

PROGRAM OF STUDY

Commercial and Personal Insurance Services

This program is designed to prepare students for entry into the insurance industry and to provide further training for individuals who have recently entered the insurance industry.

**A.S. DEGREE MAJOR OR
CERTIFICATE OF ACHIEVEMENT**

Program Requirements		Units
ACCT 104	Accounting Spreadsheet Concepts	2
ACCT 201	Financial Accounting	4
BUS 100	Introduction to Business	3
BUS 110	Business Mathematics	3
BUS 115	Business Law	3
BUS 170	Word for Business - Basic	1
BUS 176	Excel Intermediate	1
BUS 180	Access Basic	1
BUS 205	Business Writing	3
INS 100	Introduction to Insurance	1
INS 110	Principles of Property and Liability Insurance	3
INS 115	Personal Insurance	3
INS 120	Commercial Insurance	3
INS 125	Insurance Code and Ethics	1
CE 100	Cooperative Education	1 - 4
TOTAL UNITS		33 - 36

The program parallels the one developed by the Business Education Statewide Advisory Committee for California Community Colleges in 2004 and 2005.

Insurance Services

Provides a program to prepare the student for an entry-level insurance position, or allows an individual with a four-year degree or a person currently in the insurance industry to acquire further training to specialize and/or advance his/her career within the field.

CERTIFICATE OF PROFICIENCY

Program Requirements		Units
INS 100	Introduction to Insurance	1
INS 110	Principles of Property and Liability Insurance	3
INS 115	Personal Insurance	3
INS 120	Commercial Insurance	3
INS 125	Insurance Code and Ethics	1
CE 100	Cooperative Education	1 - 4
TOTAL UNITS		12 - 15

COURSE OFFERINGS**INS 100 Introduction to Insurance (1)**

1 hour lecture

Transfer acceptability: CSU

The course is designed to provide a basic foundation in the modern property/casualty insurance system. Students will learn: how insurance products and services are distributed to the consumer; how the insurance company departments function; how reinsurance is used to create an insurance company and insure large property and high liability values/limits. It also provides students an understanding of civil laws or tort and contracts; a review of the basic commercial and personal Insurance Service Office (ISO) insurance contracts; and details the importance of the risk management process.

INS 110 Principles of Property and Liability Insurance (3)

3 hours lecture

Prerequisite: A minimum grade of 'C' in INS 100

Transfer acceptability: CSU

The study of this course is divided into three segments: Fundamentals of Insurance - information on what insurance is, who provides it, how it is regulated,

and how the financial performance of insurers is measured. Insurance Operations - describes the functions of marketing, underwriting, and claims. Insurance contracts, loss exposure, and risk management - discusses insurance as a contract, introduces both property and liability loss exposures and policy provisions and provides a basic discussion of risk management as a means of managing loss exposures.

INS 115 Personal Insurance (3)

3 hours lecture

Prerequisite: A minimum grade of 'C' in INS 100

Transfer acceptability: CSU

Introduction to basic information regarding personal insurance, including property and liability loss exposures and personal risk management. The course includes information about automobile insurance; homeowners insurance; other residential insurance, such as fire and earthquake insurance; marine insurance; other personal property and liability insurance; financial planning; life insurance; and health insurance.

INS 120 Commercial Insurance (3)

3 hours lecture

Prerequisite: A minimum grade of 'C' in INS 100

Transfer acceptability: CSU

The study of basic information regarding the entire area of commercial insurance. The concepts covered include commercial property insurance; business income insurance; commercial crime insurance; equipment breakdown insurance; inland and ocean marine insurance; commercial general liability insurance; commercial automobile insurance; business owners policies and farm insurance; workers compensation and employers liability insurance; and other miscellaneous commercial coverages.

INS 125 Insurance Code and Ethics (1)

1 hour lecture

Prerequisite: A minimum grade of 'C' in INS 100

Transfer acceptability: CSU

The study of Article II, 4. of the University Risk Management & Insurance Association, which covers a statement of ethics and standards of professional conduct for member representatives. The principles for the development of a systems approach for making ethical business decisions is reviewed. Such a methodical process provides for selecting alternatives that are responsible, practical, and defensible.

Interior Design (ID)

Contact the Design and Consumer Education Department for further information.

(760) 744-1150, ext. 2349

Office: P-8A

Associate in Science Degrees -

AS Degree requirements are listed in Section 6 (green pages).

- Interior Design

Students should be aware that not all Interior Design courses are offered every semester. See Class Schedule or Department Chairperson for additional information.

PROGRAMS OF STUDY**Interior Design - A.S. Degree Major**

Coordinated by educators and professional interior designers, this A.A. degree major offers an interdisciplinary approach to fundamental design, space planning, design analysis, and materials selection and specifications relating to residential and commercial spaces.

