

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), or Work Experience (270). Detailed course descriptions are listed on page 100. Please refer to the class schedule and/or see the dean or department chair for availability.

Business Studies

Accounting, Business, Economics, Consumer Studies, Marketing, Real Estate, Supervision

Description

A wide variety of programs are offered for both transfer and career-focused students. Employment certificates of completion, certificates of achievement and associate degree programs are available to students interested in entry-level employment or in upgrading business skills.

Program Emphasis

The Business Studies department offers five program areas. These include the Business Studies Transfer area and four areas with entry level vocational coursework: Small Business Accounting, Small Business Management, Retail Management, and Real Estate. There are many certificates in each area that students may take to prepare them for certain job skills. However only one associate degree can be awarded. ***A student must choose an associate degree in Transfer or Small Business Accounting or Small Business Management or Retail Management.*** See each area for course requirements for specific vocations.

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Careers

Career opportunities available upon successful completion of each of the Business Studies awards are described in each area section. Most careers listed may require education beyond the associate degree level.

Academic Programs

The associate degree in Business Studies requires completion of the courses listed in each degree emphasis. Additional general education and graduation requirements for the associate degree are listed in the Academic Requirements section of the catalog. The Business Studies Transfer area provides lower division transfer preparation for the School of Business

Administration at San Diego State University. **The associate degree requires a minimum of 60 units**

Core Curriculum

The Business Studies Core Curriculum is required for the associate degree in all Business Studies areas. All courses in the core are articulated with San Diego State University courses and some meet California State University and University of California general education requirements.

Courses:	Units
*BUSE 119, Business Communications OR ENGL 101, Reading and Composition	3
BUSE 140, Business Law & the Legal Environment	3
CISC 181, Principles of Information Systems.....	4
ECON 120, Principles of Economics I	3
PHIL 102B, Introduction to Philosophy: Values.....	3
Total Units = 16	

*Business 119 is required for San Diego State University School of Business Administration degrees in Finance, Information Decision Systems, Management, and Marketing.

**Business 119 is required for all non-transfer course work and degrees.

Transfer

Associate in Science Degree: Business Studies

San Diego State University Business Administration

Courses Required for the Major:	Units
Business Studies Core Curriculum	16
ACCT 116A, Financial Accounting	4
ACCT 116B, Managerial Accounting	4
ECON 121, Principles of Economics II	3
MATH 119, Elementary Statistics.....	3
MATH 121, Basic Techniques of Applied Calculus I....	3
Total Units = 33	

Transfer Information

Common university majors related to the field of Business include:

Accounting, Agricultural Business, Apparel Design and Merchandising, Business Administration, Business Economics, Business Information Systems, Business Law, Construction Management, E-Business, Economics, Entrepreneurship, Finance/Financial Services, Health Administration, Hospitality Management, Human Resources, Industrial Engineering and Technology,

International Business, Management, Marketing, Public Administration, Real Estate, Transportation.

Course Requirements for Transfer Students

Students who plan to transfer to a four year college or university and earn a bachelor's degree in this discipline should consult with a counselor or visit the Transfer/Career Center to determine the appropriate major preparation courses for their specific transfer institution and major. Transfer students may also earn an Associate of Arts degree in Transfer Studies. This degree is individually tailored to each student's specific transfer requirements in order to provide the most efficient path to transfer. More information on transfer programs and procedures is available in the Transfer Programs section of the catalog.

Small Business Accounting

Small Business Accounting Requirements:
Core
Certificate of Completion (Some courses may be repeated in the certificates and/or core but only need to be taken once) Small Business Bookkeeper Tax preparer
Other Requirements Accounting 116A/B Business 101 Business 245C Speech 180
Many general education and district requirements are already included in the degree requirement. Additional requirements for an AS degree: Science Health Education American Institutions P. E.

Certificate of Completion: Small Business Bookkeeper*

The Small Business Bookkeeper's certificate prepares for entry-level employment as a small business bookkeeper.

Courses:	Units
ACCT 102, Basic Accounting.....	3
ACCT 128A, Small Business Accounting- Recordkeeping.....	1.5
ACCT 128B, Small Business Accounting-Payroll.....	1.5
ACCT 150, Computer Accounting Applications	3
Total Units = 9	

BUSINESS STUDIES DEGREE						
CORE						
Units	Class	Description	The Core is required for the Business Studies associate degrees. All courses in the Core are articulated with San Diego State University courses and some meet California State University and University of California general education requirements. The Core courses also meet all the District general education requirements for an AS Degree except for the science requirement. Business 119 also meets the Districts reading and written expression requirement. To receive a degree in Business Studies, the student must complete the Core and complete one of the four areas below. In Small Business Management the student has a choice of coursework. Real Estate does not offer a degree option, only Certificates of Completion.			
3	BUSE 119*	Business Communications				
3	BUSE 140*	Business Law & the Legal Environment				
4	CISC 181*	Information Processing & Computer Programming				
3	ECON 120*	Principles of Economics				
3	PHIL 102B*	Introduction to Philosophy Values & Ethics				
16	Total					
<p>Only one associate degree can be earned in the Business Studies area: Transfer or Small Business Accounting or Small Business Management or Retail Management.</p>						
Transfer (SDSU)	Small Business Accounting	Small Business Management Coursework in:			Retail Management Coursework	Real Estate Certificates of Completion only
		Starting & Managing a Small Business	Community Service	Financial Services		
ACCT 116A/B	ACCT 128A/B	BUSE 155	6 units from BUSE 245A/B/C/D	ACCT 102	ACCT 116A	REAL 101
ECON 121*	ACCT 102	BUSE 150		BUSE 113 or ECON 121	BUSE 101	REAL 110
MATH 119*	ACCT 150	MARK 100		CBTE 180	BUSE 150	REAL 111
MATH 121*	ACCT 121	ACCT 128A/B	6 units from BUSE 158A/B/C/D or 277A/B/C/D	CONF 110	MARK 100	
Area A1*	ACCT 120	BUSE 157		BUSE 90A/B/C/D or BUSE 277C	MARK 110	
Area A2*	ACCT 116A/B	SPEE 103*			SPEE 103	
Area A3*	BUSE 101*	SPEE 180*	CBTE 180	ACCT 150	SUPR 101	
Area B1*	BUSE 245C	BUSE 101*	SPEE 103*	ACCT 128A/B	SUPR 115	
Area B2*	SPEE 180*	6 units from BUSE 245A/B/C/D	MARK 100	BUSE 92 or BUSE 119*	SUPR 170	
Area B3*	BUSE 277C or BUSE 245C		BUSE 101*	BUSE 245C		
Area C1*	Science*		BUSE 150	BUSE 101*		
Area C2*or 1	Health Ed.*	CBTE 180	BUSE 155	SPEE 180*	SPEE 180*	
Area D* (not 2)	Am. Inst.*		SPEE 180*			
Health Ed.*	PE*	Science*	Science*	Science*	Science*	
Am. Inst.*		Health Ed.*	Health Ed.*	Health Ed.*	Health Ed.*	
PE*		Am. Inst.*	Am. Inst.*	Am. Inst.*	Am. Inst.*	
		PE*	PE*	PE*	PE*	
Total 70	Total 62	Total 62	Total 62	Total 64	Total 60	
BOLD = articulate to SDSU and other four year institutions				* = class meets general education or district graduation requirements		

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Certificate of Completion: Tax Preparer*

Completion of the Tax Preparer certificate meets State of California requirements (60 hours of course work) for application for the Tax Preparer's license. In order to receive the Tax Preparer's license, Accounting 120 & 121 must be taken at City College.

Courses:	Units
ACCT 102, Basic Accounting	3
ACCT 120, Federal Income Tax	3
ACCT 121, California Income Tax.....	1
Complete 3 units from:	
BUSE 245C, Small Business Internship-Acctng OR	
BUSE 277C, Service Learning-	
Community**	3
Total Units = 10	

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**Student must complete BUSE 277C for three units to meet the requirement for the Tax Preparer certificate.

***Both BUSE 245C or BUSE 277C must have a Tax Preparation subject matter.

Associate in Science Degree: Business Studies

Small Business Accounting Emphasis

The Small Business Accounting associate degree prepares for entry-level positions as bookkeepers, account clerks, accounting technicians, tax aides or accounting trainees.

Courses Required for the Major	Units
Business Studies Core Curriculum	16
Certificate of Completion, Tax Preparer	10
Certificate of Completion, Small Business Bookkeeper	8-9
Complete the Following Other Courses Required for the Major:	
ACCT 116A, Financial Accounting	4
ACCT 116B, Managerial Accounting	4

BUSE 101 Business Mathematics.....	3
BUSE 245C, Small Business Internship-Accounting ...	3
SPEE 180, Intercultural Communication	3
Less courses already applied in one or more certificates or core	(6)
Total Units = 43-46	

NOTE: Some courses may be repeated in the certificates and/or core but only need to be taken once.

Additional general education and graduation requirements for the associate degree are listed in the Academic Requirements section of the catalog. Students interested in careers as professional accountants should select the Business Studies San Diego State University Transfer Option. **The associate degree requires a minimum of 60 units.**

Small Business Management

The Small Business Management area prepares individuals for a variety of employment opportunities in business. Coursework includes starting and managing a small business, entry level positions in the financial services industry, and the development and management of community service projects.

Small Business Management

Coursework in starting and managing a small business.

Coursework in Starting and Managing a Small Business Requirements:
Core
Certificate of Achievement (Some courses may be repeated in the certificates and/or core but only need to be taken once) Management and Team Building Certificate of Completion Starting a Business Certificate of Completion Business Communications Certificate of Completion
Many general education and district requirements are already included in the degree requirement. Additional requirements for an AS degree: Science Health Education American Institutions P. E.

Certificate of Completion: Management and Team Building*

This certificate is designed for persons who currently own, operate or work for a small business and want to strengthen business skills.

Courses:	Units
BUSE 155, Managing the Small Business	3
BUSE 119, Business Communications.....	3
BUSE 150, Human Relations in Business	3
MARK 100, Principles of Marketing.....	3
Total Units = 12	

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Certificate of Completion: Starting a Business*

This certificate is designed for persons planning to start or operate a small business who want a "quick start."

Courses:	Units
ACCT 128A, Small Business Accounting- Recordkeeping	1.5
ACCT 128B, Small Business Accounting-Payroll.....	1.5
BUSE 119, Business Communications.....	3
BUSE 155, Managing the Small Business	3
BUSE 157, Starting a Small Business	3
Total Units = 12	

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Certificate of Completion: Business Communications*

This certificate is designed to enhance communication skills for individuals working in a business environment by improving speaking skills, negotiating skills, presentation skills, and multicultural awareness.

Courses:	Units
BUSE 119, Business Communications.....	3
BUSE 150, Human Relations in Business	3
SPEE 103, Oral Communication	3
SPEE 180, Intercultural Communications	3
Total Units = 12	

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Certificate of Achievement: Business Studies

Small Business Management Emphasis

Coursework in starting and managing a small business. This program is designed for persons planning to start, operate or work in a small business. The focus is on managerial, marketing, financial, legal, communication and practical day-by-day decision-making concerns in small business.

Courses Required for the Major	Units
Certificate of Completion, Management and Teambuilding	12
Certificate of Completion, Starting a Business	12
Certificate of Completion, Business Communications	12
BUSE 101, Business Mathematics.....	3
BUSE 140, Business Law and the Legal Environment	3
CBTE 180, Microsoft Office.....	3

Select 6 units from:

BUSE 245A, Small Business Internship-Marketing	
BUSE 245B, Small Business Internship-Operations	
BUSE 245C, Small Business Internship-Accounting	
BUSE 245D, Small Business Internship-Buying and Inventory	
BUSE 245E, Small Business Internship-Marketing	
BUSE 245F, Small Business Internship-Operations	
BUSE 245G, Small Business Internship-Accounting	
BUSE 245H, Small Business Internship-Buying and Inventory	6
Less courses already applied in one or more certificates or core	(12)

Total Units = 39

NOTE: Some courses may be repeated in the certificates and/or core but only need to be taken once.

Associate in Science: Business Studies

Small Business Management Emphasis

Coursework in starting and managing a small business.

Courses Required for the Major	Units
Business Studies Core Curriculum.....	16
Certificate of Achievement, Small Business Management Emphasis.....	39
Less courses already applied in one or more	

certificates or core(6)
Total Units = 49

NOTE: Some courses may be repeated in the certificates and/or core but only need to be taken once.

Additional general education and graduation requirements for the associate degree are listed in the Academic Requirements section of the catalog. Students who plan to transfer to a four-year college or university should select the Business Studies San Diego State University Transfer option. **The associate degree requires a minimum of 60 units.**

Recommended electives: Business 100.

Small Business Management

Coursework in community service

Coursework in Community Service Requirements:
Core
Certificate of Completion (Some courses may be repeated in the certificates and/or core but only need to be taken once) Working Education Students in Free Enterprise Business Presentations
Other Requirements Business 101 Business 150 Business 155 Marketing 100 Speech 180
Many general education and district requirements are already included in the degree requirement. Additional requirements for an AS degree: Science Health Education American Institutions P. E.

Certificate of Completion: Working Education*

This certificate is designed for persons who want actual job experience running a small business. Areas of specialization include marketing, operations, accounting, and buying and inventory.

Courses: **Units**
Complete 6-12 units from:
 BUSE 245A, Small Business Internship-Marketing

BUSE 245B, Small Business Internship-Operations
 BUSE 245C, Small Business Internship-Accounting
 BUSE 245D, Small Business Internship-Buying and Inventory
 BUSE 245E, Small Business Internship-Marketing
 BUSE 245F, Small Business Internship-Operations
 BUSE 245G, Small Business Internship-Accounting
 BUSE 245H, Small Business Internship-Buying and Inventory 6-12
Total Units = 6-12

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Certificate of Completion: Students in Free Enterprise (SIFE)*

This certificate is designed for persons who want actual job experience in teamwork, leadership, and management. Areas of specialization include projects in the community, elementary and junior high, high school, and on-campus educational activities.

Courses: **Units**
Complete 6-12 units from:
 BUSE 158A, SIFE-High School Projects **OR**
 BUSE 277A, Service Learning-High School Projects
 BUSE 158B, SIFE-Elementary & Junior High Projects **OR**
 BUSE 277B, Service Learning-Elementary & Junior High School Projects
 BUSE 158C, SIFE-Community Projects **OR**
 BUSE 277C Service Learning-Community
 BUSE 158D, SIFE-On-Campus Educational Projects **OR**
 BUSE 277D, Service Learning-on Campus 6-12
Total Units = 6-12

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Certificate of Completion: Business Presentations*

This certificate is designed for persons who want to improve their verbal, written, and computer skills.

Courses: **Units**
 BUSE 119, Business Communications..... 3
 CBTE 180, Microsoft Office..... 3
 SPEE 103, Oral Communication..... 3
Total Units = 9

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Associate in Science: Business Studies

Small Business Management

Coursework in community service.

