

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Gloria Fisher, President, SBVC

PREPARED BY: Dr. Haragewen Kinde, Vice President, Instruction SBVC

DATE: February 12, 2015

SUBJECT: Consideration of Approval of Curriculum - SBVC

### RECOMMENDATION

It is recommended that the Board of Trustees approve the SBVC curriculum modifications.

### OVERVIEW

The certificates and degrees at SBVC are continually being revised and updated to reflect and meet student needs.

### ANALYSIS

These certificates and degrees have been approved for addition, modification and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2015-2016 College Catalog.

### BOARD IMPERATIVE

II. Learning Centered Institution for Student Access, Retention and Success

### FINANCIAL IMPLICATIONS

None

**SAN BERNARDINO VALLEY COLLEGE**  
**SUBMITTED FOR BOARD OF TRUSTEE APPROVAL**  
**February 12, 2015**

**NEW DEGREE**

**History Associate of Arts Degree Transfer Degree, AA-T**

The Associate in Arts for Transfer (AA-T) in History provides opportunities for students through the Student Transfer Achievement Reform Act (SB 1440). The law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This history degree includes foundational coursework in United States History and World History, with additional coursework in specialized history courses and/or introductory social science courses. Students will be prepared to successfully complete upper division coursework in history, and related disciplines, having completed this history degree. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn this AA-T degree, students must meet the following requirements:

- completion of the following major requirements with grades of C or better;
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 39 units.

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a four-year institution and major in Communication Studies should consult with a counselor regarding the transfer process and lower division requirements.

**REQUIRED CORE COURSES: (6 units)**

		<b>UNITS</b>
HIST 100	United States History to 1877	3
	or	
HIST 100H	United States History to 1877 - Honors	3
HIST 101	United States History: 1865 to Present	3
	or	
HIST 101H	United States History: 1865 to Present - Honors	3

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<b>LIST A: (6 units)</b>		<b>UNITS</b>
HIST 170	World History to 1500	3
HIST 171	World History Since 1500	3

<b>LIST B: Area 1: (3 units)</b>		<b>UNITS</b>
HIST 137	Racial and Ethnic Groups in United States History	3
HIST 138	African-American History to 1877	3
HIST 139	African-American History 1877 to Present	3
HIST 140	Chicano History	3
HIST 150	Introduction to Latin American History	3

<b>LIST B: Area 2: (3 units)</b>		<b>UNITS</b>
HIST 145	History of California	3
ECON 200	Principles of Macroeconomics	3
	or	
ECON 200H	Principles of Macroeconomics - Honors	3
ECON 201	Principles of Microeconomics	3
	or	
ECON 201H	Principles of Microeconomics - Honors	3
POLIT 100	American Politics	3
SOC 100	Introduction to Sociology	3
	or	
SOC 100H	Introduction to Sociology - Honors	3
SOC 110	Social Problems	3
	or	
SOC 110H	Social Problems - Honors	3
SOC 141	Race and Ethnic Relations	3

**MAJOR TOTAL: 18 UNITS**

**CSU GE Breadth or IGETC for CSU requirements: 39-42 UNITS**

**CSU electives (as needed to reach 60 transferable units): 0-3 UNITS**

**TOTAL UNITS: 60**

**Rationale:** Offering a History TMC will offer additional options for students who wish to pursue transfer to the CSU system. This TMC offers many benefits to our students. The most significant advantage is the assurance

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that this AA-T will be accepted as appropriate major preparation at all CSU campuses, rather than just the one nearest to the college at which the degree was completed. The degrees authorized under SB 1440 encourage students to complete their associate degrees before transferring while offering a streamlined pathway for transfer to the CSU, thus benefiting students in multiple ways.

**Effective:** FA15

### **Kinesiology Associate of Arts Transfer Degree - AA-T**

Kinesiology is the study of the principles of mechanics and anatomy in relation to human movement. The Kinesiology Associate in Arts Degree for Transfer (Kinesiology AA-T degree) provides students with an education in the core aspects of Kinesiology. The Kinesiology AA-T degree prepares students for transfer to CSU campuses that offer bachelor's degrees in Kinesiology.

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn this AA-T degree, students must complete the following Associate Degree for Transfer requirements:

- completion of the following major requirements with grades of C or better;
- completion of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 39 units.

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a baccalaureate institution and major in Kinesiology should consult with a counselor regarding the transfer process and lower division requirements.

### **REQUIRED CORE COURSES**

		<b>UNITS</b>
KIN 200	Introduction to Physical Education and Kinesiology	3
BIOL 250	Human Anatomy and Physiology I	4
	and	
BIOL 251	Human Anatomy and Physiology II	4
	or	
BIOL 260	Human Anatomy	4
	and	

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**REQUIRED CORE COURSES, INDIVIDUAL SPORTS: SELECT ONE COURSE** **UNITS**

KINF 127A	Beginning Walking for Fitness	1
KINF 132A	Beginning Distance Running	1
KINF 168A	Beginning Yoga	1
KINF 190A	Beginning Tai Chi	1
KINF 108B	Intermediate Weight Training	1

**REQUIRED CORE COURSES, TEAM SPORTS: SELECT ONE COURSE** **UNITS**

KINS 103A	Beginning Badminton	1
KINS 100A	Beginning Baseball	1
KINS 104C	Advanced Basketball	1
KINS 108A	Beginning Football	1
KINS 116B	Intermediate Soccer	1
KINS 120A	Beginning Softball	1
KINS 124A	Beginning Volleyball	1
KINS 112A	Beginning Indoor Soccer	1
KINX 110Ax3	Intercollegiate Cross Country - Men	3
KINX 111Ax3	Intercollegiate Cross Country - Women	3
KINX 112Ax3	Intercollegiate Football - Offense	3
KINX 113Ax3	Intercollegiate Football - Defense	3
KINX 114Ax3	Intercollegiate Soccer - Men	3
KINX 115Ax3	Intercollegiate Soccer - Women	3
KINX 116Ax3	Intercollegiate Volleyball - Women	3
KINX 120Ax3	Intercollegiate Basketball - Men, Fall	1.5
KINX 121Ax3	Intercollegiate Basketball - Women, Fall	1.5
KINX 130Ax3	Intercollegiate Baseball	3
KINX 131Ax3	Intercollegiate Softball	3
KINX 132Ax3	Intercollegiate Track and Field - Men	3
KINX 133Ax3	Intercollegiate Track and Field - Women	3

