Rhythmic and melodic dictation and harmonic ear training. Sight singing. Analysis of Bach chorales and binary and ternary forms.	Continuation of MUS 105 including both written and aural aspects of music theory. Four-part writing, 7th chords, cadences and non-chord tones. Rhythmic and melodic dictation and harmonic ear training. Sight singing. Analysis of Bach chorales and binary and ternary forms.
MUSIC 108 – ROCK, POP AND SOUL ENSEMBLE	<i>Review and update of course outline</i>

PRESENT	PROPOSED CHANGES TO AREAS AS INDICATED
MUSIC 109 – ROCK, POP AND SOUL ENSEMBLE	<i>Review and update of course outline</i>
MUSIC 110 – GREAT MUSIC LISTENING	<i>Review and update of course outline</i>
MUSIC 117 – INTRODUCTION TO MUSIC HISTORY AND LITERATURE	<i>Review and update of course outline</i>
MUSIC 118 – INTRODUCTION TO MUSIC	<i>Review and update of course outline</i>
MUSIC 120 – INTRODUCTION TO MUSIC TECHNOLOGY	<i>Review and update of course outline</i>
MUSIC 121 – MUSIC INDUSTRY SEMINAR	<i>Review and update of course outline</i>
MUSIC 122 – MUSIC INDUSTRY SEMINAR	<i>Review and update of course outline</i>
MUSIC 126 – CLASS GUITAR I	<i>Review and update of course outline</i>
MUSIC 127 – CLASS GUITAR II	<i>Review and update of course outline</i>
MUSIC 132 – CLASS PIANO I	<i>Review and update of course outline</i>
MUSIC 133 – CLASS PIANO II	<i>Review and update of course outline</i>
MUSIC 152 – CONCERT BAND	<i>Review and update of course outline</i>
MUSIC 153 – CONCERT BAND	<i>Review and update of course outline</i>
MUSIC 158 – CHORUS	<i>Review and update of course outline</i>
MUSIC 159 – CHORUS	<i>Review and update of course outline</i>
MUSIC 170 – CLASS VOICE	<i>Review and update of course outline</i>
MUSIC 171 – CLASS VOICE	<i>Review and update of course outline</i>
MUSIC 184 – DIGITAL AUDIO RECORDING AND PRODUCTION	<i>Review and update of course outline</i>
MUSIC 190 – PERFORMANCE STUDIES	<i>Review and update of course outline</i>
MUSIC 191 – PERFORMANCE STUDIES	<i>Review and update of course outline</i>
MUSIC 205 – MUSIC THEORY AND PRACTICE III	<i>Review and update of course outline</i>
MUSIC 206 – MUSIC THEORY AND PRACTICE IV	<i>Review and update of course outline</i>
MUSIC 208 – ROCK, POP AND SOUL ENSEMBLE	<i>Review and update of course outline</i>
MUSIC 209 – ROCK, POP AND SOUL ENSEMBLE	<i>Review and update of course outline</i>
MUSIC 221 – MUSIC INDUSTRY SEMINAR	<i>Review and update of course outline</i>
MUSIC 222 – MUSIC INDUSTRY SEMINAR	<i>Review and update of course outline</i>
MUSIC 226 – CLASS GUITAR III	<i>Review and update of course outline</i>
MUSIC 227 – CLASS GUITAR IV	<i>Review and update of course outline</i>
MUSIC 232 – CLASS PIANO III	<i>Review and update of course outline</i>
MUSIC 233 – CLASS PIANO IV	<i>Review and update of course outline</i>
MUSIC 252 – CONCERT BAND	<i>Review and update of course outline</i>
MUSIC 253 – CONCERT BAND	<i>Review and update of course outline</i>
MUSIC 258 – CHORUS	<i>Review and update of course outline</i>
MUSIC 259 – CHORUS	<i>Review and update of course outline</i>
MUSIC 270 – CLASS VOICE	<i>Review and update of course outline</i>
MUSIC 271 – CLASS VOICE	<i>Review and update of course outline</i>
MUSIC 290 – PERFORMANCE STUDIES	<i>Review and update of course outline</i>
MUSIC 291 – PERFORMANCE STUDIES	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 102 – XERISCAPE: WATER CONSERVATION IN THE LANDSCAPE	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 105 – EDIBLES IN URBAN LANDSCAPES	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 116 – FLORAL DESIGN II	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 117 – WEDDING DESIGN I	<i>Review and update of course outline</i>