A.S. DEGREE MAJOR

Program Requirements

First Semester

ID 100	Interior Design	3
ID 105	Materials and Processes in Interior Design	3
ID 115	History of Decorative Arts I	3
ARCH 105	Basic Architectural Drafting	3

Second Semester

ID 110	Professional Practices in Interior Design	3
ID 120	History of Decorative Arts II	3
ID 125	Presentation Methods in Interior Design I	4
ID 135	Fabrics for Designers	3
ID 150	Computer Aided Drafting for Designers (CADD)	4

Third/Fourth Semesters

ID 130	Light and Color	3
ID 140	Residential Interior Design	3
ID 141	Commercial Interior Design	3
ID 170	Space Planning	3
CE 150	Cooperative Education Internship	2-3

TOTAL UNITS **43 - 44**

Recommended Electives: ART 100, 102, BUS 140, CI 100, ID 145, 151

COURSE OFFERINGS

ID 100 Interior Design (3)
3 hours lecture

Transfer acceptability: CSU

The study of functional and aesthetic interior design principles used to create residential interiors. Beginning drafting, space planning, the use of color and the application of these skills in design are stressed. A survey of major twentieth-century architects and designers and their influence on design and lifestyle is analyzed. Instruction is given in furniture arrangement and selection, materials selection, lighting, and the effects of environmental design on human behavior.

ID 105 Materials and Processes in Interior Design (3)
3 hours lecture

Transfer acceptability: CSU

Selection, care, and use of materials used in residential and commercial interior design.

ID 110 Professional Practices in Interior Design (3)
3 hours lecture

Transfer acceptability: CSU

Specific business and professional practices as they apply to residential and commercial interior design. Career opportunities, personal qualifications, and skills required for employment are also presented.

ID 115 History of Decorative Arts I (3)
3 hours lecture

Transfer acceptability: CSU

Foundation of architecture and furniture styles of the world from antiquity to the Empire period. Covers social, cultural, styles and periods. Description of dominant influences and characteristics of historical interiors, furniture, ornamental design, textiles, and the decorative arts.

ID 120 History of Decorative Arts II (3)
3 hours lecture

Transfer acceptability: CSU

The historic relationship between the decorative arts, architecture, and furniture styles of the world from the 19th century to the present. Includes Asian influences and art periods which have affected these styles. Emphasis is placed on style development as it relates to political, economic, and social forces.

ID 125 Presentation Methods in Interior Design I (4)
3 hours lecture - 3 hours laboratory

Note: May be taken 2 times.

Transfer acceptability: CSU

Form-space comprehension in relationship to furniture placement through residential and commercial design drawing exercises, including one- and two-point perspective problems.

ID 130 Light and Color (3)
3 hours lecture

Note: May be taken 2 times.

Transfer acceptability: CSU

Principles and application of light and its effect on color and the design process in interiors, architecture, and visual merchandising. Emphasizes lighting needs, light sources, light calculations, and energy conservation.

ID 135 Fabrics for Designers (3)
3 hours lecture

Transfer acceptability: CSU

Selection, use and care of fabrics used in residential and commercial interiors. Emphasis on designer selection and specification of fabrics for upholstering furniture, window treatments, floor coverings, and accessories. Includes survey and selection of historic fabrics in interiors.

ID 140 Residential Interior Design (3)
3 hours lecture

Prerequisite: A minimum grade of 'C' in ID 100

Recommended preparation: ID 125

Transfer acceptability: CSU

Development of residential interiors from design concept to installation. Includes materials specifications and design sources. Emphasizes budget analysis, architectural drawings, furniture, and lighting plans.

ID 141 Commercial Interior Design (3)
3 hours lecture

Prerequisite: A minimum grade of 'C' in ID 100 and ARCH 105

Transfer acceptability: CSU

Development of non residential spaces from design concept to installation. Includes health care facilities and open office interiors. Emphasizes client analysis, space planning, materials specifications, architectural drawings, lighting plans, and budget analysis.

ID 145 Kitchen Design (3)
3 hours lecture

Transfer acceptability: CSU

Focuses on the principles and procedures involved in designing the kitchen for the most efficient residential and commercial use. Concentrates on the major aspects of planning the kitchen with special consideration of selection and location of equipment; arrangement of work and storage spaces; standards for appliances; health, safety and human anatomy; San Diego Building Codes and Minimum Property Standards; detailed floor plan, working drawings, and cost estimates for labor and material.

ID 150 Computer Aided Drafting for Designers (CADD) (4)
3 hours lecture - 3 hours laboratory

Note: May be taken 2 times.

Transfer acceptability: CSU

Introduction to computer aided drafting for interior designers, to include two and some three-dimensional drawing, blocks, design tools, rendering, barrier free design, and architectural floor plan layouts.