**REQUIRED CORE COURSES, FITNESS: SELECT ONE COURSE** **UNITS**

KINF 105A	Beginning Low Impact Aerobics	1
KINF 112A	Beginning Body Conditioning	1
KINF 138A	Beginning Physical Fitness	1

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KINF 142A	Beginning Conditioning for Sports	1
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**LIST A: Select Two Courses (Minimum Six Units) From The Following: UNITS**

ECON 208	Business and Economics Statistics	4
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or

MATH 108	Introduction to Probability and Statistics	4
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or

PSYCH 105	Statistics for the Behavioral Sciences	3
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CHEM 150	General Chemistry I	5
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or

CHEM 104	Introduction to Organic Chemistry and Biochemistry	4
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PHYSIC 200	Physics I	6
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or

PHYSIC 101	Introductory Physics	4
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KIN 231	First Aid and CPR	3
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**MAJOR TOTAL: 21-27 UNITS**

**CSU GE-BREADTH OR IGETC FOR CSU REQUIREMENTS: 39-42 UNITS**

**CSU ELECTIVES (AS NEEDED TO REACH 60 TRANSFERRABLE UNITS): 0-2 UNITS**

**TOTAL UNITS: 60**

**Rationale:** Offering a Kinesiology TMC will offer additional options for students who wish to pursue transfer to the CSU system. This TMC offers many benefits to our students. The most significant advantage is the assurance that this AA-T will be accepted as appropriate major preparation at all CSU campuses, rather than just the one nearest to the college at which the degree was completed. The degrees authorized under SB 1440 encourage students to complete their associate degrees before transferring while offering a streamlined pathway for transfer to the CSU, thus benefiting students in multiple ways.

**Effective:** FA15

**Anthropology Associate of Arts Transfer Degree - AA-T**

Anthropology is the study of humanity in all times and places. As such, it has the broadest scope of any of the social sciences and covers life sciences and humanities. With the goal of understanding people in all parts of the world, anthropology is useful to anyone living or working in a multicultural environment, such as the business world, health sciences, or any other profession which involves working with people from diverse backgrounds. The courses within this program are designed to provide students with survival skills for the global community in which we live, a community in which all of the world's people are interdependent.

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn this AA-T degree, students must meet the following requirements:

- completion of the following major requirements with grades of C or better;
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 39 units.

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a four-year institution and major in Anthropology should consult with a counselor regarding the transfer process and lower division requirements.

**REQUIRED CORE COURSES:**

		<b>UNITS</b>
ANTHRO 100	Introduction to Archaeology	3
ANTHRO 102	Cultural Anthropology	3
	or	
ANTHRO 102H	Cultural Anthropology - Honors	3
ANTHRO 106	Biological Anthropology	3
	or	
ANTHRO 106H	Biological Anthropology - Honors	3

**LIST A: Select one of the following (3 units minimum):**

**UNITS**

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ANTHRO 125	Language and Culture	3
ENGL 102	Intermediate Composition and Critical Thinking	4
	or	
ENGL 102H	Intermediate Composition and Critical Thinking - Honors	4
MATH 108	Introduction to Probability and Statistics	4
PSYCH 105	Statistics for the Behavioral Sciences	3

**LIST B: Select one to two courses (3-8 units):**

**UNITS**

BIOL 260	Human Anatomy	4
GEOL 101	Introduction to Physical Geology	3
	and	
GEOL 111	Introduction to Physical Geology Laboratory	1
GIS 130	Introduction to Geographic Information Systems (GIS)	3
PSYCH 101	Introduction to Research Methods	3

**LIST C: 3 units minimum -**

**Any course from List A or B not already used:**

**UNITS**

COMMST 174	Intercultural Communication	3
GEOG 102	Cultural Geography	3
MUS 107	Music of the World	3
RELIG 101	Introduction to World Religions	3
RELIG 150	Introduction to Mythology	3
SOC 100	Introduction to Sociology	3
	or	
SOC 100H	Introduction to Sociology - Honors	3
SOC 141	Race and Ethnic Relations	3
ART 107	Art History: Africa, Asia, the Americas, and Oceania	3
ART 108	Art of Mexico and Mesoamerica	3
ENGL 163	Chicano Literature	3
ENGL 165	African-American Literature	3
ENGL 280	World Literature: To 17th Century	3
ENGL 281	World Literature: 17th Century to Present	3
HIST 107	The United States and the North American Indians	3
HIST 137	Racial and Ethnic Groups in United States History	3
HIST 139	African-American History 1877 to Present	3

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HIST 140	Chicano History	3
HIST 150	Introduction to Latin American History	3
HIST 170	World History to 1500	3
HIST 171	World History Since 1500	3
POLIT 141	Introduction to World Politics	3
ANTHRO 108	North American Indians	3
ANTHRO 109	Visual Culture and Art	3
ANTHRO 110	Magic, Witchcraft, and Religion	3
RELIG 110	Magic, Witchcraft, and Religion	3

**MAJOR TOTAL: 18-24** **UNITS**

**CSU GE-Breadth or IGETC for CSU requirements: 37-39** **UNITS**

**CSU electives (as needed to reach 60 transferable units): 0-5** **UNITS**

**TOTAL UNITS: 60**

**Rationale:** Content review.

**Effective:** FA15

**Child Development Associate of Arts Degree, A.A.**

To graduate with a specialization in Child Development, students must complete the following required courses plus the general breadth requirements for the Associate Degree (minimum 60 semester units). The degree contains the core eight courses needed for transfer and the necessary course work to be a qualified early childhood educator.

