

# SUPPLEMENT TO 2017-2018 CATALOG

## ADDENDUM

### COURSES

### CREDIT

#### Additions

#### **ACCT 106A VOLUNTEER INCOME TAX ASSISTANCE (VITA) TRAINING**

##### **2 units**

Preparation for the IRS and California Franchise Tax Board Volunteer Income Tax Assistance Program (VITA). Introduction to federal and California individual tax preparation using the guidelines developed by the IRS. The VITA program certification exam will be administered during this course. Total of 36 hours lecture.

#### **ACCT 108A VOLUNTEER INCOME TAX ASSISTANCE (VITA)**

##### **1 unit**

**Prerequisite:** *ACCT 106A or the equivalent.*

Preparation of tax returns for low-income and elderly taxpayers according to the Volunteer Income Tax Assistance (VITA) program guidelines. Students must be VITA certified in order to enroll. **Pass/No Pass grading.** Total of 54 hours laboratory.

#### **KATH 081 PRE-SEASON INTERCOLLEGIATE ATHLETICS**

##### **1 unit**

Pre-season intercollegiate athletics including sport specific aerobic and anaerobic conditioning, drill technique, strength conditioning, speed development, and game play. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit under review*

#### **KINT 101 PHYSICAL FITNESS ASSESSMENTS**

##### **1 unit**

Development of exercise prescriptions and nutrition plans to maintain or improve physical fitness level. Application of Physical Fitness Assessments on body composition, flexibility, muscular strength, and endurance. Total of 18 hours lecture and 18 hours laboratory.

#### **PHIL 025H HONORS CRITICAL THINKING**

##### **3 units**

**Prerequisite:** *ENGL 001A, 001AH, or 001AS.*

**Enrollment Limitation:** *Acceptance into the Honors program.*

An introduction to critical thinking skills and techniques of critical analysis in written form. Course will include applications of critical reasoning skills in everyday situations and seek to develop the ability to integrate the principles of critical thinking with the techniques of effective written argument. A total of 6,000 to 8,000 words will be required during the semester in a variety of written assignments. This enriched course is designed for the Honors Program allowing more student-directed discussions and more extensive writing assignments. **No credit** if taken after Phil 025. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit under review.*

#### **PLGL 147 INTRODUCTION TO E-DISCOVERY**

##### **2 units**

**Prerequisite:** *PLGL 134.*

Introduces E-Discovery, the E-Discovery Reference Model ("EDRM"), and the software used in law firms and legal departments for document review. Current trends in the Federal Rules of Civil Procedure and Federal Rules of Criminal Procedure, social media and cloud computing, discovery issues and the practical application of these rules. Intended for students in the Paralegal Studies Program or in the paralegal profession, but open to all students. 36 hours lecture and 18 hours laboratory.

## Modifications

*(prerequisite change: removal of BIT 106 – Effective Winter 2018)*

### **BIT 124 ADMINISTRATIVE BUSINESS PROCEDURES**

#### **3 units**

Administrative support procedures, task organization, time management, team concepts and customer service skills, business travel and meeting arrangements, effective personal interactions to facilitate office work flow, and making ethical choices in the office. Simulated on-the-job training. Total of 54 lecture hours.

*(catalog description change – Effective Winter 2018)*

### **BUS 002 PERSONAL FINANCE**

#### **3 units**

Consumer financial management of: financial records and budgets, savings plans, taxes, automobile purchasing, housing, managing credit, risk management, and investment fundamentals. Total of 54 hours lecture.

*Transfer Credit: CSU*

*(course title change, catalog description change – Effective Winter 2018)*

### **BUS 012B BUSINESS LAW TRANSACTIONS & ORGANIZATIONS**

#### **3 units**

**Prerequisite:** BUS 012A.

Review of ethics, principles, and application of rules of law relating to business organizations. Topics include negotiable instruments, creditors' rights and bankruptcy, agency and employment, business entities, government regulations, personal property, bailments, real property, and landlord-tenant law. Intended for Business and Paralegal students. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

*(addition of C-ID)*

### **BUS 014A MATHEMATICAL ANALYSIS FOR BUSINESS-FINITE**

#### **4 units**

**Prerequisite:** *Math 131, 133B, 134B or placement based on the Mathematics assessment process.*

Algebraic and geometric concepts applied to finding solutions of problems in business, economics, and social sciences. Special emphasis on mathematics of finance, linear and quadratic functions, break-even analysis, supply/demand curves, systems of linear equations and inequalities, matrices, linear programming, sets and Venn diagrams, combinatorial techniques, and probability. Total of 72 hours lecture.

