BIOL 118 General Ecology (Lecture) (3)
3 hours lecture
Transfer acceptability: CSU; UC
Basic concepts of evolution, population ecology, community ecology, and ecosystem ecology.

BIOL 118L General Ecology (Laboratory) (1)
3 hours laboratory
Prerequisite: A minimum grade of 'C' in BIOL 118, or concurrent enrollment in BIOL 118
Transfer acceptability: CSU; UC
Provides hands-on experiences with ecological concepts, methods, and problem-solving techniques by using the plants and animals of local communities in their natural settings. The majority of laboratory sessions will be devoted to off-campus field studies.

BIOL 130 Marine Biology (4)
3 hours lecture - 3 hours laboratory
Note: Not open to students with prior credit in BIOL 131 or 131L
Transfer acceptability: CSU; UC
An introduction to marine biology with an emphasis on the adaptations, classification, and ecology of marine organisms as well as current issues in marine biology. A survey of local marine organisms and habitats. Participation on field trips as scheduled is required.

BIOL 131 Marine Biology (Lecture) (3)
3 hours lecture
Note: Not open to students with prior credit in BIOL 130
Transfer acceptability: CSU; UC
An introduction to marine biology with an emphasis on the adaptations, classification, and ecology of marine organisms as well as current issues in marine biology.

BIOL 131L Marine Biology (Laboratory) (1)
3 hours laboratory
Prerequisite: A minimum grade of 'C' in BIOL 131, or concurrent enrollment in BIOL 131
Note: Not open to students with prior credit in BIOL 130
Transfer acceptability: CSU; UC
A survey of local marine organisms and local marine habitats. A field trip oriented course; participation on field trips as scheduled is required.

BIOL 135 Biology of Marine Mammals (3)
3 hours lecture
Note: Cross listed as ZOO 135
Transfer acceptability: CSU; UC
The fundamentals of marine mammal biology are explored. Topics include comparative anatomy, evolution, cladistics, mammalian physiology, ecology and zoogeography, behavior and conservation as they apply to the study of marine mammals.

BIOL 185 Science of Human Nutrition (3)
3 hours lecture
Note: Cross listed as NUTR 185
Transfer acceptability: CSU; UC
Science of food, nutrients, and other substances. Processes by which humans ingest, digest, absorb, transport, utilize, and excrete foods and nutrients are explored. Emphasis on biological, chemical, and physiological implications to human nutrition and overall health. Current nutrition recommendations and controversies are analyzed from a scientific perspective.

BIOL 195A Field Studies in Natural History (1, 1.5, 2, 2.5, 3)
½-1 hours lecture - 1½-7½ hours laboratory
Prerequisite: A minimum grade of 'C' in BIOL 100; or BIOL 101; or BIOL 130; or BIOL 131; or ZOO 100; or ZOO 101; or BIOL 114; or BOT 100; or BOT 101
Note: Fee charged
Transfer acceptability: CSU; UC – Credit determined by UC upon review of course syllabus.
Field studies of plant and animal species encountered in various habitats, including systematics and major structural and functional characteristics of the taxonomic groups to which these species belong, and emphasizing each species' particular adaptations that favor its survival in its natural habitat. See Class Schedule for locality to be visited.

BIOL 195B Field Studies in Ecology (1, 1.5, 2, 2.5, 3)
½-1 hours lecture - 1½-7½ hours laboratory
Prerequisite: A minimum grade of 'C' in BIOL 100; or BIOL 101; or BIOL 130; or BIOL 131; or ZOO 100; or ZOO 101; or BIOL 114; or BOT 100; or BOT 101
Note: Fee charged
Transfer acceptability: CSU; UC – Credit determined by UC upon review of course syllabus.
Field study of the fauna and biota of selected geographic regions, with emphasis placed upon field identification, observation and interpretation of behavioral and ecological interrelationships of living things to their environment and to one another. See Class Schedule for locality to be visited.

BIOL 197 Biology Topics (5 - 4)
Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture and/or laboratory may be scheduled by the department. Refer to Class Schedule.
Transfer acceptability: CSU; UC – Credit determined by UC upon review of course syllabus.
Topics in Biology. See Class Schedule for specific topic offered. Course title will designate subject covered.
BOT 101  General Botany Lecture (3)
3 hours lecture
Note: Not open to students with prior credit in BOT 100
Transfer acceptability: CSU; UC – BOT 100 and 101/101L combined: maximum credit, 4 units
The diversity, structure, and function of major plant groups including cellular metabolism, soil water relationships, classification, genetics, life cycle patterns, growth, and the basic ecological and evolutionary concepts of botany.