Courses Required for the Major	Units
Business Studies Core Curriculum	16
Certificate of Completion, Working Education	6-12
Certificate of Completion, Students in Free	

Enterprise

Certificate of Completion, Business Presentations..... 9

Complete the Following Other Courses Required for the Major:

BUSE 101, Business Mathematics	3
BUSE 150, Human Relations in Business	3
BUSE 155, Managing the Small Business	3
MARK 100, Principles of Marketing.....	3
SPEE 180, Intercultural Communication	3
Less courses already applied in one or more certificates or core	(3)

Total Units = 49-61

NOTE: Some courses may be repeated in the certificates and/or core but only need to be taken once.

Additional general education and graduation requirements for the associate degree are listed in the Academic Requirements section of the catalog. Students who plan to transfer to a four-year college or university should select the Business Studies San Diego State University Transfer option. **The associate degree requires a minimum of 60 units.**

Recommended electives: Business 100, 201.

Small Business Management

Coursework in financial services.

Financial Services Coursework Requirements:
Core
Certificate of Completion (Some courses may be repeated in the certificates and/or core but only need to be taken once) Financial Services Job Skills Writing & Computation Small Business Bookkeeper (See page 128)
Other Requirements Business 101 Business 245C Speech 180

Many general education and district requirements are already included in the degree requirement. Additional requirements for an AS degree:

- Science
- Health Education
- American Institutions
- P. E.

Certificate of Completion: Financial Services*

This certificate is designed to prepare students for entry-level positions in the financial services industry. Students study basic financial and investment planning techniques, portfolio management, basic computerized bookkeeping, and current banking and global corporate trends.

Courses:	Units
ACCT 102, Basic Accounting.....	3
BUSE 113, International Finance OR	
ECON 121, Principles of Economics II.....	3
CBTE 180, Microsoft Office.....	3
CONF 110, Personal Financial Management	3
ECON 120, Principles of Economics I	3
Total Units = 15	

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Certificate of Completion: Job Skills*

This certificate concentrates on developing and understanding skills necessary to secure and keep a job such as preparing for interviews and writing resumes. Learning techniques for time management and organization are also taught.

Courses:	Units
Select all BUSE 090 courses (5.5 units) OR 5 units in BUSE 277C (a repeatable course)	
BUSE 090A, Learning Skills and	
BUSE 090B, Work Success and	
BUSE 090C, Business Internship Seminars and	
BUSE 090D, Workplace Competencies	5.5
OR	
BUSE 277C, Service Learning - Community	5
Total Units = 5-5.5	

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Certificate of Completion: Writing/Computation*

This certificate concentrates on improving written and computational skills necessary for entry-level jobs.

Courses:	Units
BUSE 101, Business Mathematics	3
BUSE 092, Introduction to Business Communications OR BUSE 119, Business Communications.....	3
Total Units = 6	

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Associate in Science: Business Studies Small Business Management

Coursework in financial services.

Courses Required for the Major	Units
Business Studies Core Curriculum	16
Certificate of Completion, Financial Services.....	15
Certificate of Completion, Job Skills.....	5-5.5
Certificate of Completion, Small Business Bookkeeper	8-9

Complete the Following Other Courses Required for the Major:

BUSE 101, Business Mathematics	3
BUSE 245C, Small Business Internship-Accounting ...	3
SPEE 180, Intercultural Communication	3
Less courses already applied in one or more certificates or core	(6)
Total Units = 47-48.5	

NOTE: Some courses may be repeated in the certificates and/or core but only need to be taken once.

Additional general education and graduation requirements for the associate degree are listed in the Academic Requirements section of the catalog. Students who plan to transfer to a four-year college or university should select the Business Studies San Diego State University Transfer option. **The associate degree requires a minimum of 60 units.**

Recommended electives: Business 100, 201.

Retail Management

The Western Association of Food Chains (WAFC) Retail Management program incorporates both educational knowledge and technical skills, and is structured to lead students to competence in several areas. This program provides a strong foundation for students intending to pursue communications, liberal arts, and other areas where general management competencies are important.

Retail Management

Coursework in retail management.

Coursework in Retail Management Requirements:
Core
Certificate of Completion (Some courses may be repeated in the certificates and/or core but only need to be taken once) Retail Management Foundation Courses Retail Management Intermediate Courses Retail Management Advanced Courses
Other Requirements Speech 180
Many general education and district requirements are already included in the degree requirement. Additional requirements for an AS degree: Science Health Education American Institutions P. E.

Certificate of Completion: Retail Management Foundation Courses*

This Certificate of Completion incorporates the foundation courses for The Western Association of Food Chains (WAFC) Retail Management Certificate of Achievement. Included are written and oral communication skills, basic business math and computer competencies.

Courses:	Units
BUSE 119, Business Communications.....	3
BUSE 101, Business Mathematics.....	3
CISC 181, Principles of Information Systems.....	4
SPEE 103, Oral Communication.....	3
Total Units = 13	

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Certificate of Completion: Retail Management Intermediate Courses*

This Certificate of Completion incorporates the intermediate courses for the Western Association of Food Chains (WAFC) Retail Management Certificate of Achievement. Included are accounting, marketing, and supervision skills.

Courses:	Units
ACCT 116A, Financial Accounting	4
MARK 100, Principles of Marketing.....	3
SUPR 101, Introduction to Supervision	3
SUPR 115, Management and Organization for Supervisors	3
Total Units = 13	

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Certificate of Completion: Retail Management Advanced Courses*

This Certificate of Completion incorporates the advance courses for the Western Association of Food Chains (WAFC) Retail Management Certificate of achievement. Included are team building and retailing skills.

Courses:	Units
BUSE 150, Human Relations in Business	3
MARK 110, Principles of Retailing	3
SUPR 170, Supervisor/Employee Communications	3
Total Units = 9	

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Certificate of Achievement: Business Studies Retail Management Emphasis

The Western Association of Food Chains (WAFC) Retail Management Certificate has been developed and agreed upon by a curriculum task force comprised of both college and retail food industry professionals.

Courses Required for the Major	Units
ACCT 116A, Financial Accounting	4

BUSE 101, Business Mathematics	3
BUSE 119, Business Communications.....	3
BUSE 150, Human Relations in Business	3
CISC 181, Principles of Information Systems.....	4
MARK 100, Principles of Marketing.....	3
MARK 110, Principles of Retailing.....	3
SPEE 103, Oral Communication.....	3
SUPR 101, Introduction to Supervision	3
SUPR 115, Management and Organization for Supervisors	3
SUPR 170, Supervisor/Employee Communications	3
Total Units = 35	

Associate in Science Degree: Business Studies

Coursework in retail management. The Western Association of Food Chains (WAFC) Retail Management coursework incorporates both educational knowledge and technical skills and is structured to lead students to competence in several areas. This coursework provides a strong foundation for students intending to pursue communications, liberal arts, and other areas where general management competencies are important.

Courses Required for the Major	Units
Business Studies Core Curriculum.....	16
Certificate of Completion, Retail Management Foundation Courses	13
Certificate of Completion, Retail Management Intermediate Courses.....	13
Certificate of Completion, Retail Management Advanced Courses	9
Additional course required for Retail Management AS Degree; SPEE 180, Intercultural Communication	3
Less courses already applied in one or more certificates or core..... (7)	(7)
Total Units = 47-54	

NOTE: Some courses may be repeated in the certificates and/or core but only need to be taken once.

Additional general education and graduation requirements for the associate degree are listed in the Academic Requirements section of the catalog. Students interested in careers as professional accountants should select the Business Studies San Diego State University Transfer Option. **The associate degree requires a minimum of 60 units.**

Real Estate

Certificate of Completion: Real Estate Salesperson*

This certificate is designed for students interested in exploring a career in real estate sales. Real Estate 101 is a requirement for taking the Real Estate Salesperson's License Examination. Applicants must also, prior to or within 18 months after issuance of the salesperson's license, complete two additional courses.

Courses:	Units
REAL 101, Real Estate Principles.....	3

Select six to seven units from the following:

ACCT 102, Basic Accounting or ACCT 116A, Financial Accounting	
BUSE 140, Business Law & the Legal Environment	
ESCR 101, Escrow Procedures - Beginning	
ESCR 111, Escrow Procedures - Advanced	
REAL 105, Legal Aspects of Real Estate I	
REAL 110, Principles of Real Estate Appraisal I	
REAL 115, Real Estate Finance I	
REAL 120, Real Estate Practice	
REAL 130, Real Property Management (Mesa).....	6-7
Total Units = 9-10	

Escrow 101 and 111 are only offered at Mesa College.

*This is a department award in recognition of information on the transcript and does not imply that a graduation requirement has been met.

Certificate of Completion: Real Estate Appraisal*

This certificate is designed for students interested in careers in real estate appraisal. All of the courses in this Certificate of Completion have been approved by the Office of Real Estate Appraisers (OREA) as applying toward completion of acceptable education for the following appraisal licenses: Trainee License (completion of 90 hours of acceptable education related to real estate appraisal, which must include 15 hours of instruction on the Uniform Standards of Professional Appraisal Practice (USPAP); Residential License (completion of at least 90 hours of acceptable education relating to real estate appraisal, which must include 15 hours of instruction on USPSP); Certified Residential (completion of at least 120 hours of acceptable education relating to real estate appraisal, which must include 15 hours of instruction on USPSP); Certified General (completion of at least 180 hours of acceptable education relating to real estate appraisal, which must include 15 hours of USPAP). NOTE: OREA

education requirements for various appraisal licenses are effective as of January 1, 1998. For questions about OREA's licensure requirements, call the OREA office in Sacramento at (916) 322-2500.

Courses:	Units
REAL 101, Real Estate Principles	3
REAL 110, Principles of Real Estate Appraisal I.....	3
REAL 111, Introduction to USPAP	1
Total Units = 7	

*This is a department award in recognition of information on the transcript and does not imply that a graduation requirement has been met.

Courses

Accounting (ACCT)

102 Basic Accounting 3 hours lecture, 3 units Grade Only

Advisory: Business 92 or English 43, and English 42 and Mathematics 35, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4 and M30.

Limitation on Enrollment: This course is not open to students with credit for more advanced Accounting courses.

Theory and practice in the fundamentals of accounting transactions; business documents, journals and ledgers; opening, adjusting and closing entries; payroll. (FT) Associate Degree Credit only and not Transferable.

116A Financial Accounting 4 hours lecture, 4 units Grade Only

Advisory: English 51 and English 56 and Mathematics 95, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5 and M40.

This introductory financial accounting course provides instruction in the theory and practice of accounting applicable to recording, summarizing, and reporting of business transactions for external uses. Topics also include coverage of asset valuation, revenue and expense recognition, and appropriate accounting for various asset, liability, and capital accounts. This course is required for business majors preparing for and planning to transfer to, a four-year college or university. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN BUS 2) (CAN BUS SEQ A = ACCT 116A + 116B).

116B Managerial Accounting**4 hours lecture, 4 units
Grade Only**

Prerequisite: Accounting 116A with a grade of "C" or better, or equivalent.

This course shows students the extent to which management accounting can facilitate both operating and strategic business decisions. It emphasizes how information is used for managerial planning and control. The following areas are examined: cost-volume-profit relations, cost accounting systems, budgeting, differential analysis, and product pricing strategies.

This course is required for the associate degree and is generally required for a four-year degree. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN BUS 4) (CAN BUS SEQ A = ACCT 116A + 116B).

120 Federal Income Tax**3 hours lecture, 3 units
Grade Only**

Advisory: Completion of or concurrent enrollment in Accounting 116A with a grade of "C" or better, or equivalent.

This course introduces the student to tax concepts and tax laws that govern individuals who pay federal income taxes. Emphasis is placed on recognizing the social, economic, and political factors that Congress considers when they create tax laws. This course relates tax codes to the individual and identifies how tax planning skills can determine economic outcomes. Furthermore, it demonstrates and differentiates between tax avoidance and tax evasion. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

121 California Income Tax**1 hour lecture, 1 unit
Grade Only**

Advisory: Concurrent enrollment in Accounting 120.

This is a study of the structure of California personal income taxation, tax planning and underlying social economic issues. An emphasis will be placed on tax concepts rather than tax return preparation. The course contrasts and compares California requirements to Federal Income Tax. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**128A Small Business Accounting -
Recordkeeping****1.5 hours lecture, 1.5 units
Grade Only**

Advisory: Concurrent enrollment in Accounting 128B.

Limitation on Enrollment: This course is not open to students with previous credit for Accounting 128.

This course is an introduction to basic recordkeeping required to adequately manage the accounting documentation necessary to run a small business. Emphasis is placed on the practical application of recording, summarizing, and reporting business transactions for internal as well as completing federal, state and local reporting requirements. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

128B Small Business Accounting - Payroll**1.5 hours lecture, 1.5 units
Grade Only**

Advisory: Concurrent enrollment in Accounting 128A.

Limitation on Enrollment: This course is not open to students with previous credit for Accounting 128.

This course is an introduction to basic payroll requirements for a small business operating in California. Emphasis is placed on determining who is an employee and the practical application of preparing payroll, payroll deposits, quarterly and annual payroll reports for both California and the federal government. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

150 Computer Accounting Applications**3 hours lecture, 3 units
Grade Only**

Advisory: Completion of or concurrent enrollment in Accounting 116A with a grade of "C" or better, or equivalent.

This course illustrates to the student how to use accounting computer programs in a commercial business enterprise. As a basis for instruction, it demonstrates the use of QuickBooks Pro accounting software on a PC. The full accounting cycle and payroll is evaluated within a typical business environment. Business transactions are identified, labeled, recorded, and processed for both service and merchandise businesses. Financial statements are constructed, evaluated, and reviewed for accuracy and completeness. The main objective is to provide the student with a complete guide to creating and maintaining a proper accounting system while using a popular accounting software program. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), or Work Experience (270).

Detailed course descriptions are listed on page 100. Please refer to the class schedule and/or see the dean or department chair for availability.

Business (BUSE)

090A Learning Skills

**1.5 hours lecture, 1.5 units
Grade Only**

This is a course designed to teach the skills necessary to become a successful learner, both in college and in the years beyond college. Emphasis is placed on time management, organizational skills, and basic thinking, reading and writing techniques. Students will be able to successfully learn, retain and communicate information. This course is intended for the beginning or returning certificate student planning to major in vocational education. (FT) Associate Degree Credit.

090B Work Success

**1.5 hours lecture, 1.5 units
Grade Only**

This is a course designed to teach the skills necessary to become a successful employee. Emphasis is placed on understanding and developing the skills necessary to secure and keep a job. Students will be able to look for employment, prepare for an interview, and model the qualities of a successful employee. This course is intended for the beginning or returning student planning to seek gainful employment. (FT) Associate Degree Credit.

090C Business Internship Seminars

**1 hour lecture, 1 unit
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

The purpose of this course is to introduce students to employment opportunities in the local job market. Each class includes five industry presentations that require students to research the particular business, write a practice resume for that business, and conduct a mock interview for that business. This course is intended for students majoring in the computer technology options of the Business Studies certificates of completion, certificates of achievement, and associate in science degrees. (FT) Associate Degree Credit only and not Transferable.