*Transfer Credit: CSU; UC. C-ID: MATH 130*

*(course title change, catalog description change – Effective Winter 2018)*

### **BUS 016 BUSINESS COMPUTATIONS USING TECHNOLOGY**

#### **3 units**

Comprehensive study of business computations using current technology. Topics include banking services, payroll, markup and markdown, interest and loans, taxes, cash and trade discounts, and depreciation. **For** students interested in business careers. Total of 54 hours lecture.

*Transfer Credit: CSU*

*(course title change, catalog description change – Effective Winter 2018)*

### **BUS 116 ENTREPRENEURSHIP**

#### **3 units**

Fundamental aspects of an entrepreneurial mindset as an essential life skill. Application of proven principles of successful entrepreneurship and the steps necessary to identify and create opportunities. Development of the process of identifying problems, finding solutions, and making business connections beyond the classroom. Total of 54 hours lecture.

*(title change, catalog description change – Effective Winter 2018)*

**CHDV 012B ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION**

**3 units**

**Prerequisites:** CHDV 012A.

Current issues in administration of early care programs. Effective personnel management strategies including employee advancement through professional growth and development. Understanding applicability of legal and ethical responsibilities. **No credit** if taken after CHDV 112B. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit under review.*

*(catalog description change – Effective Winter 2018)*

**COUN 012 PERSONAL GROWTH AND DEVELOPMENT**

**3 units**

A comprehensive course that integrates personal and professional growth through the development of effective communication skills, positive self-esteem, and strategies for problem-solving and decision-making. Analysis of life course events, self-exploration of social identity and the development of career and educational objectives. Personal health assessment and strategies for coping with stress. Total 54 hours of lecture.

*Transfer Credit: CSU*

*(prerequisite change: addition of MIT 101 – Effective Winter 2018)*

**DT 008B INTERMEDIATE DIGITAL DESIGN AND FABRICATION**

**3 units**

**Prerequisites:** DT 008A or Engr 002 or MIT 101.

Intermediate digital design and fabrication using computer-aided design (CAD) and technical graphic production standards. Design centric projects with emphasis on problem solving, critical thinking, collaboration and communication across multiple industries, software, and rapid prototyping technologies. Integrated workflow processes including online resources, project management, sustainability and globalization. Career skills and portfolio development. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

*(prerequisite change: removal of MACH 220A and addition of MACH 101– Effective Winter 2018)*

**DT 230 COMPUTER-AIDED MANUFACTURING**

**3 units**

**Prerequisites:** DT 008A and MACH 101.

Production of machining operations on CAM software to produce numerical control programming (G-Code) in order to automate numerically controlled machinery (CNC). Topics include CAD, solid modeling, work piece set-up, toolpath generation, G&M Codes, machine set-up, contour, pocket and surface machining. Total of 27 hours lecture and 81 hours laboratory.

*(catalog description change, contact hours change, units change - from 1 to 2, prerequisite change: addition of DT 008A – Effective Winter 2018)*

**DT 240 GEOMETRIC DIMENSIONING AND TOLERANCING**

**2 units**

**Prerequisites:** DT 150 or DT 008A.

Analysis of functions and mating relationships in determining geometric dimensioning and tolerance. Continuation of the design of mechanical components using three-dimensional attributes of the component beyond two-dimensional dimensions. Application of industry standards such as American Society of Mechanical Engineers (ASME) in solving engineering problems. Topics covered include tolerancing, form controls, datums, orientations controls, tolerance of position, concentric, symmetry, runout and profile controls. Total of 18 hours lecture and 54 hours of laboratory.

**(course title change, catalog description change – Effective Winter 2018)**

**ITAL 002 ELEMENTARY ITALIAN - LEVEL 2**

**5 units**

**Prerequisite:** *Ital 001, or the first year of high school Italian, or placement based on the foreign language assessment process.*

Grammar essentials, especially irregular verbs; practice in conversation. Institutions, customs, culture, songs and poems of Italy. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

**(course title change, catalog description change – Effective Winter 2018)**

**ITAL 009A INTERMEDIATE ITALIAN CONVERSATION - LEVEL 1**

**2 units**

**Prerequisite:** *Ital 003 or three years of high school Italian or placement based on the foreign language assessment process.*

Intensive practice at an intermediate level in oral expression and comprehension of spoken Italian. Total of 36 hours lecture.