BOT 101L  General Botany Laboratory (1)
3 hours laboratory
Prerequisite: A minimum grade of ‘C’ in BOT 101, or concurrent enrollment in BOT 101
Note: Not open to students with prior credit in BOT 100
Transfer acceptability: CSU; UC – BOT 100 and 101/101L combined: maximum credit, 4 units
A laboratory course in plant biology. Special emphasis on the structure, growth, function, genetics, and life cycles of major plant groups. This is a general education course intended for non-science majors.

BOT 195  Field Study of Native Plants (1, 1.5, 2, 2.5, 3)
½-1 hours lecture - 1½-7½ hours laboratory
Prerequisite: A minimum grade of ‘C’ in BIOL 100; or BIOL 101; or BIOL 114; or BIOL 130; or BIOL 131; or BOT 100; or BOT 101; or ZOO 100; or ZOO 101
Transfer acceptability: CSU; UC – Credit determined by UC upon review of course syllabus.
Extended field study of the flora of selected geographical areas including habitats, adaptations, and identification of native and naturalized species. See Class Schedule for locality to be visited. Fee charged.

BOT 197  Botany Topics (0.5 - 4)
Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture and/or laboratory may be scheduled by the department. Refer to Class Schedule.
Transfer acceptability: CSU; UC – Credit determined by UC upon review of course syllabus. Topics in Botany. See Class Schedule for specific topic offered. Course title will designate subject covered.

Business (BUS)
See also Accounting, Business Management, Insurance, International Business, Legal Studies, Real Estate
Contact the Business Administration Department for further information.
(760) 744-1150, ext. 2488
Office: MD-341

Associate in Science Degrees -
AS Degree requirements are listed in Section 6 (green pages).
• Administrative Assistant
• Advertising, Marketing, and Merchandising
• Business - General
• E-Marketing
• Medical Office Specialist

Associate in Science for Transfer -
AA-T, IGETC, and CSUGE requirements are listed in Section 6 (green pages).
• Business Administration

Certificates of Achievement -
Certificate of Achievement requirements are listed in Section 6 (green pages).
• Administrative Assistant
• Advertising, Marketing, and Merchandising
• E-Marketing
• Medical Office Specialist
• Retail Management

PROGRAMS OF STUDY

Administrative Assistant
This program is designed to prepare the student for an entry level or higher office position and reflects significant changes in the level of preparedness in Digital Information Literacy that is required to enter business and industry.

A.S. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements
ACCT 101 Bookkeeping 3
BUS 100 Introduction to Business 3
BUS 104 Business Information Systems 3
BUS 110 Business Mathematics 3
BUS 120 Introduction to Office Information Systems 3
BUS 152 Social Media for Business 3
BUS 156 Intermediate Keyboarding 2
BUS 167 Microsoft Office Integration 3
BUS 171 Word for Business - Advanced 1
BUS 173 Contemporary Job Search Techniques 1
BUS 176 Excel Intermediate 1
BUS 187 Project for Business 1
BUS 190 Internet for Business 1
BUS 205 Business Communication 3

TOTAL UNITS 31

Credit For Certified Administrative Professional (Cap) Certification:
Individuals who hold the certification for Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) may apply to the Business Administration Department for units toward an Administrative Assistant Associate in Arts Degree. The units granted, with a grade of CR, will be posted to the student’s transcript upon completion of the remaining AA degree requirements. Students must provide evidence of successful completion of the CPS or CAP certification.

Advertising, Marketing, and Merchandising
This program is designed to provide a general academic background of coursework pertinent to entry-level employment and/or upper division education in the field of product or service distribution.

A.S. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements
ACCT 101 Bookkeeping 3
ACCT 201 Financial Accounting 4
BUS 110 Business Mathematics 3
BUS 115 Business Law 3
BUS 117 Legal Environment of Business 3
BUS 140 Selling for Business 3
BUS 145/ FASH 125 Retailing/Promotion 3
BUS 150 Advertising 3
BUS 155 Marketing 3

Electives (Select 6 units)
BUS 100 Introduction to Business 3
BUS 125 Business English 3
BUS/FCS 136 Personal Finance 3
BUS 157 E-Commerce 3
BUS 158 Marketing Internship 3
BUS 170 Word for Business - Basic 1
BUS 173 Contemporary Job Search Techniques 1
BUS 189 Beyond Outlook Essentials 1
BUS 205 Business Communication 3