090D Workplace Competencies

**1.5 hours lecture, 1.5 units
Grade Only**

This course teaches the necessary SCANS (Secretary's Commission on Achieving Necessary Skills) skills for a student to become a successful participant in today's workforce. Emphasis is on time management, organizational skills, and basic thinking, reading, and writing techniques. Students are able to successfully select, learn, retain, analyze, and communicate information. This course is intended for the beginning or returning certificate student planning to major in vocational education. (FT) Associate Degree Credit only and not Transferable.

092 Introduction to Business Communications

**3 hours lecture, 3 units
Grade Only**

Advisory: English 43 with a grade of "C" or better, or equivalent, or Assessment Skill Level W4.

Limitation on Enrollment: This course is not open to students with credit for Business 119 or Office Information Systems 115.

Review of principles and mechanics of English grammar as specifically applied to the field of business. Presents business vocabulary, dictionary usage, spelling, sentence structure, punctuation, and the principles and techniques of business writing. Practice in writing various types of business letters, resumes, memos, and informal business reports is emphasized. Three units of credit at this level may be applied to the associate degree.

095 Small Business Alphabetic Filing

**.75 hour lecture, 2.25 hours lab, 1.5 units
Grade Only**

This course offers instruction in the association of Records Managers and Administrators (ARMA) alphabetic filing rules and techniques. These rules are widely used in business to create and maintain files. Instruction is activity oriented, including the use of a microcomputer software package to learn basic filing skills. (FT) Associate Degree Credit only and not Transferable.

100 Introduction to Business

**3 hours lecture, 3 units
Grade Only**

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4; or Business 92 with a grade of "C" or better, or equivalent.

This is an introductory course for both business and non-business majors. The course provides a broad

understanding of the business community, its functions, terminology, occupational choices in the various fields of business and the place of business in the American economy as a whole. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

101 Business Mathematics

**3 hours lecture, 3 units
Grade Only**

This course provides students with a comprehensive study of business mathematics and reviews basic mathematics such as decimals, fractions, and percentages. It also covers the topics of bank services, payroll, mathematics of buying and selling, interest and loans, taxes, insurance, depreciation, and other business computations. This course is intended for students interested in pursuing careers in business. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

113 International Finance

**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 or English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 or R5; or Business 92 with a grade of "C" or better, or equivalent.

This course introduces students to the fundamentals of international finance. Emphasis is placed on an understanding of the international monetary system, balance of payments analysis, foreign exchange markets, global banking, international cash management and budgeting, and international investment management and evaluation. This course is intended for the student planning to prepare for entry-level employment in international banking, brokerage houses, or financial exchanges. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

119 Business Communications

**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; or Business 92 with a grade of "C" or better, or equivalent.

This course introduces students to the principles of effective business communications. Students experience the broad development of and the ability to analyze, organize, and compose various types of written and oral business communications. Students develop clear, concise, and persuasive letters, memorandums,

and reports. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

140 Business Law and the Legal Environment

**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; or Business 92 with a grade of "C" or better, or equivalent.

This course introduces students to the legal system and the laws that govern business in America. The course also increases students' understanding of legal concepts. Topics include judicial and administrative systems, ethics, contracts, torts, bankruptcy, agency, business organizations, security regulations, regulation of property, and protection of intellectual property interest. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN BUS 8).

150 Human Relations in Business

**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

Designed to assist employees and employers in understanding human behavior in social institutions, business and industry. Areas for discussion include: leadership, communication, status, decision-making, motivation, personnel problems. Case problem method of instruction used. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

155 Managing the Small Business

**3 hours lecture, 3 units
Grade Only**

Advisory: English 43 with a grade of "C" or better, or equivalent, or Assessment Skill Level W4.

In this course students learn the elements of successfully operating a small business. Key issues include human resource management, marketing for small business, financial, and legal issues. This course is intended for the student who plans to major in the Small Business Management or Entrepreneurial and Community Service option at City College. At Mesa College, this course may be taken as an elective by Business Management students or by those who are pursuing or intend to pursue a small business career. This course is also intended for students from any discipline who are interested in owning or operating a small business. (FT) Associate Degree Credit only and not Transferable.

157 Starting a Small Business**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

In this course students will explore what is necessary to start a business. They will learn to create a business plan that identifies key decisions for the entrepreneur. (FT) Associate Degree Credit only and not Transferable.

**158A Students in Free Enterprise -
High School Projects****9 hours lab, 3 units
Grade Only**

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

In this course students develop and implement projects to help them learn and teach free enterprise to high school students. Projects can include collaboration with high school classes, free enterprise educational projects for high school students, mentoring, and shadowing. Students gain hands-on experience in project planning, development, implementation and evaluation. This course is intended for the student who plans to major in Entrepreneurial and Community Service. It is also recommended for students from any discipline who are interested in project development, the development of teaching skills, or the enhancement of communication and planning skills. Course segments may be taken in any order. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**158B Students in Free Enterprise -
Elementary and Junior High Projects****9 hours lab, 3 units
Grade Only**

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

In this course students develop and implement projects to help them learn and teach free enterprise to elementary and junior high school students. Projects can include interactive lessons in small business and the free enterprise system and creating curriculum materials to help young children learn about free enterprise. Students gain hands-on experience in project planning, development, implementation and evaluation. This course is intended for the student who plans to major in Entrepreneurial and Community Service. It is also recommended for students from any discipline who are interested in project development,

the development of teaching skills, or the enhancement of communication and planning skills. Course segments may be taken in any order. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**158C Students in Free Enterprise -
Community Projects****9 hours lab, 3 units
Grade Only**

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

In this course students develop and implement projects to help them learn and teach free enterprise in the community. Projects can include working with community organizations in projects such as trade shows, presentations, and entrepreneurial ventures designed to increase knowledge of free enterprise. Students gain hands-on experience in project planning, development, implementation and evaluation. This course is intended for the student who plans to major in Entrepreneurial and Community Service. It is also recommended for students from any discipline who are interested in project development, the development of teaching skills, or the enhancement of communication and planning skills. Course segments may be taken in any order. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

**158D Students in Free Enterprise -
On-Campus Educational Projects****9 hours lab, 3 units
Grade Only**

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

In this course students develop and implement projects to help them learn and teach free enterprise on the San Diego City College campus. Projects will include operating the Small Business Resource Center, planning small business workshops, and other projects designed to increase knowledge of free enterprise on campus. Students gain hands-on experience in project planning, development, implementation and evaluation. This course is intended for the student who plans to major in Entrepreneurial and Community Service. It is also recommended for students from any discipline who are interested in project development, the development of teaching skills, or the enhancement of communication and planning skills. Course segments may be taken in any order. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

245A Small Business Internship - Marketing
9 hours lab, 3 units
Grade Only

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

Limitation on Enrollment: This course is not open to students with credit for Business 245 and/or 275. Business 245A, B, C, and D combined may be taken a total of four times.

This course provides theory and practical experience in marketing a small business. Students are responsible for the marketing function for the Student Business on campus. Classroom time provides marketing theory and an opportunity to evaluate and enhance skills learned. Through these experiences, students will develop more professional marketing skills for use in operating a small business. In each segment of this course, students gain experience in a separate business function. "This course is intended for the student who plans to major in Small Business Management or Entrepreneurial and Community Service". It is also intended for students from any discipline who are interested in learning the marketing function of small business. Course segments may be taken in any order. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

245B Small Business Internship - Operations
9 hours lab, 3 units
Grade Only

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

Limitation on Enrollment: This course is not open to students with credit for Business 245 and/or 275. Business 245A, B, C, and D combined may be taken a total of four times.

This course provides theory and practical experience in the operations and human resource functions of a small business. Students are responsible for operations and human resources of the Student Business on campus. Classroom time provides management theory and an opportunity to evaluate and enhance skills learned. Through these experiences, students will develop more professional management skills for use in operating a small business. In each segment of this course, students gain experience in a separate business function. "This course is intended for the student who plans to major in Small Business Management or Entrepreneurial and Community Service". It is also intended for students from any discipline who are interested in learning the operations functions of small business. Course segments may be taken in any order.

(FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

245C Small Business Internship - Accounting
9 hours lab, 3 units
Grade Only

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

Limitation on Enrollment: This course is not open to students with credit for Business 245 and/or 275. Business 245A, B, C, and D combined may be taken a total of four times.

This course provides theory and practical experience in accounting for a small business. Students are responsible for accounting for the Student Business on campus. Classroom time provides accounting theory and an opportunity to evaluate and enhance skills learned. Through these experiences, students will develop more professional accounting skills for use in operating a small business. In each segment of this course, students gain experience in a separate business function. "This course is intended for the student who plans to major in Small Business Management, Entrepreneurial and Community Service, or Small Business Accounting". It is also intended for students from any discipline who are interested in learning the accounting functions of small business. Course segments may be taken in any order. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

245D Small Business Internship - Buying and Inventory
9 hours lab, 3 units
Grade Only

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

Limitation on Enrollment: This course is not open to students with credit for Business 245 and/or 275. Business 245A, B, C, and D combined may be taken a total of four times.

This course provides theory and practical experience in purchasing and inventory control for a small business. Students are responsible for purchasing supplies and inventory for the Student Business on campus. Classroom time provides theory in purchasing and inventory control and an opportunity to evaluate and enhance skills learned. Through these experiences, students will develop more professional skills for use in purchasing for a small business. In each segment of this course, students gain experience in a separate business function. "This course is intended for the

student who plans to major in Small Business Management or Entrepreneurial and Community Service". It is also intended for students from any discipline who are interested in learning the buying and inventory functions of small business Segments may be taken in any order. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

245E Small Business Internship - Marketing
3 hours lab, 1 unit
Grade Only

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course provides theory and practical experience in marketing a small business. Students are responsible for the marketing function for a Student Business on campus. Classroom time provides marketing theory and an opportunity to evaluate and enhance skills learned. Through these experiences, students will develop more professional marketing skills for use in operating a small business. In each segment of this course, students gain experience in a separate business function. "This course is intended for the student who plans to major in Business Studies - Computer Technology option". It is also intended for students from any discipline who are interested in learning the marketing function of a small business in the computer technology area. Course segments may be taken in any order. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

245F Small Business Internship - Operations
3 hours lab, 1 unit
Grade Only

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course provides theory and practical experience in the operations and human resource functions of a small business. Students are responsible for operations and human resources of the Student Business on campus. Classroom time provides management theory and an opportunity to evaluate and enhance skills learned. Through these experiences, students will develop more professional management skills for use in operating a small business. In each segment of this course, students gain experience in a separate business function. "This course is intended for the student who plans to major in Business Studies - Computer Technology option". It is also intended for students from any discipline who are interested in learning the operations function of a small business in the computer

technology area. Course segments may be taken in any order. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

245G Small Business Internship - Accounting
3 hours lab, 1 unit
Grade Only

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course provides theory and practical experience in accounting for a small business. Students are responsible for accounting for the Student Business on campus. Classroom time provides accounting theory and an opportunity to evaluate and enhance skills learned. Through these experiences, students will develop more professional accounting skills for use in operating a small business. In each segment of this course, students gain experience in a separate business function. This course is intended for the student who plans to major in Business Studies - Computer Technology option. It is also intended for students from any discipline who are interested in learning the accounting function of a small business in the computer technology area. Course segments may be taken in any order. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

245H Small Business Internship - Buying and Inventory
3 hours lab, 1 unit
Grade Only

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course provides theory and practical experience in purchasing and inventory control for a small business. Students are responsible for purchasing supplies and inventory for the Student Business on campus. Classroom time provides theory in purchasing and inventory control and an opportunity to evaluate and enhance skills learned. Through these experiences, students will develop more professional skills for use in purchasing for a small business. In each segment of this course, students gain experience in a separate business function. "This course is intended for the student who plans to major in Business Studies - Computer Technology option". It is also intended for students from any discipline who are interested in learning the purchasing function of a small business in the computer technology area. Course segments may be taken in any order. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

290 Independent Study**Hours by Arrangement, 1-4 units
Grade Only**

Limitation on Enrollment: Must obtain an Add Code from instructor for registration.

For advanced students in business who wish to pursue special problems and projects relating to their particular subject area. The student meets with the instructor at specific intervals and is expected to do primary research, analyze problems and submit reports. This course may be taken four times with different content for a maximum of six units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), or Work Experience (270). Detailed course descriptions are listed on page 100. Please refer to the class schedule and/or see the dean or department chair for availability.

Consumer Studies (CONF)**110 Personal Financial Management****3 hours lecture, 3 units
Grade Only**

Advisory: English 51 and English 56 and Mathematics 32, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5, R5 and M20.

This course explores theories and techniques of managing personal income, with an emphasis on financial goal setting, culminating in the development of a personal financial plan. It includes practical methods of gaining maximum advantages from income through efficient spending, effective use of credit, savings, budgeting, insurance, and investment. Stock portfolios and retirement and estate planning are discussed. This is a required course for a Certificate of Completion in Skills for Success and Certificate of Achievement and/or Associate Degree in Consumer Resource Management. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

Economics (ECON)**120 Principles of Economics I****3 hours lecture, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

Introduction to basic economic principles and theory relating to problem analysis, structure of our institutions and the formation of public policies. Emphasis is placed on the broad overall performance (macro-analysis) of the economy with concentration in such areas as incomes, employment and output; economic stability and growth; fiscal and monetary policy. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN ECON 2).

121 Principles of Economics II**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

A continued study of principles and applications regarding specific economic sectors (micro analysis). Various competitive models in a market economy are studied in detail. Economics of labor unions, farming, international trade and finance provide a background for study and analysis of many current world and domestic problems. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN ECON 4).

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), or Work Experience (270). Detailed course descriptions are listed on page 100. Please refer to the class schedule and/or see the dean or department chair for availability.

Marketing (MARK)**100 Principles of Marketing****3 hours lecture, 3 units
Grade Only**

Advisory: English 51 with a grade of "C" or better, or equivalent, or Assessment Skill Level W5.

This course provides a comprehensive overview of the foundations, principles, processes, and goals of

marketing and an analysis of how marketing functions in current business practice. It is designed for students majoring in marketing, as well as for those interested in a review of the field. (FT) Associate Degree Credit and transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), or Work Experience (270). Detailed course descriptions are listed on page 100. Please refer to the class schedule and/or see the dean or department chair for availability.

Real Estate (REAL)

101 Real Estate Principles

**3 hours lecture, 3 units
Grade Only**

This course covers the fundamentals of the economics of land ownership and use and the responsibility of broker, owner and purchaser; terminology and definitions and the varied vocational opportunities in the general field of real estate are also covered. Completion of this course is required prior to taking the exam for the California Real Estate Salesperson's License. This course also applies as an elective toward the State's educational requirements for the broker's examination. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

105 Legal Aspects of Real Estate I

**3 hours lecture, 3 units
Grade Only**

This course is a study of California Real Estate law. Emphasis is placed on the practical application of the law to legal problems arising from real estate transactions, statutory enactment and case law, legal instruments, zoning ordinances, and city and county planning decisions. This course applies toward the State's educational requirements for the broker's examination and as an elective for the salesperson's license. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

110 Principles of Real Estate Appraisal I

**3 hours lecture, 3 units
Grade Only**

This course is an introductory course covering the purposes of appraisals, the appraisal process, and the

different approaches, methods, and techniques used to determine the value of various types of property. Emphasis is on residential and special purpose property. This course applies toward the State's educational requirements for the California Real Estate Appraisal license, broker's examination, and as an elective for the salesperson's license. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

111 Introduction to USPAP

**1 hour lecture, 1 unit
Grade Only**

This course provides students with an understanding of the Uniform Standards of Professional Appraisal Practice (USPAP). Course content includes USPAP definitions; the Appraisal Standards Board and its activities; coverage and scope of USPAP; USPAP Standards, Statements on Appraisal Standards, and Advisory Opinions. Completion of this course will satisfy the Office of Real Estate Appraisers (OREA) 15-hour USPAP requirement as part of the 75 hours of acceptable education for the Trainee License. (FT) Associate Degree Credit only and not Transferable.