*Students completing the degree will qualify for the unit and course requirements necessary to apply for the California State Child Development Teacher Permit.*

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CD 105	Child Growth and Development	3
	or	
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 113	Principles and Practices of Teaching Young Children	3
CD 114	Introduction to Curriculum	3
CD 115	Health, Safety and Nutrition	3
CD 126	Child, Family, and the Community	3
CD 138	Teaching in a Diverse Society	3

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<b>Choose one (1) course from the following:</b>		<b>UNITS</b>
CD 068	Early Literacy for Young Children	3
CD 108	Early Childhood Development	3
CD127	Guidance of Children	3
CD 130	Creative Music and Movement for Children	3
CD 133	Creative Science and Math Activities for Children	3
CD 134	Language, Listening and Literature for Children	3
CD 136	Creative Art Experiences for Children	3
CD 185	Infant/Toddler Growth and Development	3
CD 186	Infant and Toddler Curriculum	3
CD 244	Children with Special Needs	3
<b>REQUIRED COURSE FOR EXPERIENCE WORKING WITH CHILDREN:</b>		<b>UNITS</b>
CD 205	Child Development Practicum / Field Experience	4

**TOTAL UNITS: 28**

*This is a Gainful Employment Program*

**Rationale:** The CD Department is adding CD 108 as an elective to the Child Development AA Degree for students who are transferring to Cal State San Bernardino. This course is a requirement for CSUSB Human Development - Child Development track majors. Students have the option of gaining one more articulated lower division course for transfer. This will not have an impact on the total units in the degree as this will be an elective course.

**Effective:** FA15

**CIT – Computer Information Technology Associate of Arts Degree, AA**

To graduate with a degree in Computer Information Technology, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units).

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CIT 100	Introduction to Personal Computers	3
	or	
CIT 101	Introduction to Computer Literacy	3
CIT 102	Advanced Computer Literacy	3
CIT 114	Spreadsheets: Excel	3
CIT 116	Database Management: Access	3
CIT 215	Database Management Systems	3
CIT 232	Data Communications and Networks	3

**TOTAL UNITS: 18**

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**Rationale:** Content review.

**Effective:** FA15

### **Environmental Science Associate of Science Degree, AS**

The goals of the Environmental Science program are to: 1) meet the needs of students who are majoring in one of the diverse fields encompassed by environmental science, and 2) provide options for students fulfilling general education science requirements.

Awareness of the issues of environmental quality is increasingly important in business, industry, and government. The growing human population and increasing consumption of resources are creating unprecedented pressures on our planetary life support systems. Environmental science majors need to complete an interdisciplinary set of core requirements that provide a basic understanding of the physical, biological, and social sciences and the relevance of these sciences to environmental processes and issues. In addition, the coursework will prepare students for related baccalaureate majors, including: biology, chemistry, engineering, geography (including emphasis in geographic information systems (GIS)), geology, mathematics, oceanography, and physics. For non-majors, the program's goal is to educate students to make better-informed choices about key environmental and health issues.

Students planning to transfer to a four-year institution and major in environmental science should consult with a counselor regarding the transfer process and institution-specific lower-division requirements. In upper division and graduate studies, students majoring in environmental science usually specialize in areas such as environmental toxicology, public health, environmental law, education, environmental economics, soil and water science, restoration ecology, environmental landscaping, environmental management and urban planning, and related careers.

To graduate with a specialization in Environmental Science, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units).

#### **REQUIRED COURSES:**

		<b>UNITS</b>
BIOL201	Cell and Molecular Biology	4
BIOL202	Organismal Biology and Ecology	4
CHEM150	General Chemistry I	5
	or	
CHEM150H	General Chemistry I - Honors	5
CHEM151	General Chemistry II	5
	or	
CHEM151H	General Chemistry II - Honors	5
MATH250	Single Variable Calculus I	4

#### **CHOOSE TWO COURSES FROM THE FOLLOWING:**

		<b>UNITS</b>
BIOL 104	Human Ecology	3
BIOL 270	Microbiology	5
CHEM 205	Quantitative Chemical Analysis	5
CHEM 212	Organic Chemistry I	4

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	or	
CHEM 212H	Organic Chemistry I - Honors	4
CHEM 213	Organic Chemistry II	4
	or	
CHEM 213H	Organic Chemistry II - Honors	4
GEOG 110	Physical Geography	3
	or	
GEOG 110	Physical Geography	3
	and	
GEOG 111	Physical Geography Laboratory	1
	or	
GEOG 111H	Physical Geography Laboratory - Honors	1
GEOG 100	Map Interpretation and Geospatial Analysis	3
	or	
GIS 100	Map Interpretation and Geospatial Analysis	3
GEOL 101	Introduction to Physical Geology	3
	or	
GEOL 101	Introduction to Physical Geology	3
	and	
GEOL 111	Introduction to Physical Geology Laboratory	1
GEOG 130	Introduction to Geographic Information Systems (GIS)	3
	or	
GIS 130	Introduction to Geographic Information Systems (GIS)	3
GIS 133	GIS Cartography and Base Map Development	3
MATH 108	Introduction to Probability and Statistics	4
MATH 251	Single Variable Calculus II	4
PHYSIC 150A	General Physics for the Life Sciences I	5
PHYSIC 150B	General Physics for the Life Sciences II	5

**TOTAL UNITS: 28-32**

**Rationale:** Content review.

**Effective:** FA15

## **Geography Associate of Arts Transfer Degree, AA-T**

This Associate in Arts degree in Geography for Transfer (A.A.-T.) provides a path to students who wish to transfer to a CSU campus in Geography and serves the diverse needs of students who wish to obtain a broad and an in-depth understanding of the field. Additionally, this degree allows students to examine the environmental and spatial science of geography including both physical and cultural landscapes across the Earth. Courses in Geography also prepare students interested in careers in environmental studies, education, engineering, urban planning, and architecture.

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn this AA-T degree, students must meet the following requirements:

- completion of the following major requirements with grades of C or better;
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 39 units.

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a four-year institution and major in Geography should consult with a counselor regarding the transfer process and lower division requirements.