*Transfer Credit: CSU; UC*

**(course title change, catalog description change, prerequisite change: removal of ITAL 003 or three years of High School Italian; addition of ITAL 009A) – Effective Winter 2018)**

**ITAL 009B INTERMEDIATE ITALIAN CONVERSATION - LEVEL 2**

**2 units**

**Prerequisite:** *ITAL 009A or placement based on the foreign language assessment process.*

Intensive practice at an upper intermediate level in oral expression and comprehension of spoken Italian with focus on socio-historic aspects of Italian life and culture. Total of 36 hours lecture.

*Transfer Credit: CSU; UC*

**(course title change, catalog description change, prerequisite change: removal of ITAL 003 or three years of high school Italian; addition of ITAL 009B – Effective Winter 2018)**

**ITAL 009C INTERMEDIATE ITALIAN CONVERSATION - LEVEL 3**

**2 units**

**Prerequisite:** *ITAL 009B or placement based on the foreign language assessment process.*

Intensive practice at an advanced level in oral expression and comprehension of spoken Italian with focus on the specialized vocabulary related to social events and discussion of on-going political and cultural issues. Total of 36 hours lecture.

*Transfer Credit: CSU; UC*

**(catalog description change – Effective Winter 2018)**

**LIB 106 LIBRARY TECHNOLOGY INTERNSHIP**

**1 unit**

**Prerequisite:** *LIB 101 and 104.*

**Enrollment Limitation:** *Instructor approval.*

Supervised on-the-job experience in an approved library setting. **Pass/no pass** grading. Requires 60 hours of non-paid work or 75 hours of paid work for one semester unit. Total of 60 hours work experience.

**(catalog description change – Effective Winter 2018)**

**LIB 126 DIGITIZATION INTERNSHIP**

**1 unit**

**Prerequisite:** *LIB 121 and 122.*

Supervised practical experience working on an approved digital project in a library or cultural heritage institution or other type of digitization project. **Pass/no pass** grading. Requires 60 hours of non-paid work or 75 hours of paid work for one semester unit.

**(title change, catalog description change – Effective Winter 2018)**

**MUSC 085A BEGINNING WOODWIND TECHNIQUES I**

**2 units**

Fundamental techniques and care and maintenance of standard woodwind instruments. Reading beginning level music. Total of 36 hours lecture and 18 hours arranged in the music laboratory. Transfer Credit: CSU; UC

*(title change, catalog description change – Effective Winter 2018)*

**MUSC 085B BEGINNING WOODWIND TECHNIQUES II**

**2 units**

**Prerequisite:** MUSC 085A.

Development of performance techniques on standard woodwind instruments. Reading beginning to intermediate level music. Total of 36 hours lecture and 18 hours arranged in the music laboratory.

*Transfer Credit: CSU; UC*

*(title change, catalog description – Effective Winter 2018)*

**MUSC 086A BEGINNING BRASS TECHNIQUES I**

**2 units**

Fundamental techniques and care and maintenance of standard brass instruments. Reading beginning level music. Total of 36 hours lecture and 18 hours arranged in the music laboratory.

*Transfer Credit: CSU; UC*

*(title change, catalog description change – Effective Winter 2018)*

**MUSC 086B BEGINNING BRASS TECHNIQUES II**

**2 units**

**Prerequisite:** MUSC 086A.

Development of performance techniques on standard brass instruments. Reading beginning to intermediate level music. Total of 36 hours lecture and 18 hours arranged in the music laboratory.

*Transfer Credit: CSU; UC*

*(catalog description change – Effective Winter 2018)*

**PHIL 001 INTRODUCTION TO PHILOSOPHY**

**3 units**

A survey of the main areas of philosophy, including metaphysics, epistemology, ethics, political philosophy, and philosophy of religion. Introduction to philosophical methods, including logical and conceptual analysis. Interpretation of historical and contemporary philosophical texts. Evaluation of philosophical problems, concepts, and arguments. Construction and defense of philosophical arguments in oral and written form. **No credit** if taken after Phil 001H. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor. \*C-ID: PHIL 100*

*(catalog description change – Effective Winter 2018)*

**PHIL 007**

**3 units**

**CONTEMPORARY MORAL PROBLEMS**

Nature of ethical value judgments. Concepts of choice, obligations, moral standards, and types of ethical theory. Analysis of such concepts as justice, freedom, the state. Various types of political theory. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