PRESENT	PROPOSED CHANGES TO AREAS AS INDICATED
ORNAMENTAL HORTICULTURE 118 – SPECIAL OCCASION FLORAL DESIGN	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 120 – FUNDAMENTALS OF ORNAMENTAL HORTICULTURE	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 121 – PLANT PROPAGATION	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 130 - PLANT PEST CONTROL	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 140 – SOILS	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 170 – PLANT MATERIALS: TREES AND SHRUBS	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 174 – TURF AND GROUND COVER MANAGEMENT	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 180 – PLANT MATERIALS: ANNUALS AND PERENNIALS	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 225 – LANDSCAPE CONTRACTING	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 235 – PRINCIPLES OF LANDSCAPE IRRIGATION	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 250 – LANDSCAPE WATER MANAGEMENT	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 255 – SUSTAINABLE URBAN LANDSCAPE PRINCIPLES AND PRACTICES	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 260 – ARBORICULTURE	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 263 – URBAN FORESTRY	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 265 – GOLF COURSE AND SPORTS TURF MANAGEMENT	<i>Review and update of course outline</i>
ORNAMENTAL HORTICULTURE 275 – DIAGNOSING HORTICULTURAL PROBLEMS	<i>Review and update of course outline</i>
PARALEGAL STUDIES 110 – CIVIL LITIGATION PRACTICE AND PROCEDURES	<i>Review and update of course outline</i>
PARALEGAL STUDIES 130 – LEGAL RESEARCH AND WRITING	<i>Review and update of course outline</i>
PARALEGAL STUDIES 135 – BANKRUPTCY LAW	<i>Review and update of course outline</i>
<p>PARALEGAL STUDIES 140 – CRIMINAL LAW AND PROCEDURES 3 hours lecture, 3 units The California Criminal Code and Rules of Criminal Procedure will be the foundation of this examination of the pre-trial and post-trial procedures in a criminal case. Students will be exposed to the criminal justice system from the elements of offenses through post-conviction remedies. The drafting of motions and other documents associated with criminal matters will be included.</p>	<p>INTRODUCTION TO CRIMINAL LAW AND PROCEDURES 1 hour lecture, 1 unit The California Penal Code and Rules of Criminal Procedure will be the foundation of this preliminary-examination of the substantive and procedural laws in a criminal case. Students will be exposed to the basics of the criminal justice system from the elements of offenses through post-conviction remedies. The drafting of documents associated with criminal matters will be included.</p>
PARALEGAL STUDIES 250 – INTERNSHIP	<i>Review and update of course outline</i>
PERSONAL DEVELOPMENT–SUCCESS SERVICES 096 – COGNITIVE COMMUNICATION SKILLS AND STRATEGIES	<i>Review and update of course outline</i>
<p>PSYCHOLOGY 138 – SOCIAL PSYCHOLOGY Examination of the individual’s perception of and reaction to other people and social influences. Topics such as attitude formation, prejudice and discrimination, helping behavior, aggression, conformity, obedience, cooperation and conflict reduction, and group behavior are explored.</p>	<p>Examination of the individual’s perception of and reaction to other people and social influences. Topics such as attitude formation, prejudice and discrimination, helping behavior, aggression, conformity, obedience, cooperation and conflict reduction, and group behavior are explored. <i>Also listed as SOC 138. Not open to students with credit in SOC 138.</i></p>
REAL ESTATE 250 – REAL ESTATE INTERNSHIP	<i>Review and update of course outline</i>
SCIENCE 100 – SUCCESS IN SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM)	<i>Review and update of course outline</i>
THEATRE ARTS 110 – INTRODUCTION TO THE THEATRE	<i>Review and update of course outline</i>
<i>(Modifications Effective Fall 2021, see next page)</i>	