### **REQUIRED CORE COURSES:**

		<b>UNITS</b>
GEOG 102	Cultural Geography	3
GEOG 110	Physical Geography	3
	and	
GEOG 111	Physical Geography Laboratory	1
	or	
GEOG 111H	Physical Geography Laboratory - Honors	1

### **LIST A: Select 6 to 7 units from the following:**

		<b>UNITS</b>
GEOG 100	Map Interpretation and Geospatial Analysis	3
	or	

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GIS 100	Map Interpretation and Geospatial Analysis	3
GEOG 114	Weather and Climate	4
GEOG 118	California Geography	3
GEOG 120	World Regional Geography	3
GIS 130	Introduction to Geographic Information Systems (GIS)	3
	or	
GEOG 130	Introduction to Geographic Information Systems (GIS)	3

**LIST B: Select 6 units from the following:**

		<b>UNITS</b>
ANTHRO 102	Cultural Anthropology	3
ENGL 102	Intermediate Composition and Critical Thinking	4
	or	
ENGL 102H	Intermediate Composition and Critical Thinking - Honors	4
GEOL 101	Introduction to Physical Geology	3
GIS 133	GIS Cartography and Base Map Development	3
OCEAN 101	Elements of Oceanography	3
	and	
OCEAN 111	Elements of Oceanography Laboratory	1
POLIT 141	Introduction to World Politics	3

**MAJOR TOTAL: 19-22** **UNITS**

**Total units that may be double counted: 7-16** **UNITS**

**CSU GE-Breadth or IGETC for CSU requirements: 39-42** **UNITS**

**CSU electives (as needed to reach 60 transferable units): 6-20** **UNITS**

**TOTAL UNITS: 60**

**Rationale:** Content review.

**Effective:** FA15

## **Geography Associate of Science Degree, AS**

The environmental and spatial science of geography examines both physical and cultural landscapes across the Earth. As a spatial science, physical and cultural location and patterns on Earth's surface are central to the study of geography. It includes the study of all forces of nature and the consequences of those forces, with an emphasis on human-environment interactions.

Specifically, geography integrates multiple natural and social sciences and includes: the nature and interactions of the atmosphere and the land, plants and animals, the Earth's waters, weather, climate, the Earth's dynamic surface, landforms and soil, and the way people have inhabited and altered the Earth by creating various forms of agriculture, language, religion, and cities.

Courses in geography fulfill the science and social sciences requirement for the associate degree, prepare the students for majoring in geography at a four-year institution, and supplement other studies for students interested in careers in environmental studies, education, engineering, urban planning, and architecture. Students planning to transfer to a four-year institution as a geography major should consult with a counselor regarding the transfer process and lower division requirements.

To graduate with a specialization in Geography, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units).

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
GEOG 102	Cultural Geography	3
GEOG 110	Physical Geography	3
GEOG 111	Physical Geography Laboratory	1
	or	
GEOG 111H	Physical Geography Laboratory - Honors	1

<b>REQUIRED COURSES: CHOOSE 12 UNITS FROM THE FOLLOWING:</b>		<b>UNITS</b>
GEOG 100	Map Interpretation and Geospatial Analysis	3
	or	
GIS 100	Map Interpretation and Geospatial Analysis	3
GEOG 106	Geographic Perspectives on the Environment	3
GEOG 114	Weather and Climate	4
GEOG 118	California Geography	3
GEOG 120	World Regional Geography	3
GIS 130	Introduction to Geographic Information Systems (GIS)	3
	or	
GEOG 130	Introduction to Geographic Information Systems (GIS)	3
GIS 133	GIS Cartography and Base Map Development	3
ECON 208	Business and Economics Statistics	4
	or	

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MATH 108	Introduction to Probability and Statistics	4
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**RECOMMENDED COURSES:**

		<b>UNITS</b>
ECON 100	Introduction to Economics	3
POLIT 100	American Politics	3
POLIT 141	Introduction to World Politics	3
SOC 100	Introduction to Sociology	3
	or	
SOC 100H	Introduction to Sociology - Honors	3

**TOTAL UNITS: 19**

**Rationale:** Content review.

**Effective:** FA15

**CIT – OFFICE TECHNOLOGY Associate of Arts Degree, AA**

To graduate with a degree in Office Technology, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units).

This degree is designed to prepare students for entry-level positions such as general clerk, information clerk, receptionist, and administrative secretary.

**REQUIRED COURSES:**

		<b>UNITS</b>
CIT 013	Intermediate Keyboarding	3
CIT 021	Word Processing: Comprehensive Microsoft Word	4
CIT 100	Introduction to Personal Computers	3
	or	
CIT 101	Introduction to Computer Literacy	3
CIT 102	Advanced Computer Literacy	3
CIT 114	Spreadsheets: Excel	3
CIT 116	Database Management: Access	3
CIT 118	Microsoft PowerPoint	3

**TOTAL UNITS: 22**

*This is a Gainful Employment Program*

**Rationale:** Content review.

**Effective:** FA15

Curriculum Meeting: 5-12-14, 9-8-14, 9-22-14  
10-6-14, 10-20-14, 11-3-14, 11-17-14, 12-8-14  
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## **Radio Television and Film Associate of Arts Degree, AA**

To graduate with an associate of arts degree with a specialization in the general RTVF Concentration, students must: 1) complete the following core course, 2) complete the general RTVF Concentration, and 3) complete the general education breadth requirements for the associate degree for a total of 60 units.