*(catalog description change – Effective Winter 2018)*

**PHIL 025 INTRODUCTION TO CRITICAL THINKING**

**3 units**

**Prerequisite:** Engl 001A, 001AH, or 001AS.

An introduction to critical thinking skills and techniques of critical analysis in written form. Course will include applications of critical reasoning skills in everyday situations and seek to develop the ability to integrate the principles of critical thinking with the techniques of effective written argument. A total of 6,000 to 8,000 words will be required during the semester in a variety of written assignments. **No credit** if taken after PHIL 025H. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

*(catalog description change – Effective Winter 2018)*

**PHIL 033 INTRODUCTION TO SYMBOLIC LOGIC**

**3 units**

Introduction to the principles of valid deductive reasoning; elements of symbolic logic; sentential and quantificational logic; forms of reasoning; structure of language. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

*(catalog description change – Effective Winter 2018)*

**RELG 002 COMPARATIVE RELIGIONS: FAR EAST**

**3 units**

Beliefs, practices, and cultural history of the major living religions of South and East Asia, including Hinduism, Buddhism, Confucianism, Daoism, and Shinto. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

*(prerequisite change: added “One year of high school Spanish or equivalent, or placement based on the foreign language assessment process” – Effective Winter 2018)*

**SPAN 002A SPANISH FOR SPANISH SPEAKERS**

**5 units**

**Prerequisite:** *One year of high school Spanish or equivalent, or placement based on the foreign language assessment process.*

Intensive training in oral and written Spanish for those who speak it but have had little or no formal training in the language. Improvement of oral expression; Spanish grammar; readings in contemporary Spanish prose; composition; study of Spanish and Latin American cultures. **No credit** if taken after Span 001 or 002. Total of 90 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

## **Deletions**

**BIT 125 BUSINESS SOFTWARE INTEGRATION**

**2 Units**

**Prerequisite:** *Enrollment in or completion of BIT 105, BIT 109, BIT 128, and BIT 133.*

Integration of business software applications, including Microsoft Office and Google Drive, to report, analyze, and measure information for the purpose of business planning and decision making. Total of 27 hours lecture and 27 hours laboratory.

**BUS 003 PERSONAL LAW**

**3 Units**

Introduction to the principles that relate to rights and responsibilities under the law. Covers law dealing with crimes, torts, contracts, motor vehicles, employment, sales, insurance and family matters. Total of 54 hours lecture.

*Transfer credit: CSU*

## **NONCREDIT**

### **Additions**

**BUSN 7402 MICROSOFT POWERPOINT ESSENTIALS**

Basic hands-on training of business applications using Microsoft PowerPoint software. Features and functions of the software with emphasis on its use to develop, design, and deliver professional looking presentations. Includes concepts of combining text, graphics, animations and/or sound to create slides for electronic output. **Targeted** for students who have completed BUSN 7301, type 30 net wpm, or have work experience with the Windows Operating System. Total of 27 hours lecture and 9 hours laboratory.

**BUSN 7403 MICROSOFT ACCESS ESSENTIALS FOR THE WORKPLACE**

Basic hands-on training of business applications using Microsoft Access software. Features and functions of the software with emphasis on its use as a data input, organization, and reporting tool. Includes topics on design concepts, use of database tools, and practice in creating tables, queries, forms, and reports. **Targeted** for students who have completed BUSN 7301, type 30 net wpm, or have work experience with the Windows Operating System. Total of 36 hours lecture and 18 hours laboratory.

**BUSN 7404 MICROSOFT OUTLOOK ESSENTIALS FOR THE WORKPLACE**

Basic hands-on training of business applications using Microsoft Outlook software. Features and functions of the software with emphasis on its use to manage and organize emails, calendars, meeting requests and contact information. **Targeted** for students who have completed BUSN 7301, type 30 net wpm, or have work experience with the Windows Operating System. Total of 27 hours lecture and 9 hours laboratory.

**ESLN 1122A INTRODUCTION TO AMERICAN CULTURE, MODULE A**

Provides beginning-high to intermediate (ESLN Level 2 and 3) students with an introduction to the fundamentals of U.S. culture while integrating English language skill development in reading, writing, listening, speaking, vocabulary and grammar. Focuses on intercultural communication, relationships in U.S. society (family, friends, neighbors, co-workers, community) and key American holidays and special events. Total of 54 hours lecture.