115 Real Estate Finance I

**3 hours lecture, 3 units
Grade Only**

This course analyzes the financing of real estate. Topics will include types of financing sources; loans and loan processing; governmental loans, methods of financing residential properties; with an overview of financing business, income, commercial and industrial properties; and property appraisal and taxation. This course applies toward the State's educational requirements for the broker's examination and as an elective for the salesperson's license. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

120 Real Estate Practice

**3 hours lecture, 3 units
Grade Only**

This course examines the principles of real estate practice as they pertain to day-to-day operations in a real estate office. Topics include listings, valuations, prospecting, selling, financing, exchanges, taxation and specialized brokerage operations. Professional and ethical activities are stressed. This course applies toward the State's educational requirements for the broker's examination and as an elective for the salesperson's license. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

125 Real Estate Economics**3 hours lecture, 3 units
Grade Only**

This course deals with trends and factors that affect the value of real estate; the nature and classification of land economics; the development of property, construction and subdivision, economic values and real estate evaluation; real estate cycles and business fluctuations; residential market trends; real property and special purpose property trends. This course applies toward the State's educational requirements for the broker's examination and as an elective for the salesperson's license. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

130 Real Property Management**3 hours lecture, 3 units
Grade Only**

This course is a practical approach to the principles and practices of managing income properties, including leasing, tenant relations, collections, and rent schedules; budgets and purchasing; market economics; landlord-tenant law, evictions, prohibited discrimination, property maintenance; taxation; and record keeping, and marketing. This course applies as an elective toward the State's educational requirements for the broker's examination and for the salesperson's license. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

140 Real Estate Appraisal II**3 hours lecture, 3 units
Grade Only**

This course examines appraisal principles and procedures for complex properties, emphasizing income producing properties. Highest and best use, market analysis, lease analysis, and depreciation estimates are also considered. This course applies as an elective toward the State's educational requirements for the broker's examination and toward the educational requirements for various appraisal licenses issued by the State's Office of Real Estate Appraisers (OREA). (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

151 Real Estate Computer Applications**3 hours lecture, 3 units
Grade Only**

This is an introductory course covering basic computer hardware, functions, software, and Internet resources available to enhance productivity for Real Estate Professionals. The course introduces students to a myriad of general and commercial software products

designed or adapted for use in the Real Estate Industry. Emphasis is placed on Internet tools and resources for the California Real Estate Salesperson and Broker. This course applies toward the State's educational requirements for the California Real Estate Salesperson and Real Estate Broker. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), or Work Experience (270). Detailed course descriptions are listed on page 100. Please refer to the class schedule and/or see the dean or department chair for availability.

Supervision (SUPR)**101 Introduction to Supervision****3 hours lecture, 3 units
Grade Only**

Advisory: English 51 or English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Level W5 or R5; or Business 92 with a grade of "C" or better, or equivalent.

This course introduces students to the fundamentals of management, the functions and concepts of supervision, and the role of the supervisor in the organization. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

115 Management and Organization for Supervisors**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 or English 56 or Business 92 with a grade of "C" or better, or equivalent, or Assessment Skill Level W5 or R5.

An analysis of the managerial functions of organizing, staffing, directing, planning, controlling, and the principles pertaining to those functions (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

170 Supervisor/Employee Communications**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 or English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Level W5 or R5; or Business 92 with a grade of "C" or better, or equivalent.

This course is designed to develop communications skills for supervisors, consistent with good human relations principles. The emphasis will be on listening and speaking in a variety of on-the-job situations such as one-to one, small group, and large group

communications. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

Chemistry

See “Physical and Earth Sciences” on page 311.

Chicano Studies

	Units
Associate in Arts Degree:	
Chicano Studies	23*
*and courses to meet graduation requirements, general education and electives as needed to meet minimum of 60 units required for the degree.	

Description

The Chicano Studies program provides an interdisciplinary approach to the interaction of the Chicano with other cultures in a bilingual, multicultural setting. It helps to prepare students for transfer to a four-year university major in Mexican American, Ethnic or Intercultural Studies and for other professional fields including the social sciences, humanities, law, law enforcement, border and immigration occupations, international business, social work, public administration and teaching. Chicano Studies courses enhance understanding of one of the country's fastest growing population groups.

Program Emphasis

Chicano Studies courses are taught in English and the curriculum is designed to meet District and baccalaureate general education and multicultural course requirements. The program offers courses in anthropology, bilingual studies, Chicano culture, history of Mexico and the United States, language and literature, psychology and sociology from a Chicano perspective.

Faculty	Office	Telephone
Vacant	A1-M	(619) 388-3634
Vacant	A1-C	(619) 388-3237

Career Options

Most careers related to Chicano or Mexican American Studies require education beyond the associate degree. A list of sample careers includes: anthropologist, immigration officer, peace officer, counselor, international business person, historian, health worker,

social worker, translator, and travel and tourism advisor.

Academic Programs

The associate degree in Chicano Studies requires completion of the courses listed below. Additional general education and graduation requirements for the associate degree are listed in the catalog. **The associate degree requires a minimum of 60 units.**

Associate in Arts Degree: Chicano Studies

Courses Required for the Major:	Units
CHIC 110A & 110B, Introduction to Chicano Studies	3,3
CHIC 130, Mexican Literature in Translation OR	
CHIC 135, Chicano Literature OR	
CHIC 138, Literature of La Raza in Latin America Translation.....	3
CHIC 141A, 141B, U.S. History from a Chicano Perspective	3,3
CHIC 210, Chicano Culture	3
Select one of the following courses:	
CHIC 203, Introductory Spanish for Spanish Speakers OR	
CHIC 204, Intermediate Spanish for Spanish Speakers OR	
SPAN 201, Third Course in Spanish OR	
SPAN 202, Fourth Course in Spanish	5
Total Units = 23	

Recommended electives: Chicano Studies 150, 201, 290, 296.

Transfer Information

Common university majors related to the field of Chicano Studies include:

Chicana-Chicano Studies, Ethnic Studies, Latin American Studies, Mexican-American Studies, Raza Studies.

Course Requirements for Transfer Students

Students who plan to transfer to a four year college or university and earn a bachelor's degree in this discipline should consult with a counselor or visit the Transfer/Career Center to determine the appropriate major preparation courses for their specific transfer institution and major. Transfer students may also earn an Associate of Arts degree in Transfer Studies. This degree is individually tailored to each student's specific transfer requirements in order to provide the most efficient path to transfer. More information on transfer programs and procedures is available in the Transfer Programs section of the catalog.

Courses

Chicano Studies (CHIC)

110A Introduction to Chicano Studies

3 hours lecture, 3 units

Letter Grade or Credit/No Credit Option

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course is an introductory survey of the field of Chicano Studies and the factors that influence the Chicano culture. Emphasis is placed on the historical development of the Chicano people including their Mesoamerican roots, cultural identification, political activities, and their contemporary roles and influence in United States culture, society and economy. This course is designed for students majoring in Chicano Studies and/or Social Sciences. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

110B Introduction to Chicano Studies

3 hours lecture, 3 units

Letter Grade or Credit/No Credit Option

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course is a continuation of Chicano Studies 110A. Emphasis is placed on the historical development of the Chicano people including their connections to the indigenous people of the Southwestern and Western United States, their historical and contemporary experiences as residents of border of territories and as transnational actors as well as their contemporary roles and influence in United States culture, society and economy. This course is designed for students majoring in Chicano Studies and/or Social Sciences. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

130 Mexican Literature in Translation

3 hours lecture, 3 units

Letter Grade or Credit/No Credit Option

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

A survey of Mexican literature in translation, introducing students to authors of the novel, short story poem, essay, and folklore. (FT) Associate Degree

Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

135 Chicano Literature

3 hours lecture, 3 units

Letter Grade or Credit/No Credit Option

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course is a survey of Chicano literature. The genres to be studied include poetry, the novel, essay, short story, and theater. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

138 Literature of La Raza in Latin America in Translation

3 hours lecture, 3 units

Letter Grade or Credit/No Credit Option

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

A survey of the novels, short stories, poetry and major Latin American writers, from the end of the Colonial Period to the present. Emphasis will be given to major contemporary authors reflecting the universality of Mestizo (Raza) masterpieces. This course is for all students with an interest in the study of Latin American literature. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

141A United States History from a Chicano Perspective

3 hours lecture, 3 units

Letter Grade or Credit/No Credit Option

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course is a survey of early American history from the Mexican/Chicano perspective. It covers the period of discovery to the period of Reconstruction with emphasis on the evolution, influence, and experience of the Chicano. It includes their contributions to the political, social, economic, and cultural development of the United States. This general education course would be of interest to students studying history, ethnic studies, or other social sciences. This course partially satisfies the American Institutions requirement for the associate degree and for transfer to CSU. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Chicano Studies (CHIC) 141A, 141B combined with Black

Studies (BLAS) 140A, 140B, or History (HIST) 109, 110: maximum credit, one series.

141B United States History from a Chicano Perspective

3 hours lecture, 3 units

Letter Grade or Credit/No Credit Option

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

This is a survey course in American history that covers the period of transition of the southwest from its Spanish-Mexican roots to its American acquisition in 1848. The course traces 19th century developments, slavery in the former Mexican territories, Native Americans, immigration and repatriation and includes constitutional development and government in California. This is a survey course recommended for those students who intend to transfer to a four-year college or university. The complete six-unit sequence, Chicano Studies 141A and 141B, satisfies the graduation and degree requirements in American Institutions and California State Government. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Chicano Studies (CHIC) 141A, 141B combined with Black Studies (BLAS) 140A, 140B, or History (HIST) 109, 110: maximum credit, one series.

150 History of Mexico

3 hours lecture, 3 units

Letter Grade or Credit/No Credit Option

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This is a survey of Mexican history from the earliest pre-Columbian times to the present. Special emphasis is given to major historical developments from the time of the Spanish Conquest to the Revolution of 1910. In this course special consideration is given to the economic, political, social, and cultural factors which have shaped modern Mexico. This course prepares students for careers dealing with Mexico and/or Mexican culture. This course satisfies an elective requirement for the Associate Degree in Chicano Studies. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

170 La Chicana

3 hours lecture, 3 units

Letter Grade or Credit/No Credit Option

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

La Chicana in American society as viewed through a historical and sociological perspective. Her role in Chicano culture, family, religion, education, economics, and politics. Contemporary problems and conditions. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

190 Chicano Images in Film

3 hours lecture, 3 units

Letter Grade or Credit/No Credit Option

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course is a critical approach to cinematic images of Chicanos as depicted in selected films. Focus is placed on stereotypical and negative portrayals during early cinema with an examination of the more realistic and complex portraits of more recent times. Film genres such as early Hollywood features, documentaries and the emerging "Chicano film" are examined. This course is designed for students interested in film studies with a special focus on the Chicano experience in film. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

201 Pre-Columbian Cultures of MesoAmerica

3 hours lecture, 3 units

Letter Grade or Credit/No Credit Option

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course is an examination of the archaeological, economic, social, political, cultural, and religious systems of MesoAmerica. This course satisfies an elective requirement for the Associate Degree in Chicano Studies. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

203 Introductory Spanish for Spanish Speakers

5 hours lecture, 5 units

Letter Grade or Credit/No Credit Option

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

A survey of Spanish grammar, understanding and

speaking Spanish, with special emphasis on reading and writing Spanish. The Spanish of the Southwest will be studied as an effective and legitimate instrument of communication. Students will read community newspapers as well as Chicano and Mexican writers. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Chicano Studies (CHIC) 203, 204 combined with Spanish (SPAN) 201, 202: maximum credit, one series.

204 Intermediate Spanish for Spanish Speakers
5 hours lecture, 5 units
Letter Grade or Credit/No Credit Option

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

An advanced review of grammar. Conversational and written Spanish emphasized. Spanish and Chicano literary works will be selected to acquaint the student with the historical background, literature, and culture of the Spanish-speaking people. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List: Chicano Studies (CHIC) 203, 204 combined with Spanish (SPAN) 201, 202: maximum credit, one series.

210 Chicano Culture
3 hours lecture, 3 units
Letter Grade or Credit/No Credit Option

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course is a study of the Indo-Hispano roots of Chicano culture in the United States. Emphasis is placed on the historical development of Chicano popular culture and its expression through music, art, radio, television, newspapers, literature and festivities in urban and rural contexts. This course is designed for students majoring in Chicano Studies and/or Humanities. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

290 Independent Study
Hours by Arrangement, 1-3 units
Letter Grade or Credit/No Credit Option

Limitation on Enrollment: Must obtain an Add Code from instructor for registration.

For students with advanced background in Chicano Studies who wish to study special problems or work on specialized projects. This course may be taken four times with different content for a maximum of six units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), or Work Experience (270). Detailed course descriptions are listed on page 100. Please refer to the class schedule and/or see the dean or department chair for availability.

Child Development

	Units
Certificate of Completion:	
Assistant Teacher	10-13
Family Child Care	9
Infant/Toddler Care	9
Residential Care Workers	12
School Age Child Care	12
Certificate of Achievement:	
Associate Teacher	18-19
Teacher	26-29
Master Teacher	35-39
Associate in Science Degree:	
Child Development	26-29*
Site Supervisor	35-38*
*and courses to meet graduation requirements, general education and electives as needed to meet minimum of 60 units required for the degree.	

Description

Child Development offers programs for career and transfer students. Certificates of Completion, Certificates of Achievement and Associate Degree programs are available to students interested in a range of child development opportunities and in meeting the requirements for the State of California Child Development Permits and the California State Department of Social Services, Title 22, Community Care Licensing.

Program Emphasis

The Child Development program offers course work, training and supervised practicum experiences to meet state licensing requirements for working in centers, schools, child care homes and service related agencies. The skills and knowledge gained in beginning courses provide the framework and foundation for more specialized courses.

Faculty	Office	Telephone
Susan Fontana	Child Development Center F-Building	(619) 388-3205
Berta Harris	A-1-D	(619) 388-3877
Gloria Lyon	Child Development Center, F-Building	(619) 388-3205 (619) 388-3648
Sue Martin	A-1-C	(619) 388-3237

Career Options

The San Diego Community College District offers certificates, degrees and transfer options in the field of Child Development/Early Childhood Education. The **Family Child Care** Certificate offered at City, Mesa, and Miramar and the **Home Day Care** Certificate offered at Mesa provides skills and knowledge for child care in family settings. The **Infant/Toddler Care** Certificate of Completion offers skills for working with children aged birth to three years. The **School Age Child Care** Certificate of Completion offered at City and Mesa provides training for working with school age children.