### **REQUIRED (CORE) COURSES: UNITS**

RTVF 100	Introduction to Electronic Media	3
	or	
COMMST 135	Mass Media and Society	3

### **REQUIRED COURSES: RTVF CONCENTRATION UNITS**

RTVF120	Introduction to Audio Production	3
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### **REQUIRED COURSES: RTVF CONCENTRATION (CHOOSE ONE COURSE) UNITS**

RTVF 104	Basic Writing for Broadcasting	3
	or	
RTVF 106	Media Writing	3

### **REQUIRED COURSES: RTVF CONCENTRATION (CHOOSE ONE COURSE) UNITS**

RTVF 102	Announcing and Performing in Electronic Media	3
	or	
RTVF 134	Acting and Directing for Television and Film	3

### **SELECT TWO (2) COURSES FROM THE FOLLOWING: UNITS**

RTVF 101	Introduction to Cinema	3
RTVF 130	Introduction to Studio Production	3
RTVF 131	Digital Video Editing	3
RTVF 132	Lighting and Cinematography	3
RTVF 240	Motion Picture Production	3

### **SELECT ONE (1) FROM THE FOLLOWING: UNITS**

RTVF 220	Intermediate Radio Station Operations	3
	or	
RTVF 221	Broadcast Station Management	3

**TOTAL UNITS: 21**

**Rationale:** Content review.

**Effective:** FA15

Curriculum Meeting: 5-12-14, 9-8-14, 9-22-14  
10-6-14, 10-20-14, 11-3-14, 11-17-14, 12-8-14  
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## **Sociology Associate of Arts Transfer Degree, AA-T**

Sociology is both a scientific and humanistic discipline. Sociologists examine the systems of social action including single social acts, social relationships, organizations, institutions, communities, and societies. Through analyses of society, its groups, institutions, and processes, sociologists attempt to understand and predict human behavior. The study of sociology prepares students for further study of and careers in social work, probation, corrections, human services, law enforcement, research, public policy, law and education.

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn this AA-T degree, students must meet the following requirements:

- completion of the following major requirements with grades of C or better;
- completion of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 39 units.

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a four-year institution and major in sociology should consult with a counselor regarding the transfer process and lower division requirements.

*Completion of CSU GE-Breadth or IGETC for the UC or CSU is required in addition to the major requirements listed below.*

<b>REQUIRED CORE COURSES: (9 UNITS)</b>		<b>UNITS</b>
SOC 100	Introduction to Sociology	3
	or	
SOC 100H	Introduction to Sociology - Honors	3
	and	
SOC 110	Social Problems	3
	or	
SOC 110H	Social Problems - Honors	3
	and	
PSYCH 105	Statistics for the Behavioral Sciences	3

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	or	
ECON 208	Business and Economics Statistics	4
	or	
MATH 108	Introduction to Probability and Statistics	4
	or	
PSYCH 101	Introduction to Research Methods	3

<b>LIST A: Select Two Courses (6 Units) any required core course not already used:</b>		<b>UNITS</b>
SOC 130	Family Sociology	3
SOC 135	Introduction to Crime	3
SOC 141	Race and Ethnic Relations	3
SOC 145	Sociology of Gender	3
SOC 150	Aging and the Life Course	3

<b>LIST B: Select One Course (3 units minimum): Any course not used from List A:</b>		<b>UNITS</b>
ADJUS 101	Introduction to Administration of Justice	3
ANTHRO 100	Introduction to Archaeology	3
ANTHRO 102	Cultural Anthropology	3
	or	
ANTHRO 102H	Cultural Anthropology - Honors	3
ANTHRO 106	Biological Anthropology	3
	or	
ANTHRO 106H	Biological Anthropology - Honors	3
ANTHRO 108	North American Indians	3
ANTHRO 109	Tribal and Ethnic Art	3
ANTHRO 110	Magic, Witchcraft, and Religion	3
ANTHRO 125	Language and Culture	3
CD 105	Child Growth and Development	3
	or	
CD 105H	Child Growth and Development-Honors	3
COMMST 135	Mass Media and Society	3
COMMST 174	Intercultural Communication	3
COMMST 176	Gender Differences in Communication	3
ECON 100	Introduction to Economics	3
ECON 200	Principles of Macroeconomics	3
	or	
ECON 200H	Principles of Macroeconomics - Honors	3

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ECON 201	Principles of Microeconomics	3
	or	
ECON 201H	Principles of Microeconomics - Honors	3
ENGL 102	Intermediate Composition and Critical Thinking	4
	or	
ENGL 102H	Intermediate Composition and Critical Thinking - Honors	4
GEOG 102	Cultural Geography	3
GEOG 106	Geographic Perspectives on the Environment	3
GEOG 120	World Regional Geography	3
HIST 100	United States History to 1877	3
	or	
HIST 100H	United States History to 1877 - Honors	3
HIST 101	United States History: 1865 to Present	3
	or	
HIST 101H	United States History: 1865 to Present - Honors	3
HIST 107	The United States and the North American Indians	3
HIST 137	Racial and Ethnic Groups in United States History	3
HIST 138	African-American History to 1877	3
HIST 139	African-American History 1877 to Present	3
HIST 140	Chicano History	3
HIST 145	History of California	3
HIST 150	Introduction to Latin American History	3
HIST 170	World History to 1500	3
HIST 171	World History Since 1500	3
PHIL 102	Critical Thinking and Writing	3
	or	
PHIL 103	Introduction to Logic: Argument and Evidence	3
PHIL 180	Death and Dying	3
POLIT 100	American Politics	3
POLIT 110	Introduction to Political Theory	3
	or	
POLIT 110H	Introduction to Political Theory Honors	3
POLIT 140	Introduction to Comparative Politics	3
POLIT 141	Introduction to World Politics	3
PS 112	Introduction to the Development of Modern Science	3
PSYCH 100	General Psychology	3
	or	

Curriculum Meeting: 5-12-14, 9-8-14, 9-22-14  
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PSYCH 100H	General Psychology - Honors	3
PSYCH 102	Personal and Social Adjustment	3
PSYCH 110	Abnormal Psychology	3
PSYCH 111	Developmental Psychology: Lifespan	3
PSYCH 112	Developmental Psychology: Child and Adolescent Psychology	3
PSYCH 118	Human Sexual Behavior	3
RELIG 110	Magic, Witchcraft, and Religion	3
RELIG 135	Religion in America	3
RELIG 180	Death and Dying	3
RTVF 100	Introduction to Electronic Media	3
SOC 120	Health and Illness in Society	3