**ESLN 1122B INTRODUCTION TO AMERICAN CULTURE, MODULE B**

Provides beginning-high to intermediate (ESLN Level 2 and 3) immigrant students with an introduction to the fundamentals of U.S. culture while integrating English language skill development in reading, writing, listening, speaking, vocabulary and grammar. Focuses on values and social norms, driving, food and dining out, money, shopping, government services, sports, music, entertainment, local culture and tourist attractions. Total of 54 hours lecture.

**ESLN 1124 ADVANCED AMERICAN CULTURE: CURRENT SOCIAL ISSUES**

In-depth examination, analysis, discussion and debate of current issues and topics in American society, looking at the intersection of government, politics, and culture. Content will be integrated with intermediate to advanced instruction in English language skills (reading, writing, listening, speaking and vocabulary). Total of 54 hours lecture.

# PROGRAMS

## CREDIT

### Additions

#### **Computer Information Systems - Computer Retail Sales & Support – Associate in Science Degree, Certificate of Achievement**

**Top Code: 0708.00**

##### **Responsible Division: Business & Computer Technology**

The Computer Retail Sales and Support Certificate of Achievement is the first stage of the statewide IT Technician pathway and prepares students to develop their fundamental IT Technician Skills. While completing coursework in customer service, communication, Microsoft Office, and information systems coursework, along with earning the CompTIA A+ industry certification, students gain practical experience as they learn how to succeed in an IT retail environment. Upon completion of this program, students would be qualified for entry level IT positions such as Retail Salespersons, Customer Service Representatives, Retail Sales Workers, and Sales Representatives.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

##### **Program Outcomes:**

1. Demonstrate an understanding of how networks of hardware, software, and communication technologies interact to create the foundation for productivity and efficiency in an organization or for an individual.
2. Develop business documents using word-processing, spreadsheet, presentation, and database software.
3. Troubleshoot computer systems (hardware and software) for end users.  
Design an effective customer service strategy for an organization.

##### **Requirements for the Certificate of Achievement (19 units):**

##### **Required Courses**

BUS 009 - Introduction to Business (3)  
BUS 160 - Sales and Customer Service (3)  
BUS 011A - Business Communications (3)  
BIT 025 - Survey of Computer Technology in Business (3)  
or CIS 010 - Introduction to Information Systems (3)  
BIT 106 - Business Software-Introduction to Microsoft Office System (3)  
CIS 011 - Information and Communication Technology Essentials (4)

### Modifications

#### **Business Information Technology - Business Software Specialist - Associate in Science Degree, Certificate of Achievement**

**Top Code: 0514.00**

##### **Responsible Division: Business & Computer Technology**

The curriculum prepares students to apply commonly used computer applications to business tasks; for example, word processing, spreadsheets, presentation graphics, database, email, Internet research, and content management. Emphasis is on the use of computer systems to collaborate with others to solve business problems.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

##### **Program Outcomes:**

1. Analyze business problems to determine the best use of software applications to communicate solutions.



2. Develop creative, accurate, and professional methods for applying technology to solve business problems.
3. Employ technological tools to expedite workflow within an organization.

### **Requirements for the Certificate of Achievement (20 units):**

#### **Required Courses**

BIT 011 - Business Document Processing (2)  
BIT 025 - Survey of Computer Technology in Business (3)  
BIT 107 - Business Software-Windows (1)  
BIT 106 - Business Software-Introduction to Microsoft Office System (3)  
BIT 122 - Internet Research for Business (1)  
BIT 128 - Business Software-Microsoft Word (2)  
BIT 109 - Business Software-Microsoft PowerPoint (2)  
BIT 133 - Business Software-Microsoft Excel (2)  
BIT 105 - Business Software-Microsoft Access (2)  
BIT 108 - Microsoft Outlook and Productivity Tools (1)  
BIT 117 - Collaborative Web-Based Workspaces (1)

## **NONCREDIT**

### **Additions**

#### **Computer Skills 2 - Certificate of Completion**

**Top Code: 051400**

#### **Responsible Division: Noncredit**

The Computer Skills 2 program provides students with the essential skills and workforce preparation needed for careers in office administration. The curriculum also prepares students for pathways and with skills to be successful in credit business programs. Students gain knowledge in business applications of Microsoft Office applications, such as PowerPoint, Access, and Outlook.

#### **Program Outcomes:**

1. Apply appropriate Access features to effectively manage and retrieve information stored in a database.
2. Effectively develop, organize, present, and deliver information using a presentation software.
3. Effectively develop, organize, and deliver information using an email management program.