The **Assistant Teacher** Certificate of Completion prepares an individual to work in public and private child care settings. The Certificate of Achievement options, **Associate Teacher, Teacher, and Master Teacher**, prepare individuals for higher level instructional positions. The **Assistant Teacher, Associate Teacher, Teacher, and Master Teacher** certificates meet the requirements for the State of California Child Development Permits. The Child Development Associate in Science Degrees prepare for teacher, master teacher, director, and site supervisory positions.

Academic Programs

***Certificates of Completion**

*These are department awards in recognition of information on the transcript and does not imply that a graduation requirement has been met.

**Certificate of Completion:
Assistant Teacher***

This certificate prepares students to assist in the instruction of children under the supervision of an Associate Teacher or higher. Child Development courses must be completed with a grade of "C" or better.

Courses:	Units
CHIL 101, Human Growth and Development.....	3
CHIL 180, Nutrition, Health & Safety for Children	3
Select one course from:	
CHIL 111, Curriculum: Music/Motor Skills	
CHIL 121, Curriculum: Art	

- CHIL 131, Curriculum: Language/Science
- CHIL 141, The Child, Family and Community..... 3
- Select one course from:**
- CHIL 160, Observing and Understanding Children
- CHIL 161, Observations and Issues in Child Development
- CHIL 270, Work Experience
- CHIL 291, or 291A, or 291B, or 291C, or 291D, Child Development Center Practicum 1-4
- Total Units = 10-13**

**Certificate of Completion:
Family Child Care***

This certificate prepares students with basic training to care for children in a licensed home/family setting. Child Development courses must be completed with a grade of "C" or better.

- | Courses: | Units |
|--|------------------------|
| CHIL 100, Introduction to Child Development OR | |
| CHIL 101, Human Growth and Development..... 3 | |
| CHIL 180, Nutrition, Health & Safety for Children..... 3 | |
| Select one course from: | |
| CHIL 111, Curriculum: Music/Motor Skills | |
| CHIL 121, Curriculum: Art | |
| CHIL 131, Curriculum: Language/Science | |
| CHIL 175, Infant-Toddler Growth and Development 3 | |
| | Total Units = 9 |

**Certificate of Completion:
Infant/Toddler Care***

This certificate prepares students with basic training to work with children aged birth to three years in licensed home/family care and center programs. Child Development courses must be completed with a grade of "C" or better.

- | Courses: | Units |
|--|------------------------|
| CHIL 100, Introduction to Child Development OR | |
| CHIL 101, Human Growth and Development..... 3 | |
| CHIL 175, Infant-Toddler Growth and Development 3 | |
| CHIL 176, Principles of Infant/Toddler Caregiving 3 | |
| | Total Units = 9 |

**Certificate of Completion:
Residential Care Workers***

This certificate is designed to meet the State requirements for positions in residential care programs.

- | Courses | Units |
|--|--------------|
| CHIL 101, Human Growth and Development..... 3 | |
| CHIL 141, The Child, Family and Community..... 3 | |

- CHIL 175, Infant-Toddler Growth and Development..... 3
- CHIL 188, Child Abuse 3
- Total Units = 12**

**Certificate of Completion:
School Age Child Care***

This certificate prepares students for entry level positions as before- and after-school care providers, recreation leaders, and camp counselors. Child Development courses must be completed with a grade of "C" or better.

- | Courses: | Units |
|--|-------------------------|
| CHIL 100, Introduction to Child Development OR | |
| CHIL 101, Human Growth and Development..... 3 | |
| CHIL 152, School Age Program Planning 3 | |
| Select two courses from: | |
| CHIL 185, Computer Usage with Young Children | |
| MATH 210A, Concepts of Elem School Mathematics I | |
| MUSI 110, Music for Elementary School Teachers | |
| PHYE 240, Physical Education in the Elementary Schools 6 | |
| | Total Units = 12 |

For the Certificates of Completion listed above, one or more of the following courses is recommended to gain experience and credits required for higher level permits:

- CHIL 160, Observing and Understanding Children
- CHIL 161, Observations and Issues in Child Development
- CHIL 270, Work Experience
- CHIL 291, or 291A, or 291B, or 291C, or 291D, Child Development Center Practicum

**Certificate of Achievement:
Child Development**

Associate Teacher

This certificate prepares students to provide instruction to children and supervise Assistant Teachers. Child Development courses must be completed with a grade of "C" or better.

- | Courses Required for the Major: | Units |
|--|--------------|
| CHIL 101, Human Growth and Development..... 3 | |
| CHIL 141, The Child, Family and Community..... 3 | |
| CHIL 180, Nutrition, Health & Safety for Children 3 | |
| Select two courses from: | |
| CHIL 111, Curriculum: Music/Motor Skills | |
| CHIL 121, Curriculum: Art | |
| CHIL 131, Curriculum: Language/Science 3,3 | |

Select three or more units from:

- CHIL 160, Observing and Understanding Children
- CHIL 161, Observations and Issues in Child Development
- CHIL 270, Work Experience
- CHIL 291, or 291A, or 291B, or 291C, or 291D, Child Development Center Practicum 3-4

Total Units = 18-19

**Certificate of Achievement:
Child Development**

Teacher

This certificate prepares students to provide instruction to children and supervise Assistant and Associate Teachers. Child Development courses must be completed with a grade of "C" or better.

- | Courses Required for the Major: | Units |
|--|--------------|
| CHIL 101, Human Growth and Development..... | 3 |
| CHIL 111, Curriculum: Music/Motor Skills..... | 3 |
| CHIL 121, Curriculum: Art | 3 |
| CHIL 131, Curriculum: Language/Science | 3 |
| CHIL 141, The Child, Family and Community..... | 3 |
| CHIL 180, Nutrition, Health & Safety for Children..... | 3 |
| CHIL 151, Program Planning | 3 |

and concurrent enrollment in:

- CHIL 270, Work Experience **OR**
- CHIL 275, Supervised Field Study 2-4

Select one of the following three options:

- CHIL 160, Observing & Understanding Children **AND**
- CHIL 161, Observation & Issues in Child Development **OR**
- CHIL 165, Children with Special Needs **OR**
- CHIL 175, Infant-Toddler Growth and Development 3-4

Total Units = 26-29

**Certificate of Achievement:
Child Development**

Master Teacher

This certificate prepares students to provide instruction to children and supervised Assistant/Associate Teachers and Teachers. It further prepares the Master Teacher to coordinate curriculum and staff development. Child Development courses must be completed with a grade of "C" or better.

- | Courses Required for the Major: | Units |
|--|--------------|
| CHIL 101, Human Growth and Development..... | 3 |
| CHIL 111, Curriculum: Music/Motor Skills..... | 3 |
| CHIL 121, Curriculum: Art | 3 |
| CHIL 131, Curriculum: Language/Science | 3 |
| CHIL 141, The Child, Family and Community..... | 3 |

- CHIL 151, Program Planning 3
- CHIL 180, Nutrition, Health & Safety for Children 3

AND

Select one of the following three options that is NOT part of your Specialization (see Specializations listed below) to complete the minimum 24 unit core requirement:

- CHIL 160, Observing & Understanding Children **AND**
- CHIL 161, Observation & Issues in Child Development **OR**

- CHIL 165, Children with Special Needs **OR**
- CHIL 175, Infant-Toddler Growth and Development..... 3-4

AND

- CHIL 215, Adult Supervision & Mentoring in Early Childhood Settings..... 3

AND

- CHIL 270, Work Experience, **OR**
- CHIL 275, Supervised Field Study (with concurrent enrollment in CHIL 151, Program Planning) ... 2-4

AND

Select one of the following Specializations for a total of 6 - 7 units:

Guiding Young Children

- CHIL 160, Observing & Understanding Children
- CHIL 161, Observation & Issues in Child Development

- CHIL 162, Observing and Guiding Child Behavior **or**

Family Life

- CHIL 160, Observing & Understanding Children
- CHIL 161, Observation & Issues in Child Development

- CHIL 188, Child Abuse **OR**

Special Needs

- CHIL 165, Children with Special Needs
- CHIL 166, Special Needs Curriculum **OR**

Infant/Toddler

- CHIL 175, Infant-Toddler Growth and Development
- CHIL 176, Principles of Infant/Toddler Caregiving **OR**

School Age

- CHIL 152, School-Age Program Planning **AND**

Select one course from:

- CHIL 185, Computer Usage with Young Children **OR**
- MATH 210A, Concepts of Elementary School Mathematics **OR**

- MUSI 110, Music for the Elementary School Teachers **OR**
- PHYE 240, Physical Education in the Elementary Schools 6-7

Total Units = 35-39

**Associate in Science Degree:
Child Development**

This degree prepares students to provide instruction to children and supervise Assistant and Associate

Teachers. Child Development courses must be completed with a grade of "C" or better. Additional general education and graduation requirements are listed in the Academic Requirements section of this catalog. The Associate Degree requires a minimum of 60 units.

Courses Required for the Major	Units
CHIL 101, Human Growth and Development.....	3
CHIL 111, Curriculum: Music/Motor Skills.....	3
CHIL 121, Curriculum: Art	3
CHIL 131, Curriculum: Language/Science	3
CHIL 141, Child, Family and Community.....	3
CHIL 180, Nutrition, Health & Safety for Children.....	3
CHIL 151, Program Planning	3

and concurrent enrollment in:

CHIL 270, Work Experience, OR	
CHIL 275, Supervised Field Study	2-4

Select one of the following three options:

CHIL 160, Observing & Understanding Children AND	
CHIL 161, Observation & Issues in Child Development	
OR	
CHIL 165, Children with Special Needs OR	
CHIL 175, Infant-Toddler Growth and	
Development.....	3-4

Total Units = 26-29

**Associate in Science Degree:
Child Development
Site Supervisor**

This degree prepares students to supervise single site programs, provide instruction to children and coordinate curriculum and staff development. Child Development courses must be completed with a grade of "C" or better. Additional general education and graduation requirements are listed in the Academic Requirements section of this catalog. The Associate Degree requires a minimum of 60 units.

Courses Required for the Major	Units
CHIL 101, Human Growth and Development.....	3
CHIL 111, Curriculum: Music/Motor Skills.....	3
CHIL 121, Curriculum: Art	3
CHIL 131, Curriculum: Language/Science	3
CHIL 141, Child, Family and Community.....	3
CHIL 151, Program Planning	3

and concurrent enrollment in:

CHIL 270, Work Experience, OR	
CHIL 275, Supervised Field Study.....	2-4
CHIL 180, Nutrition, Health & Safety for Children.....	3
CHIL 202, Administration of Early Childhood	
Programs	3

CHIL 210, Supervision of Early Childhood	
Programs	3
CHIL 215, Adult Supervision and Mentoring in Early	
Childhood Settings.....	3

Select one of the following three options:

CHIL 160, Observing & Understanding Children	
AND	
CHIL 161, Observation & Issues in Child Development	
OR	
CHIL 165, Children with Special Needs OR	
CHIL 175, Infant-Toddler Growth and	
Development.....	3-4

Total Units = 35-38

Recommended electives: (select from courses not already taken): Child Development 100, 152, 160, 161, 162, 165, 166, 175, 176, 185, 188, 202, 210, 215, 270, 275, 290, 291, 291A, 291B, 291C, 291D.

Courses offered by San Diego Community College District that meet experience requirements for Certificates and Degrees:

CHIL 160, Observing & Understanding Children, 2 units	
(16 days)	
CHIL 161, Observation & Issues in Child Development,	
2 units (16 days)	
CHIL 270, Work Experience, 1 unit (16 days)	
CHIL 270, Work Experience, 2 unit (32 days)	
CHIL 270, Work Experience, 3 unit (48 days)	
CHIL 270, Work Experience, 4 unit (64 days)	
CHIL 275, Supervised Field Study, 2 units (32 days)	
CHIL 291, Child Development Practicum,	
1 unit (16 days)	
CHIL 291, Child Development Practicum,	
2 unit (32 days)	
CHIL 291A, Child Development Practicum,	
1 unit (16 days)	
CHIL 291B, Child Development Practicum,	
1 unit (16 days)	
CHIL 291C, Child Development Practicum,	
1 unit (16 days)	
CHIL 291D, Child Development Practicum,	
1 unit (16 days)	

Transfer Information

Common university majors related to the field of Child Development include:

Child Development, Family and Consumer Studies and Sciences, Gerontology, Human Development, Liberal Studies.

Course Requirements for Transfer Students

Students who plan to transfer to a four year college or university and earn a bachelor's degree in this discipline should consult with a counselor or visit the Transfer/Career Center to determine the appropriate major preparation courses for their specific transfer institution and major. Transfer students may also earn an Associate of Arts degree in Transfer Studies. This degree is individually tailored to each student's specific transfer requirements in order to provide the most efficient path to transfer. More information on transfer programs and procedures is available in the Transfer Programs section of the catalog.

Courses

Child Development (CHIL)

101 Human Growth and Development

**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course is a study of the interrelationship between the physical, cognitive and psychosocial growth and development of the individual from conception through adolescence. Emphasis is placed on positive relationships with family members, peers and other significant individuals. Theories and philosophies of human development and cross-cultural patterns are explored. Observations of children and educational programs are required. This course is a core requirement for the State of California Child Development Permit and the State of California Community Care Licensing, Title XXII. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN FCS 14).

111 Curriculum: Music/Motor Skills

**3 hours lecture, 3 units
Grade Only**

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course is a study of the development and significance of music and perceptual motor activities in child development from infancy through kindergarten. Emphasis is placed on basic teaching techniques and selecting suitable materials and equipment for various age and maturity levels among preschool children. This

course is designed for students who have an interest in working with children ages 0 - 5 in settings such as preschools, daycares etc. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

121 Curriculum: Art

**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course is an introductory study of the function of creativity and the affective domain in early childhood educational programs. Emphasis is placed on the development of art curriculum activities, basic teaching skills, guidance techniques, equipment and materials. Students select appropriate activities for a variety of age and maturity levels based on child development theories and concepts. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

131 Curriculum: Language/Science

**3 hours lecture, 3 units
Grade Only**

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course is an introductory study of the function of language, math and science learning in early childhood educational programs. Emphasis is placed on the development of language and science curriculum activities, basic teaching skills, guidance techniques, equipment and materials. Students select appropriate activities for a variety of age groups and maturity levels based on child development theories and concepts. This course may be used for licensing, child development permits, transfer and general interest for working with children. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

141 The Child, Family and Community

**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course is a study of the dynamics of human development and socialization in a culturally pluralistic society. Emphasis is placed on the influences of contemporary family living and cultural patterns on the child, school-family relationships, and community resources and services that support and strengthen families. This course is a core requirement for California Child Development teacher/director center permits as

well as for the State of California Department of Community Care Title XXII licensing child care centers requirements. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. (CAN FCS 12).

151 Program Planning

**3 hours lecture, 3 units
Grade Only**

Prerequisite: Child Development 101; and either Child Development 111 or 121 or 131, each with a grade of "C" or better, or equivalent.