**MAJOR TOTAL: 18-23** **UNITS**

**CSU GE-Breadth or IGETC for CSU requirements: 37-39** **UNITS**

**CSU electives (as needed to reach 60 transferable units): 0-2** **UNITS**

**TOTAL UNITS: 60**

**Rationale:** Content review.

**Effective:** FA15

## NEW CERTIFICATE

### Information Security and Cyber Defense Certificate

A comprehensive introduction to the principles of Information Assurance, Information Systems Security, and Cyber Defense. Program content and outcomes are aligned with industry certifications and the recommendations of the National Security Administration/US Department of Homeland Security. Includes practical experiences with the application of Information Assurance principles to Systems and Network Administration.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CIT 101	Introduction to Computer Literacy	3
CIT 110	Information and Communications Technology Essentials	4
CIT 155	Systems and Network Administration	3
CIT 160	Introduction to Information Systems Security	3
CIT 232	Data Communications and Networks	3

Curriculum Meeting: 5-12-14, 9-8-14, 9-22-14  
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<b>COMPUTER PROGRAMMING: SELECT ONE COURSE FROM THE FOLLOWING:</b>		<b>UNITS</b>
CIT 150	Office Applications Development or	3
CS 120	Introduction to Visual Basic.NET	4

<b>STATISTICS: SELECT ONE COURSE FROM THE FOLLOWING:</b>		<b>UNITS</b>
ECON 208	Business and Economics Statistics or	4
MATH 108	Introduction to Probability and Statistics	4

**TOTAL UNITS: 23-24**

*This is a Gainful Employment Program*

**Rationale:** This is based on the current student/participation in the Western Regional Cyber Defense Competition and the National Cyber League Competition.

**Effective:** FA15

**Computer Network Support Specialist Certificate**

This course of study prepares students for entry-level employment in the computer networking field. The courses also prepare students to take multiple industry recognized certifications from Cisco Systems, including the CCENT, CCNA, and CCNA Security. Students will also be prepared to take the A+ certification examination from CompTIA and the MTA examination from Microsoft. Most of the courses in this Certificate are part of the Cisco Networking Academy Program.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CIT 101	Introduction to Computer Literacy	3
CIT 110	Information and Communications Technology Essentials	4
CIT 091	Computer Network Fundamentals (Cisco Networking Academy)	3
CIT 092	Basic Switching and Routing (Cisco Networking Academy)	3
CIT 093	Fundamentals of LANs, Local Area Networks, Semester Three (Cisco Networking Academy)	3
CIT 094	Fundamentals of WANs, Wide Area Networks , Semester Four (Cisco Networking Academy)	3
CIT 099	Cisco Certified Network Associate Security	3

**TOTAL UNITS: 22**

*This is a Gainful Employment Program*

Curriculum Meeting: 5-12-14, 9-8-14, 9-22-14  
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**Rationale:** This certificate will prepare students for entry-level employment as a computer network technician. The courses also prepare students to take multiple industry recognized certificates from CISCO Systems, including the CCENT, CCNA, and CCNA Security. Students will also be prepared to take the A+ certification examination from CompTIA and MTA examination from Microsoft.

**Effective:** FA15

### **Leadership/Management Certificate**

The certificate in Leadership/Management program provides students with a foundation and understanding of basic business philosophies, skills and techniques that are required to become productively employed in assisting in the management of a business enterprise.

This program is designed for students who wish to prepare for a career in the administration of modern organizations. It surveys the functional operations of business organizations, giving special consideration to the management of human resources, law, ethics, marketing, accounting practices, and economics.

#### **REQUIRED COURSES:**

		<b>UNITS</b>
ACCT 200	Financial Accounting	4
BUSAD 110	Human Resource Management	3
BUSAD 120	Business Management/Leadership	3
BUSAD 127	Business Communication	3
BUSAD 151	Human Relations	3
BUSAD 210	Business Law	3
CIT 101	Introduction to Computer Literacy	3

#### **TOTAL UNITS: 22**

**Rationale:** Leadership/Management is one of the most relevant desires of individuals in their pursuit of career moves. Many are promoted into such a position - without proper training and/or skill sets. This certificate allows an individual to acquire the necessary skill sets and knowledge focused specifically on their desires and aspirations to manage and/or lead people in both the retail and corporate positions.

**Effective:** FA15

## MODIFY CERTIFICATE

### **Administrative Assistant Certificate**

The Administrative Assistant Certificate is designed to prepare students for employment in today's modern office. Students will learn computer skills in Microsoft Office Applications and writing skills that are needed for successful business communication. Student will learn computer skills through hands-on practice and various business project simulations.

REQUIRED COURSES:		UNITS
CIT 013	Intermediate Keyboarding	3
CIT 021	Word Processing: Comprehensive Microsoft Word	4
CIT 031	Business English	3
CIT 100	Introduction to Personal Computers	3
	or	
CIT 101	Introduction to Computer Literacy	3
CIT 114	Spreadsheets: Excel	3
CIT 116	Database Management: Access	3
CIT 118	Microsoft PowerPoint	3

**RECOMMENDED COURSES:** **UNITS**

**TOTAL UNITS: 22**

*This is a Gainful Employment Program*

**Rationale:** Update to the courses needed to meet the business needs for applicants with advanced computer skills in Microsoft Office Applications.

**Effective:** FA15

### **BASIC LAW ENFORCEMENT ACADEMY CERTIFICATE**

This certificate is designed for state certified entry-level positions in law enforcement agencies. Successful completion of this program and subsequent completion of the hiring agencies probationary period in a Peace Officers' Standards and Training (POST) certified agency qualifies the student for a California POST certificate. This program meets Penal Code §832 requirement of training as a peace officer in the state of California. This program is offered in two formats: the Intensive Format (approximately 23 weeks) and the Extended Format (approximately 48 weeks). Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:		UNITS
POLICE 002	Basic Law Enforcement Academy	27.75
POLICE 100	Criminal Law	3
POLICE 101	Procedure and Evidence	3
POLICE 102	Community Policing	3

Curriculum Meeting: 5-12-14, 9-8-14, 9-22-14  
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**TOTAL UNITS: 39.75**

*This is a Gainful Employment Program*

**Rationale:** Content review required as well as consortium review in preparation for state approval.

**Effective:** FA15

**Business Administration Certificate**

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for entry-level work in the business field by providing the fundamentals of business organization and management as well as in marketing and business law.