### **Requirements for the Certificate of Completion:**

#### **Required Courses**

BUSN 7402 - Microsoft PowerPoint Essentials  
BUSN 7403 - Microsoft Access Essentials for the Workplace  
BUSN 7404 - Microsoft Outlook Essentials for the Workplace

# ERRATA

## COURSES

### CREDIT

*(course title correction)*

#### **ART 155A 3-D MODELING AND SCULPTING**

**3 units**

**Prerequisite:** ART 056 or portfolio of intermediate computer skills with experience in computer graphics or digital video or music.

**Recommended Preparation:** ART 032A.

Introduction to three-dimensional modeling, sculpting, rendering, 3D Printing using industry-standard tools and methods. Topics include modeling with polygons, modeling with NURBs surfaces, materials, textures, lighting, and rendering. Principles of digital sculpting and methods to optimize projects for 2D and 3D printing. Total of 36 hours lecture and 72 hours laboratory.

*(contact hours correction – Effective Summer 2017)*

#### **BIT 109 BUSINESS SOFTWARE-MICROSOFT POWERPOINT**

**2 units**

**Prerequisite:** Enrollment in or completion of BIT 106.

Concepts and use of presentation graphics software to plan and develop effective business presentations. Total of 36 hours lecture.

*(catalog description correction)*

#### **ECON 001B PRINCIPLES OF ECONOMICS**

**3 units**

**Prerequisite:** ECON 001A and one of the following: MATH 125 or MATH 127B or MATH 128B or MATH 150.

Microeconomics. Price analysis, consumer behavior, comparisons of market structures, resource markets, international trade, income distribution and the role of government. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: ECON 201*

# Academic Programs Leading

## To A Degree Or Certificate

**AA** = Associate in Arts **AS** = Associate in Science **ADT** = Associate Degree for Transfer to CSU

**CA** = Certificate of Achievement **OSC** = Occupational Skills Certificate

### DIVISIONS

**BUS** = Business **ENGL** = English **E&T** = Engineering & Technology **HSC** = Health Sciences

**KHA** = Kinesiology, Health & Athletics **LANG** = Languages **LIB** = Library **MSC** = Math & Computer Science

**NAT** = Natural Sciences **PCA** = Performing and Communication Arts **SOC** = Social Sciences

**VAMS** = Visual Arts & Media Studies

Degree Title	Division	Associate in Arts	Associate in Science	Associate Degree for Transfer	Certificate of Achievement	Occupational Skills Certificate	Page
<b>ACCOUNTING</b>							
Certified Bookkeeper	BUS		X		X		108
<b>ADMINISTRATION OF JUSTICE</b>							
Administration of Justice	BUS		X	X	X		109,110
<b>ANESTHESIA</b>							
Anesthesia Technician	HSC		X		X		111
<b>ANTHROPOLOGY</b>							
Anthropology	SOC			X			112
<b>ARCHAEOLOGY</b>							
Archaeological Field Work	SOC					X	114
<b>ARCHITECTURE</b>							
Architecture	VAMS	X					115
<b>ART</b>							
Art History	VAMS			X			116
Studio Art	VAMS		X		X		117
Studio Arts	VAMS			X			118
<b>AUTOMOTIVE TECHNOLOGY</b>							
All Automotive Systems	E&T		X		X		120
Electrical / Electronics Systems	E&T					X	121
Engine Performance Technician	E&T		X		X		122
Heating & Air Conditioning Technician	E&T					X	122
Powertrain Technician	E&T		X		X		123
Undercar Technician	E&T		X		X		124
Underhood Technician	E&T		X		X		125
<b>BIOLOGICAL TECHNOLOGY</b>							
Biological Technology	NAT		X		X		126
Computational Biology	NAT				X		127
Laboratory Assistant	NAT				X		128
Laboratory Skills	NAT					X	129
Stem Cell Culture	NAT				X		130