Corequisite: Child Development 270 or 275.

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course focuses on planning the preschool learning environment to promote optimal development. It emphasizes curriculum planning, guidance, safety, record keeping, observation techniques, resource units, and daily plans. The course partially fulfills State of California Permit requirements. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

152 School Age Program Planning

**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Child Development 101 and Mathematics 210A and Mathematics 210B and Music 110 and Physical Education 47, each with a grade of "C" or better, or equivalent.

This course is a practical study of school age program planning. Emphasis is placed on the details of planning a school age child development center, curriculum development, staff training and child guidance, health and safety. This course is designed for students planning to work with school age children in community settings. This course may be used to partially fulfill State of California Child Development Permit Requirements and Title 21 teaching requirements. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

153 Techniques of Teaching Using the Reggio Emilia Approach

**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

Limitation on Enrollment: Not open to students with previous credit for Child Development 265E. This course is based on the early childhood philosophy, and teaching techniques adopted by the schools from Reggio Emilia, Italy. Emphasis is placed on the overall principles of the Reggio Emilia philosophy of valuing the capabilities of the child, collaborations between the teachers, family and community, strategies of emergent curriculum, project work and the documentation process. Adaptation strategies for the use of Reggio in traditional preschools and childcare programs are addressed. This course may be used for teachers and administrators as partial fulfillment of Title 22 and Child Development Permit Matrix curriculum requirements. It is also an elective for State of California Child Development Permits; Child Development associate degrees and certificates. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

160 Observing and Understanding Children

**1 hour lecture, 3 hours lab, 2 units
Grade Only**

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

Limitation on Enrollment: This course is not open to students with credit for Child Development 160A. This course focuses on behavioral patterns and growth processes of young children through, observations and supervised participation in the campus Child Development Center. Emphasis is placed on the principles of observing, interpreting and guiding children's behavior. The course includes the study of children's developmental, safety and nutritional needs. The course fulfills the specialization requirements for the State of California Master Teacher Permit when taken with Child Development 161 and 162 or Child Development 161 and 188. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

161 Observations and Issues in Child Development

**1 hour lecture, 3 hours lab, 2 units
Grade Only**

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

Limitation on Enrollment: This course is not open to students with credit for Child Development 160B. This course explores current issues in child development and how these issues influence the child and the family. Emphasis is placed on effective

communication skills, positive guidance techniques, kindergarten readiness skills and appropriate classroom activities. The course includes supervised participation in the campus Child Development Center. This course fulfills the specialization requirements for the State of California Master Teacher Permit when taken with Child Development 160 and 162 or Child Development 160 and 188. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

162 Observing and Guiding Child Behavior

**3 hours lecture, 3 units
Grade Only**

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course explores various behavior management techniques, interpersonal communication, ideas and suggestions to assist caregivers in guiding children's behavior. Application of developmental, cultural and communication principles in combination with observation of real situations is the mode of study of this course. The focus will be on children from birth through age 10. The course can be used to meet degree and certificate requirements for Child Development and the Master Teacher Permit requirement if taken with Child Development 160 and 161. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

165 Children with Special Needs

**3 hours lecture, 3 units
Grade Only**

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

An educational and parenting approach to working with children with exceptionalities. Methods of integrating the exceptional child into a mainstreamed educational program will be investigated. Differences and needs of each area of exceptionality will be investigated as well as the roles of different professionals in the educational process. The course is designed primarily for parents, teachers, nurses, social workers, and paraprofessionals employed in schools, day care centers, and child development programs. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

166 Special Needs Curriculum

**3 hours lecture, 3 units
Grade Only**

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course provides an in-depth look at curriculum for children with special needs. Full inclusion of children with special needs into school and community settings is explored. Application of specific strategies for integrating children into typical settings is addressed as well as use of adaptive equipment. This course is designed primarily for parents, teachers, nurses, social workers, and paraprofessionals employed in schools, day care centers, and child development programs. The course partially fulfills requirements for the Child Development Certificate and Degree programs and partially meets the specialization requirements for the Master Teacher Permit if taken with Child Development 165. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

175 Infant-Toddler Growth and Development

**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course examines typical and atypical physical, social, emotional, and intellectual growth of the infant and toddler. The selection and maintenance of appropriate play materials and equipment for indoor and outdoor environments is discussed. Appropriate observations and visitations to the community are required. This course meets State of California Title 22 licensing regulations for teachers in infant toddler settings, and is beneficial for parents. This course fulfills the specialization requirement for State of California Master Teacher Permit when taken in addition to Child Development 176 (FT). Associate Degree Credit & transfer to CSU and/or private colleges and universities.

176 Principles of Infant/Toddler Caregiving

**3 hours lecture, 3 units
Grade Only**

Advisory: Completion of English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course explores principles and curriculum of an infant/toddler program that includes all aspects of infant and toddler development. Students will learn care strategies in a variety of caregiving situations. Content includes licensing and regulations, developmental needs, health, nutrition, and safety of the very young. The student learns to plan appropriate indoor and outdoor environments. Staff interaction, parent participation, and program development are included. This course fulfills major and master permit specializations when taken along with Child

Development 160 and 161. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

180 Nutrition, Health and Safety for Children
3 hours lecture, 3 units
Grade Only

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course provides students and child development professionals with a survey of the nutritional, health, and safety needs of children from infant/toddlers through preschool age. Topics may include, but are not limited to, the planning and execution of environments and activities that promote safety, balanced diet, and overall health for children. Students also learn the fundamentals of pediatric first aid and cardiopulmonary resuscitation (CPR). This course also meets the Title XXII, fifteen hour, Health and Safety Training requirement, including signs and symptoms of child abuse. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

185 Computer Usage with Young Children
3 hours lecture, 3 units
Grade Only

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course explores principles of computer application in the Child Development field. Emphasis will be on the use of computers as an educational tool. Through the in-depth exploration of computer software applications, students will learn the functions, integration, and flexibility of computer usage with young children. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

188 Child Abuse
3 hours lecture, 3 units
Grade Only

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course examines the causes and effects of child abuse and neglect. It is designed primarily for parents, teachers, nurses, and other childcare professionals to learn strategies for understanding and responding to the various forms of stress and violence that affect many children today. This course emphasizes the skills needed for conflict resolution and explores the environmental set-up and curriculum that promotes

peaceful, cooperative and nonviolent play and interactions. Information about the history, current legislation, reporting responsibilities, and identification of abuse is also given. (FT) Associate Degree Credit only and not Transferable.

202 Administration of Early Childhood Programs
3 hours lecture, 3 units
Grade Only

Prerequisite: Child Development 101 and 141, each with a grade of "C" or better, or equivalent.

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Child Development 111 and 121 or 131, each with a grade of "C" or better, or equivalent.

This course provides an overview of program administration including theoretical perspectives on early childhood education, licensing regulations, funding sources, budgetary considerations, personnel management, curriculum development, and teacher selection. The course meets State of California Title 22 licensing regulations for site supervisors. It also partially fulfills State of California matrix requirements for Program Director and Site Supervisor Permits. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

210 Supervision of Early Childhood Programs
3 hours lecture, 3 units
Grade Only

Prerequisite: Child Development 141 and 151, each with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Child Development 201 or 201B.

This course examines early childhood supervisory techniques with emphasis on educational philosophy, professional growth, in-service staff training, program and staff evaluation, models of parent education and involvement, and supportive services. It partially fulfills the State of California Child Development Permit Matrix requirement for supervisors and directors and also meets the State of California Title 22 licensing regulations for directors. This course is designed for students who intend to go into supervisory positions in early childhood education. It also introduces students to the tools that help them organize and evaluate quality children's programs. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

215 Adult Supervision and Mentoring in Early Childhood Settings

3 hours lecture, 3 units
Grade Only

Prerequisite: Child Development 151 with a grade of "C" or better, or equivalent.

This course emphasizes the methods and principles of supervising adults in early childhood settings. Students study effective models for guidance and evaluation of adults, positive communication skills, and the role of the mentor in a teaching environment. It is designed for students who supervise other adults in the preschool classroom while simultaneously providing an appropriate setting for young children. This is a required course for the levels of Master Teacher, Site Supervisor and Program Director for the Child Development permit issued by the Commission on Teacher Credentialing. Associate Degree Credit only and not Transferable.

270 Work Experience

Hours by Arrangement, 1-4 units
Grade Only

Limitation on Enrollment: To receive credit a student must complete a minimum of seven units during the semester, including work experience.

Program of on-the-job learning experiences for students employed in a job related to their major. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

275 Supervised Field Study

3-9 hours lab, 1-3 units
Grade Only

Corequisite: Child Development 151.

Advisory: Child Development 160 with a grade of "C" or better, or equivalent.

This directed field study course provides students with an opportunity to apply classroom information in a practical setting with supervision from faculty as well as field-site supervisors. Intended for students who plan to teach or supervise in early childhood settings, this course partially fulfills the State of California requirement for experience. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

290 Independent Study

Hours by Arrangement, 1-3 units
Grade Only

Limitation on Enrollment: Must obtain an Add Code from instructor for registration.

Investigation of a special area in the field of Child Development. This course may be taken four times with different content for a maximum of six units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

291 Child Development Lab Practicum

3-12 hours lab, 1-4 units
Grade Only

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4; and Child Development 160 or 161 with a grade of "C" or better, or equivalent.

This course provides supervised practical experience at the campus child development lab to supplement child development courses and related curriculum. Through on-site training, students gain practical knowledge in curriculum development, guidance strategies, observation, and child growth and development. This course is designed for students who plan careers in early childhood education and family support agencies or for parents who seek strategies and techniques for guiding children. The course may be used toward the field experience component for the State of California Child Development Permit. This course may be taken four times for credit. The combined maximum credit for Child Development 291 may not exceed 16 units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

291A Child Development Center Practicum

3 hours lab, 1 unit
Grade Only

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course provides directed laboratory experience in the campus Child Development Center. It is designed for students who plan careers in early childhood and family support programs and for parents who seek practical experience in guiding and teaching children. Students become familiar with the operating policies and procedures of a preschool program and observe and access the development of children. This course may be used toward the experience component for the State of California Child Development Permit. The combined maximum credit for Child Development 291A, 291B, 291C, and 291D is four units. (FT) Associate Degree

Credit & transfer to CSU and/or private colleges and universities.

291B Child Development Center Practicum

**3 hours lab, 1 unit
Grade Only**

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course provides directed laboratory experience in the campus Child Development Center. It is designed for students who plan careers in early childhood education and family support programs and for parents who seek practical experience in guiding and teaching children. Students examine appropriate safety, health and nutritional practices in a preschool setting with an emphasis on implementation with young children. This course may be used toward the experience component for the State of California Child Development Permit and toward the Health and Safety training requirements for Title 22. The combined maximum credit for Child Development 291A, 291B, 291C, and 291D is four units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

291C Child Development Center Practicum

**3 hours lab, 1 unit
Grade Only**

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

This course provides directed laboratory experience in the campus Child Development Center for students who plan careers in early childhood and family support

programs and for parents who seek practical experience in guiding and teaching children. Students explore teaching practices that enhance children's learning in the classroom and assist in the planning and implementation of developmentally appropriate activities. This course may be used toward the experience component for the State of California Child Development Permit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

291D Child Development Center Practicum

**3 hours lab, 1 unit
Grade Only**

Advisory: English 43 and English 42, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W4 and R4.

This course provides directed laboratory experience in the campus Child Development Center. It is designed for students who plan careers in early childhood and family support programs and for parents who seek practical experience in guiding and teaching children. Students examine the role of routines and transitional activities in the organization and structure of an early child development setting. The class emphasizes positive guidance and discipline for young children. This course may be used toward the field experience component for the State of California Child Development Permit. The combined maximum credit for Child Development 291A, 291B, 291C, and 291D is four units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

Communications

Radio and Television, Speech and Journalism

	Units
Certificate of Completion:	
Radio	9
Video/Film	9
Performance	9
News	9
Multimedia	9
Speech	9
Associate in Science Degree:	
Communications: Radio	37*
Video/Film	36.5*
Broadcast News	37*
Management	36*
Multimedia	36*
Associate in Arts Degree:	
Communications: Speech	18*
*and courses to meet graduation requirements, general education and electives as needed to meet minimum of 60 units required for the degree.	

Communications: Radio and Television

Description

The Radio and Television program encompasses the fields of broadcasting and cablecasting news, radio, television, film, multimedia, and concert productions, along with the expanding area of industrial video applications. The field includes all aspects of creation and production both behind and in front of cameras and microphones on KSDS-FM and the television production facilities through theoretical and practical applications. The Radio and Television Department seeks to prepare the student for transfer to four-year institutions or employment in the field and facilitates training in television production and performance.

Program Emphasis

The Radio and Television program offers five areas of specialization: Radio; Radio and Television News; Video/Film; Management/Sales; and Multimedia. Certain core courses are central to each of these areas. Prospective students are advised that proficiency in English reading and writing skills is necessary for successful participation in the field. Students pursuing the Radio and Television News specialty should take additional courses in social sciences or political science. Students interested in the Management/Sales specialization are advised to take business courses as electives. The Radio and Television Department offers "hands-on" experience in all areas of the field. Through the use of the San Diego City College radio station, KSDS-FM, 88.3, and related facilities, students may focus on radio, news, management, sales performance and production. The adjacent television production studio provides state-of-the-art broadcast quality equipment and facilities for training in production and performance.

Faculty	Office	Telephone
Duane Gardella	C-107	(619) 388-3594
John Hildebrand	C-122-B	(619) 388-3041
Laura Castaneda	C-122-D	(619) 388-3043

Career Options

Examples of employment options available in entry level radio, television, and film production after successful completion of the associate degree program include: on-air-personality, radio news reporter, radio and television program writer/producer, television operations engineer, news photographer, audio engineer, director and videographer, and studio positions. Careers which require four-year degrees in radio and television include: motion picture writer/producer, radio and television salesperson, manager, news writer/reporter and news producer. Careers in multimedia and industrial/instructional video require an associate and often a four-year degree.