PRESENT	PROPOSED CHANGES TO AREAS AS INDICATED
<i>(Effective Fall 2021)</i>	
ARABIC 120 – ARABIC I	<i>Review and update of course outline</i>
ARABIC 121 – ARABIC II	<i>Review and update of course outline</i>
BUSINESS 155 – HUMAN RESOURCES MANAGEMENT	<i>Review and update of course outline</i>
BUSINESS 156 – PRINCIPLES OF MANAGEMENT	<i>Review and update of course outline</i>
BUSINESS 161 – BUSINESS INTERNSHIP	<i>Review and update of course outline</i>
BUSINESS OFFICE TECHNOLOGY 106 – EFFECTIVE JOB SEARCH	<i>Review and update of course outline</i>
BUSINESS OFFICE TECHNOLOGY 150 – USING MICROSOFT PUBLISHER	<i>Review and update of course outline</i>
BUSINESS OFFICE TECHNOLOGY 174 – COMPUTER CONCEPTS AND APPLICATIONS	<i>Review and update of course outline</i>
CHEMISTRY 020 – STRATEGIES FOR SUCCESS IN CHEM 120	<i>Review and update of course outline</i>
CHEMISTRY 232 – ORGANIC CHEMISTRY II	<i>Review and update of course outline</i>
CHILD DEVELOPMENT 129 – LANGUAGE AND LITERATURE FOR CHILD DEVELOPMENT	<i>Review and update of course outline</i>
<p>COUNSELING 095 – ACADEMIC AND FINANCIAL AID PLANNING This course will familiarize students with: (a) financial aid resources available to them to meet educational expenses; (b) Cuyamaca College’s Financial Aid Satisfactory Academic Progress Policy; (c) federal/state regulations for determining and maintaining eligibility for financial aid eligibility; (d) the student’s rights and responsibilities in receiving aid. Students will learn how to prepare an income and expense budget. They will receive an overview of campus resources. Finally, they will develop a two semester education plan to meet their objectives. Pass/No Pass only. Non-degree applicable.</p>	<p>This course will familiarize students with: (a) financial aid resources available to them to meet educational expenses; (b) Cuyamaca College’s Financial Aid Satisfactory Academic Progress Policy; (c) federal/state regulations for determining and maintaining eligibility for financial aid eligibility; (d) the student’s rights and responsibilities in receiving aid. Pass/No Pass only. Non-degree applicable.</p>
<p>COUNSELING 101 – INTRODUCTION TO COLLEGE An introductory course designed to assist the student with a successful transition to college. An overview of student responsibilities, college expectations, and success strategies will be discussed. Students will learn about the college; its facilities, services, academic regulations, general education requirements, and certificate, degree and transfer options. Students will receive preliminary guidance in education planning. Pass/No Pass only. Non-degree applicable.</p>	<p>An introductory course designed to assist students with a successful transition to college. An overview of student responsibilities, college expectations, college and career success strategies will be discussed. Students will learn about the college; its facilities, services, academic regulations, general education requirements, and certificate, degree and transfer options. Students will receive preliminary guidance in education planning. Pass/No Pass only. Non-degree applicable.</p>
REAL ESTATE 190 – REAL ESTATE PRINCIPLES	<i>Review and update of course outline</i>

DEACTIVATIONS

Courses	Reason For Deletion per Department Faculty and/or Advisory Committee Recommendations
OH 171 – Landscape Drafting	Recommendation of the department faculty. Replaced by new course from last year, OH 150 Landscape Architecture I.
OH 172 – Introduction to Landscape Design	Recommendation of the department faculty. Replaced by new course from last year, OH 150 Landscape Architecture I.
OH 173 – Intermediate Landscape Design	Recommendation of the department faculty. Replaced by new course from last year, OH 151 Landscape Architecture II.
OH 175 – Advanced Landscape Design	Recommendation of the department faculty. Replaced by new course from last year, OH 151 Landscape Architecture II.
RE 125 – Escrow Procedures	Recommendation of the department faculty. Course has not been offered for ten years.
RE 292 – Mortgage Loan Brokering and Lending	Recommendation of the department faculty. Course has not been offered for twelve years.
RE 294 – Advanced Real Estate Appraisal	Recommendation of the department faculty. Course has not been offered for twelve years.