<b>BUILDING CONSTRUCTION</b>							
Building Construction	E&T		X		X		130
Cabinetmaking & Millwork	E&T					X	132
Construction Inspection	E&T		X		X		132
Construction Law	E&T					X	133
<b>BUSINESS ADMINISTRATION</b>							
Business	BUS	X					134
Business Administration	BUS			X			135
Customer Service	BUS					X	136
E-Commerce	BUS					X	136
Entrepreneurship	BUS		X		X		137
Financial Investments	BUS		X		X		138
International Business/Trade	BUS		X		X		139
Management	BUS		X		X		139
Marketing Management	BUS		X		X		140
Retail Management	BUS		X		X		141
<b>BUSINESS INFORMATION TECHNOLOGY</b>							
Administrative Assistant	BUS		X		X		142
Business Information Worker	BUS		X		X		143
Business Information Worker II	BUS		X		X		144
Business Software Specialist	BUS		X		X		144
Office Assistant	BUS		X		X		145
<b>CHILD DEVELOPMENT</b>							
Child Development	SOC		X		X		146
Child Development Instructional Assistant	SOC					X	149
Early Childhood Education	SOC			X			150
Music & Movement Education for Young Children	SOC					X	151
School Age Instructional Assistant	SOC					X	151
Special Education Assistant	SOC					X	152
<b>COMMUNICATION STUDIES</b>							
Communication Arts	PCA	X					153
Communication Studies	PCA			X			156
Speech Communication	PCA	X					158
<b>COMPUTER INFORMATION SYSTEMS</b>							
CCNA Routing & Switching Preparation	BUS					X	159
CISCO Advanced Network Engineer	BUS					X	159
CISCO Certified Network Professional (CCPA) Preparation	BUS					X	160
E-Commerce	BUS					X	161
MCSA Windows Server Preparation	BUS					X	161
Operations	BUS		X		X		162
Programming	BUS		X		X		163
System and Network Administrator	BUS		X		X		164
Web Development Applications	BUS		X		X		165
<b>COSMETOLOGY</b>							
Cosmetology	E&T		X		X		165
Instructional Techniques in Cosmetology	E&T				X		167

<b>CULINARY ARTS</b>							
Culinary Arts	E&T		X		X		167
Baking & Pastry	E&T					X	168
Catering	E&T					X	169
Kitchen Assistant	E&T					X	169
<b>DENTAL</b>							
Dental Assisting	HSC		X		X		170
Dental Hygiene	HSC		X		X		172
Dental Laboratory Technology	HSC		X		X		174
Restorative Dental Technology	HSC		X		X		176
<b>DESIGN STUDIES</b>							
Industrial Design	VAMS					X	178
Interior Design	VAMS					X	179
Jewelry/Metalworking	VAMS					X	180
Product Design	VAMS		X		X		181
Product Design – Graphics	VAMS		X		X		182
Product Design – Technology	VAMS		X		X		183
<b>DESIGN TECHNOLOGY</b>							
CAD Designer – Architecture/Engineering/Construction	E&T					X	184
CAD Modeling & Animation – Architecture/Engineering/Construction	E&T					X	185
CAD Technician – Architecture/Engineering/Construction	E&T					X	185
CAD Technician – Mechanical Design and Manufacturing	E&T					X	186
Design Technology Pathway	E&T					X	186
Design Technology Mechanical + Manufacturing	E&T		X		X		187
Engineering & Technology	E&T	X					189
<b>DIGITAL MEDIA</b>							
Digital Media – Foundation	VAMS					X	191
Graphic Design	VAMS		X		X		192
<b>ELECTRICAL &amp; ELECTRONIC TECHNOLOGY</b>							
Applied Circuits & Systems	E&T					X	193
Electrical Technology	E&T		X		X		194
Electronics Technology Basic Digital Technician	E&T					X	195
Photovoltaic Design & Installation	E&T		X		X		196
<b>EMERGENCY MEDICAL</b>							
Emergency Medical Technician I-A	HSC					X	196
<b>ENGLISH</b>							
English	ENGL			X			197
English Literature	ENGL	X					199
<b>FASHION</b>							
Fashion Assistant	VAMS				X		200
Fashion – Design	VAMS		X		X		201
Fashion Marketing	VAMS					X	202
Historical Costume Making	VAMS					X	203