Academic Programs

The associate degrees in Radio and Television require completion of the courses listed below. Additional general education and graduation requirements for the associate degree are listed in the catalog. **The associate degree requires a minimum of 60 units. STUDENTS MUST COMPLETE THE CORE AND ONE AREA OF SPECIALIZATION.**

Certificate of Completion: Radio*

Courses:	Units
RTVC 105, Media Performance.....	3
RTVC 130, Radio Programming.....	3
Select three units from:	
RTVC 106, Acting for Radio/Voice-Over	
RTVC 107, Broadcast Audio	
RTVC 115, Radio & Television Management Principles	
RTVC 140, Radio & Television News Writing	
RTVC 132, Radio Remotes Special Events AND	
RTVC 247A, B, C, OR D, Radio Broadcasting Practicum.....	3
Total Units = 9	

Certificate of Completion: Video/Film*

Courses:	Units
RTVC 124, Electronic Field Production.....	3
Select six units from:	
RTVC 122, Television Production	
RTVC 124, Electronic Field Production	
RTVC 126, Staging Television & Film	
RTVC 128, Lighting For Television & Film	
RTVC 146, The TV News Field Report	
RTVC 167, Motion Picture Production.....	6
Total Units = 9	

Certificate of Completion: Performance*

Courses:	Units
RTVC 105, Media Performance.....	3
Select six units from:	
RTVC 106, Acting for Radio/Voice-Over	
RTVC 119, Acting for Film and Television	
RTVC 121, Performance for Television	6
Total Units = 9	

Certificate of Completion: News*

Courses:	Units
RTVC 140, Radio & Television News Writing	3
Select six units from:	
RTVC 145, Television News Production	
RTVC 146, The TV News Field Report	
RTVC 249A OR B OR C OR D Television News Workshop.....	6
Total Units = 9	

Certificate of Completion: Multimedia*

Courses:	Units
RTVC 151, Introduction to Multimedia	3
Select six units from:	
RTVC 152, Digital Audio Post Production	
RTVC 153, Nonlinear Editing	
RTVC 154, Interactive Game Design	
RTVC 157, Multimedia Production	6
Total Units = 9	

*These are department awards in recognition of information on the transcript and does not imply that a graduation requirement has been met.

Associate in Science Degrees: Communications: Radio and Television Core Courses

Students must complete the Core and one area of specialization. Radio and Television Core Courses Required for the Associate Degree:

Courses Required for the Major:	Units
RTVC 100, Introduction to Radio & Television OR	
RTVC 200, Introduction to Mass Communications	3
RTVC 107, Broadcast Audio	3
RTVC 110, Media Writing	3
RTVC 118, Television Studio Operations	3
RTVC 160, Introduction to Cinema	3
Total Units = 15	

Recommended electives: Radio and Television 200, 245, 249A,B,C,D; CBTE 101 or equivalent, or a typing certificate of 35 WPM.

Areas of Specialization Radio

Courses Required for the Major:	Units
Core Courses	15
RTVC 105, Media Performance	3
RTVC 106, Acting for Radio/Voice-Over	3
RTVC 115, Radio & Television Management Principles	3
RTVC 130, Radio Programming.....	3
RTVC 131, Advanced Radio Performance	1
RTVC 132, Radio Remotes Special Events.....	2
RTVC 140, Radio & Television News Writing	3
RTVC 175, Radio & Television Sales	3

RTVC 247A,B,C, OR D, Radio Broadcasting Practicum	1
Total Units = 37	

Video/Film

Courses Required for the Major:	Units
Core Courses.....	15
RTVC 105, Media Performance.....	3
RTVC 115, Radio & Television Management Principles	3
RTVC 122, Television Production	3
RTVC 124, Electronic Field Production.....	3
RTVC 126, Staging Television & Film OR	
RTVC 128, Lighting For Television & Film	3
RTVC 123, Advanced Television Production OR	
RTVC 146, The TV News Field Report OR	
RTVC 119, Acting for Film and Television.....	3
RTVC 127, Basic Television Production Switcher Operations	0.5
RTVC 167, Motion Picture Production.....	3
Total Units = 36.5	

Recommended elective: Photography 105.

Broadcast News

Courses Required for the Major:	Units
Core Courses.....	15
RTVC 105, Media Performance.....	3
RTVC 121, Performance for Television	3
RTVC 124, Electronic Field Production.....	3
RTVC 126, Staging Television & Film OR	
RTVC 128, Lighting for Television & Film.....	3
RTVC 140, Radio & Television News Writing	3
RTVC 145, Television News Production	4
RTVC 146, Television News Field Report	3
Total Units = 37	

Management

Courses Required for the Major:	Units
Core Courses.....	15
RTVC 105, Media Performance.....	3
RTVC 115, Radio & Television Management Principles	3
RTVC 122, Television Production	3
RTVC 130, Radio Programming.....	3
RTVC 132, Radio Remotes & Special Events.....	2
RTVC 175, Radio & Television Sales	3
RTVC 176, Radio & Television Advertising Copy	1
BUSE 201, Business Organization and Management...	3
Total Units = 36	

Multimedia

Courses Required for the Major:	Units
Core Courses	15
RTVC 151, Introduction to Multimedia	3
Select twelve units from the following:	
RTVC 124, Video Production	
RTVC 152, Digital Audio Post Production	
RTVC 153, Non-linear Editing	
RTVC 154, Interactive Game Design	
RTVC 157, Multimedia Production	12
Select six units from the following:	
ARTG 125, Digital Media	
PHOT 180, Digital Imaging	
CISC 114, Introduction to Computer Graphics & Web Media.....	6
Total Units = 36	

Transfer Information

Common university majors related to the field of Radio and Television include: Communication, Film and Electronic Arts, Film and Television, Journalism, Mass Communication, Radio and Television, Television, Film and Media.

Course Requirements for Transfer Students

Students who plan to transfer to a four year college or university and earn a bachelor's degree in this discipline should consult with a counselor or visit the Transfer/Career Center to determine the appropriate major preparation courses for their specific transfer institution and major. Transfer students may also earn an Associate of Arts degree in Transfer Studies. This degree is individually tailored to each student's specific transfer requirements in order to provide the most efficient path to transfer. More information on transfer programs and procedures is available in the Transfer Programs section of the catalog.

Courses

Radio and Television (RTVC)

100 Introduction to Radio and Television

3 hours lecture, 3 units

Grade Only

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 100.

This course is a historical survey of radio and television as sociological forces in everyday life; includes technological development, programming, ratings, economics, legal aspects and social control of broadcasting in America, the emergence of multimedia, and cross-cultural, international comparisons. It is advised that students take RTVC 100 prior to or in conjunction with the beginning core courses in the major. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

105 Media Performance

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 105. This introductory course provides instruction and practice in announcing, interpretation of copy, newscasting, music continuity, the operation of audio equipment, and interviewing. Students gain practice with commercial material and ad lib announcing. This course is part of the AS degree and can be used for transfer or skills development/enhancement. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

106 Acting for Radio/Voice-Over

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Level R5; and Radio and Television 105 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Drama 106, Drama 265 or Radio and Television 265: Acting for Radio/Voice-Over. This is an introductory course to train actors in the fundamentals of voice technique, dialects and voice-over. Emphasis in the voice-over component includes microphone technique, character voices and cartoon voices for commercial use, as well as cold reading audio-taped audition skills. Other components include cold reading techniques, fundamental acting techniques required for voice-over work, and the production of a voice-over demo tape. This course provides a comprehensive introduction to students intending to enter a career in dramatic arts and radio/television. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

107 Broadcast Audio

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 107. This course offers instruction in the theory and practice of audio techniques used in the audio field: radio, television, multimedia, and film, including acoustics, audio language and terms, use of microphones, use of mixing consoles and related production equipment. Students will apply the learned materials to actual audio production. This course is part of the A.S. degree core and can be used for transfer or skills development/enhancement. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

110 Media Writing

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 110. This course is designed to cover the analysis and writing of radio, television, and film materials, including storytelling and screen writing; commercial copy; public service announcements; educational, instructional, and industrial program formats; and documentaries. This course is intended for the transfer student intending to major in Communications with emphasis in radio, television, film, or multimedia and to satisfy entry-level requirements for students obtaining employment in radio, television, industrial video, cinema, and multimedia. This course meets transfer requirements in the SDSU Communications Department. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

115 Radio and Television Management Principles

**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and completion of or concurrent enrollment in Radio and Television 100 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 115.

This course offers instruction in the business practices and interrelationships of stations, networks, and agencies. Covers the principles of radio, television, and cable advertising, merchandising, market research, audience measurement, and government regulation. This course is intended for transfer students and for those preparing for employment in the field of broadcast management in programming, promotions, sales, engineering and news departments. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

118 Television Studio Operations

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and completion of or concurrent enrollment in Radio and Television 100 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 120.

This course is an introduction to the theory, terminology, and operations within a television studio and control room. This introduction includes television directing, the operation of television audio equipment, TV cameras, and television switcher, fundamentals of TV lighting, graphics, video control, video tape recording and film for TV. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

119 Acting for Film and Television

**2 hours lecture, 3 hours lab, 3 units
Letter Grade or Credit/No Credit Option**

Advisory: English 56 with a grade of "C" or better, or equivalent, or Assessment Skill Level R5; and Dramatic Arts 132 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Drama 119 or Drama 265:

Acting for Film and Television or Radio and Television 265: Acting for Film and Television.

This course introduces students to the skills required for on-camera performing techniques as used in the motion picture and television industry. Students participate in the selection, rehearsal, and on-camera performance of material from television and motion picture scripts including drama, sitcoms, soaps, and commercials. Emphasis is placed on cold-reading taped audition skills, improvisational and interview techniques, and the fundamental acting techniques required for camera, scene, and monologue studies. This course provides a comprehensive introduction to students intending to enter a career in the dramatic arts and radio/television.

(FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

121 Performance for Television

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and completion of or concurrent enrollment in Radio and Television 105 with a grade of "C" or better, or equivalent.

This course offers instruction and practice in all phases of television announcing: performance, news, commercials, public service announcements, interviews, and talk shows. Instruction and practice using a teleprompter, scripts, and cue cards. Students will be videotaped in the City College television studio. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

122 Television Production

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: Radio and Television 118 with a grade of "C" or better, or equivalent; and completion of or concurrent enrollment in Radio and Television 124 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 122A.

This is an intermediate course in television production intended for the transfer student and the student seeking employment in the television, technical video, and multimedia industries. Emphasis is placed upon theory and practice in television production including planning, writing, producing, staging and directing interviews, commercials, public service announcements, dramatic pieces, multimedia and other program segments. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

123 Advanced Television Production

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: Radio and Television 122 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 122B.

This course involves the development of advanced production techniques. Emphasis is placed on individual projects in the producing and directing of television programs and segments, in conjunction with Radio and Television 122. This advanced production course is intended for transfer students and students seeking employment in the television, video

production, and multimedia industries. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

124 Electronic Field Production

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: Radio and Television 118 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 124. This course is an introduction to the theory, terminology, and operation of remote electronic video production, including composition and in-camera editing techniques, camera operation, portable lighting, video recorder operation, audio control, and editing. This course includes the aesthetics and fundamentals of scripting, producing, and directing field location, multimedia, and multi-camera video production. This course is part of the A.S. degree program and can be used for transfer or skills development/enhancement. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

126 Staging for Television and Film

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and completion of or concurrent enrollment in Radio and Television 100 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 126. This course involves theory and practice in the aesthetics and techniques of staging and design for television, multimedia, and film production. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

127 Basic TV Production Switcher Operation

**1.5 hours lab, .5 unit
Grade Only**

Advisory: Radio and Television 100 and 118, each with a grade of "C" or better, or equivalent.

This course offers instruction and practice in advanced operation of the Grass Valley 200 video production switcher for television. The course is intended for students who wish to major in Television and Film/Video in the Radio and Television program. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

128 Lighting for Television and Film

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and completion of or concurrent enrollment in Radio and Television 100 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 128. This course involves theory and practice in the aesthetics and techniques of lighting for television, multimedia and film with emphasis on the essence of light and how the viewer is influenced by different applied techniques. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

130 Radio Programming

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: Radio and Television 105 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 130. This course is an introductory study of radio programming including the programming formula, the "hot" clock, station image, marketing research, sales, the corporate ladder, identifying the format, radio format syndication, demographics, on-air personality, music scheduling and "day parting." The course is designed for students wishing to obtain an associate degree in Communications with an emphasis in Radio or Management and to transfer to a four-year institution or to further professional skills in radio. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

131 Advanced Radio Performance

**3 hours lab, 1 unit
Grade Only**

Advisory: Radio and Television 130 with a grade of "C" or better, or equivalent, or professional experience. This course offers practice and critique within the "real radio" environment. The areas of emphasis include practical radio announcing experience on KSDS-FM, advanced radio production (analog and digital), copy writing for broadcast announcements, and assist in radio station promotions, music library maintenance and office administration. This course is intended for students wishing to major in Radio or to enhance their professional experience in radio broadcasting. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

132 Radio Remotes and Special Events**1 hour lecture, 3 hours lab, 2 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course offers instruction in the theory and practice of concert production, planning, and promotion. Students will handle all aspects of staging live music concerts and simultaneous radio broadcast. Students will write promotional materials and critique concert productions. This course is part of the A.S. degree program and can be used for transfer or skills development/enhancement. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

140 Radio and Television News Writing**3 hours lecture, 3 units
Grade Only**

Corequisite: Completion of or concurrent enrollment in Radio and Television 100 with a grade of "C" or better, or equivalent.

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 140A. This course offers instruction and practice in writing and editing news for radio and television, including rewriting from wire copy, newspapers, and documents. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

145 Television News Production**2 hours lecture, 6 hours lab, 4 units
Grade Only**

Advisory: Radio and Television 118 and 140, each with a grade of "C" or better, or equivalent.

This intermediate course offers instruction and practice in television news production. Included in the course is practice in the areas of television news gathering, writing, field camera operation, and studio production. This course is designed for students who wish to major in news in the Radio/TV program. Weekly in-studio production for air on local cable channels includes practice in producing, directing, on-camera talent, staging, lighting, audio, studio camera, floor direction, video-switching and multimedia for television news. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

146 The TV News Field Report**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: Radio and Television 124 or 140 with a grade of "C" or better, or equivalent.

This course involves theory and practice in the planning, writing, and production of the television news field report and mini-documentary. The course is designed to give students the ability to produce a news field report as a collaborating member of a two-person team comprising the reporter and videographer. Included are research techniques and news sources, selection of subjects, making contacts, outlining, shooting and editing techniques, and writing and assembly of the field report or mini-doc. This course is designed for transfer, for students majoring in Communications with an emphasis in News, and for students seeking employment in the television news industry. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

151 Introduction to Multimedia**2 hours lecture, 3 hours lab, 3 units
Letter Grade or Credit/No Credit Option**

Advisory: Radio and Television 107, 110, and 124, each with a grade of "C" or better, or equivalent; and a working knowledge of both PC and Macintosh operations.

This course introduces students to a conceptual foundation in new media technology. Students learn fundamental concepts including production, distribution, access and storage as well as the impact of technology on communication. Students examine, analyze and critique multimedia products and develop concepts for new media. Requires the use of computers. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

152 Digital Audio Post Production**2 hours lecture, 3 hours lab, 3 units
Grade only**

Advisory: Radio and Television 107 with a grade of "C" or better, or equivalent.

This is an advanced audio course with emphasis on audio postproduction and synchronization with the visual image for radio, TV, video, multimedia and film using Digital Audio Workstations (DAWs). This course provides the benefit of specialized training to the more advanced production students. Students need computer skills at the level of operating both Mac OS and IBM-based Windows operating systems. This course is part of the A.S. degree program and can be used for transfer or skills development/enhancement for the more advanced multimedia production students. Associate Degree

Credit & transfer to CSU and/or private colleges and universities.

153 Nonlinear Editing

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: Radio and Television 124 and Computer and Information Sciences 121, each with a grade of "C" or better, or equivalent.