**REQUIRED COURSES:**

		<b>UNITS</b>
ACCT 010	Bookkeeping	3
	or	
ACCT 200	Financial Accounting	4
BUSAD 100	Introduction to Business	3
BUSAD 103	Marketing Principles	3
BUSAD 108	Personal Finance, Investments and Estate Planning	3
BUSAD 127	Business Communication	3
BUSAD 150	Business Math	3
CIT 101	Introduction to Computer Literacy	3
COMMST 100	Elements of Public Speaking	3
	or	
COMMST 100H	Elements of Public Speaking - Honors	3

**TOTAL UNITS: 24-25**

*This is a Gainful Employment Program*

**Rationale:** Content review.

**Effective:** FA15

## **Child Development - Family Child Care Provider Certificate**

The Family Child Care Provider Certificate prepares students for working in family child care or home child care programs. The Family Child Care Certificate requires 25 CD units which includes practicum experience with children.

*Students earning this certificate meet the Title 5 requirements for the Associate Teacher Permit through the California Commission on Teacher Credentialing Office.*

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CD 075	Family Child Care Practices	3
CD 105	Child Growth and Development	3
	or	
CD 105H	Child Growth and Development-Honors	3
CD 113	Principles and Practices of Teaching Young Children	3
CD 114	Introduction to Curriculum	3
CD 115	Health, Safety and Nutrition	3
CD 126	Child, Family, and the Community	3

<b>Choose one (1) course from the following list:</b>		<b>UNITS</b>
CD 061	Activities for School-Age Children	3
CD 186	Infant and Toddler Curriculum	3

<b>Practicum experience working with children:</b>		<b>UNITS</b>
CD 205	Child Development Practicum / Field Experience	4

### **TOTAL UNITS: 25**

#### *ADDITIONAL RECOMMENDED COURSE:*

*BUSAD 015 Small Business Management/Entrepreneurship (3 units)*

*This is a Gainful Employment Program*

**Rationale:** The CD Department is replacing CD 072, CD 073 & CD 074 with one 3-unit course: CD 075. The pending CD 075 course is at the FULL Curriculum. The Family Child Care Provider Certificate reflects the changes being made. The CD department has removed the three courses mentioned above, and has replaced them with CD 075.

**Effective:** FA15

Curriculum Meeting: 5-12-14, 9-8-14, 9-22-14  
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## **Child Development - Teacher Certificate**

The Teacher Certificate is designed for individuals working with children in a preschool or child care setting. The certificate focuses on developing age appropriate curriculum for the classroom and observation/assessment of children. The Teacher Certificate requires 31 CD units which include 4 units of CD Practicum/Field Work with young children plus 16 general education units as specified.

*This Certificate meets the course and unit requirement for the Teacher Permit through the California Commission on Teacher Credentialing. Please note that students must also meet the experience requirements of 175 days of 3+ hours per day within 4 years.*

### **REQUIRED COURSES:**

		<b>UNITS</b>
CD 105	Child Growth and Development	3
	or	
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 113	Principles and Practices of Teaching Young Children	3
CD 114	Introduction to Curriculum	3
CD 115	Health, Safety and Nutrition	3
CD 126	Child, Family, and the Community	3
CD 138	Teaching in a Diverse Society	3

### **Choose two (2) curriculum courses from the following list:**

		<b>UNITS</b>
CD 068	Early Literacy for Young Children	3
CD 130	Creative Music and Movement for Children	3
CD 133	Creative Science and Math Activities for Children	3
CD 134	Language, Listening and Literature for Children	3
CD 136	Creative Art Experiences for Children	3
CD 137	Play and Materials for Children	3

### **Required CD Practicum/Field Work experience with children:**

		<b>UNITS</b>
CD 205	Child Development Practicum / Field Experience	4

### **Major Total: 31**

**UNITS**

### **The following courses are recommended by the Child Development Department to meet the GE requirements:**

	<b>UNITS</b>
Communication: ENGL 101 or ENGL 101H (4 units)	4
Humanities: ART 103 or MUS 100 (3 units)	3
Social and Behavioral Science: SOC 100 or SOC 100H, or SOC 130, or PSYCH 100 or PSYCH	3

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100H (3 units)

Natural Science or Math: MATH 095 and higher (3-4 units)

3 - 4

Elective courses (2-3 units)

2 - 3

**Minimum GE Units Required: 16**

**TOTAL UNITS: 47**

*ADDITIONAL RECOMMENDED COURSES:*

*CD244 Children with Special Needs (3 units)*

*CD185 Infant/Toddler Development (3 units)(if planning to work with infants and toddlers)*

*This is a Gainful Employment Program*

**Rationale:** The CD Department added the new CD 137 course to the Teacher Certificate as an elective. This does not change the number of units in the certificate, but gives students more options curriculum electives. We hope this helps students complete the certificate more quickly.

**Effective:** FA15

### **Geographic Information Systems Certificate**

This certificate is designed to prepare students for entry-level employment in Geographic Information Systems (GIS) and automated mapping technology, utilizing Earth resources data satellites, aerial photography, and computerized data banks of spatial data.

#### **REQUIRED COURSES (15 UNITS):**

#### **UNITS**

GIS 130	Introduction to Geographic Information Systems (GIS)	3
	or	
GEOG 130	Introduction to Geographic Information Systems (GIS)	3
GIS 133	GIS Cartography and Base Map Development	3
GIS 134	Data Acquisition and Management	3
GIS 135	Spatial Analysis with GIS	3
GIS 136	GIS for Science, Government, and Business	3
	or	
GIS 137	GIS Advanced Applications	3

#### **ELECTIVE COURSES (MINIMUM OF 4 UNITS):**

#### **UNITS**

GEOG 100	Map Interpretation and Geospatial Analysis	3
	or	
GIS 100	Map Interpretation and Geospatial Analysis	3
GIS 039	Global Positioning Systems (GPS) Field Techniques	1
GIS 098	GIS Work Experience	1 - 4
GIS 222	Independent Study in Geographic Information Systems	1 - 3