<b>FIRE TECHNOLOGY</b>							
Fire Academy Preparation	BUS					X	204
Fire Technology	BUS		X		X		204
<b>GENDER, ETHNICITY, AND MULTICULTURAL STUDIES</b>							
Gender, Ethnicity, and Multicultural Studies	SOC	X					205
<b>GEOGRAPHY</b>							
Geography	NAT			X			207
Geotech (GIS)	NAT					X	209
<b>GEOLOGY</b>							
Geology	NAT			X			209
<b>GERONTOLOGY</b>							
Elder Care	HSC					X	210
Gerontology	HSC		X		X		211
<b>GRAPHIC COMMUNICATIONS TECHNOLOGY</b>							
Apparel Graphics & Printing	VAMS					X	212
Computer Imaging & Composition	VAMS		X		X		212
Electronic Prepress	VAMS					X	213
Screen Printing	VAMS		X		X		214
Screen Printing for Small Business	VAMS					X	215
Textile Printing	VAMS					X	216
<b>HISTORY</b>							
History	SOC			X			216
<b>HOSPITALITY MANAGEMENT</b>							
Hospitality Management	BUS		X		X		218
<b>HUMANITIES</b>							
Humanities	SOC	X					219
<b>JOURNALISM</b>							
Journalism	VAMS			X			225
Photojournalism	VAMS		X		X		226
Printed Media	VAMS		X		X		227
<b>KINESIOLOGY</b>							
Kinesiology	KHA			X			228
Kinesiology & Wellness	KHA	X					230
<b>LANGUAGES</b>							
Chinese	LANG	X					233
Foreign Language – Basic	LANG					X	234
Foreign Language – Intermediate	LANG					X	235
Foreign Language – Advanced	LANG					X	237
French	LANG	X					238
German	LANG	X					239
Italian	LANG	X					240
Japanese	LANG	X					240
Russian	LANG	X					241
Spanish	LANG	X		X			242

<b>LIBRARY</b>							
Digitization Skills for Libraries & Cultural Heritage Institutions	LIB					X	244
Library Technology	LIB				X		244
<b>LINGUISTICS</b>							
Linguistics	LANG	X					245
<b>MACHINE SHOP TECHNOLOGY</b>							
Machine Shop Technology	E&T		X		X		248
Industrial Fabricator	E&T					X	249
Manufacturing Technology II	E&T					X	249
<b>MATHEMATICS</b>							
Mathematics	MCS			X			250
<b>MEDICAL ASSISTING</b>							
Administrative & Clinical	HSC		X		X		251
Medical Office Administration	HSC		X		X		252
Medical Insurance Biller	HSC		X		X		253
Medical Office Receptionist	HSC					X	253
Medical Office Transcription	HSC					X	254
<b>MUSIC</b>							
Commercial Music	PCA					X	254
Music	PCA	X		X			255, 257
<b>NATURAL SCIENCES</b>							
Natural Sciences	NAT	X					258
<b>NURSING</b>							
Certified Nursing Assistant	HSC					X	261
Registered Nursing	HSC		X		X		262
Vocational Nursing	HSC		X		X		265
<b>PARALEGAL STUDIES</b>							
Paralegal Studies	BUS		X		X		270
<b>PHOTOGRAPHY</b>							
Cinema – Cinematography	VAMS					X	272
Cinema – Cinema Production / Filmmaking	VAMS					X	273
Digital Image Editing	VAMS					X	274
Foundation in Photography	VAMS					X	274
Photography	VAMS		X		X		275
Portrait Photography	VAMS					X	276
<b>PHYSICS</b>							
Physics	NAT			X			276
<b>POLITICAL SCIENCE</b>							
Political Science	SOC			X			277
<b>PSYCHOLOGY</b>							
Psychology	SOC			X			278
<b>RADIOLOGY</b>							
Radiologic Technology	HSC		X		X		280

<b>SOCIAL &amp; BEHAVIORAL SCIENCES</b>							
Social & Behavioral Sciences	SOC	X					281
<b>SOCIOLOGY</b>							
Sociology	SOC			X			284
<b>SPEECH-LANGUAGE PATHOLOGY</b>							
Speech-Language Pathology Assistant	PCA		X				285
<b>TELEVISION &amp; RADIO</b>							
Broadcast Journalism	PCA		X		X	X	286
Media Programming & Management	PCA					X	288
Radio Production	PCA		X		X		288
Television Operations	PCA		X		X		290
Television Post Production	PCA					X	290
Television Production	PCA					X	291
Video Operations	PCA					X	291
Video Post-Production	PCA				X		292
Video Production	PCA		X		X		292
Writing For Film, Television & Radio	PCA					X	294
<b>THEATER ARTS</b>							
Theatre Arts	PCA			X			294
Theater Technology	PCA		X		X		295
<b>WELDING</b>							
Basic Welding	E&T					X	296
Construction Welding	E&T		X		X		297
Gas Tungsten & Gas Metal Welding	E&T		X		X		298