

**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.

**BIOL 200 Foundations of Biology I** (5)  
3 hours lecture - 6 hours laboratory  
**Prerequisite:** A minimum grade of 'C' in CHEM 110, or concurrent enrollment in CHEM 110  
**Transfer acceptability:** CSU; UC\*  
Molecular and cellular biology. Transmission, molecular, and population genetics. Aspects of reproduction of prokaryotes and eukaryotes. Principles of evolution and systematics. Recommended for biology majors.

**BIOL 201 Foundations of Biology II** (5)  
3 hours lecture - 6 hours laboratory  
**Prerequisite:** A minimum grade of 'C' in BIOL 200, or concurrent enrollment in BIOL 200  
**Transfer acceptability:** CSU; UC\*  
An examination of the diversity of life, as seen in the Eubacteria, Archaea, and Eukarya, emphasizing the integration of structure and function, development, life histories, phylogenetics, animal behavior, and ecology. Recommended for biology majors.

**BIOL 295 Directed Study in Life Science** (1, 2, 3)  
3, 6, or 9 hours laboratory  
**Prerequisite:** Approval of project or research by department chairperson  
**Transfer acceptability:** CSU; UC – Credit determined by UC upon review of course syllabus.  
Independent study for students who have demonstrated skills and/or proficiencies in biology subjects and have the initiative to work independently on projects or research outside the context of regularly scheduled classes. Students will work under the personal supervision of an instructor.

## Botany (BOT)

Contact the Life Sciences Department for further information.  
(760) 744-1150, ext. 2275  
Office: NS-207A

### COURSE OFFERINGS

**BOT 100 General Botany** (4)  
3 hours lecture - 3 hours laboratory  
**Note:** Not open to students with prior credit in BOT 101 or 101L.  
**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. This is a general education course intended for non-science majors.

**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 (.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 166	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
	or	
ACCT 201	Financial Accounting	4
BUS 110	Business Mathematics	3
BUS 115	Business Law	3
	or	
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	

#### 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
BMGT 110	Human Resource Management	3
BMGT 105	Small Business Management	3