DELETIONS

Courses, Program, Certificate	Reason For Deletion per Department Faculty and/or Advisory Committee Recommendations
BOT 095 – Keyboarding Skill Reinforcement	Recommendation of the department faculty. This is a standalone course and is no longer offered.

DISTANCE EDUCATION

(Effective Spring 2021)

Course	Title
ASL 125	American Sign Language With Infants And Toddlers
ASL 126	American Sign Language With School Age Children
ASL 130	American Sign Language: Fingerspelling
ASL 220	American Sign Language III
ASL 221	American Sign Language IV
BUS 124	Auditing
BUS 162	Analysis of Financial Statements
ES 009A	Beginning Aerobic Dance Exercise
ES 009B	Intermediate Aerobic Dance Exercise
ES 009C	Advanced Aerobic Dance Exercise
ES 014A	Beginning Body Building
ES 014B	Intermediate Body Building
ES 014C	Advanced Body Building
ES 019A	Beginning Physical Fitness

ES 019B	Intermediate Physical Fitness
ES 019C	Advanced Physical Fitness
ES 028A	Beginning Yoga
ES 028B	Intermediate Yoga
ES 028C	Advanced Yoga
ES 255	Care And Prevention of Athletic Injuries
ESL 2A	Accelerated Composition for English As A Second Language
ESL 2AG	Grammar for ESL Accelerated Composition
ESL 2B	Advanced Accelerated Composition for English as a Second Language
ESL 2BG	Grammar for ESL Advanced Accelerated Composition
HED 251	Healthy Lifestyles: Theory and Application
MUS 123	History of Hip-Hop Culture
PARA 140	Criminal Law and Procedures
POSC 165	Introduction to the Politics of Race and Gender

EMERGENCY REMOTE TEACHING

(Effective Spring 2021)

Course	Title
ANTH 120	Cultural Anthropology
ANTH 130	Introduction to Physical Anthropology
ANTH 140	Introduction to Archaeology
ANTH 150	Introduction to Cultural Resource Management
ART 224	Drawing III
ART 225	Drawing IV
ASTR 112	General Astronomy Laboratory
AUTO 100	Introduction to Automotive Technology
AUTO 123	Engine Performance II – Emission Systems
AUTO 141	Emission Control License Fundamentals Level I Inspector Training
AUTO 142	Emission License Procedures Level II Inspector Training
AUTO 180	Automotive Service Advisor
BIO 115	Biology Of Alcohol and Other Drugs
BIO 122	The Secret Life of Plants
BIO 134	Ethnobotany
BIO 135	Ethnobotany/Ethnoecology Lab
BIO 140	Human Anatomy
BIO 141	Human Physiology
BIO 141L	Laboratory in Human Physiology
BIO 152	Paramedical Microbiology
BIO 215	Statistics for Life Sciences
BIO 230	Principles of Cellular, Molecular And Evolutionary Biology