Curriculum Meeting: 5-12-14, 9-8-14, 9-22-14

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<b>RECOMMENDED COURSES:</b>		<b>UNITS</b>
ARCH 120	Introduction to Computer Aided Drafting	4
CIT 101	Introduction to Computer Literacy	3
GEOG 110	Physical Geography	3
GEOL 101	Introduction to Physical Geology	3

**TOTAL UNITS: 19**

*This is a Gainful Employment Program*

**Rationale:** Content review.

**Effective:** FA15

**CIT – Management Information Systems Certificate**

The Management Information Systems Certificate Offers A Complete Introduction To Computers, Specific Training In Selected Software Packages, Advanced Courses Dealing With Networks, And Management Of Computer Facilities.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CIT 031	Business English	3
CIT 101	Introduction To Computer Literacy	3
CIT 114	Spreadsheets: Excel	3
CIT 116	Database Management: Access	3
CIT 150	Office Applications Development	3
CIT 215	Database Management Systems	3
CIT 232	Data Communications And Networks	3

<b>CHOOSE ONE COURSE FROM THE FOLLOWING:</b>		<b>UNITS</b>
CIT 021	Word Processing: Comprehensive Microsoft Word	4
CIT 026	Computer Graphics	3
CIT 102	Advanced Computer Literacy	3

**TOTAL UNITS: 24-25**

*This Is A Gainful Employment Program*

**Rationale:** Content Review

**Effective:** FA15

Curriculum Meeting: 5-12-14, 9-8-14, 9-22-14  
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## **Computer Support Specialist Certificate**

The Computer Specialist Certificate is designed to provide students with skills in advanced computer technology pertaining to a wide variety of industry specific and government agency career paths. Students are required to have a basic knowledge of reading and writing as well as have completed Math 095 or assessed at a higher level.

Career Outlook: The rapid spread of computers and information technology has generated a need for highly trained workers proficient in various job functions. These jobs are categorized under the heading of Computer Specialist in the EDD Labor Market Information Occupational Projection Report. The Computer Specialist designation constitutes 97 percent of the Computer and Mathematical Occupations category. There are many career paths available mainly because employers' needs are so varied.

### **REQUIRED COURSES:**

		<b>UNITS</b>
CIT 091	Networking Fundamentals Semester One (Cisco Networking Academy)	3
CIT 092	Basic Routing Semester Two (Cisco Networking Academy)	3
CIT 101	Introduction to Computer Literacy	3
CIT 110	Information and Communications Technology Essentials	4
CIT 160	Introduction to Information Systems Security	3
CIT 155	Systems and Network Administration	3
	or	
CIT 128	Introduction to Linux OS	3

*(Math 095 is required unless student is assessed at a higher level.)*

### **TOTAL UNITS: 19**

*This is a Gainful Employment Program*

**Rationale:** Content Review

**Effective:** FA15

## **Real Estate Certificate**

This certificate qualifies students for entry-level employment in title and escrow companies, mortgage companies, financial institutions, and related firms. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

### **REQUIRED COURSES:**

		<b>UNITS</b>
REALST 062	Real Estate Practice	3
REALST 068	Real Estate Appraisal: Residential	3
REALST 070	Real Estate Finance	3
REALST 074	Legal Aspects of Real Estate	3
REALST 100	Real Estate Principles	3

Curriculum Meeting: 5-12-14, 9-8-14, 9-22-14  
10-6-14, 10-20-14, 11-3-14, 11-17-14, 12-8-14  
Conjoint Meeting: 1-20-15  
Board of Trustees Meeting: February 12, 2015  
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<b>3-4 units from the list of RECOMMENDED COURSES:</b>		<b>3 - 4</b>
<b>RECOMMENDED COURSES:</b>		<b>UNITS</b>
ACCT 200	Financial Accounting	4
BUSAD 013	Marketing Principles	3
BUSAD 016	Principles of Selling	3
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law	3
BUSCAL 050	Quantitative Methods in Business	3
ESCROW 001	Escrow Procedures I	3
REALS T063	Real Estate Loan Processing Fundamentals	3
REALST 072	Advanced Real Estate Finance	3
REALST 076	Property Management	3
REALST 078	Real Estate Economics	3
	or	
ECON 100	Introduction to Economics	3

**TOTAL UNITS: 18-19**

*This is a Gainful Employment Program*

**Rationale:** Content Review

**Effective:** FA15

**Retail Management Certificate**

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for entry level work in the retail management field. Beginning as a clerk or cashier, the student can advance to assistant manager, manager, and upper management. There is no required sequence of courses, but it is recommended that students structure their schedule to move through three general levels of training and experiences. In the foundational courses the students gain exposure to foundational courses in writing, speaking, math applications, and computer literacy. The intermediate course offerings cover specific business and management content. Lastly, the advanced course offerings include the retail specific courses and human relations topics.

<b>FOUNDATIONAL COURSES:</b>		<b>UNITS</b>
BUSAD 127	Business Communication	3
BUSAD 150	Business Math	3
CIT 101	Introduction to Computer Literacy	3

<b>INTERMEDIATE COURSES:</b>		<b>UNITS</b>
BUSAD 103	Marketing Principles	3
BUSAD 120	Business Management/Leadership	3

Curriculum Meeting: 5-12-14, 9-8-14, 9-22-14  
 10-6-14, 10-20-14, 11-3-14, 11-17-14, 12-8-14  
 Conjoint Meeting: 1-20-15  
 Board of Trustees Meeting: February 12, 2015  
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<b>ADVANCED COURSES:</b>		<b>UNITS</b>
BUSAD 110	Human Resource Management	3
BUSAD 112	Principles of Retailing	3
BUSAD 151	Human Relations	3

**TOTAL UNITS: 24**

*This is a Gainful Employment Program*

**Rationale:** WAFC (Western Association of Food Chains) has approved a reduction in the course sequence for this certificate. It was approved to reduce the certificate by 2 courses - thus eliminating the need for ACCT 010 and COMMST 100. This is the standard for ALL community colleges participating in this program.

**Effective:** FA15