This is a digital video editing course to train students in post-production in video and film. Emphasis is placed on the aesthetic and technical principles in editing. This course utilizes computer-based nonlinear video post-production systems and focuses on broadcast, industrial, and multimedia applications. This course is designed for transfer, students majoring in Communications with an Emphasis in Video/Film or Multimedia, and for students wishing to enhance their employment opportunities in the broadcast, industrial, video, multimedia, and post-production areas. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

154 Interactive Game Design

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: Radio and Television 151 or 157 with a grade of "C" or better, or equivalent.

An introduction to interactive multimedia game development including game design, development, production and engineering. Emphasis is placed on the critical analysis of the conceptual and technical elements of game design. Students will formulate games by utilizing the process of brainstorming, designing, writing, flowcharting, documentation and assembling multimedia assets. Hands-on production of graphics, sound, animation, text, and possibly video (if students have completed a video production class) are necessary for the production of student game designs. The operation of the hardware, software, cameras and other equipment are necessary for the production of an interactive game. This course is intended for students who are planning to major in multimedia or students looking to enhance their job skills in the game industry. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

157 Multimedia Production

**2 hours lecture, 3 hours lab, 3 units
Grade only**

Advisory: Radio and Television 151 with a grade of "C" or better, or equivalent.

This course covers the design and production of new media technology. Students analyze the conceptual and

technical elements involved in the production of a multimedia project. Students design, write, assemble, and produce multimedia projects for interactive audiences and develop the audio, video, computer graphics, animation, and text necessary for the creation of a multimedia product. The students utilize hardware, software, computers, cameras and other necessary equipment. This course is part of the A.S. degree program and can be used for transfer or skills development/enhancement for the more advanced multimedia students. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

160 Introduction to Cinema

**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

Limitation on Enrollment: This course is not open to students with previous credit for Telecommunications 160.

This course is an historical, aesthetic, and critical survey of cinema with emphasis on the evolution of techniques now used in the production of feature, documentary, educational television, and industrial film. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

167 Motion Picture Production

**3 hours lecture, 3 units
Grade Only**

Advisory: Radio and Television 110 and 160, each with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 167.

This course is an introduction to basic cinematography for motion pictures and television, including composition of shots, editing, sound recording and mixing, animation, special effects, and script writing. This course is part of the A.S. degree program and can be used for transfer or skills development/enhancement. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

175 Radio and Television Sales

**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and completion of or concurrent enrollment in Radio and Television 100 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 175. This course offers a detailed analysis of sales and sales management aspects of radio and television broadcasting and cablecasting, including office organization, research, promotion, traffic, operations, contact procedures, and sales and sales management functions. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

176 Radio and TV Advertising Copy
1 hour lecture, 1 unit
Grade Only

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and completion of or concurrent enrollment in Radio and Television 100, with a grade of "C" or better, or equivalent.

This course involves the analysis and writing of radio and television commercial copy with practical experience in writing for KSDS and other radio, television, and cable companies. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

200 Introduction to Mass Communications
3 hours lecture, 3 units
Grade only

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course is designed to provide students with a basic understanding of industries, technologies, issues, and historical foundations that make up mass communications in the United States. The course includes discussions about current practices, problems, issues and significant trends. The origin and current operations of each media industry are analyzed through the insights of scholars, creative talent, business, and government leaders. The economic, political, societal, and organizational aspects affecting new media are explored. This is a course for transfer students and those seeking employment in communications. Associate Degree Credit & transfer to CSU and/or private colleges and universities. (CAN JOUR 4).

245 Television Workshop
3-9 hours lab, 1-3 units
Grade Only

Prerequisite: Radio and Television 122 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 245.

This is a television production workshop designed to give students an opportunity to work on individual productions and specials to augment their course work in the department and to prepare them for professional employment in the field. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

247A Radio Broadcasting Practicum
3 hours lab, 1 unit
Grade Only

Advisory: Radio and Television 132 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 247. This is an advanced radio broadcasting course designed to provide students additional opportunity to apply previously studied theory to radio program production. The emphasis of this class is on the development and production of live music programming for KSDS-FM. This course is part of the A.S. degree program and can be used for transfer or skills development/enhancement. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

247B Radio Broadcasting Practicum
3 hours lab, 1 unit
Grade Only

Advisory: Radio and Television 105 or 140 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 247. This is an advanced radio broadcasting course designed to provide students additional opportunity to apply previously studied theory to radio program production. The emphasis of this class is on the development and production of radio news programming for KSDS-FM. This course is part of the A.S. degree program and can be used for transfer or skills development/enhancement. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

247C Radio Broadcasting Practicum
3 hours lab, 1 unit
Grade Only

Advisory: Radio and Television 105 or 140 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 247. This is an advanced radio broadcasting course designed to provide students additional opportunity to apply previously studied theory to radio program production. The emphasis of this class is on the development and production of radio sports programming for KSDS-FM. This course is part of the A.S. degree program and can

be used for transfer or skills development/enhancement. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

247D Radio Broadcasting Practicum

**3 hours lab, 1 unit
Grade Only**

Advisory: Radio and Television 105 or 140 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 247. This is an advanced radio broadcasting course designed to provide students additional opportunity to apply previously studied theory to radio program production. The emphasis of this class is on the development and production of programming for KSDS-FM. This course is part of the A.S. degree program and can be used for transfer or skills development/enhancement. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

249A Television and News Workshop - Producing

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: Radio and Television 145 with a grade of "C" or better, or equivalent.

This advanced course includes instruction and practice in producing television news. Emphasis is placed on the role of the producer in the television news team. This course is designed for the student who wishes to gain additional proficiency in producing in the news major in the Radio/TV program. By its very nature, television news varies and the student has unique weekly news gathering experiences. Skills and proficiencies are enhanced by supervised repetition and practice within class periods. Learning objectives are obtained through active participatory experience in weekly group assignments. The student works in subjects including news writing and editing, assignment editing, CNN Newsource compiling, story selection, program timing, studio production and program back timing and pacing. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

249B Television News Workshop - Tape Coordinating

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: Radio and Television 145 with a grade of "C" or better, or equivalent.

This advanced course offers instruction and practice in tape coordinating for television news. Emphasis is placed on the role of the tape coordinator in the

television news team. This course is designed for the student who wishes to gain additional proficiency in tape coordinating in the news major in the Radio/TV program. By its very nature, television news varies and the student will have unique weekly news gathering experiences. Skills and proficiencies are enhanced by supervised repetition and practice within class periods. Learning objectives are obtained through active participatory experience in weekly group assignments. The student works in subjects including news writing and editing, video tape editing and coordinating, assignment editing, CNN Newsource compiling, story selection, program timing, and hands-on studio production. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

249C Television News Workshop - Assignment Editing

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: Radio and Television 145 with a grade of "C" or better, or equivalent.

This course offers instruction and practice in assignment editing for television news. Emphasis is placed on the role of the assignment editor in the television news team. This course is designed for the student who wishes to gain additional proficiency in assignment editing in the news major in the Radio/TV program. By its very nature, television news varies and the student unique weekly news gathering experiences. Skills and proficiencies are enhanced by supervised repetition and practice within class periods. Learning objectives are obtained through active participatory experience in weekly group assignments. The student will work in subjects including assignment editing, news writing and editing, video tape editing, CNN Newsource compiling, story selection, program timing, studio production and program back timing and pacing. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

249D Television News Workshop - Reporting

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: Radio and Television 145 with a grade of "C" or better, or equivalent.

This advanced course offers instruction and practice in reporting for television news. Emphasis is placed on the role of the reporter in the television news team. This course is designed for the student who wishes to gain additional proficiency in assignment reporting in the news major in the Radio/TV program. By its very nature, television news varies and the student has unique weekly news gathering experiences. Skills and

proficiencies are enhanced by supervised repetition and practice within class periods. Learning objectives are obtained through active participatory experience in weekly group assignments. The student works in subjects including reporting in studio, field reporting, news writing and editing, assignment editing, CNN Newsource compiling, story selection and timing and studio production. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

270 Work Experience

**Hours by Arrangement, 1-4 units
Grade Only**

Limitation on Enrollment: Must obtain an Add Code from Work Experience Coordinator for enrollment. To receive credit a student must complete a minimum of seven units during the semester, including work experience. A program of on-the-job learning experiences for students employed in a job related to their major. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

290 Independent Study

**Hours by Arrangement, 1-3 units
Grade Only**

Limitation on Enrollment: Must obtain an Add Code from instructor for registration. Theoretical and practical study of a special area in the field of radio and television. This course may be taken four times with different content for a maximum of six units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Special Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), or Work Experience (270). Detailed course descriptions are listed on page 100. Please refer to the class schedule and/or see the dean or department chair for availability.

Communications: Speech

Description

The Speech Communication program is designed to offer an Associate in Arts Degree or Certificate of Proficiency, as well as communication classes that provide training for occupations in which public presentation and verbal skills are important. It can also serve as a core for the Selected Studies degree, or assist non-native speakers improve speaking skills. Most of the courses also meet transfer requirements to four-year institutions.

Program Emphasis

The Speech Communications department offers a two-year Associate in Arts degree. Students may also select courses leading to the Certificate of Completion in Speech Communication. The courses in this program will increase speaking proficiency in English for successful participation in many other careers. The Speech Communications department offers courses in presentation skills using multi-media.

Faculty

Tanya Medina

Office

C-225G

Telephone

(619) 388-3598

Career Options

Speech Communication skills are necessary for most public communications and management jobs. Speaking and presentations skills are required in vocations that require contact with the public.

Academic Programs

The Speech Communication Certificate of Proficiency and the associate degree in Speech Communication require completion of courses listed below.

Certificate of Completion: Speech*

Courses:	Units
SPEE 103, Oral Communication	3
Select 6 units from:	
SPEE 101, 104, 111, 135, 160, 170, 180	6
Total Units =	9

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

Associate in Arts Degree: Communications: Speech

Courses Required for the Major:	Units
SPEE 101, Voice and Articulation	3
SPEE 103, Oral Communication	3
SPEE 135, Interpersonal Communication	3
SPEE 160, Argumentation	3
SPEE 170, Small Group Communication or	
SPEE 104, Advanced Public Communication	3
SPEE 180, Intercultural Communication	3
Total Units = 18	

Additional general education and graduation requirements for the associate degree are listed in the catalog. **The associate degree requires a minimum of 60 units.**

Recommended electives: Anthropology 103; Speech Communications 99, 111, 290; and courses in Dramatic Arts, Journalism, Psychology, Radio & Television and Sociology.

Transfer Information

Common university majors related to the field of Speech Communications include:

Communication, Communicative Disorders, Graphic Communications, Journalism, Marketing, Public Relations.

Course Requirements for Transfer Students

Students who plan to transfer to a four year college or university and earn a bachelor's degree in this discipline should consult with a counselor or visit the Transfer/Career Center to determine the appropriate major preparation courses for their specific transfer institution and major. Transfer students may also earn an Associate of Arts degree in Transfer Studies. This degree is individually tailored to each student's specific transfer requirements in order to provide the most efficient path to transfer. More information on transfer programs and procedures is available in the Transfer Programs section of the catalog.

Courses

Speech Communications (SPEE)

099 Voice and Diction for Non-Native Speakers of English

3 hours lecture, 3 units

Letter Grade or Credit/No Credit Option

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4; and English for Speakers of Other Languages 40 with a grade of "C" or better, or equivalent.

This course is intended for non-native speakers of English who want to learn and practice American English vocal standards. The class emphasizes American English standards of pronunciation, listening comprehension, ear-training techniques, effective use of vocal variables of voice-rate, pitch force and quality, vocabulary building, conversation with correct use of grammar, sentence structures, common American idioms, pronunciation, and reading. (FT) Associate Degree Credit only and not Transferable.

101 Voice and Articulation

**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This is an introduction to basic techniques of clear articulation to develop effective voice usage in standard American English. The emphasis in this course is on effective sound production and vocal quality. It is recommended for people who deal with the public such as selling and providing public services. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

103 Oral Communication

3 hours lecture, 3 units

Letter Grade or Credit/No Credit Option

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

Limitation on Enrollment: This course is not open to students with credit for Chicano Studies 103, Black Studies 152, or Bilingual Studies 103.

This course offers a wide variety of reading, application and speaking assignments designed to expose students to all the major skills of speechmaking. Students focus

on the following basic elements: ethics; analyzing the audience; visual aids; choosing a topic and specific purpose; outlining, listening, organizing a speech; delivery; small group communication; informative and persuasive speaking; speaker credibility; effective use of language; library research; and communication and/or speeches to entertain. All students give several speeches both with and without visual aids. This course is designed to prepare students for majors in Communications as well as for the general population. Designated sections of this course are taught from a specific cultural perspective and are cross-listed under Bilingual Studies, Black Studies, and Chicano Studies in the catalog and class schedule. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN SPCH 4).

104 Advanced Public Communication

3 hours lecture, 3 units

Letter Grade or Credit/No Credit Option

Prerequisite: Speech Communications 103 with a grade of "C" or better, or equivalent.

This course covers theory, practice and critical analysis of public communication, including speeches on subjects of current interest both local and global. It includes an introduction to the relationship between rhetorical theory and criticism and rhetorical practice in public communication (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

111 Oral Interpretation

**3 hours lecture, 3 units
Grade Only**

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Speech Communications 103 with a grade of "C" or better, or equivalent.

This course involves theory and practice in the interpretational performance of literature. The course concentrates on the development of analytical skills and emphasizes the use of verbal and nonverbal communication in the interpretation of various literary genres including prose, poetry and drama. Literature is selected from a wide variety of world cultures and is taught from a multicultural perspective. The course is designed for the transfer student intending to major in Speech Communications. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

135 Interpersonal Communication

3 hours lecture, 3 units

Letter Grade or Credit/No Credit Option

Advisory: English 51 and English 56 each with a grade of "C" or better, or equivalent, or Assessment Skill Level W5 and R5.

The course emphasizes the development of effective interpersonal skills, strategies and practice in oral and written communication. Personal, situational, and cultural influences of interaction will be covered. It pays particular attention to human perception, interpersonal dynamics, listening, conflict management, and verbal and non verbal symbol systems. The course is intended for students who communicate in a one-on-one situation including majors in communication, fashion, allied health, public service and business. This course is also intended for students who are interested in further development of effective interpersonal skills in work, volunteer, and personal environments. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. (CAN SPCH 8).

160 Argumentation

3 hours lecture, 3 units

Letter Grade or Credit/No Credit Option

Prerequisite: Speech Communications 103 with a grade of "C" or better, or equivalent.

This is a course in the construction and analysis of argument. The course emphasizes the essentials of argumentation: theory, research, and analyses of propositions, tests of evidence, construction and application of arguments to everyday life and public policy. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List. (CAN SPCH 6).

170 Small Group Communication

3 hours lecture, 3 units

Letter Grade or Credit/No Credit Option

Advisory: English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5; and Speech Communications 103 with a grade of "C" or better, or equivalent.

This course offers practical experience in the techniques of leading and participating in small group discussions. Small group techniques such as panels, symposiums, problem solving, conflict resolution, leadership skills and parliamentary procedures are covered. Community building through service learning is presented as a tool to creating collective consciousness and an altruistic philosophy. This course is designed for students intending to major in speech