BIO 240	Principles of Ecology, Evolution and Organismal Biology
BUS 109	Elementary Accounting
BUS 122	Intermediate Accounting
BUS 129	Payroll Accounting and Business Taxes
BUS 150	Individual Income Tax Accounting
EHSM 201	Introduction to Industrial Hygiene and Occupational Health
EHSM 240	Cooperative Work Experience
ES 001	Adapted Physical Exercise
ES 010	Cardiovascular Fitness and Nutrition
ES 011	Circuit Training
ES 024A	Beginning Fitness Boot Camp
ES 024B	Intermediate Fitness Boot Camp
ES 024C	Advanced Fitness Boot Camp
ES 155A	Beginning Basketball
ES 155B	Intermediate Basketball
ES 155C	Advanced Basketball
ES 170A	Beginning Soccer
ES 170B	Intermediate Soccer
ES 170C	Advanced Soccer
ES 175A	Beginning Volleyball
ES 175B	Intermediate Volleyball
ES 175C	Advanced Volleyball
ES 206	Intercollegiate Basketball
ES 209	Intercollegiate Cross-Country
ES 213	Intercollegiate Golf
ES 218	Intercollegiate Soccer
ES 227	Intercollegiate Track
ES 230	Intercollegiate Volleyball
ES 249	Competencies For Intercollegiate Athletes
ESL 1A	Accelerated Reading and Writing for English as a Second Language
ESL 1AG	Grammar For ESL Accelerated Reading And Writing
ESL 1B	Advanced Accelerated Reading and Writing For English As A Second Language
ESL 1BG	Grammar For Advanced ESL Reading and Writing
ESL 010	American Culture I
ESL 020	American Culture II
ESL 050	Basic Accelerated Reading and Writing for English as a Second Language
ESL 050G	Basic Grammar for ESL Accelerated Reading And Writing
ET 110	Introduction to Basic Electronics
GD 115	Introduction to Multimedia
GD 129	Page Layout

GD 210	Professional Digital Photography I
GD 211	Professional Digital Photography II
GD 212	Professional Digital Photography III
GD 225	Digital Illustration
GD 230	Graphic Design Work Experience
MATH 020	Foundations for Quantitative Reasoning
MATH 076	Foundations for Precalculus
MATH 078	Foundations for Calculus for Business Social & Behavioral Sciences
MATH 120	Quantitative Reasoning
MATH 125	Structure and Concepts of Elementary Mathematics I
MATH 126	Structure and Concepts of Elementary Mathematics II
MATH 170	Analytic Trigonometry
MATH 178	Calculus for Business, Social and Behavioral Sciences
MATH 280	Analytic Geometry and Calculus II
MATH 281	Multivariable Calculus
MATH 285	Differential Equations
MUS 001	Music Fundamentals
MUS 090	Preparatory Performance Studies I
MUS 091	Preparatory Performance Studies II
MUS 104	Introduction to the Music Industry
MUS 105	Music Theory and Practice I
MUS 106	Music Theory and Practice II
MUS 108	Rock, Pop and Soul Ensemble
MUS 109	Rock, Pop and Soul Ensemble
MUS 117	Introduction to Music History and Literature
MUS 118	Introduction to Music
MUS 120	Introduction to Music Technology
MUS 121	Music Industry Seminar
MUS 122	Music Industry Seminar
MUS 126	Class Guitar I
MUS 127	Class Guitar II
MUS 132	Class Piano I
MUS 133	Class Piano II
MUS 152	Concert Band
MUS 153	Concert Band
MUS 158	Chorus
MUS 159	Chorus
MUS 170	Class Voice
MUS 171	Class Voice
MUS 184	Digital Audio Recording and Production

MUS 190	Performance Studies
MUS 191	Performance Studies
MUS 205	Music Theory and Practice III
MUS 206	Music Theory and Practice IV
MUS 208	Rock, Pop and Soul Ensemble
MUS 209	Rock, Pop and Soul Ensemble
MUS 221	Music Industry Seminar
MUS 222	Music Industry Seminar
MUS 226	Class Guitar III
MUS 227	Class Guitar IV
MUS 232	Class Piano III
MUS 233	Class Piano IV
MUS 252	Concert Band
MUS 253	Concert Band
MUS 258	Chorus
MUS 259	Chorus
MUS 270	Class Voice
MUS 271	Class Voice
MUS 290	Performance Studies
MUS 291	Performance Studies
OH 102	Xeriscape: Water Conservation in the Landscape
OH 105	Edibles In Urban Landscapes
OH 116	Floral Design II
OH 117	Wedding Design I
OH 118	Special Occasion Floral Design
OH 120	Fundamentals of Ornamental Horticulture
OH 121	Plant Propagation
OH 130	Plant Pest Control
OH 140	Soils
OH 170	Plant Materials: Trees and Shrubs
OH 174	Turf And Ground Cover Management
OH 180	Plant Materials: Annuals and Perennials
OH 225	Landscape Contracting
OH 235	Principles of Landscape Irrigation
OH 250	Landscape Water Management
OH 255	Sustainable Urban Landscape Principles and Practices
OH 260	Arboriculture
OH 263	Urban Forestry
OH 265	Golf Course and Sports Turf Management
OH 275	Diagnosing Horticultural Problems