ID 151 Advanced Computer Aided Drafting for Designers (4)
3 hours lecture - 3 hours laboratory

Transfer acceptability: CSU

Advanced applications and topics include prototype drawings, blocks and using specific libraries, isometric illustration, presentation slide shows, basic and advanced 3 D, and external references. Meets the current needs of the professional working designer.

ID 160 Interior Illustration (3)

3 hours lecture

Note: May be taken 2 times.**Recommended preparation:** ID 100**Transfer acceptability:** CSU

Application of the methods, techniques, and tools used for illustrating interior spaces and products.

ID 165 Interior Design Laboratory (1)

3 hours laboratory

Note: Pass/No Pass grading only; may be taken 4 times**Transfer acceptability:** CSU

Enhancement of skills by supervised practice and active participatory experience in individual study. Content to be determined by the need of the student in agreement with and under observation and direction of the instructor.

ID 170 Space Planning (3)

3 hours lecture

Prerequisite: A minimum grade of 'C' in ID 100**Transfer acceptability:** CSU

The application of programming, theory, and techniques in residential and commercial space planning. Skills in drafting and presentation techniques are emphasized.

ID 195 Field Studies in Design (2)

4 hours lecture/laboratory

Note: May be taken 2 times**Transfer acceptability:** CSU

Tours various locations of the design industry to examine processes of design in furnishings, wall coverings, and textiles. Visits to wholesale showrooms, museums, and places of historic or architectural interest that influence the interior design market.

ID 197 Interior Design 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.

Note: May be taken 4 times**Transfer acceptability:** CSU

Topics in Interior Design. See Class Schedule for specific topic offered. Course title will designate subject covered.

ID 198 Skills in Quick Sketch (1)

½ hour lecture - 1½ hours laboratory

Note: May be taken 2 times**Transfer acceptability:** CSU

Instruction in a practical rough drawing skill, and rapid visualization techniques used to represent concept interiors. Emphasis is on simplified mechanical and freehand systems of drawing. On-site applications and quick visual reproductions for interior or architectural modeling will be emphasized.

ID 295 Directed Study in Interior Design (1, 2, 3)

3, 6, or 9 hours laboratory

Prerequisite: Approval of project or research by department chairperson/ director**Note:** May be taken 4 times**Transfer acceptability:** CSU

Independent study for students who have demonstrated skills and/or proficiencies in Interior Design 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.

International Business (IBUS)

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).

- International Business

Certificates of Achievement -

Certificate of Achievement requirements are listed in Section 6 (green pages).

- International Business

PROGRAM OF STUDY**International Business**

This program is designed to prepare individuals for a career in international business and/or management.

**A.S. DEGREE MAJOR OR
CERTIFICATE OF ACHIEVEMENT**

Program Requirements		Units
ACCT 104	Accounting Spreadsheet Concepts	2
ACCT 201	Financial Accounting	4
BUS 100	Introduction to Business	3
BUS 110	Business Mathematics	3
BUS 155	Marketing	3
BUS 205	Business Writing	3
IBUS 100	Introduction to International Business and Management	3
IBUS 105	International Marketing	3
IBUS 110	The Cultural Environment of International Business	3
IBUS 115	International Banking and Finance	3
IBUS 120	Essentials of Import/Export Procedures	3
CE 100	Cooperative Education	2 - 4

TOTAL UNITS**35 - 37**

Recommended Electives: ANTH 105; ECON 110; GEOG 105; PHIL 110; POSC 110

COURSE OFFERINGS**IBUS 100 Introduction to International Business and Management (3)**

3 hours lecture

Recommended preparation: BUS 100**Transfer acceptability:** CSU

Surveys the international dimension of business including trade, financial, economic, cultural framework, foreign investment patterns, and international managerial problems and policies at the corporate level. Also covers the role of the international manager with regard to entering foreign markets and supervising operations in existing markets, and the pros and cons of protectionism.

IBUS 105 International Marketing (3)

3 hours lecture

Recommended preparation: IBUS 100**Transfer acceptability:** CSU

Surveys international organizations' basic elements for developing markets. Analyzes the market design and the techniques necessary to develop business within selected regions of the world. Discusses the impact due to differences in customs, languages, attitudes, and culture.

IBUS 110 The Cultural Environment of International Business (3)

3 hours lecture

Recommended preparation: IBUS 100**Transfer acceptability:** CSU

Focuses on the cultural environment of international business affecting the conduct of four regions in the Pacific Rim: Canada, Asia, Latin America, and Russia. Students examine the nature and evolution of culture, language, education, religion, and values as they apply to business situations. Examines the differences surrounding political and managerial practices in selected societies.