PARA 110	Civil Litigation Practice and Procedures
PARA 130	Legal Research and Writing
PARA 132	Computer Assisted Legal Research (CALR)
PARA 135	Bankruptcy Law
PDSS 096	Cognitive Communication Skills and Strategies
SCI 100	Success in Science, Technology, Engineering and Mathematics
THTR 110	Introduction to the THTR

DEGREE AND CERTIFICATE MODIFICATIONS

BUSINESS

IV. ENTREPRENEURSHIP-SMALL BUSINESS MANAGEMENT

Associate in Science Degree

This degree program provides a course of study for students who are interested in developing an appreciation and understanding of the functional areas within the small business environment. The degree provides a working knowledge of small business operations to both the prospective business person as well as the owner/manager of an existing business, ~~and is co-sponsored by the Small Business Administration.~~

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Recognize and appropriately respond to ethical and legal concerns relating to human resource and organizational management.
- Identify and analyze business problems or entrepreneurial opportunities and effectively communicate recommendations for courses of actions.
- Demonstrate an understanding of the requirements to start a new venture, including the basics of leadership, team building, finance, marketing and management.

CAREER OPPORTUNITIES

~~Administrative Assistant~~

~~Assistant Manager~~

~~Bookkeeper~~

Small Business Owner/Manager

Entrepreneur

Intrapreneur (acting as an entrepreneur within a large company)

Franchisee

Consultant

Assistant Manager

Small Business Specialist

Associate Account Manager

Small Business Developer

Business Assistant Coordinator

Associate in Science Degree Requirements:

<i>Course</i>	<i>Title</i>	<i>Units</i>
BUS 109	Elementary Accounting	3
	or	
BUS 120	Financial Accounting	4
BUS 110	Introduction to Business	3
BUS 111	Entrepreneurship: Starting and Developing a Business	3
BUS 125	Business Law: Legal Environment of Business	3
BUS 128	Business Communication	3
		<u>3</u>
		15-16

Select two of the following:

BUS 112	Craft Entrepreneur	2
BUS 115	Human Relations in Business	3
BUS 156	Principles of Management	3
BUS 176	Computerized Accounting Applications	2
		<u>2</u>
		4-6

Select at least three units from the following:

BOT 114	Essential Word	1
BOT 115	Essential Excel	1
BOT 116	Essential Access	1
BOT 117	Essential PowerPoint	1
BOT 132	Google Applications for Business	3
BOT 174	Computer Concepts and Applications	3
		<u>3</u>
		3
	Total Required	22-25
	Plus General Education Requirements	

Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Entrepreneurship–Small Business Management. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

BUSINESS OFFICE TECHNOLOGY

II. ADMINISTRATIVE ASSISTANT Associate in Science Degree

This degree program prepares students for employment in today's business offices which are technology intensive. The curriculum is also appropriate for those wishing to update current skills. Emphasis is on the computerized office and development into supervisory positions.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Associate in Science Degree Requirements:

<i>Course</i>	<i>Title</i>	<i>Units</i>
BOT 100	Basic Keyboarding	1
BOT 101AB	Keyboarding/Document Processing I-II	3
BOT 102AB	Intermediate Keyboarding/Document Processing I-II	3
BOT 104	Filing and Records Management	1
BOT 106	Effective Job Search	1
BOT 107	Office Systems and Procedures	2
BOT 114	Essential Word	1
or		
BOT 120-122	Comprehensive Word Levels I-III	3
BOT 115	Essential Excel	1
or		
BOT 123-125	Comprehensive Excel Levels I-III	3
BOT 116	Essential Access	1
or		
BOT 126-128	Comprehensive Access Levels I-III	3
BOT 117	Essential PowerPoint	1
or		
BOT 129-130	Comprehensive PowerPoint Levels I-II	2
BOT 118	Integrated Office Projects	1
BOT 223-225	Office Work Experience	1-3
BUS 128	Business Communication	3
		<u>16-25-17-26</u>

Select at least five units from the following:

BOT 103ABC	Building Keyboarding Skill I, II, III	.5
BOT 132	Google Application for Business	3
BOT 133	Adobe Acrobat for the Workplace	1
BOT 150	Using Microsoft Publisher	1
BOT 151	Using Microsoft Outlook	1
BUS 109	Elementary Accounting	3
BUS 120	Financial Accounting	4
		5
Total Required		<u>21-30-22-31</u>
Plus General Education Requirements		

Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Administrative Assistant. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

(Business Office Technology continued)

III. EXECUTIVE ASSISTANT Associate in Science Degree

This degree program prepares students for employment in today's business offices which are technology intensive. The curriculum is also appropriate for those wishing to update current skills. Emphasis is on the computerized office and development into supervisory positions.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Associate in Science Degree Requirements:

Course	Title	Units
BOT 100	Basic Keyboarding	1
BOT 101AB	Keyboarding/Document Processing I-II	3
BOT 102AB	Intermediate Keyboarding/Document Processing I-II	3
BOT 120-122	Comprehensive Word Levels I-III	3
BOT 123-125	Comprehensive Excel Levels I-III	3
BOT 126-128	Comprehensive Access Levels I-III	3
BOT 129-130	Comprehensive PowerPoint Levels I-II	2
BOT 151	Using Microsoft Outlook	1
BOT 201	Advanced Keyboarding/Document Processing	3
BOT 223-225	Office Work Experience	1-3
BUS 128	Business Communication	3
		<u>19-21-22</u>

Select at least three units from the following:

BOT 132	Google Application for Business	3
BUS 109	Elementary Accounting	3
BUS 110	Introduction to Business	3
BUS 115	Human Relations in Business	3
BUS 120	Financial Accounting	4
BUS 125	Business Law: Legal Environment of Business	3
		<u>3-4</u>

Select at least three units from the following:

BOT 103ABC	Building Keyboarding Skill I, II, III	.5
BOT 119	Windows for the Information Worker	2
BOT 133	Adobe Acrobat for the Workplace	1
BOT 150	Using Microsoft Publisher	1
		3
	Total Required	<u>25-28-29</u>
	Plus General Education Requirements	

Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Executive Assistant. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

CERTIFICATES OF SPECIALIZATION

III. OFFICE ASSISTANT LEVEL I

This certificate prepares students for positions that require keyboarding skills, basic knowledge of filing, and basic computer skills. It is designed for students with no prior computer training and who lack general office background and experience. Upon completion, students will qualify for positions as data entry clerks or other entry level office clerical positions.

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Certificate Requirements:

<i>Course</i>	<i>Title</i>	<i>Units</i>
<u>BOT 100</u>	<u>Basic Keyboarding</u>	<u>1</u>
BOT 101AB	Keyboarding/Document Processing I-II	3
BOT 104	Filing and Records Management	1
BOT 119	Windows for the Information Worker	2
BOT 132	Google Applications for Business	<u>3</u>
	Total Required	<u>9-10</u>

V. OFFICE PROFESSIONAL

This certificate is designed for students interested in entry-level positions in a broad spectrum of office environments. Utilizing a short-term, intensive format, students are provided with the basic skills necessary to be productive employees. The curriculum provides the foundation for further study and advancement in the clerical field, which is one of the largest employment areas in our information processing society.

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

Certificate Requirements:

<i>Course</i>	<i>Title</i>	<i>Units</i>
BOT 100	Basic Keyboarding	1
or		
BOT 101AB	Keyboarding/Document Processing I-II	3
or		
BOT 102AB	Intermediate Keyboarding/Document Processing I-II	3
<u>BOT 106</u>	<u>Effective Job Search</u>	<u>1</u>
BOT 107	Office Systems and Procedures	2
BOT 114	Essential Word	1
BOT 115	Essential Excel	1
BUS 110	Introduction to Business	3
BUS 128	Business Communication	<u>3</u>
	Total Required	<u>9-11-13</u>